

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 29**

**July 22, 2010**

**MINUTES**

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

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 Dawn Young, responder Tricia Anderson and community members Gay Davis Miller, Norman Williams

**1. CHAIRMAN AND PRESIDENT STEVE DOUGLAS CALLED THE MEETING TO ORDER** at 6:37 p.m.

**2. THE AGENDA** was approved with the addition of: under OLD BUSINESS, a District Filing system, staffing for the Beulah Arts Fair, posting of meeting dates on community calendars; and under NEW BUSINESS, Pueblo West Fire Department's offer of an ambulance.

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

**3. MINUTES** of the 06/24/2010 meeting to be corrected as follows:

- State the month (May) in which \$16,951.87 received
- Correct Pueblo County Attorney to Deputy Treasurer in treasurer's report
- Write out SO on first reference to specific ownership tax
- Change #s in minutes corrections per Steve's list
- Identify who of Board members is not present, specifically Judy Satterfield not present in June.
- On page 2 spell out amt
- Item 4 2<sup>nd</sup> bullet, change "doing" to "responding to" EMS calls from her home
- Same item Lifepak 15 , we have none for temporary use, we still have an old one in use
- On page 4 #10 Steve asks who is covered by general management and liability? Ruth Ann will clarify
- #12 strike "will earmark money waived" which we cannot do, to say "to show the period covered".
- #14 change "victim rescued" to "search process" and "victim transfer" to "transport".

Motion to accept minutes as amended is made by Judy Satterfield, seconded by Carol Wright, no objections.

#### 4. TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT.

- Two copies of the Statement of Actual to Budget are passed out for Jan 1 – June 30, 2010. One compares current activity to our original budget, the other is a projection of what might actually occur by EOY 2010. Both are attached.
- An amount of \$16,000+ was collected for our mill levy in June, but Pueblo County gave us \$10,129.92. However, they charged us a processing fee against \$16,000. We will keep watch on the total amount collected, charged and received for the year, to see if it comes out in the end.
- We still have \$23,438.21 forecast to be paid, most of which should be paid next month. Some will come from October tax lien auction.
- Our revenue over expense is \$2600.78 in June
- Our tax levy budget (which is derived from a strict formula required in Colorado) varies in round numbers as follows from the actual amount collected:  
In 2008, budgeted for \$83,000 but received \$81,000  
In 2009, budgeted for \$89,000 but received \$95,000  
In 2010, budgeted for \$91,000, received \$68,468.79 as of EOM June 30, 2010.
- Pueblo County has received 90.99% of what is due in taxes, but we have not.

The page projecting what we anticipate by EOY 2010 comes from two meetings, at the first of which Ruth Ann met with Steve and Gay Davis Miller to try to locate available funds which were unneeded budgeted expenses, the second of which was the June Board of Directors meeting, also adding what has been learned since. Circled areas are unknowns at this time. Some details follow:

- Grant income: for Tom's EMT-I courses we will receive \$700 from Pueblo County EMS Council plus another \$300.
- Actual amount for recruitment and retention from the state EMS grant of 13,000+ will all be received. There was a misunderstanding previously.
- Our Legal expenses were greater than planned by ~ \$600
- Under Drug testing we can save \$400.
- Under continuing education, we need to keep the remaining approximately \$2,000
- Tuition reimbursement is now over budget by \$1058.17
- Secretarial support of \$250 has been added
- Ambulance repairs are expected to be over by ~\$500 due to the problem with "the beast" and need to plan for the rest of the year
- Ambulance fuel will come in under budget by about \$600
- Disposable medical supplies has been reduced by \$4,400
- We have three unknowns (new salary, payroll taxes, health insurance)
- It is asked if Standby pay of ~\$3000 is needed?
- Coordinator's per diem of \$~1300 was not understood in prior budget so is an extra expense. It is part of Dawn's income for travel to and from Pueblo West. Any additional may be saved with a different contract.
- Re insurance, we expect to see overspending and don't expect to be able to save a significant amount with any change of insurance. We also need to check with Atty. Mullans regarding requirements for the agency, since our original insurance package was what he recommended.

- Liability for responders falls under \$1,000,000/\$3,000,000 Common Policy (Property, General & Management liability)
- Utilities should be under budget by \$1000
- We overspent for office equip and improvements but will be reimbursed for computer and desks from recruitment and retention grant
- Only a net of \$3000 appears to be saved.

Motion to accept Treasurers Report is made by Anne Moulton, seconded by Carol Wright, no objections.

