

**BEULAH AMBULANCE DISTRICT**  
**BOARD OF DIRECTORS MEETING No. 26**

**April 22, 2010**

**MINUTES**

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

Board members present were: Chairman and President Larry Walter; Vice-president and Secretary Gay Davis Miller; Treasurer Ruth Ann Amey; Carol Wright and Judy Satterfield. Also attending were EMS Coordinator Dawn Young, Assistant EMS Coordinator Tom Griggs; and community members Steve Douglas, Barring Coughlin, Corky Outhier and Norman Williams.

1. Chairman and President Larry Walter called the meeting to order at 2:05 p.m.
2. The agenda was approved without changes on the motion of Gay Miller, seconded by Judy Satterfield.
3. Minutes of the March 25, 2010 meeting were corrected by noting that neither Polly Conlon, Barring Coughlin nor Anne Whitfield had attended the meeting (they had attended the previous meeting); that "MCI" in paragraph 5 referred to "Mass Casualty Incident"; that volunteer responders as well as Dawn Young and Tom Griggs had visited the Beulah school to evaluate it as a possible garage space as noted in paragraph 6; and that paragraph 14 should refer to two former "responders," rather than "EMPs." Judy Satterfield moved that the minutes be approved as corrected; Carol Wright seconded the motion, and there were no objections.
4. Treasurer Ruth Ann Amey gave the financial report. She provided a Statement of Actual Expenditures in relation to the budget for the period from January 1 to March 31, 2010. She reported receipt of a check from the county for tax revenues in the amount of \$23,364.32, noting that a processing fee (established as a percentage of the tax revenue) in the amount of \$201.05 had been withheld. Steve Douglas noted the need to factor the processing fees into the 2011 budget. Larry Walter suggested contacting other districts to see if there might be a way to avoid the processing fee. It was noted that uniforms for volunteers were still in the budget but funds allocated to that purpose might have to be used instead for legal fees. It was agreed to wait to amend the budget until there was better information on other expenses. On-call funds would be available to pay the assistant coordinator until billing could be implemented.

5. Concern was expressed about the amounts spent on office supplies, and Dawn Young was asked to provide further information on those amounts. It was noted that a large part of amounts spent had gone to purchase desks, and that purchases included such things as toilet paper and bottled water. Tom Griggs noted that grant money not yet received included funds for the desks, and that purchase of the desks should be reflected as a capital item, leaving office supplies in the budget only for consumable items.
6. It was reported that the carbon monoxide program funds had been fully spent. It was noted that Gwen Watkins' son was restoring the bulletin board at the general store as a Boy Scout project and was seeking contributions to cover the cost of materials. Gay Miller moved that \$25 be donated from the public relations funds budgeted because the District has used the bulletin board. Ruth Ann Amey seconded the motion, which passed without objection. Gay Miller noted that the bulletin board was not one of the three official places in the District for posting notice in 2010, but it could be used as an additional place to post notices.
7. Tom Griggs commenced the EMS Coordinator's report by noting seven calls in March and that carbon monoxide detectors were still in the process of being installed. He also noted a RETAC "Drive Smart" grant available for seat belt education. Tom Griggs announced that he had accepted a new job offer, but that the starting date had not yet been decided. It was noted that he would continue as a volunteer responder for the District.
8. EMS Coordinator Dawn Young reported the addition of two new volunteers, one of whom is an R.N. and will be at ALS level. Ms. Young also reported that her plans had changed and that she would be leaving the position sooner than anticipated because she will need to do 40 hours of field work for her degree. President Larry Walter noted the need to develop an applicant pool as soon as possible. Judy Satterfield moved acceptance of the Coordinator's report; Ruth Ann Amey seconded the motion. There were no objections.
9. Under Old Business it was decided to table discussion of the dispute resolution proposal because not all Board members had had sufficient time to study it.
10. In relation to the garage, it was noted that a meeting at the school had been canceled and needed to be rescheduled. It was noted that Paul Huber was aware of the discussions concerning housing the ambulance at the school and that he was the chair of the community school committee.
11. Concerning billing, the discussion centered on the need for a formal ruling concerning the legal ability of the District to excuse District residents from payments beyond insurance coverage. Opinions for other ambulance districts

