

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 28**

**June 24, 2010**

**MINUTES**

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

Board members present were Chairman and President Steve Douglas, Vice-President Carol Wright, Secretary Anne Moulton, Treasurer Ruth Ann Amey. Board member Judy Satterfield not present. Also attending were EMS Coordinator Dawn Young, EMS responder Clara Long, and community members Gay Davis Miller, Norman Williams, and Larry Walter.

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

1. THE AGENDA was approved.
2. MINUTES of the May 27, 2010 meeting: the following corrections were requested:
  - Second “preferred” needs to be removed.
  - Kuykendall is correct spelling.
  - Treasurer Ruth Ann Amey does not agree to have our people volunteer to park, would prefer to pay extra fee.
  - In #14 remove who seconded since not known.
  - In first paragraph, Tom is no longer assistant, and list responders as responders rather than community members.
  - In #3 should state check ”from Pueblo County”.
  - In #3 check precise amts for month of April on financial statement and correct as needed instead of estimates.
  - In #3 state that bounced check “because of unknown encumbrance”.
  - In #7 should state consensus”with the existing board and incoming new board members”.
  - In #11 strike 10 people to help parking, prefer to pay higher fee if necessary
  - In # 11 at end, state “providing EMS coverage”.
  - In #17 “Pueblo County Courthouse “ instead of courthouse.

Motion to accept minutes, as amended, by Ruth Ann Amey, seconded by Carol Wright, none opposed.

3. TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT, providing a Statement of Actual Expenditures in relation to the budget for the period from January 1 to May 31, 2010. She states that:

- We received \$16,951.87 in May from Pueblo County, minus a required processing fee of \$140.67. She called Pat Mascarenas, from the Deputy

Treasurer's Office, regarding this fee – the county is allowed by statute to pull 1.5% from tax levy, but the same amount is not being taken every month.

- The Deputy Treasurer reports that the specific ownership tax (SO tax), from the Monthly Treasurer's Report of Activity, is from vehicle registrations, of which we receive a share, \$709.00 in April.
- Legal expenses in May of \$1,138 add up to a year-to-date expense of \$2579.
- Net revenue for May was \$18,190. Expenses were \$7,803.
- Our reserves are \$44,403.54, most of which are necessary to manage beginning of year expenses before tax revenues become available.
- Steve Douglas asked if the full amount of expected tax levy revenue was received in 2009. He also asked if, because of current economic conditions, we can expect a shortfall this year. Ruth Ann will address both questions at the next board meeting.
- Tax revenues still due are approx \$33,500.
- The Board requests e-mail of financial statement in advance of the meeting, and Ruth Ann agrees.
- Steve Douglas asks where might we save \$ to pay for medical insurance for our new coordinator. Discussion locates approximately \$4000 largely from the Disposable Medical Supplies budget. There is also the question of what we must negotiate for the coordinators salary.

Motion to accept Treasurer's Report by Anne Moulton, seconded by Carol Wright, none opposed.

#### 4. EMS COORDINATOR DAWN YOUNG REPORTED:

- We had 4 calls in May.
- New EMT-I Clara Long is doing a 450 hr internship which includes response, training, and office work until approximately the end of August thanks to Scott Robertshaw (he helped get an outdoor pursuits program internship which qualifies because of our rural location). She is responding to EMS calls from her home on the South side of Pueblo as well as from our Beulah office. Ruth Ann Amey will write a thank-you note to Scott.
- The Beast (older ambulance) is in to get fixed. The air conditioning broke down after a patient was dropped off. It is now being fixed. There is a problem with the gas tanks, maybe both tanks, but we will replace only one.
- The Beauty (new ambulance) also lost air conditioning, leaking freon. It should be under warranty, but there is a reasonable price for the fix. Dealing with the ambulance company has been a problem.
- Lifepak 15 blood pressure component is getting fixed or replaced under warranty. We have an old one which is being used for now.
- The debit card is not working.

#### UNDER OLD BUSINESS:

5. THE CONFLICT RESOLUTION AMENDMENT to the Code of Conduct, sixth draft, is amended by replacing "shall" with "should" at the end of the 3<sup>rd</sup> and 4<sup>th</sup> paragraphs.

Motion to approve with these changes made by Anne Moulton, seconded by Ruth Ann Amey, none opposed. Final version will be sent out with today's date.

6. ANNUAL REPORT: Barring Coughlin should have it close to finished. Steve recommends that language regarding billing process from Larry Walter's report should fit well under looking forward. Ruth Ann Amey will check if Barring needs more for the financial report. It is noted that if we require a special meeting on this, it needs to be posted 72 hrs in advance. We request that Dawn ask EMS billing people what might be the expected in income per call. We would like to try to be ready to send the report at least a week before our community meeting. Anne Moulton will cancel reserved date on July 8<sup>th</sup>, perhaps reserve one later in July or in August at 3 pm on a Sunday at Steve's recommendation. Later in meeting it is determined that even the July 18 reserved date is too soon for completion, mailing, and advance notice of the meeting in the annual report.