#### **5. EMS COORDINATOR DAWN YOUNG REPORTED:**

- Dawn expresses sadness over this being her last meeting
- There were 14 calls in June, all transported by Beulah, no need for AMR
- To obtain grant reimbursement, we need to send pictures of the desk etc, which is being done.
- Nathan needs to sign invoice for the setting up and maintenance of the website
- Tom needs to prove he successfully completed his EMTI certification for the Pueblo County EMS Council reimbursement
- The annual reports are ready for labels (Nathan and Tricia helping with that) and then will be sent 1<sup>st</sup> class mail. That way if they are undelivered, they will be returned and we can correct the mailing list. We can also have our own return address on the piece (with General Store bulk mailing, we have to use their return address).

It is probably too expensive to keep our own bulk mail license for the few items we will be sending out.

- Clara is holding trainings during the day, and she will be evaluated by her professor next week
- We are waiting for a Lifepak 15 loaner to come
- At the 911 Sheriff's Communications Center Advisory Committee meeting, they discussed trouble with radio batteries. They do know where Beulah Ambulance District boundaries are, and will send a pdf version for the website.
- Both ambulances are running well, air conditioners work.

#### **6. OLD BUSINESS:**

**a. ANNUAL REPORT** is being sent. Nathan volunteers to format it next time. Many thanks to Barrig Coughlin for all his hard work.

**b. DISTRICT FILING SYSTEM:** Ruth Ann would like to have board access to grant files, contract file, with file categories available to all on computer. We need a locked file for personnel and other private files. We should backup office files on an external drive. It is noted that grants are public access on the state website. Steve and Dawn will take care of buying a locking file cabinet for additional file storage. Suggested categories are: operational files for the coordinator; personnel files with limited access; financial files. Question is raised re who puts info in and out; Anne recommends coordinator as the one who will be present consistently to make files available, except for limited access materials some of which are for board member eyes only.

**c. BEULAH ARTS FAIR :** We will need board members present all days. We discuss Ruth Anne Sat/Sun 9-1, Anne Sat 1-5+, Carol Sat 9-1, Judy Sat/Sun 1-5, Steve, all day Sunday. Ken will make a poster for donations for fire personal protective equipment. Again we agree we prefer to pay an additional fee instead of helping out with parking/etc. because we have too many demands on the agency that week.

**d. EMS COORDINATOR POSITION** discussion is moved up to this slot to allow Gay to participate before she needs to leave.

Steve reports that we advertised in several media sources, and closed the search prior to our June meeting. Of the five who applied, one didn't meet our criteria, and two others withdrew for personal reasons. The committee, (composed of Steve Douglas, Anne Moulton, community member Gay Davis Miller and responders Barring Coughlin and/or Tricia Anderson interviewed Sam Wilson and Bryan Ware in separate two hour interviews by the committee. Then there was an opportunity for others to meet each candidate after the interview, and in Bryan's case, into the second day. The committee agreed that Mr. Wilson was neither that strong nor that interested; he never provided references when requested. He did not initiate any further communication.

Communication with Mr. Ware was frequent. Most of the board and responders were able to meet Bryan. All feedback was positive regarding qualifications, demeanor, his questions about the community, his response to interview questions. Bryan gave three references and Steve spoke with all of them regarding how long they had known him, his strengths and weaknesses. Two were professional references; the third was a personal friend of ten years whose son Bryan had coached in soccer. In response to "Would you hire Bryan", all said yes enthusiastically, two saying "in a heartbeat". The friend said Bryan had been named man of the year in his community and had been a very positive influence on his son. Paul Berlin, a retired fire chief, knew him when he trained for EMT, and promoted Bryan to EMS coordinator. He stated "he gets things done right", he helped get three quarters of a million dollars in grants, he is a hard worker, timely, and an excellent instructor. He described Bryan as "looking for a place to be". Lori Mislá, a Life Flight supervisor, knew him for 20 years, in a hospital ER, then in Life Flight. She describes Bryan as an excellent medic and instructor. When asked what his weaknesses were, she said "I don't know of any weaknesses". Regarding the description of our position, she called it "a good fit". Bryan's friend called him dynamic, dedicated, a hard worker, someone who had a high impact on son's life.

Steve makes a motion to move into an Executive Session to discuss one personnel issue. Anne seconds. No objections.

Returning to board meeting, we agree that there should be a prerequisite of a required set of background checks in the coordinators contract. Then Steve recommends that we offer the coordinator's position to Bryan Ware with the provision that he meets the requirements of the contract.

