

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 38
February 24, 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; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy Satterfield. Absent and excused/ ill was Carol Wright, Vice President. Also attending was EMS Coordinator Bryan Ware. Responder Tom Griggs was present only for swearing in.

1.Chairman and President Steve Douglas called the meeting to order at 6:30 p.m.

2.AGENDA was approved with the addition of: the swearing in of Lieutenant Tom Griggs before minutes; and under Old Business, an update regarding special district term limits and executive session, and a review in preparation for our March meeting on our initial District Plan; and under New Business, preparation for our Exemption from Audit process and resolution and remove the ? mark from Executive Session. Motion made by Judy Satterfield, seconded by Ruth Ann Amey, no objections.

2a. Tom Griggs was sworn in as Lieutenant by Bryan Ware.

3.MINUTES of the January 27, 2011 meeting: motion was made by Ruth Ann Amey to approve these minutes as submitted, seconded by Judy Satterfield, no objections.

4.TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT for 2011 through January31:

- Ruth Ann provided ledger detail to all board members today to encourage us to peruse them independently at the office in the future, since they will become very long as the year goes on.
- Pueblo County collected \$5000+ in our taxes, distributed only \$702.44, but took the processing fee on the larger figure.
- Acct. Gwen Watkins says we need to separate fundraising income from donations, which we will amend on the budget when other amendments are required
- The grant income category was removed and will instead be entered and show against the related expense category
- Continuing education is already overspent but will be returned through a grant and will be visibly tracked on the right side margin. Steve asked that we add an asterisk under Revenue with a note to refer to that column
- We overspent revenue by \$10,443.14; income is not yet coming in

- We are watching ambulance repair and propane/utilities line items since it is not clear at this time what to expect
- The Ledger provides complete transparency. For example, note the purchase of labor law posters, ambulance fuel purchases with Bryan going on mapping drives. Our continuing education grant is starting to be spent but is not yet reimbursed
- The bill from San Isabel will be our last with installation of solar panels on the building
- Steve asked that numbers on our financial reports and ledgers be in order, but Ruth Ann said it is in this order for continuity. Ruth Ann will discuss it with Gwen

Motion to accept the Treasurers report was made by Anne Moulton, seconded by Judy Satterfield, no objections.

5.EMS COORDINATOR BRYAN WARE REPORTED:

- Kit Leroy officially retired
- There were 9 responses in January, 20 responses so far in February. Both ambulances had to be used on some occasions, and both situations required ALS so AMR was requested
- Tricia Anderson and Bryan completed the State of Colorado instructors' series. They will try to create a Training Group in Beulah
- Beulah Fire responded to assist with significant MVC incidents
- We have two more out of town responders, who are already EMT-B+ certified, that will be joining us after completion of the orientation program. They will come to Beulah for their shifts.
- Reminder about community outreach event on March 10, 2 p.m., Beulah Community Center.
- Mark Mears at Pueblo County will try to get 4 more radios for us
- Bryan needs 2 radios for some scenes, one set to EMS, one to fire
- The mutual aid contract with Beulah Fire created by Tom Mullans was passed out
- The Beulah Fire Dept Board voted to pursue a tax district on their own. They are still interested in sharing a station etc. Bryan gave them a possible shared budget to consider. The Fire Dept is forming a citizen's committee to work on district formation
- Repairs were needed for both ambulances. Ambulance 2 required a water cooler, followed by a fuel switch. It is back in service after \$1200 expense. Bryan hopes to get two to three more years out of it
- Our annual report is to be sent out to the 878 good addresses determined by the last mailing. To be safe it was recommended we send to every post office box as well. Bryan requested feedback on the report as written to date
- We discussed use of Beulah EMS name, which is on our Medicare application. Medicaid materials say Beulah Ambulance District also dba Beulah EMS. Steve requested that we use Beulah Ambulance District on anything legal
- We discussed the EMS Coordinator designation. Usual department rank for what Bryan is doing is EMS chief. Ruth Ann made a motion to change the title of EMS Coordinator to EMS Chief to be consistent with the industry standard. Anne

Moulton seconded, no objections. Anne will go through Bylaws with that change, and Bryan will check all papers for where any change needs to be made.

- We are looking for a cardiac monitor Lifepak10 Basic to make ambulance 2 ALS capable. Hopefully this will cost less than \$5000.00. Bryan will bring more data next time.
- Ambulance 2 will never sell as an ambulance, maybe will serve as a fundraiser eventually. We need to revamp the back to create O2 access from inside the rig.
- Bryan is concerned about safety in our handoffs with AMR; he will explore a paramedic intercept option with AMR
- Bryan has asked Angie Filmore, Beulah School principal, about moving Ambulance 2 into the garage and allowing storage of equipment in the shop space. We will see.

6. OLD BUSINESS:

a. Record retention: Trish removed some items that said municipality. Otherwise the list is the same as the Colorado record retention requirements. Steve requested the use of "track change" so we can see what is being changed, and won't need to review side by side with old version. Bryan will put out a new version for final approval next month.

b. Bylaws revision: We reviewed Bylaws revisions provided by Steve adding "within the boundaries of the district" to Section 5a, "on the fourth Thursday" with "the exception of the" November/December meetings "which will" be combined...to section 6a, actions shall "be considered" later "and may" be ratified to section 7b, the change of title from EMS Coordinator to EMS Chief throughout, and remove the description of the EMS Chief's duties and insert instead "to provide EMS services as described in the job description determined by the Board" in section 8m. Judy Satterfield made a motion to accept Bylaws as Amended. Ruth Ann seconded. There are no objections.

c. Discussions with Beulah Fire: – Fire informed us they will pursue their own tax district and form a citizen's committee to work on this.

e. Other: Anne reported that Term Limits for Special District Board Members allow two consecutive full four year terms, not including partial terms or those filled by appointment. She also reported that, according to laws on executive session procedures, we should address personnel policy such as position description and methods for evaluation in open session, but discuss anything specific to an individual in executive session

NEW BUSINESS:

a. Executive Session re Personnel: Motion was made by Anne Moulton to go into executive session per C.R.S. 24-6-402(4)(f) re personnel issues. No objections. Present were Bryan Ware and all Board members present at this meeting.

After exiting the executive session, actions to be taken are having Bryan contact Beulah Fire Department for a sit down with board members from both agencies to discuss areas of mutual concern.

b. Other: Exemption from Audit: Ruth Ann needs to submit an application for exemption from audit and will require an accountant with experience in government audits for a budget of over \$100,000. She asked us all to come early to our next board meeting to read the Application for Exemption from Audit, for an informed vote at that meeting. We will have to submit by March 31, 2011. Ruth Ann read last year's Resolution required for same process, which Anne will update for vote in March.

c. Other: The District formational service plan: was passed out with the request that we review and be prepared to discuss it at our next meeting.

8.MOTION TO ADJOURN was made by Anne Moulton, seconded by Judy Satterfield, no objections. Meeting is adjourned at 8:37 pm.

Anne E Moulton
Secretary. Beulah Ambulance District Board of Directors

Final