

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 31**

**August 26, 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, and responders Barring Coughlin, Tricia Anderson, and Nathan Anderson.

1. Chairman and President Steve Douglas called the meeting to order at 6:36 p.m.
2. THE AGENDA was approved with the addition of Conflict of Interest, Arts and Craft Fair, Rocket Launch, Search and Rescue events. Motion by Carol Wright, seconded by Judy Satterfield, no objections.
3. MINUTES of the July 22, 2010 meeting to be corrected as follows:
  - #3 3<sup>rd</sup> to last bullet, strike today
  - With EOY, EOM add date
  - #4 middle paragraph, Steve and Ruth Ann met with Gay Miller
  - #5 second to last bullet, correct name to Sheriff's Communications Center Advisory Committee and state trouble with "radio batteries"
  - #5 6<sup>th</sup> bullet, add "annual" report
  - #6 b, strike parenthesis (for addl file storage)
  - #6c, fire "personal protective equipment"
  - #6d, fix Bryan spelling
  - p5 #6d 2<sup>nd</sup> paragraph, St Mary Corwin write out
  - #6e, strike sentence re items in garage

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

4. TREASURER RUTH ANN AMEY GIVES THE FINANCIAL REPORT as of July 31, 2010:
  - Good month, nicely under spent. Total expenses \$6,299.61
  - Pueblo County Tax Income of \$15292.90 received in July
  - Notable expenses include the following;
  - \$900 to repair "the beast" air conditioning
  - Mailing of annual report \$572
  - Printing of report (noted under promotion) \$210.00

- Discussion re printing: Carol Wright's church prints 4-5 pages with Pine Drive Telephone Company and is charged only for supplies. Steve expresses concern re asking so much from the Telephone Co since they are very generous to us. Bryan met with them, they offered to print any large print; we offered first aid or CPR training to them.
- Nothing is listed under fund raising for two events because they occurred in August

Motion to accept Treasurer's report is made by Anne Moulton, seconded by Carol Wright, no objections.

#### 5. EMS COORDINATOR BRYAN WARE REPORTS:

- Bryan is formally introduced. Steve states that we appreciate that Bryan hit the ground running. Bryan started officially August 19, 2010
- Ruth Ann comments it is nice to have him on site so much.
- Steve asks that we be careful with Bryan's time so it is not excessive, nor is there excessive comp time
- Bryan reports 9 calls in July, 7 so far in August, none since he arrived
- He had phone company add Caller ID for \$4.95/month
- He met with AMR yesterday; it went well. He recommends we use AMR maintenance division. It will be relatively inexpensive, cover only their costs, and be better re liability than a local mechanic. He will ask for a price guide on specific items such as tire changes etc. Mike Conley remains willing to change oil.
- AMR will provide medical supplies with savings for us; Bryan will get price sheet to check for sure.
- \$2000 is a "guesstimate" of the expense to letter the Pueblo West ambulance, and install radios. He will check re radio expense tomorrow
- Brian will start setting up files tomorrow
- He will ask volunteers to help with committees for policies and procedures, decals for personal protective equipment design
- We have 7 potential new volunteers
- Dave Hiltbrunn, education manager from St Mary Corwin, will support our teaching an EMT Basic course in Beulah
- For PPE gear and design of patch, he would like to use \$2500 in the budget
- Bryan met with Beulah Fire Dept twice, and will be attending the next Fire Department Board meeting
- He recommends we save and send documents in Windows 97-2003 version
- Pine Drive Telephone Company will print blurb for ambulance and fire departments ( if the fire department agrees) asking that residents call 911, not a personal contact, when help is needed, and that all please make their addresses visible from the road
- Steve notes the Communications Center needs to know who is already committed to a response (which occurs when 911 is the communications point for fire and ambulance), then local dispatcher can help. Ambulance district is not being called for standby for fire. Ask Beulah Fire Dept. about this.

