

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING  
Highland Rescue Team Ambulance Station – 317 S. Lookout Mountain Rd.  
July 11, 2011**

**The Meeting was called to order at 6:01 p.m.**

**Board Members in Attendance:** Nettie Calvi (Presiding), Ed Daniels, Jim Espy, Pat Smith, Robb Gair (by teleconference)

**Others in Attendance:** Chief Wells, Christina Shea, Sharon Jones, Ron Quaife, Ed Westergaard, John Zima

**Minutes of the Previous Board Meeting:** The minutes were approved as written (*all in favor*).

**Financial Report:**

Written report submitted by Christina Shea. Revenue is over target for YTD June and expenses are below target.

**Chief's Report:**

1. Billing Report: Written report submitted by Jill Ridenhour, presented by Chief Wells. Billing for June was extraordinarily high.
2. Operations: July is also starting out busy and lately there have been more 2<sup>nd</sup> out calls; a procedure is being worked on for a systematic response to 2<sup>nd</sup> out calls.
3. Staffing and New Members: Review of current staffing and the six new members are working shifts.
4. Nomination for Deputy Chief: Sharon Jones is nominated by the Team and recommended by Chief Wells for Deputy Chief effective August, 2011.
5. Medical Supervisor: Ron Quaife is recommended by Chief Wells to the Board for assignment to Medical Supervisor, effective August, 2011. It was noted that this position is new and will report directly to the Board of Directors as well as the Medical Director.
6. Grants: The State of Colorado EMS Grant has been offered and requires a 100% match of \$17,000. The Assistance to Fire Fighters Grant will be applied for when open.
7. Volunteer Time/Paid Staff: Volunteer time by paid staff has been eliminated.
8. Building Expansion Update (per written report): The two bids on the project and the low bidder's (Calahan Construction Services) SOQ was distributed for review. Site work, external improvements and other related items resulted in higher costs than previously estimated.

Pat Smith recognized the name of the low bidder and said it was likely his student from about 15 years ago and mentioned that he should refrain from a vote; after further discussion, the other Directors did not believe a conflict existed and advised that he should participate in the vote.

Revised total cost estimates, cost reductions, committee work, and the budgetary impact were discussed. The construction lump sum base bid was for \$449,850 and the bidder has agreed that reductions may be negotiated, items which were detailed.

The total current estimated project cost is estimated at \$488,490 plus a contingency

requires funding of \$531,000. Chief Wells recommends that funding be provided as follows:

Funds from HRTAD current cash surplus	\$210,000
Donation from Foundation	200,000
From 2011 unspent budgeted line items	96,000*
Additional grant request to Foundation	25,000

\* \$96,000 of line items from expenses and capital were identified.

**Old Business:**

1. State Grant (item 6 in Chief's Report): *Ed Daniels made a motion to approve the State Grant and the required match for \$17,000. Pat Smith seconded it and all were in favor.*
2. Building Expansion (item 8 in Chief's Report): *Pat Smith made a motion to approve the low bidder's contract for construction as negotiated and the cost and funding estimates as presented. Ed Daniels seconded it and all were in favor.*

**New Business:**

1. Nomination for Deputy Chief (item 4 in Chief's Report): *Pat Smith made a motion to accept the recommendation by Chief Wells for Sharon Jones as Deputy Chief. Ed Daniels seconded it and all were in favor.*
2. Assignment for Medical Supervisor (item 5 in Chief's Report): *Robb Gair made a motion to accept the recommendation by Chief Wells for Ron Quaipe as Medical Supervisor. Pat Smith seconded it and all were in favor.*

Ms Calvi suggested adding the Medical Supervisor to the HRT organizational structure of leadership.

It was noted that the next meeting will be in Idledale.

**The Meeting was adjourned at 7:25**

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