Anne Moulton makes a motion that we offer the EMS coordinator's position under these conditions to Bryan Ware. Judy Satterfield seconds. There are no objections.

Dawn feels Bryan exceeds all the qualifications and will be able to do the training. He should be able to become an outreach educator from St Mary Corwin and she can help it get done. He has national speaking experience and connections which should help. He is getting his NREMT-P renewed, has taken one part of the exam and is scheduled for the remainder. This is also a requirement to begin his contract with us.

Steve recommends that, considering Bryan's high level qualifications, we offer a salary of \$40,000 with a medical insurance stipend of up to \$300/mo toward health insurance of his choice if needed. We should keep the same language from Dawn's contract with regards to a benefit package of: 1.25 days sick leave plus 1.25 days of vacation per month, 7 paid holidays, round trip mileage for use of a personal vehicle in necessary Pueblo/Denver meetings, other standard employee expenses of workman's compensation etc. We will have to tap into our reserves but this is reasonable given starting salaries of \$65,000-70,000 in other locations. The contract will run from his arrival in August until December 2011. We are an at will employer, meaning we can discharge him at any time for reason. Motion to accept the above terms is made by Anne Moulton. Ruth Ann Amey seconds. There are no objections.

Steve will make the offer tomorrow based on specific requirements, and adds that the coordinator will be able to accrue whatever comp time above 40 hrs/wk is required to accomplish the job. The contract will be E-mailed to board members and discussed with Atty. Tom Mullans.

**e. GARAGE:** Pueblo School District70, at their meeting, discussed pulling permits (some of which are costly) to make renovations. Dawn called Monty to state that we are not committed to anything at this time. Monty says he is just getting quotes for permits. We have communicated with the Hubers that we have not decided, that we are still in information gathering mode through this year into the next. Steve reiterates that we cannot afford to proceed with a garage this year.

**f. INSURANCE COVERAGE UPDATE:** Ruth Ann states we can't buy AAA towing insurance but if the individual driving the ambulance has this AAA insurance, that person can call.

**g. PROPERTY TAX** was handled under financial report.

**h. BILLING:** Please if possible, all of the board should be at the community meeting on Sunday, August 22, 3 p.m. Neither Larry nor Dawn will be there. Responders who can be present are desirable. Handouts will include the newsletter which has some information. Anne will create a page of bullets regarding waiving of district resident copays or deductions, and will run it by Steve and Dawn. A few copies of the legal opinion from OIG will be present and be posted on the website. Ruth Ann will make a set of bullets regarding our financial expectations, need for billing to obtain grants, hope

for more free programs, and potential revenue of \$40-60,000 per year. Judy and Anne will arrive at 2 pm to set up. Dawn will buy drinks for the other two August events and should have some left for this event. We will chill on ice. Judy has a cooler. Consider bringing cookies. We will have our map of the district at the meeting.

**i.WEBSITE:** Anne will arrange with Nathan to remove the position description, add the OIG legal opinion, the newsletter, and an announcement of the community meeting.

## **7. NEW BUSINESS:**

**j. PUEBLO WEST AMBULANCE:** Dawn has been negotiating with Pueblo West Fire Department, and has said we can't pay, except \$1.00. It is a 1993 diesel box unit like Beauty, with stretcher, 86,000 miles, 2 WD, with batteries dead, tires pretty new, yellowish in color. They will remove the decals. They will take our offer to their board. It is a lot newer than the Beast. We can surplus the Beast, offer it back to Red Creek, or sell it for fair market value to gain the funds to refurbish the 1993 and apply any additional toward our garage. We suggest bringing a battery to test drive it.

**k. PERSONNEL ISSUE:** A motion is made by Carol Wright to go into Executive session to discuss an old personnel issue. Judy Satterfield seconds. No objections.

Upon return to regular board meeting, a motion is made by Ruth Ann Amey that we establish a "Red Flag List" of individuals who, based on past experience with them as volunteers for Beulah Ambulance District and Beulah EMS, may be detrimental to the Beulah Ambulance District and whose future participation as a volunteer or employee must be reviewed and approved by the board. The individuals to be placed on the list at this time were determined during executive session. Anne Moulton seconds. There are no objections.

**8. MOTION TO ADJOURN** is made by Anne Moulton, seconded by Judy Satterfield. No objections. The meeting is adjourned at 10:29 pm.

Anne E Moulton  
Secretary. Beulah Ambulance District Board of Directors

Final