

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 45**

**September 22 , 2011**

**MINUTES**

The meeting of the Board was held at the Ambulance District Office in Beulah, CO

Board members present were: Chairman and President Steve Douglas; Vice-president Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy (Satterfield) Lietz. Also attending were EMS Chief Bryan Ware, and community members Gay Davis Miller and Norman Williams.

**1.Chairman and President Steve Douglas called the meeting to order at 6:38 p.m.**

**2.THE AGENDA:** additions were requested of, under New Business, 7d - vote to direct Ruth Ann to provide our 2012 budget, and 7f - set date for combined November/December board meeting. *Motion to approve the agenda as corrected was made by Judy Lietz, seconded by Carol Wright. No objections.*

**3.MINUTES of the August 25, 2011 meeting No. 44** to be corrected as follows:

- Item 4, 3<sup>rd</sup> bullet: pay volunteers first (including payroll tax) , and then apply remainder to areas that are over budget because of increased responses
- Item 4, 5<sup>th</sup> bullet: for our assistance “at the Arts and Crafts Show”
- Item 4, 6<sup>th</sup> bullet: most of our “Property” tax dollars
- Item 4, 8<sup>th</sup> bullet: income “and donations”
- Item 5, 2<sup>nd</sup> paragraph: take out parenthesis re with Bryan 52... then, after July “Bryan responded to 52 of these calls but does not get paid extra for them. Response is paid as part of his salary.”
- Item 6b, last bullet: probable cause hearing regarding “alleged” probation violations
- Do name change throughout for Judy Lietz

*Motion to approve the minutes as amended was made by Carol Wright, seconded by Judy Lietz. No objections.*

**4.TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT:**

- We didn't have all of the Arts and Crafts Fair income last month so there was a discrepancy in the July 31 report, now corrected in this statement, showing approximately \$382.62 additional income.
- This time we broke out the Special Ownership Tax income from the Pueblo County levy tax income since we certify the levy tax separately.
- Following our inquiry, the bank recognized fraudulent credit card charges of approximately \$3500, charged to us in August. It was returned this month, but not shown in either month. Steve thanks Ruth Ann and Bryan for good stewardship in recognizing and acting on the error.
- We had total expenses for August of \$7959.61, just a little over revenue (which is slowing down now)

- Ruth Ann will handle volunteer pay with asterisks next month rather than remove them from the budget. We plan to pay that December 1<sup>st</sup>, excluding activities for the month of December.

*Motion to accept Treasurer's Report was made by Judy Lietz, seconded by Carol Wright. No objections.*

#### **5.EMS CHIEF BRYAN WARE REPORTED:**

- In August we had 5 calls bringing the total for 2011 to 93. Of the 93 we have had 60 transports. September so far has increased the number to 102 calls. We are on target with our estimated income from calls if they are paid as expected.
- Our Medicare number has finally been approved and issued. We had one more step to complete which was done on Wednesday of this week. We need to sign papers with the billing company. We should start receiving our Medicare reimbursement by the middle of October, with income eventually of around \$33,000 to \$34,000. We will then have a 2011 track record to use to finalize our 2012 budget.
- Our Medicaid application has been completed and turned in to the state for approval.
- The Beulah Valley Arts Council donated \$500 to us for our participation in the Fair setup and teardown. They have also waived our site fee for the 2012 event. We have booked a Pulled Pork BBQ to be hosted at the Mountain Park Pavilion on October 30<sup>th</sup> from Noon to 3 PM at \$10.00/ticket. Beulah Fire and the EMTs will be working this event together. Bryan suggests that the proceeds of \$2.00 per meal after expenses go to a new piece of rescue equipment that can benefit both agencies. *Steve Douglas made a motion that the Ambulance district share of the proceeds from BBQ be used for rescue equipment, Judy Lietz seconded. No objections.*
- The Spillman (county dispatching, tracking and information) system has been installed and placed in Ambulance 1 and in the office. Dylan Jacketta from the county ESB helped with installation. We will now begin, in October, utilizing the State of Colorado's electronic patient care reporting system and we will become paperless in regards to patient care reports.
- Bryan met with a Hub International insurance representative. He is working on a renewal policy for us and will look at another company to see if there is a savings. By the October 19<sup>th</sup> public meeting he will perhaps have some numbers for the possible combining of emergency services.
- Two Rascal scooters have been donated to our agency by the Zents family for placement with area families. One family lives in Beulah, the other did live in Beulah but is now in Pueblo. Captain Anderson and Bryan will be delivering the one to Pueblo tomorrow. A release of liability has been drafted to be signed by each party accepting a Rascal, to protect both the ambulance district and the Zents family. Ruth Ann suggested we call Greenhorn Valley View paper with the story. The Zents were asked if it was ok to use their name; they said yes.
- Bryan will be sitting on the county Emergency Operations Plan Committee now to represent emergency medical response
- Our new roster has 23 members. Bryan will be running another EMT basic class
- In cooperation with Beulah Fire, we started a Basic Firefighter's course this past week. We have 6 participants each from EMS and Fire who have been attending. This is Fire approved but not a certificate course, just to assure knowledge when we are on a fire scene. We have had good turnout for two Wednesdays now.
- Our annual Xmas party will be on December 17<sup>th</sup>, at the Songbird, 5-6 pm appetizers, 6 pm dinner. (This has since been changed to December 10<sup>th</sup>)

