

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 36**

**January 27, 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; and Judy Satterfield. Also attending were EMS Coordinator Bryan Ware, responders present for swearing in ceremony Ross Marsh, Tricia Anderson, Nathan Anderson, and Charlie Thompson, and community member Barring Coughlin. Charlie and Ross left after the Swearing in.

**1. Chairman and President Steve Douglas called the meeting to order** at 6:31 p.m.

**2. THE AGENDA** was approved with the addition of Promotional swearing in immediately before #3 minutes, and correct agenda for date of Minutes to be reviewed and accepted. Motion made by Judy Satterfield, seconded by Ruth Ann Amey, no objections.

**2a. All of the following read and swore to their Oath of Office:** Tricia Anderson, Captain; Nathan Anderson, Lieutenant; Ross Marsh, Lieutenant. Tom Griggs will swear in at the February meeting, he was not able to be here today due to work.

**3. MINUTES of the Dec 12, 2010 meeting** to be corrected as follows:

- P.1 1st sentence to read “Annual” revenue “will” probably “be”...

Motion to approve the minutes as amended is made by Judy Satterfield, seconded by Ruth Ann Amey, no objections.

**4. TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT** regarding the end of year statement for 2010

- Expenses were approx. \$2000.00 under budget but that is relative to our revised budget for which we had moved \$8000 from savings to cover necessary expenses
- We then had net revenue over expenses of \$10807.84 which we can add to our reserves for our future expenses
- Special ownership taxes should be put on budget at next budget amendment since it may become a regular source of income, though a bill in legislature may repeal this. We would be wise to earmark this revenue for reserve fund for future expenses, though we remain, with Barring’s suggestion, unsure what is proper terminology to legally sustain this fund. We need to check on that
- We were underspent on insurance but lightly overspent in a few other areas

- Re revenue sources, our grant income for Tom's education will not be reimbursed
- We will be reimbursed for our attendees at the State EMS conference in 2010
- We will have no tax revenue to speak of until April
- Steve asks about any first quarter unusual expenditure we might expect
- There is question whether ambulance Unit II is worth keeping given the info received at its maintenance appointment.

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

Question is brought up regarding our status re term limits as it may affect Ruth Ann in 2012

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

- Bryan provides a member roster, on which no provider level listed means the person is training this Spring, expected to complete in mid May.
- First Responder level option will be kept open, but training is different for this level, so an uncertified Basic is not to be considered a First Responder
- Trainees can observe calls, but perform no medical treatment. They are insured as members.
- We have received word back from Atty Mullans that our members meet the description of Volunteers, who will be compensated a nominal fee for their services. Bryan will work with our insurance carrier to have the language changed in our coverage with rates adjusted accordingly.
- Anne interjects that we need to change "part time" to "on call" in our budget
- Including trainees, we currently have a full roster of 20, determined primarily by our # of radios available. We will find the breakpoint of the # on our roster per issues re insurance, radios. The sheriff has additional radios available, and we need to answer whether we need them.
- We will continue to recruit, and offer class next fall if we have enough to train. Pueblo Community College EMS training can be an option but at \$1100 is expensive compared to in house training under the following grant. EMS council can help with partial funding if we do use PCC training option.
- We have been awarded a CREATE grant (Colorado Resource for Emergency and Trauma Education) requiring a 30% match. This will help cover the cost of A) EMT refresher course, B) EMT Basic course for new recruits, and C) EMS instructor course for three members in mid February. The total cost of these three courses will be \$4960 with Beulah EMS being responsible for \$1488 of those funds.
- Stats for 2010: 79 incidents of which we transported 46 times. Only 5 patients were transferred to AMR for treatment and transport.
- Mar 10, 2 pm, at the Beulah community Center, we will host our first free community outreach program in conjunction with St. Mary Corwin Hospital. The topic will be Elderly Services in Pueblo, and Fall Prevention. Future shared programs will occur quarterly.

- Starting January 1<sup>st</sup>, we have had 2 members on call 24-7. It is going well.
- There is a Greenhorn Mountain newspaper article re what we are doing
- Medicare received our paper application, and in 20 days we should have a response. Private insurance has been billed, so we should see some results soon.
- There is a free course in hazmat awareness open to our agency and the Fire Dept
- Hepatitis immunizations for new members are expensive but we should cover it if possible. We will look to Pueblo County EMS Council or State Grant to cover this.
- Community report: we would like to have it done and ready to send by EOM February. Bryan requests feedback and president and treasurer contributions.
- Bryan, Trish and Barring will be out of town February 15-18 for the EMS Instructor Course in Denver.
- The power cot power supply for Ambulance UnitI has completely failed and a replacement system has been ordered which will cost \$800.

