

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 39**

**March 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; Vice-president Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey. Absent: Judy Satterfield, excused. Also attending were EMS Coordinator Bryan Ware and responder Tricia Anderson.

**1.Chairman and President Steve Douglas called the meeting to order** at 6:34 p.m.

**2. THE AGENDA:** additions were requested of, under Old business, to review District Service Plan, and under New Business, a request for Inventory of Capital Equipment. Motion to approve the agenda as corrected was made by Carol Wright, seconded by Ruth Ann Amey. No objections.

**3a. MINUTES of the February 20, 2011 special meeting** are to be corrected as follows: correct the date 2010 to be 2011. Motion to approve the minutes as amended was made by Ruth Ann Amey, seconded by Carol Wright. No objections.

**b. MINUTES of the February 24, 2011 meeting** are to be corrected as follows:

- p1, 5<sup>th</sup> bullet – insert under revenue “with a note” to refer to that column
- p2, change incidents to responses
- p2, fourth from bottom, spell out f/b
- p2, next bullet every (spell out) PO box
- p3, 1st bullet, \$5000 not \$500
- p3, use past tense on discuss and made and elsewhere
- p3, 6e, allow two “consecutive” full four year terms

Motion to approve the minutes as amended was made by Carol Wright, seconded by Ruth Ann Amey. No Objections.

**4.TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT:**

- February was the first month with income from billing in the amount of \$602.16
- Total expenses were \$9903.38
- Grant income is identified in the box on the right and is also posted under continuing education. It was requested that “Pueblo County Grant” be changed to state that it was from the EMS council
- Bryan questioned if the item for CPR is under Continuing Education. Ruth Ann will correct that posting

- Regarding the question last month about tax income item differences, the report for the 30<sup>th</sup> of the month is sent the 10th of the next month, but it all turns out correct at end of month
- Correction will be made under Grant Income changing donates to denotes

Motion to accept the Treasurers Report was made by Anne Moulton, seconded by Carol Wright. No objections.

#### **5. EMS CHIEF BRYAN WARE REPORTED:**

- There were 20 calls in February, of which 12 were transported, 8 were refusals. Thus far 44 calls this year is a bit more than half of last year's total in less than one quarter of a year. Bryan feels the community is saying they know we're here, and are comfortable using the service
- Beth Helpin and Ericha Smith have both completed their orientation and will be covering shifts starting in April. Beth's husband will also be covering some time here
- Aug 6<sup>th</sup> & 7<sup>th</sup> is scheduled for the Beulah Arts & Crafts Fair. We will be staffing a booth again and will look into a dunking tank or other fundraiser. Cost for the booth is \$60.00
- Bryan is placing a request with the Pueblo County 911 Authority Board for the Spillman system which will allow us to have our data information immediately, create patient care reports, and have mapping options. If we receive the computer system, this will give us two laptops and one base computer (to use only for Spillman system mapping and call data info). The second laptop may go in Ambulance 2, or in a responder vehicle. These would be funded through the 911 Authority Board.
- Bryan is now sitting on the Pueblo County EMD (Emergency Medical Dispatch) Steering Committee which meets once a month and gives direction to SO Communications officers for medical dispatch information
- Steve suggested we sit in at the Communications Center to see how it works
- Charlie Thompson and 3 other students have left our EMT-Basic class because of moving away or work load.
- Bryan discussed with Dr Weber the issue of abandonment when Bryan arrives on scene as backup, then lets EMT-Intermediate take over patient care for transport. Dr Weber advised that as long as the treatment needs did not go beyond the EMT-I's level of training it would not be abandonment.
- Community outreach event on March 10 had no participants. Bryan will work with St Mary Corwin to promote the upcoming events.
- Bryan will be talking with Dr Weber and Dave Hiltbrunn about an incident prior to his time here, which has come up during executive sessions.
- We did receive reimbursement for towing Ambulance 2 and found out that towing is covered under our insurance
- We won't be able to store Ambulance 2 in the school garage; District 70 needs it for mowers etc.
- Bryan will need to return to Ohio for participation in an employee termination case

- Bryan has requested a grant to cover the cost of a summer intern who would complete our map books, pass out emergency evacuation information from the county, and allow us to place a block marker along roads every 1000 of the address system, to help responders find homes in an emergency. Steve suggests he contact Pueblo community college for possible interns. Anne suggests that street numbers be sold at the arts fair
- Our draft 5 yr plan was passed out with Bryan's initial revisions. Please read and be prepared to discuss this at our next meeting
- Bryan has updated his portion of the District Service Plan. Our bylaws simply state that we must ensure that our operations are following that Plan.
- Our code of conduct was passed out to board members. Our conflict resolution policy needs to be added.
- There has been no criticism of billing of our patients, and some even called to assist by offering corrected information
- The Annual Report was mailed. Thanks to Sandy, Tricia and Nathan Anderson, and Barring Coughlin who helped with the mailing.

## **6. OLD BUSINESS**

**a. Record retention:** We only changed the name to Beulah Ambulance District. Bryan will E-mail this latest version to Board members and put it up on our website which should be completed April 1.

**b. Beulah Fire Department:** We have no further discussion with them. They have decided within their department to go for a 7 mill levy but with no increase in services. Gary Kyte informed Steve that they may form a separate district with the same boundaries as ours. They are forming a citizen's committee to discuss this plan with the community. Bryan will visit with Gary about the usefulness and timing of a meeting of the two boards to discuss ways we can work with them for the sake of the community.

**c. Mutual aid agreement:** Suggestions were made for wording. Bryan will give us a copy of the final document.

**d. Resolution 2011-2 Request for Exemption from Audit:** Ruth Ann presented our Exemption from Audit application. Corrections were recommended of: part 5-2 savings accounts figure correction to \$62,377, part 4-5 yes to lease which we do have for office adding a cost of \$525/mo= \$6300 yr. The accountant will provide a clean sheet to send in. We approved the document as annotated. Steve recommended that when we revise the current budget that we raise the emergency fund to 3%, which we did have last year as uncommitted money. A motion was made to approve Resolution 2011-2 Request for Exemption from Audit by Anne Moulton, seconded by Carol Wright. Vote was Steve Douglas, aye, Carol Wright aye, Anne Moulton aye, Ruth Ann Amey aye (4 present). Judy Satterfield was absent. All present signed the Application for Exemption from Audit – Long Form.

**e. Other: District Service Plan:** our Bylaws state we must give our best effort to provide service in accordance with the district service plan. Bryan wants to update it

annually and has begun. We will include on the agenda for April to begin a rewrite of service plan. Please mark up Bryan's initial attempt. Bryan will obtain a map to attach. Steve suggested we build a weatherproof outdoor bulletin board for the map and other announcements. Gwen Watkin's son organized the general store bulletin board as part of an Eagle Scout project.

**7. NEW BUSINESS:**

**a. The cost to upgrade Ambulance 2 to ALS level** would cost about \$5600 (the 12 lead EKG could be transferred to a new ambulance instead). Bryan recommended we table this until later in the year when we know if we have excess income. Steve said hats off to our responders for accepting a nominal fee or less for being on call. We questioned how many times we need a second ALS ambulance.

**b. Other: Ruth Ann requested an inventory of capital equipment** (approximate value of \$500 or more replacement cost, or valuable, or essential). Gwen will help and give depreciation page. We need to look at deductibles on insurance in this light.

**8. MOTION TO ADJOURN** was made by Carol Wright, seconded by Ruth Ann Amey. No objections. Meeting adjourned at 8:19 pm.

Anne E Moulton  
Secretary. Beulah Ambulance District Board of Directors

Final