

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING
Highland Rescue Team Ambulance Station – 317 S. Lookout Mountain Rd.
September 12, 2011**

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

Board Members in Attendance: Jim Espy (Presiding), Ed Daniels, Pat Smith

Others in Attendance: Chief Wells, Christina Shea, Sharon Jones, Ed Westergaard, Damon Brown, Taylor Gray, Carl Joyce, and Barbara DeBoer

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 above target (82%) for YTD due to a busy June and August. Expenses are below target. Capital expenditures are above target due to non budgeted building expansion items.

The Budget resolution was discussed. Jim Espy questioned why the amount on the resolution was different from the amount on the financials. Christina Shea explained it had to do with how she had to account for the County Treasurer fees.

Ms Shea – This Resolution is a draft. It will not be voted on until the October Board meeting when we will have our Budget Amendment Hearing after the notice has been published. The 2012 Budget Hearing is then planned for our November Board meeting.

Chief's Report:

- **Billing Report:** Written report submitted by Jill Ridenhour, presented by Chief Wells. June and August almost mirror images of each other, both very strong. We ran 59 calls and had 32 transports. We are just \$30,000 short of our revenue target for all of 2011. Gary Bartel is starting a study of fees. We are also looking at “special fees” for non transports, such as carry outs, diabetic emergencies, etc. Evergreen has been considering charging for these services and have taken it up with their Board recently.
- **Station Update:** Change order completed; some of the roof is up; all walls are up and outside is sheeted; concrete poured; blacktop put down; electrical started; Architect terminated; we continue to work well with contractor.
- **A busy August**
- **Long Range Plan:** We need to still add a section on finance then it will be ready for review. Arthur Bruck passed his National Registry today and his practical this past Friday. He will be doing an internship at Highland to finish his degree and will be at the station 48 hours a week.
- Budget update 2012:** Not in balance yet; tax revenue is down \$35,000; estimates on “fee disallowance” and bad debt continue to increase (just above 33% now); most line items are tight; some items planned for 2012 for the building have been moved to 2011- the proximity lock, stove and we are considering also purchasing the generator and trees in 2011. Training budget is adequate for 2012; 2 computers for e-PCRs is included; matching funds is not yet allocated; with

10 volunteer ALS we are considering eliminating a paid position; bids for propane and sewage removal were taken and we now know the companies providing those services are the right ones.

- **October Orientation class planned:** Two paramedics; three EMT's (one in district)

- **CREATE grant awarded:** Ryan Walls was accepted at Denver Health and Sharon Jones will be submitted in January.

- **Assistance to Fire Fighter Grant Submitted** – just for monitors. We were advised that submitting that amount plus an ambulance would represent too much of our budget and would be rejected. We will wait to next year to go for the ambulance.

- **New Assignments:** Tom Pedigo has been promoted to Captain and he and Alan Feldman are heading up our training effort. This is the first time Highland will have paramedic training. Ed Westergaard -Lieutenant – in charge of personnel; Chris Walling – Captain – Medical Operations; Gary Bartel – Training Officer – Administration.

-**August 28th – USA Pro Cycling Challenge:** An estimated 40,000 people on Lookout Mountain. We had outstanding participation by Highland personnel (30). It looks like it is going to be a yearly event. We only had 2 transports.

- **MCI Lamb Lane:** 23 treated or assessed. 7 ambulances used to transport; 11 transported; 23 Highland personnel on scene within 10 minutes; 10 minutes to get all patients transported; lots of Genesee, Foothills, Pleasant View, Evergreen, West Metro, and AMR Golden personnel on scene (total of 60 personnel). Chris Walling did an outstanding job directing everyone. Everyone at Highland did an outstanding job. We used all three of our ambulances. We have also had a lot of 2nd out calls lately and Evergreen has done a great job keeping the ambulances serviced. They have given us extremely fast turnaround, much faster than commercial service.

Old Business:

Building update: Discussed in Chief's Report. We have lost several days due to the trusses for the building coming in wrong. Chief Wells is feeling very good about where we are in terms of the budget on the building. The construction should be finished the 2nd week in October.

Jim Espy – We may want to give up putting in new trees because of the fire hazard.

Barbara DeBoer- We really aren't putting in that many trees. Fall is a good time to plant and we should be able to save money purchasing trees now rather than in the spring. Also we have made a commitment to Mt Vernon to do landscaping.

New Business:

Preliminary Budget Report: Discussed in Chief's Report. Line items are tight. Christina has increased the bad debt allowance to \$100,000. That is 20% of our total budget.

Ed Daniels supports the idea of a balanced budget. If he had to predict, he would have to predict continued erosion of patient's ability to pay in our current economy.

The Mutual Aid Agreement with Jefferson County: This is a totally new agreement this year. We have not been a part of a Jefferson County mutual aide agreement since we have become a

Special District. As soon as we sign it, it becomes immediately effective for Highland.

Ed Daniels moves that we sign the Mutual Aid Agreement with Jefferson County.

Pat Smith seconds the motion.

All voted in favor of the motion.

The Board authorized Chief Wells to sign the agreement.

The Meeting was adjourned at 7:02