- Dates Bryan expects to be out of town: Sept 17-19 in Canada, Nov 10-12 Norfolk VA, giving conferences to which he is already committed
- Bryan asks this board to consider how to store older ambulance inside: Waterbarrel fire station is possibility, and he is starting research re garage grants
- VFIS is supposed to get back to us with insurance prices. We can reduce cost with drivers training etc.
- There was one last training providing 3 more IV certifications, if sticks get done, for Sandy, Barring, and Nathan
- Each agency creates its own form; there is no state reporting re sticks
- Anytime we have any person injured/exposed on the job, it needs to be reported immediately

## 6. OLD BUSINESS

**a. ANNUAL REPORT MAILING AND DATABASE STATUS:** Steve spoke with several individuals who didn't receive a report. It is important to update the mailing list relative to returned items, within 2 months please. Bryan would like to seek volunteers for clerical help (not one of the responders), and we need to specify no medical training needed. Polly Conlon said she would maybe assist in finding volunteers, and fund raising with food for sure. Our thanks to Barring for putting together the annual report. Steve would like it to occur annually starting in January.

**b. DISTRICT FILING SYSTEM:** Bryan will be working it over. Public files will be in the back room storage area; private files will be near Bryan's desk.

**c. GARAGE:** Jim Martinez offered the old Pine Drive store. Steve met with him. There was a lot of space, but the walls were not tall enough to house an ambulance. We would need a minimum twelve foot door and the walls are only ten feet tall. Jim would have bay doors exiting on Pine drive with no room for safe exit, and very limited parking.

Regarding the District 70 option, there were no comments at the two school board meetings Tricia attended.

Steve met with Paul Huber to ask about general plans and estimated cost. We need to determine total cost and what part is our cost. Paul wants some shared space. We can't do it this year and need to take time for good planning. Carol asked if shared use is a security issue. We may need a long term plan including the Fire Dept. Bryan would like to discuss this first with them. If the district is given property, it may not be right for our needs but be salable, potentially generating funds sufficient to purchase an appropriate property..

**d. PROPERTY TAX UPDATE:** was given in the treasurer's report. Bryan recommends direct contact with the auditor, not through the attorney's office. Ruth Ann is already in contact with Pueblo County. She will see what she can do there and check with Jan Pullaro at our attorney's office about whether it needs to stay with their office.

**e. PUEBLO WEST AMBULANCE:** Bryan will contact the Pueblo West chief about checking the unit and ask if anything has been decided by them. He will then ask the Red Creek agency if they want their unit back, or if we can sell it as a fund raising possibility.

**f. BILLING:** At the community meeting only three members of the community were present. Most people we've talked with were surprised we didn't start billing sooner. Steve thanks everyone for their contributions. We should do an article for the Beulah Buzz.

We will start billing for services as soon as we determine the materials and method for billing. The Medicare determination should be returned 66 days from the time of the application submission. We then can back bill. There will be forms on each unit, a checklist of services and supplies. Two quotes were obtained for billing services in Colorado, preferred because they understand Colorado law. (See attached). The least expensive was EMA Consultants. Bryan recommends that we enter into a one year contract. We can start effective today if it is approved. Billing amounts for medicare/medicaid include a base fee plus mileage and oxygen. For other insurances we can itemize additional items (see attached fees from other agencies). We have to become HIPAA compliant. Bryan states he plans to purchase a HIPAA kit from a national law firm with coordinator's discretionary funds, but would still inform this board of any such spending. Regarding the uninsured, we must send a bill with a form showing proof of residency and an option to request consideration for hardship conditions.

It is noted that this board has already approved billing as a general concept.

A motion is made to have Bryan develop a contract with EMA Consultants, Judy Satterfield seconds. There are no objections.

Bryan will set up billing accounts rather than use the credit card, for better itemized proof of purchases. Steve requests that all be aware of the budget as we make purchases to assure that there is money available. Barring volunteers to assist re budget line items. Bryan is working on line items he needs, and requests #'s for line items.

We will post any further information on billing on the website. Bryan will put announcements regarding the website on the bulletin board, in the Pine Drive Telephone notices and in the Beulah Buzz.

There is a motion made by Anne Moulton to accept the same billing schedule as Rye Fire Department. No objections.

There is a request for a timeline to complete the process by December, but billing starts as of tonight. Reports will go to the billing company who sorts them. Bryan will obtain information not on the patient care reports at the hospital.

