

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING
Genesee Fire Station – 23455 Current Drive
June 13, 2011**

The Meeting was called to order at 6:02

Board Members in Attendance: Nettie Calvi, Ed Daniels, Jim Espy, Pat Smith, Robb Gair

Others in Attendance: Chief Wells, Christina Shea, Barb DeBoer

Minutes of the Previous Board Meeting: The minutes were approved

Minutes of April 27, 2011 Joint Board Meeting: The minutes were approved

Financial Report:

Written report submitted by Christina Shea. May revenue was on target. Expenses were below target. Capital items are at 52% of budget, primarily because of unbudgeted building expansion. Change in Net fund balance is positive. Property tax revenue is expected to be flat through 2011, and we expect an 8% decrease in 2012. We will get better information in August. We are on a two year assessment cycle.

We talked about reviewing the amount HRTAD wants to ask the Foundation for in the July BOD meeting. This discussion needs to be prior to the July 19th Foundation meeting.

Ed Daniels made a motion to accept the 2010 audit report as presented at the April 9, 2011 Board Meeting and approve signing the Auditors Representation letter. Jim Espy seconded it. All approved.

Ed Daniels made a motion to assign Chief Wells as HRT Budget Officer. Robb Gair seconded it. All approved.

Chief Wells - We may have 3.5 people go to Paramedic school next year. We may be able to get the State to pay half of that expense through grant money. The Long Range Plan is going to have a full section on outside funding. FEMA is funding ambulances next year. We would only have to pay 5%, they would fund 95%.

Chief's Report:

1. Billing Report: Written report submitted by Jill Ridenhour, presented by Chief Wells. Billing for June should be up. May was right on target
2. Grants were discussed above
3. Optimum staffing for May was at 92%
4. New Members- Six accepted in June 2011 class. Orientation has started and will finish this Wednesday night.
5. Jeffco approved the application for expanding the building. The bid process has started. The pre-bid conference was this morning. Bids to be opened on June 28th.
6. Long Range Plan started- emphasis on post building issues. We have a large group working on this. Arthur Bruck is using this for his class project.
 1. Billing change delayed.
 2. Volunteer Paramedics Feldman and Rippel have been approved to run by themselves.
 3. Training being reviewed – should have results mid August.
 4. Great response to para glider down – 3 paramedics and a CST EMT
 5. New cardiac protocol in effect – we are working on next year's grant to expand AED's
 6. Lots of cardiac event calls lately. We have had 2 great community CPR classes.

We (Foothills, Highland and Genesee) think we can add 10 more AED's in our district and have an AED within 5 minutes of the entire district.

Ms Calvi - Genesee firefighters have gone back to being paged on the low band frequency, because their current pagers were not working in some areas in their district. Are Highland Genesee people getting their Highland pages?

Chief Wells – To the best of his knowledge, they are getting all of their pages.

Jim Espy – Are the billing write-offs an annual number or a monthly number?

Chief Wells- These are monthly numbers

Ms. Shea – They go up and down each and month but are in the expected range.

Old Business:

Building Update – In Chief's report. We have 3 weeks until we will get bids back.

Ms Calvi – Still concerned about Highland's cash balances. What should they be?

Ms Shea does not put a lot of weight in the 6mo cash balance vs. a 12 month balance, vs. even less. “We are not a cyclical business or a risky business, so I don't think you have to worry so much about this.”

Robb Gair mentioned we still have the Foundation and use them as a cash reserve.

Ed Daniels thinks 6 months is a good amount. If we have too much money the community would wonder why we aren't using that money for other needs. Ed is very happy about the interest in the long range planning. He would like to see us plan for “catastrophic events” and project what money would be required in those situations.

Chief Wells – The Emergency Response Support Team is meeting right now to plan for this kind of thing exactly.

Rules and Regulations Financial Section 9.3.3:

Pat Smith would like to accept it as written, Robb Gair seconded it.

All were in favor.

Ms Calvi- Two years ago the Board approved extrication PPE. We need to revisit this. I don't understand why we don't need it now. We need to take care of our people.

Chief Wells – We will take an active look at it for next year's budget.

The Meeting was adjourned at 7:13