

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 35**

**December 12, 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; Vice-president Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy Satterfield. Also attending were EMS Coordinator Bryan Ware, responders Tricia Anderson and community members Gay Davis Miller, and Norman Williams.

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

**2.THE AGENDA** was approved with the addition of, under Old Business, discussion of SDACO, under New Business, discussion of a performance evaluation of our EMS Coordinator. Motion is made by Judy Satterfield, seconded by Carol Wright, no objections.

**3.MINUTES of the October 28, 2010** meeting to be corrected as follows:

#5, refer to the “attached” revised budget...

#7 g, Jarrod, our state DOLA rep...submit the “2011” budget...

#6, p 3, end of top paragraph, A motion...insurance for volunteers, “Voted, all in favor”.

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:**

Re the attached statement for October 31 2010:

- Bottom line looks good, tax income for the month is \$2164.36 less a processing fee of \$108.56, for a total YTD of \$91,671.87
- Under Administrative-Coordinator is included a refund from the check that disappeared due to bank error
- Under Insurance/Workman’s Compensation is included a refund for 2008 good safety record
- Total expenses were low this month: \$5579.14

Re expectations for 2010:

- Looks good, we should come in under budget
- Annual revenue will probably be \$7000-8000 more than expected.
- The SOS special ownership tax comes from cars (licenses and new car taxes), which is increased because of “cash for clunkers”. Combined with properties sold for taxes, both show in Pueblo County Tax Income

- Insurance line item will be under spent thanks to \$1125 refund and the fact that we won't be spending for AD&D

Ruth Ann asks, re Office supplies, why we spend that much, and suggests separate categories to help keep track. Total YTD expense for these supplies as of October 31, 2010, is \$2559.08. Steve asks that we don't overstock with year-end sales. Savings can roll into reserves for next year, so please buy what we need, not more.

We now have one charge card and one check book which is simpler and gives better control.

Motion to accept Treasurers Report is made by Carol Wright, seconded by Judy Satterfield, no objections.

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

- Responder uniforms are in. They are shown. We agree they are nice, patches are good, look is more professional. Uniforms were used at the Yule Log event. They are made of Nomex so are good for wildland fire participation.
- In November there have been 5 calls
- We are doing mentoring in Beulah School. Four responders are involved, and board members can help. Ruth Ann and Carol Wright express interest. More information will be obtained once the program is established
- We are staying involved in community events in general
- Medicare status: our first application was sent back, a second was sent in. There are computer issues, so on Monday we will fill out a paper application and send it in
- In Pueblo County EMS Council, Bryan will be Vice President
- Sheriff Taylor will try to obtain a response vehicle for us for free this coming Spring
- Bryan will be out of town Dec 21 to 27. We will have good coverage including ALS while he is gone. We will start shift staffing in January with ALS and BLS coverage
- On the Map books, a lot is done, but there is more to do. Both ambulance units are being used to survey the district.
- In January we are redoing the WEBSITE to make it more user friendly. We now also have a Facebook page to help with recruitment and the delivery of community information
- Seven applicants for membership have been turned in. Interviews will take place in January. They will start our EMT-B course taught in Beulah, thru Corwin, in January
- Continuing Education on Feb 14-17. If we get funding, Bryan, Tricia and Barring will take a course for instructors of EMS courses
- Bryan is looking for grant funding to put electronic reporting equipment on each unit, so we will not have to transfer reports to online after they have been hand written

- Bryan requests that Board members start working on our annual report to the community with the intent to have a draft in January 2011 and publish in February
- We put together a First Aid home health packet for the CD release event at the Song Bird to help raise \$ for the school
- Pueblo County dispatch will now send a text message to cell phones as well as a radio call. Steve requests that responders not read while driving.
- The Beulah Fire Dept had a discussion at their board meeting, and will now be responding at all MVCs (motor vehicle crashes). We will compensate the Fire Department at \$50 per call. This can be billed through Medicare and other insurance.
- Our Xmas dinner will be next Saturday, with hors d'oeuvres at 5-6, dinner at 6 pm. We should perhaps consider inviting new applicants next year

## **6.OLD BUSINESS**

### **a.Amended budget discussion and approval with Resolution 2010-6**

- We have changes from the 2011 budget, adopted sooner than necessary this year. Next year we can wait until December for the Adoption Resolution
- With final tax income numbers, we had to remove \$34.00
- When grants are paid we will put the money back into the line item so it does not appear that we overspent.
- Ruth Ann asks us to look at the % of each segment in the attached amended budget and see if they appear appropriate
- Medical supplies should be lower next year; we have a good stock of medications
- Categories have been moved: bank fees to professional expenses; Recruitment/Retention/Recognition to Administration/Personnel
- Redistribute the \$2900 not needed for AD&D
- The copy machine will be leased, then we can purchase. We have about 600 copies/mo, which can increase for a given month. Maintenance is cheaper on the larger machine, being all covered. There will be a \$1140.00 charge/year
- We added \$300 for paper for copier
- After discussion we add \$1000 to medical supplies
- Remaining \$460 will be put in the reserve fund for 2.9% total

Thanks are extended to Ruth Ann for her excellent work on the budget!!!!