## **6. OLD BUSINESS**

**a. Record retention:** tabled until February, for final version

**b. Bylaws revision:** Anne will retype for final vote in February. Also in February we will do review of the District Service Plan. Changes to apply to bylaws revision prior to our February vote include:

- Section 6 - fix meeting times to be regular but refer to required formal transparency notice to the Pueblo County Clerk/Recorder, and website and area postings for details rather than putting details in the bylaws. Specifics re finding that notice are given in Section 6 c
- Section 5 – state that the district shall maintain an office “within the boundaries of” and again refer to the transparency notice for actual address
- We need to check what specific statutes to quote when going into executive session
- Section 6h – we are reminded to take care to avoid E-mail discussion with more than one other person, use E-mail only to send info to be used in the next meeting.
- Section 7b – make consistent with 6g
- Steve asks re 8b bonds – do we need to sign individually or are they general to the position? Bryan checks on the insurance policy; it is listed by position and has been paid. Bryan will clarify the issue with our carrier
- Section 9b, Committee for budget - add coordinator and at large member of the district
- Section 9h3 - we discuss need for three funds for carryover, emergency and improvement funds, but offer no change to the bylaws
- Section 16 – we note direction in bylaws re record retention that we should consider during that discussion next month

**c. Compliance Calendar:** Anne and Ruth Ann report that initial requirements on the Special District Compliance Calendar of submission of transparency notices, contact information sheets and 2011 Treasurer’s report/budget have been performed, with

Resolution Designating Locations for Posting Notice for Board Meetings to be completed later in this meeting.

**d. Coordinator Job Description/Evaluation:** The procedure for our EMS Coordinator's performance evaluation will be discussed in executive session under new business

**e. Discussion with Beulah Fire Dept:** (personnel aspects of this will also be discussed in executive session)

- In late December, Steve met with Gary Kyte, president of the Beulah Fire Department board in which he stated he was speaking for himself
- He asked how we felt about merging, and how it might be accomplished
- The Beulah Ambulance District (hereafter District) was formed without Beulah Fire, so any change will require a vote of the electors
- One issue is whether the existing District boundaries will be appropriate for both? At some point we may include Red Creek or other areas currently outside district boundaries, but for now, mostly likely scenario is to simply add fire to EMS in the existing district. Our ability to provide to others via a contract or to bill outside the District was discussed, noting our lack of success with this approach before
- Interim steps will include training together, shared response to MVCs, possible housing together, and open discussion, respect between agencies
- Let the past be the past, with red flag list not to be a black list, but do work to assure safe future. Not all members of either agency will not be required to cross train initially, though perhaps in the future.
- Legal question is raised regarding allowing a fire department member to do medical at this time. Bryan suggests it may fit under the Good Samaritan Law. Gary would like to see this happen during the next few years
- Language of any vote combining the two agencies must assure that the existing District not lose its mill levy for ambulance support or our independent existence if the Fire Department vote for both additional mill levy and joining our District does not go in their favor. We need to ask Atty Mullans
- If we enter into a shared facility, both will need to be responsible for maintenance etc.

## **7. NEW BUSINESS:**

**a. Resolution 2011-1 Designating Locations for Posting Notice for Board Meetings:** this resolution is read, identifying those locations as the Pueblo County Courthouse, the Beulah District office, the Stompin' Grounds coffee shop, and the Beulah Post Office. Motion to adopt this Resolution 2011-1 is made by Ruth Ann Amey, and seconded by Judy Satterfield. Individual votes are to be recorded on the resolution and include

- AYES, and in favor thereof, Directors: Steve Douglas, Chairman and President; Carol Wright, Vice President; Anne Moulton, Secretary; Ruth Ann Amey, Treasurer; Judy Satterfield, Director. Noes, Directors: none. Absent, Directors: none

**b. Executive Session** for the purpose of discussion of personnel issues per C.R.S. 24-6-402(4)(f) is initiated. (Thanks to Nathan and Tricia for researching this citation). Present are all five District Board members and EMS Coordinator Bryan Ware.

**c. Other: Action to be taken as a result of executive session:** Bryan and Steve will continue discussion on merger with Beulah Fire Department. Carol Wright will send a questionnaire to all the responders seeking their opinions prior to our Special board meeting for Bryan's performance evaluation. That meeting will be February 20, at 6:30 pm with meeting posted as required.

**Reminders to board members:** Carol send out questions to responders, Anne arrange for posting of meeting agenda, all check over Bryan's contract in preparation for Special Meeting

**8.MOTION TO ADJOURN:** motion made by Anne Moulton, seconded by Judy Satterfield, no objections. Meeting is adjourned.

Anne E Moulton  
Secretary. Beulah Ambulance District Board of Directors

Final