**g. EMS COORDINATORS CONTRACT:** The contract is for 40 hrs/week, with the same paid holidays, sick leave and vacation time, same stipend for medical insurance (of which we will use \$261/month) as in Dawn's contract. It specifies a reporting requirement of a monthly report and a quarterly summary report, especially with regards to unused leave. Dawn had 13 days combined sick and vacation time at the end. We need to build a contingency fund to pay anything accrued at end of employment. Steve requests no excessive buildup of time. Bryan will send this report to Steve Douglas and Ruth Ann Amey. Ruth Ann asks if it would be better to pay twice a month which we can do. She will discuss with Gwen Watkins if it saves any money; it will require a change in the contract. This board decides to pay for Bryan's extra time this month, then start fresh in recording comp time. Dawn's last day was Sept 21, so she could have time with Bryan. If we need to bring her back for advice, we need to pay her hourly. Bryan now has his National Registry Certification, and is working on his Colorado provisional license (application in tomorrow), to be followed by his regular certification. His Colorado driver's license application is completed and he is waiting for his card.

**h. OTHER:** Thanks to all for their participation in the Arts and Crafts fair. We had about \$400 income, and another \$150.00 from the Rocket event. We were hoping for \$1225 fundraising per our budget. We will receive \$150 from the Beulah Arts Council at the ice cream social. At the rocket launch we had EMS coverage every day of 2-3 people per shift from 8:00-5:00 each day. There was a clear need.

At the Search and Rescue training on Saturday, a person with simulated injuries was carried on a litter from the fire tower. On Sunday the "victim" (a mannequin) fell at the overlook at Devils Canyon resulting in a technical rescue and litter transport of the mock victim to the trailhead, followed by transfer of the patient to Beulah Ambulance personnel. It was a good chance to connect with other agencies. Thanks to Dave Van Manen for the use of the Mountain Park.

## **7. NEW BUSINESS:**

**b.2010 BUDGET AMENDMENT:** This item is taken first per request of the treasurer. We consider the attached proposed 2010 budget amendment. Ruth Ann will ask Atty. Mullans if our posting it as part of the agenda is sufficient or if we need to publish it in another manner. We expect \$250 less income than budgeted. See the attached re expenses. Brian suggests if we do in-house education on incident prevention, we may get lower rates. Some of the office expense is refunded by grants so it is not as high as it appears. We expect expenses over budget of \$4264, but our accountant Gwen suggests we use the excess fund balance rather than take from our reserves. Bryan asks that we put \$2000 aside for expenses associated with receiving and prepping the Pueblo West ambulance in the budget, also to be covered by the same fund. We also need to add radio maintenance of \$1000, especially for batteries, under medical equipment. Bryan will do an inventory on batteries and discuss solutions with Dave Balsick. Ruth Ann will move those amounts from the excess fund balance, leaving \$1338 there. We expect to have to adjust again for billing or grant income changes.

Pending attorney's approval regarding the sufficiency of our posting, a motion is made by Judy Satterfield to approve the 2010 budget as amended today. Carol Wright seconds. No objections.

It is noted that personal vehicle mileage will be \$.50/mile, for required transportation such as meetings in town.

A motion is made by Judy Satterfield to appoint Ruth Ann Amey to prepare the budget for 2011. Carol Wright seconds. No objections.

**a. AMENDMENT 60, 61 and Proposition 101:** We agree that we should do something public about these ballot items which would take away essential operating funds from our agency. Carol and Nathan will be on a committee to write something, and perhaps Debbie Rose could provide thoughts in writing.

**c. CALENDAR OF REPORTING REQUIREMENTS:** Thanks to Carol for putting together a calendar for budget preparation deadlines. We will review the initial budget at our September meeting. We will post this discussion process on the agenda.

**d. Other:** Carol will be out of town for our September board meeting. She requests to be excused, which is accepted.

Anne requests advice about any conflict of interest for her renting a home to Bryan. The Board unanimously sees no conflict of interest.

**8.MOTION TO ADJOURN:** by Anne Moulton, seconded by Carol Wright. No objections. Meeting is adjourned at 9:41pm.

Anne E Moulton  
Secretary, Beulah Ambulance District Board of Directors

Final