

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 34**

**October 28, 2010**

**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. Also attending were EMS Coordinator Bryan Ware, responders Tricia Anderson, Nathan Anderson, and community members Barring Caughlin, Gay Davis Miller, and Dawn Young.

**1. Chairman and President Steve Douglas called the meeting to order at 6:35 p.m.**

**2. THE AGENDA** was approved with the addition of joining SDACO (Special District Association of Colorado) on the motion of Judy Satterfield, seconded by Carol Wright, no objections.

**3. MINUTES of the September 23, 2010 meeting** to be corrected as follows:

- #4, bullet 4 to read “Per diem in this statement reflects Dawn’s special agreement per diem and Bryan’s mileage and medical insurance. Medical Insurance will have its own line item next month.
- #4, bullet 5 “monthly total” expense..
- #5, bullet 5, 3<sup>rd</sup> line “wildland” fire
- #5, bullet 6, “ Receipts from Dawn for credit card use”
- #5, bullet 11, \*\*\*\*\*
- #5, bullet 13, DUNS (Duns and Bradstreet, a national database that provides companies with information about other companies and government entities)
- #6a, bullet 4, add “as a funding source”
- #6a, bullet 7, change expenses and supplies to “repair and maintenance”
- #6a, bullet 9, “ Coordinator’s salary (including Dawn’s vacation and sick pay) is increased, so there is also an increase in the payroll tax line item.”
- #6b, bullet 1, secured yet “for 2011, so income, including that from Billing, “ is...
- #6b, bullet 3, drug testing “line item”
- #6b, bullet 5, equipment “line item has not been increased because that will be used for everyday equipment. Any new larger equipment will be purchased with grant money as we awarded assistance for those items.”
- #6b, bullet 6, pay “for 2011” ... December “2011”
- #6b, bullet 7, “Mileage” to replace per diems
- #6b, bullet 9, “ The main portion of the postage line item is for” the annual...

- #6b, bullet 10, ESCI (Emergency \*\*\*\* and Safety Institute)
- #6b, bullet 11, included “of between 2% and 3% ‘ for true emergencies
- #6h, delete “all the”

Motion to approve the minutes as amended is made by Ruth Ann Amey, seconded by Judy Satterfield, no objections.

**4. Minutes of the September 30, 2010 budget meeting** to be corrected as follows:

- #4a, bullet 1, add “Levy” revenue, and correct \$4100 to \$1400
- #4a, bullet 16, Standby “pay” ... December “2011 to assure sufficient funds and provide holiday recognition”
- #4a, bullet 21, replace equipment with “supplies”

Motion to approve the minutes as amended is made by Carol Wright, seconded by Ruth Ann Amey, no objections.

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

Total budget figures in the attached statement for January 1 through September 30, 2010 refer to the attached revised budget adopted on September 30, 2010.

Motion to accept Treasurers Report is made by Judy Satterfield, seconded by Anne Moulton, no objections.

**6. EMS COORDINATOR BRYAN WARE REPORTED:**

- Kit Leroy is on medical leave until further notice
- Mike Conley is out of town, radio and keys were turned in
- Xmas party Dec 18
- Discussion with Beulah Fire continues and will be presented when ready
- Ambulance unit 2 will be housed at the Waterbarrel fire station.
- Medicare paperwork has been completed and sent in; we await the Medicare number for billing.
- SOPs (Standard Operating Procedures) first draft has been created and is being reviewed by a committee of two EMPs. They will then be provided to the Board
- Attached Scholarship letter of agreement is passed out, with language changes to meet the new needs of the organization
- Bryan met with our insurance carrier. He is waiting for quotes with different deductibles so we can decide which rate we will choose. Coordinator Ware also recommends that we cancel our current death and disability insurance. We are covered by the Federal Hometown Hero’s Act which offers this coverage for free to all fire, EMS and law enforcement agencies in the US (for volunteer or paid members). Benefits are higher (\$350,000) and also include spouse benefits and children’s college benefits. We do not need to apply until an incident occurs.
- The coordinator will provide the board with quarterly and yearly EMS billing reports

- Flu shots are down this year with no big media scare. We gave 90 so far and have 60 left. They were offered at the school and the senior luncheon
- There were 8-9 calls in October so far

A motion is made that we cancel our current Death and Disability benefits insurance for volunteers. It is voted all in favor.

## **7. OLD BUSINESS:**

**a. Database status** – in coordinator’s report

**b. Garage** - no new information

**c. Pueblo West ambulance status:** Our insurance carrier would not cover any Pueblo West liability after we take ownership. We E-mailed that if the language stands, we must refuse. If we were to accept, we would have an unquantified potential debt which we cannot afford. We will let the unit go, and put the planned \$2500 back in our funds.

**d. Billing:** \$10,100 has been billed out, not yet collected, starting in September of 2010. Bryan suggests a quarterly report and annual report and a footnote on monthly financials, so we will have an idea how the process is going. Bryan will ask EMA Consultants about an appropriate way to identify billed vs received.

**e. Amendment 60, 61 and prop 101:** An article was written about our concerns re these ballot items. Bryan will put it on the crawl, bulletin board, and WEB site

**f. Flu shots:** covered in coordinator’s report

**g. Budget and mill levy preparation:** Our 2010 budget revision is in to DOLA (Department of Local Affairs). Jarrod, our state representative, says we only needed to submit the 2011 budget to the Board at this time, then make it open to the public. On Dec 10th, Pueblo County sends out final certification of value. Then we may need to revise the budget prior to the December 15 due date. We post notice of the Resolutions on which we will vote. The three resolutions will be prewritten by Anne to be adjusted at last minute. Then by January 31<sup>st</sup>, we must transmit the budget. Also, Anne will need to send data in January to our WEBSITE and to the Secretary of State per the Special District Calendar.

## **8. NEW BUSINESS:**

**a. Determine next meeting:** Our normal meetings in November and December will be cancelled and replaced by a meeting on Sunday, Dec 12, 2010, 6:30 pm. We need to post a special meeting for budget matters and also post the meeting cancellation before our usual November 4<sup>th</sup> Thursday meeting. Along with the posting of the first meeting in January of 2011, on the agenda notice we should post where we will place our notices.

**b. Meeting length and preparation:** Steve notes that we had long meetings initially to educate everyone and to pick up projects. Meetings can be shorter with everyone's help. Please get any information and reports needed for the meeting out by Monday morning before the meeting and everyone please check and read E-mail at that time. Contact Bryan if you can't print or receive these materials.

**c. Bylaws revision – preliminary discussion:** Everyone has a copy. We will put bylaw review and revision on the January 2011 agenda. Specific days and times plus any other areas will be revised. We will include one meeting for November/December. Please make language the same as other documents.

**d. Record retention schedule:** State requirements for how long all types of records need to be kept will be copied onto forms so we all know how long to keep them. According to Colorado open records regulations we need to provide records in 48 hours, but we can formally request a one week extension. Bryan recommends that the board authorize reproducing Colorado state law to be approved at our next meeting.

**e. Code of conduct:** There is discussion of a proposed new wording regarding alcohol and drug use. Bryan will return in December with new options for this wording.

**f. Other - Join SDACO:** A motion is made by Judy Satterfield that we will join SDACO (Special District Association of Colorado) if the cost is less than \$200, seconded by Anne Moulton, no objections.

**8.MOTION TO ADJOURN** is made by Judy Satterfield, seconded by Ruth Ann Amey, no objections. Meeting is adjourned at 8:30 pm.

Anne E Moulton  
Secretary. Beulah Ambulance District Board of Directors

Final