

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 32**

September 23, 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; Secretary Anne Moulton; Treasurer Ruth Ann Amey. Board members not present: Carol Wright and Judy Satterfield. Also attending were EMS Coordinator Bryan Ware, responder Tricia Anderson, and community members Gay Davis Miller and 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 minutes - approval of minutes of 8/22/2010 and of the committee meeting of 7/10/2010, and under Old Business, use of attorneys.

Motion by Anne Moulton, seconded by Ruth Ann Amey, no objections.

3. MINUTES are to be corrected as follows:

Committee meeting of 7/10/2010, strike "first draft". Motion to accept as amended by Ruth Ann Amey, seconded by Steve Douglas. No objections.

Meeting of 8/22/2010, add Bryan provided comparative numbers. Motion to accept as amended by Ruth Ann Amey, seconded by Steve Douglas, no objections...

Meeting of August 26, 2010, minutes amended as follows:

- #4 add the date of the financial report on the title
- P 2 Dave Hiltbrunn, correct spelling
- P2 Fire Dept board meeting
- P2 Pine Drive Telephone Company blurb (if the Fire Department agrees)
- P2 committed "to a response"
- P 3 c first paragraph, strike no parking, insert "very limited parking"
- P3 c ..salable, add "potentially generating funds sufficient to purchase an appropriate property".
- P4 include attachments noted
- P4 last paragraph, spelling correction of Bryan
- P5, 4 lines down, requirement "of a monthly report" and a summary report
- Same paragraph, Bryan will send report "to Steve Douglas and Ruth Ann Amey"
- P5 h, search and rescue strike "lost" replace with "person with simulated injuries" Rescuers strike "for transport" insert "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.
- P6 a include all of Amendment 60, 61 and proposition 101, about "these ballot items"

Motion to accept minutes as amended by Ruth Ann Amey, seconded by Steve Douglas, no objections.

4. TREASURER RUTH ANN AMEY'S FINANCIAL REPORT as of Aug 31, 2010. See attached.

- This statement still reflects that processing fee is less than 1.5 %
- Cash donations for rocket launch and fair are reflected this month

- Expense for administration/coordinator of Dawn and Bryan working at the same time, plus the expense of Dawn's remaining vacation and sick leave \$4222 is higher than normal because it includes
- 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.
- Monthly total expense is lower than usual at \$7334.11
- Ruth Ann reminds us that all specific charges are in the Financial Records notebook which is behind Bryan's desk and available to the public
- Our cash position is approximately \$88,000 which will be dropping since most of our income is in, while expenses continue.

Motion to accept Treasurers Report by Anne Moulton, seconded by Steve Douglas, no objections.

5. EMS COORDINATOR BRYAN WARE'S REPORT:

- Coordinator Ware presented the board with a letter from EMA Consultants which would be sent for verification of residency. The board suggested a few changes to show verification of residence and the importance of filling out and returning the form to EMA Consultants to avoid future billing. The board also asks that we state "Beulah Ambulance District" in full in two places.
- We have responded to 6 EMS calls thus far in September.
- Ambulance unit 1 is inspected, unit 2 can wait until Pueblo West ambulance arrives. The Medicare application is almost complete and will need the EMS Ambulance License from the Pueblo County Health Department before it can be finalized. Once that application is completed, we will begin work on Medicaid.
- Coordinator Ware will attend the senior luncheon on Tuesday, September 28, 2010
- We received three quotes from different manufacturers for member PPE equipment which ranged from \$3,000 - \$6,000 for 16 EMS jumpsuits which will suffice for wildland fire and ambulance work. We have chosen to go with Anchorex out of New Jersey at \$3100. They will be ordered as soon as we get sizes. There will be Velcro for the patch which can then be changed.
- Receipts from Dawn for credit card use are given to Ruth Ann.
- Coordinator Ware has been updating the mapping system, and once he has the sheets printed off, he will be driving to confirm locations. He will also make contact with the owners to discuss the new evacuation/emergency sheets produced by Pueblo County. This project will be in conjunction with Beulah Fire.
- Gay asks that we consider how to get to areas blocked by snow.
- Four responders will be leaving soon because of their age
- Bryan felt that the purchasing of flu shots at \$1429 would run the budget over, and asked that the board consider charging a fee of \$10.00 per vaccine. After discussion, the board agreed that asking for a \$10.00 donation was most appropriate, to recover the cost of the vaccine for the 2010 flu shots. They will be given October 11-15.
- Triscia and Nathan participated in Bryan's conference and are now certified in Geriatric EMS. We will invite fire departments with EMS capability to make use of this.
- Our income is too high for USDA grants. There are some State of Colorado options for education grants. We had no grants submitted this past June.
- Coordinator Ware has obtained a DUNS number (Duns and Bradstreet, a national database that provides companies with information about other companies and government entities).for the Beulah Ambulance District and has given a copy to our treasurer. This number was required for federal grant applications.
- A new patch design was passed around for board member comments. Ware advised that the responders of the Beulah Ambulance District have approved of its design

- Member Tom Griggs certification testing was discussed in the matter of grant reimbursement. The board agreed that if he fails to pass or take the test before the grant runs out, then he would be responsible for the reimbursement amount.
- Ware's breakdown on Pueblo West Ambulance cost is as follows:

Ambulance	\$500
Radio uninstall	\$200
Radio install	\$700
Lettering	\$500
Batteries	\$150
Inspection	\$150
Total cost	\$2200
- Steve requests that Bryan send EOM time report via email on the first day of the month.