## **6. OLD BUSINESS:**

**a. Personnel matter regarding EMS Chief Bryan Ware:** an open meeting to describe recent actions. Nothing official has yet happened. State EMS is in a standstill until Ohio authorities act. Everyone is on board with not interrupting Bryan's career. On Friday the attorneys in Ohio will discuss the wording of a probation modification. They are considering a possible extension of the probation with different wording. Many letters were sent to Ohio in support of Bryan. Both Gay Davis Miller and Norman Williams are supporting.

**b. Personnel matter regarding EMS Chief Bryan Ware – Executive Session, as per Section 24-6-402(4)(f), C.R.S.** *Anne Moulton made a motion to enter into executive session. Judy Lietz seconded. No objections.* We exited executive session at 7:48 pm, having discussed the personnel issue re Bryan Ware. No actions at this time.

**c. Update regarding Beulah Fire and our roll at their Oct 19 public meeting.** Bryan (re EMS) and Steve (broader focus as prior Director of Emergency Management for Pueblo County) both were asked to be on a panel for that meeting. Also present will be Gary Kyte, Ron Jones, and Dylan Jacketta for the Sheriff's office. They will discuss 4 options: 1. do nothing. (not workable due to problems with funding, volunteers, etc); 2. a subscription service in which individuals pay for Fire to respond (next to impossible to carry out, re COM center, or a neighbor's fire); 3. the formation of a stand-alone fire district; 4. a combined EMS/Fire district. Bryan and Gary have developed budgets for options 3 and 4. If merged, there would be one chief; if separate, two chiefs. To create a district, there must be a budget developed. Gay Davis Miller suggests we may need to pay a second in command. The best benefit of combining is that there would be decreased administrative costs, projected to be 8 ½ vs 5 mills. Maybe we should start a combined committee. There is discussion regarding placing a fire person on our board soon, before any district is formed. It is also possible to expand to a 7 person bd. We may want to create an orientation program for new board members (EMS and/or fire). Bryan will share the projected budget. Bryan has been looking at shared station sites, but just has ideas now: it would be best to have two access roads attached; we will need water; station should not be indefensible in a wildland fire. Bryan and Steve will meet before October 19<sup>th</sup> to prepare.

## **7. NEW BUSINESS**

**a. ALS/BLS staffing challenges.** Our current reality is that we have difficulty for the past and future few months because of illness, individuals moving and training issues. (Kurt is back in Pueblo; Bryan will check re his availability) This is hopefully short term, but we need to recognize that maybe at certain times we are functioning only with BLS. Bryan responds to query that he is not feeling over worked, appreciates our concern, but will definitely respond if call comes in when he is available. He states there are not too many calls, but sometimes he is at meeting and then has only a BLS crew. Tom Griggs covers two Sundays/month, Kurt maybe will return, Trish remains on sick leave. Bryan will tell us if it is a problem, but he is not too busy at this time. We cannot assure ALS except with AMR response, and the COM center knows this. Bryan is asked to balance time so there will be no overtime. Bryan is currently leaving the office between 2 and 3 pm to reduce office hours.

**b. The EMS Chief Contract:** ends in December of 2011. Bryan asks if he should work with anybody or a committee regarding changes he would like to see in his contract. We request that Bryan send his ideas in advance of our next meeting for our discussion then. Steve will send original e-copy of the contract to all including Bryan.