7. BILLING : A motion is made, discussed, and revised, that "We will move forward with billing based on information gathered by the previous board and on the advice of Atty. David Werfel of the American Ambulance Association (which determined that certain billing requirements applied to private agencies do not apply to public entities), without obtaining a formal legal opinion by Office of Inspector General Health and Human Services". Motion made by Anne Moulton, seconded by Carol Wright, none opposed.

It is noted that the OIG has given a formal decision to another agency, which covers the same material of concern to our agency, about being able to waive deductibles and co-pay for "bona-fide residents". Discussion includes that billing is needed to obtain grants and to raise income, that we need a good billing service, and that even if we don't bill, AMR and Flight for Life will bill, which could result in legal issues.

8. GARAGE: Dawn Young received an E-mail from Monte Montez of District 70 in which implied he tells district 70 staff that we would use a proposed office in Beulah School only for storage, not for office/training. She also states that Paul Huber (our other current option for a new garage) is concerned with timing in order to get done by winter. There is concern whether we can afford building this year both in terms of time and money. We might try to do it with largely volunteer labor under a licensed contractor along with fund raising for materials etc. Steve and Larry will both talk with Paul about needing to delay. Dawn is asked to get hold of Monte Montez to assure our proposal is accurate with regards to what we will actually do with an office in the school including office and training. Steve requests we table building an office as an expenditure until 2011. Regarding the budget terminology, Steve requests we remove the word capital (reserves), since at least \$30,000 really is reserves required to pay the beginning of year operating expenses. The remainder can be seed money for building and for grant matches.

9. WEBSITE: Nathan has corrected the board information on the website. We need to place the position description in the website, and add the annual report when it is done.

10. INSURANCE: Ruth Ann Amey reviewed our 5 policies and handed out a description of them today. They include Workman's Comp from Pinnacol costing \$4459 (covers Coordinator and volunteers as though they earned \$1000/year), EMS Accidental Death and Disability from VFIS costing \$2511 (covers volunteers but not Coordinator), Commercial Auto Policy from VFIS costing \$2014, Common Policy for property, general and management liability from VFIS costing \$1615, and Public Official Bond from Western Surety Company costing \$110. It is requested she check on AAA for towing benefit. She will also check on whether our board members are covered individually (and require name changes as members change) or if the officers are covered for their office. She will follow up on suggestions from Dawn regarding other options for insurance. Ruth Ann states we received \$600 back from Pinnacol for having no claims.

11. EMS COORDINATOR POSITION: It is recommended we keep flexibility regarding whether the coordinator must live in Beulah. There are 5 applicants, 2 local, 2 in state and 1 out of state. The committee meeting to set up the interviews will be set by Steve after he calls Barring.

12. FISCAL ISSUES:

- Names on bank accounts now include Dawn Young, Ruth Ann Amey and Gwen Watkins. We need to put Steve Douglas in place of Larry Walter.
- As a general operating philosophy we will put more money in accts for the coordinator cash (\$1000), and general operating cash (\$10,000). Each month Ruth Ann will move the required amounts into those accounts.
- Board members are paid \$50.00 per meeting but can waive that. Ruth Ann will correct the forms to show the period covered.

13. 2010 BEULAH ARTS FESTIVAL on August 7-8. One ambulance will be at the festival and one will be at the rocket launching, so we will have our resources maxed out. Need to contact Festival organizers re not being responsible for parking at the level requested.

14. SEARCH AND RESCUE TRAINING will take place at the Pueblo Mountain Park August 21-22. Fremont and Pueblo County Search and Rescue teams will be involved on the 21<sup>st</sup> with the search process, but Beulah Ambulance is asked to be available about 10 am on the 22<sup>nd</sup> to play the role of meeting the rescue teams for transport.

15. OTHER: PUEBLO COUNTY SHERIFF'S COMMUNICATIONS CENTER ADVISORY COMMITTEE MEETING quarterly. Steve and Dawn will go. There is an issue that there should be no "No Mans Land". AMR is first out. They will discuss out of response area issues, communications.

NEW BUSINESS:

16. 2010 BUDGET REVIEW: there is discussion to find funds for medical insurance for the coordinator's position. Dawn is asked regarding medical supplies, which she feels can be taken care of with about half the current budget of \$8,468. \$400 can be taken out

of drug testing. Recruit and retain budget should be kept as is per Dawn, but uniforms for volunteers might be taken care of with a grant for personal protection equipment. We have 5 Red Card volunteers who can assist with EMS during wildland fires but only if they have equipment costing \$600+ per person, including boots, shirt, pants, shelters. We decide to make this the item for fund raising at the Arts Festival. Perhaps the cost of the insurance package for the service can be decreased. It is suggested that billing will take care of any shortfall that occurs if we hire at the upper level of our projected salary. There is incentive for our new hire to move into the billing program and to recruit and retain volunteers effectively. Our maximum offer of \$40,000 may include benefits.

17. RESPONSE DATABASE: there were no special issues last month. Steve talked to the COM center re correct boundaries. They are now just the originally defined area of the district. We can decline to respond outside of our area.

Motion to adjourn by Carol Wright, seconded by Anne Moulton, none opposed.  
Meeting adjourned 9:56PM.

Anne E Moulton  
Secretary. Beulah Ambulance District Board of Directors

Final