6. OLD BUSINESS

a. 2010 AMENDED BUDGET

- We need words "Hearings are being held" in our notice for 2010 and 2011 budget hearings and in the agendas for the hearings
- We will transfer needed funds from excess fund for 2010
- We are assuming reimbursement for training from either Tom or the grant
- Golf tournament which paid for part of the CO monitors won't be there next year as a funding source
- We are combining recruitment, retention and appreciation, which is changed to recognition, for RRR
- Pueblo County's treasurer's fee now is listed under income as a reduction
- Ambulance repairs and maintenance are increased to \$3000 to cover \$500 purchase of new PW ambulance, plus cost of outfitting it
- PPE for EMS and fire needs will have a few dollars from \$250 medical supplies for the next draft
- Coordinators salary (including Dawn's vacation and sick pay) is increased, so there is also an increase in the payroll tax line item
- Took out standby on-call pay which we will not use until 2011
- We are in office rental negotiations for next year, but this year is covered
- We paid 2009 and 2010 ambulance insurance in 2010 so it appears larger
- The office building goes in the common policy
- Bryan will check re coverage of radios, since it is required, it is probably under floater
- 2010-4 will be # of the budget revision resolution
- Account numbers on EOM report per Bryan's request will be applied, and Bryan will notate that # on expenses

b. 2011 PROPOSED BUDGET DISCUSSION

- No grants are secured yet for 2011, so income. including that from billing, is only \$13000 over 2010's original budget; we will add as grants are approved
- Billing income in budget is low to be safe
- Drug testing line item now includes background checks. We will have to verify citizenship for anyone receiving work income
- Radio repair is for batteries mostly, radios are still under warranty until 2012
- Medical supplies and 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 are awarded assistance for those items
- Part time pay for 2011 will be paid the first week in December 2011 to assure sufficient funds and provide holiday recognition

- Mileage expense should be down now that initial contacts out of town have been made by Bryan
- Rent has not yet been negotiated so it may change
- The main portion of the postage line item is for the annual report, plus a few stamps for office use
- We are going with ECSI (Emergency Care and Safety Institute) in place of AHA (American Heart Association) for CPR, a savings
- An emergency reserve fund will be included of between 2% and 3% for true emergencies
- We discuss need for another item under administration to cover end of employment vacation /sick pay “emergency payroll”
- Ruth Ann will give wording of the required hearing notice to Bryan to post on the website

c. **MAILING DATABASE** has been updated by Tricia. We are still working on filing.

d. **GARAGE:** tabled until executive session at end of meeting.

e. **PUEBLO WEST AMBULANCE** discussion. Tom Mullans is representing both agencies, but Pueblo West is his primary client in this. We can waive conflict of interest or have our own attorney or act as our own attorney. We agree that the language of #5 of the proposed agreement, after the second sentence, is unacceptable to continue with the agreement. We recommend negotiating to eliminate all but, if they want something, “as of the moment we take possession, we assume complete responsibility for the unit.”

Motion is made by Ruth Ann Amey that: this Board of Directors understands that Tom Mullans also represents Pueblo West and waives any conflict of interest that may exist in the preparation of the documents for the sale of the ambulance. It is also understood that in this specific transaction, Tom Mullans would not be representing the Beulah Ambulance District. Steve Douglas seconds. There are no objections.

f. **BILLING:** we accept the billing letter with changes noted previously.

g. **AMENDMENTS 60, 61 and PROPOSITION 101** Carol Wright and Nathan have drafted letters which they will combine. Nathan will attend the webinar on the 30th. Bryan will post on the Crawl that letters are available for public viewing at the office. They will then formulate a stance. Gay and Norman are willing to help with language. Yard signs are being handed out outside the courthouse. We encourage people to write letters to newspaper.

h. **OTHER - USE OF ATTORNEYS:** It is ok to get our own information on monthly and annual levy revenue report from Pueblo County but it is done by Tom Mullans for other ambulance services and there is no charge seen. Ruth Ann recommends we stay the same. Bryan would like the report forwarded to him. We also request it be forwarded to Gwen and to the full board.

7. NEW BUSINESS:

a. **FLU SHOTS:** already covered

b. **OTHER:** a motion is made by Anne Moulton to go into executive session to discuss acquisition of property. Ruth Ann Amey seconds, there are no objections.

8. MOTION TO ADJOURN is made by Anne Moulton. Ruth Ann Amey seconds, no objections. Meeting is adjourned at 9:42 pm.