**c. Amended budget for 2011 and Resolution 2011-3:** (The budget committee is composed of Barring Coughlin, Bryan and Ruth Ann). We've reflected an extra \$6000 from special ownership

taxes so there is no need to remove anything from other categories. In this amended budget, our levy revenue is noted separately from our tax revenues. Fund raising and donations are together, easier as there is some mixture. There are decreased operations expenses in accounting, legal, bank fees etc. There are increases in ambulance expenses and supplies, due to an increased number of responses. The cost of supplies is about the same, just distributed differently. Barring and Bryan are working to establish the cost of a call on average. The radio repair category includes batteries; Bryan is ok with a battery life of 12 hrs. so he expects no expense in that category. It also looks like there is a high tuition reimbursement coming from our training grant of \$6000 for paramedic school for Tom and Tricia but we will need to pay this year, and receive reimbursement next year. Our insurance expense is decreased because of the workman's compensation insurer rules stating that volunteers are not employees even with a stipend. Office expense is changed, we are now on solar so there is no electric bill, but we need to pay for propane. Public outreach expense is not as much for flu shots, but some of that expense appears under equipment for needles. The CDC recommends we get flu shots now. Carol will put this announcement in the church newsletter. We had to raise emergency reserve fund per a legal requirement of 3%. This is tied to revenues, not expenses. Judy Lietz made a motion to accept the 2011 budget as amended. Carol Wright seconded. No objections. The roll call to approve Resolution 2011-3 is as follows. Steve Douglas aye, Carol Wright aye, Ruth Ann Amey aye, Anne Moulton aye, Judy Lietz aye.

**d. Motion to direct Ruth Ann Amey to prepare the budget for 2012** is made by Anne Moulton, seconded by Judy Lietz. No objections.

**e. A draft budget for 2012** must be delivered by October 15<sup>th</sup>. It is delivered today by Ruth Ann.

- Ruth Ann asked a CPA Jerry Brown, who does requests for exemption from audit, and has the requisite expertise in government accounting if there was a way to pay volunteers that will not incur taxes. If there is over \$600 per year paid, we need to pay taxes and give a Form 1099. Gay Davis Miller recommends we ask about Social Security requirements and FUTA (Federal Unemployment Tax Act) requirements. Ruth Ann will ask Gwen and Jerry. We will have raised accounting costs.
- We can set up a scholarship fund line item using donated funds (Barring's idea). The intent is, for potential volunteers who are attending college, they could have time to volunteer if they had less need to earn income. It will be essential to communicate to the community and to donors this precise use.
- We switched to a cash basis a year ago. It can appear confusing for grants where expense and income appear in different years. Jerry says it is the best basis to stay on. Grants are shown as accrual, a hybrid system.
- The County estimates a reduction of 5+% assessed valuation. Hopefully now with medicare and other billing income, this will even out. The special ownership tax comes from when a car is purchased.
- The budget shows the 2011 original, 2011 amended and 2012 proposed figures. Ruth Ann asks all to review and be ready to discuss at the next meeting.
- Small tools will be a new category referring to non EMS tools to be clear.
- Next year we will have grant revenues, with two approved grants in the system, for tuition reimbursement and medical equipment. We also have a FEMA grant request in for \$75,000 worth of gear and equipment. We will have to budget a \$3500 match if we get it.
- Bryan is also working to get a used vehicle from the Pueblo County Sheriff's office. We may receive a used 1996 Tahoe, in reasonably good shape. A question is raised about the

need for a radio and paint job. Maintenance and operational funds are needed to support that vehicle. In 2012 Bryan only foresees oil changes for the other vehicles so we may have extra there. Steve asks that we increase the repair expense item to be ready for emergencies.

- There need to be added line items for revenues and expenses for a scholarship fund.

**f. November/December Meeting** *was set for Sunday, December 11, at 4 pm, by motion from Carol Wright, seconded by Ruth Ann Amey. No objections.*

**g. Personnel matter – Executive Session, as per Section 24-6-402(4)(f), C.R.S.:** *Judy Lietz made a motion that we enter into executive Session regarding a personnel matter, Carol Wright seconded. No Objections. We exited executive session per motion by Judy Lietz, seconded by Carol Wright. No Objections. No actions were taken aside from Bryan’s plan to speak separately with the involved parties and report back at the next meeting.*

**8. MOTION TO ADJOURN:** *was made by Carol Wright, seconded by Judy Lietz. . No objections. Meeting adjourned at 10:13 pm*

Anne E Moulton  
Secretary, Beulah Ambulance District Board of Directors

Final