seem to indicate that, as a public entity, the Beulah Ambulance District can forgive co-insurance payments, but the rulings are technically binding only with respect to the specific districts that were the subjects of the rulings. Larry Walter agreed to check on whether a specific ruling should be obtained for the Beulah Ambulance District, and Dawn Young agreed to obtain information to estimate potential revenue from billing. It was noted that the primary reason to commence billing was the strong indication that further state grant money would be contingent on having a billing practice in place.

12. The subject of contracts for response by the District ambulance to properties outside the District was also discussed. It was reported that payment for only one service contract had been received even though several property owners had originally expressed interest. Follow-up payments for that one contract had not been collected, and it was noted that it was difficult to administer having response responsibility to specific properties outside the District. After discussion, a motion was made to discontinue offering contracts for response service outside the District. The motion was made by Ruth Ann Amey and seconded by Carol Wright and passed without objection, with the provision that the existing contract would be terminated after 30 days notice and without requesting additional payment for time on the response listing.
13. The Board discussed the purpose of pro-active communications to the District taxpayers, and the value of having an annual report for this purpose. It was noted that Tom Griggs had been preparing a monthly article for the *Buzz*, and it was suggested that a once-a-year report from the Board in addition would be sufficient. It was agreed that Larry Walter would prepare the final report with the assistance of Dawn Young and Ruth Ann Amey, to be issued in June, to coincide with the transition to the new Board. It was agreed that the newsletter should be mailed to District residents as well as posted on the website. Steve Douglas suggested that the *Buzz* articles also be available on the website.
14. The proposal for a policy to govern content and changes to the website was not completed and was promised for the May meeting.
15. It was reported that a meeting with the Colorado public health department would be held on May 5, 2010, to attempt to resolve issues raised in the certification complaint. A report on that meeting would be provided at the next meeting of the Board.
16. The issue of employment contract extensions for Dawn Young and Tom Griggs was acknowledged as being moot since both had given notice that they would be leaving in the near future. Judy Satterfield moved that a committee be formed to draft a job description and terms of an employment agreement for a new EMS Coordinator, and to begin the candidate search. The membership of the committee would be Barring Coughlin, Steve Douglas and

Gay Miller. Carol Wright seconded the motion, and the committee was established without objection.

17. Under New Business, it was reported that Anne Moulton had requested consideration of a change in the time for Board meetings. Judy Satterfield moved that beginning with the May 2010 meeting of the Board, the starting time for the regular meetings of the Board be at 6:30 p.m. Ruth Ann Amey seconded the motion. The motion passed with Gay Miller abstaining.
18. Ruth Ann Amey reported having received notice from the state to the effect that the request for an exemption from an annual audit had been approved.
19. Gay Miller reported having been advised by Tom Mullans that it would be appropriate to have the transition from old to new Board members during the May meeting. It was noted that election results should be posted on the District website.
20. Larry Walter suggested that the District provide information to residents about radon testing. It was noted that the Pueblo City/County health department might already have a program in place. Norman Williams commented that radon testing kits had been handed out by the health department at a Beulah community meeting in the spring of 2009.
21. It was noted that the rocket launch weekend would be at the same time as the Arts and Crafts fair (August 7-8, 2010) and that volunteers would consequently be kept very busy and would need help from the Board. It was suggested that the District's booth at the Arts and Crafts fair, to be held on the school grounds, should be located as near as possible to the ambulance, to facilitate response to any calls.
22. Dawn Young noted that a cookout was being planned for the volunteers at the Mountain Park during EMS week.
23. The meeting was adjourned at 4:01 p.m.

Gay Davis Miller  
Secretary