Ruth Ann notes that our announcements re budget meetings belonged in the legal notices of the newspaper, rather than the public notices.

Proper notification of this budget discussion was provided to our electors through both the newspaper and the agenda. No one present had any further objections or recommendations.

Motion to accept this version of the 2011 Budget as amended is made by Anne Moulton, Judy Satterfield seconds. Resolution 2010-6, summarizing expenditures and revenues for the general fund and adopting a revised budget for the Beulah Ambulance District,

Beulah, Colorado, for the calendar year beginning on the first day of January 2011 and ending on the last day of December 2011, is passed with ayes from Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Satterfield.

**b. Resolution 2010-7** A motion is made by Ruth Ann Amey to accept Resolution 2010-7, a resolution appropriating sums of money in the amount (\$126,185.00) and for the purpose as set forth below (General Fund/operating expenses) for the Beulah Ambulance district for the Budget Year beginning on the first day of January, 2011, and ending on the last day of December, 2011. Carol Wright seconds. The resolution is passed with ayes from Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Satterfield.

**c. Resolution 2010-8:** A motion is made to accept Resolution 2010-8, a resolution levying property taxes (of 7.000 mills) for the year 2011 to fund costs of government for the Beulah Ambulance District for the 2011 budget year. The resolution is passed with ayes from Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Satterfield.

**d. Code of Conduct Language Change:** The International Association of Fire Chiefs used the same language proposed. This wording refers to an 8 hr period versus the 4 hr period previously recommended, and includes language referring to the use of “judgement impairing” medication as well as drugs. The language regarding testing at the hospital to determine if the person has been using is in the SOGs (Standard Operating Guidelines). Bryan intends to tell members there will be zero tolerance regarding use 8 hrs before being on call.

A motion to amend item #5 of the Code of Conduct as discussed is made by Judy Satterfield, seconded by Ruth Ann Amey, no objections.

**e. Record Retention:** Bryan presents the State of Colorado regulations regarding record retention. It is discussed whether they are excessively detailed for our needs. Bryan is asked to work on them. Further action is tabled until January.

**f. Bylaws revision:** This is tabled until January with Steve’s request that we look over our bylaws carefully and be ready to work on them then.

**g. Garage:** There is no further information and we should remove this from the agenda for the time being

**h. Other - SDACO** (Special District Association of Colorado): Membership is normally about \$500/year but only 50% or \$250 for the first year. It may be helpful for that first year. Bryan will take care of it in 2010 with the expense paid in 2011.

## **7. NEW BUSINESS:**

**a. Department structure:** Bryan presents a structure which follows the national incident command structure. Our Lieutenants will have job assignments plus team management if the chief or captain is absent. There will always be a lieutenant on call for each week who can fill out the paperwork if there is an incident. With Bryan there will be a second opinion from the lieutenant. This also gives pride, something to work toward. One captain and four lieutenants applied. Bryan will announce the promotions at the Xmas party, and have a swearing-in, in January.

Operations start at the chief/incident commander level. Policy and finance are the board's responsibility, with a clear separation between the two.

**b. Part time pay scale:** \$1.00/hr on call, \$30.00 per call. Bryan will take many shifts so money will be saved. A minimum of 24 hours/month on call, and keeping up all certifications, will be required. Responders will have received, read, understood and signed the form which is presented today. Required training will be paid. We will pay social security on this. Gay suggests we check when social security needs to be paid since we intend to pay total in December, funds permitting. We will need to take more care with documenting disciplinary measures and regarding other rights of employees. For now extra people on call will not be paid. It is recommended that lines 4 and 6 of the employee form be combined to make the "payment only if funds available" element more clear. Brian will e-mail a new copy.

**c. System of response:** In order to make room for the new policies, a motion is made that the system of response policy, voted in August 2008, will be retired effective Jan 1, 2011. Motion made by Anne Moulton is seconded by Judy Satterfield, no objections.

**d. Policies and procedures/SOGs:** A motion is made to retire the existing Policies and Procedures by January 1, 2011 by Judy Satterfield, seconded by Anne Moulton, no objections.

We discuss mission statement corrections to include timeliness of response.

SOGs (Standard Operating Guidelines) are presented for corrections and recommendations. A motion is made to enact the concept of SOG's replacing previous materials, effective January 1, 2011, with the SOGs to have ongoing revision by the EMS Coordinator, taking into account any comments by board members. Motion by Anne Moulton, seconded by Judy Satterfield, no objections.

**e. Other –Coordinator performance evaluation:** This will occur in a special executive meeting in February. We will need to announce that we will set the date in the January meeting.

Reminders: we will need a resolution in January about the dates of our regular meetings and the locations of our postings.

Our homework is to review bylaws for revision.

8.MOTION TO ADJOURN by Anne Moulton, seconded by Judy Satterfield  
Meeting adjourned at 9:40 pm

Anne E Moulton  
Secretary. Beulah Ambulance District Board of Directors

Final