

BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 27

May 27, 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. New Board Members present and inducted at the beginning of New Business today were: Steve Douglas and Anne Moulton, replacing Larry Walter and Gay Davis Miller. Also attending were EMS Coordinator Dawn Young, Assistant EMS Coordinator Tom Griggs arriving later; and community members Trisha Anderson, Barring Coughlin, Corky Outhier and Norman Williams.

1. Chairman and President Larry Walter called the meeting to order at 6:35 p.m.
2. THE AGENDA was approved with the addition of Arts Fair to Old Business on the motion of Judy Satterfield, seconded by Carol Wright, no objections.
3. MINUTES of the April 22, 2010 meeting were accepted with the correction that a large part of the amounts spent on office supplies had gone to purchase two computers; motion to accept by Ruth Ann Amey, seconded by Judy Satterfield, no objections. Retiring Secretary Gay Davis Miller will provide corrected minutes.
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 April 30, 2010. She stated that in April we seemed to be overspending but it looks ok now. We received check for \$14,069.69 from county, with approx \$50,000 owed for remainder of year. She has yet to check on processing fees. Highlights: no grant income in April but \$1,500 in May for Breckenridge conference; \$12,700 total expenses for month; treasurer and coordinator both gone at beginning of month so some checks bounced (overdraft - funds not transferred as needed), treasurer will donate to make up fees of \$105; legal fees are \$2500 so far, maybe more. General ledger available to review every check. Disposable supplies will no longer be reflected in office equipment. Statement shows expenses against whole year budget. Steve Douglas asks when we might expect to receive remaining tax revenues. Board explains that end of June payments arrive July or August.

Gay Davis Miller moved to accept Treasurers report, Judy Satterfield seconded, no objections.

5. EMS COORDINATOR DAWN YOUNG REPORTED: Thank You cake was presented to retiring Board members and enjoyed by all. Service plaque was shown upon which names of retiring Board members will be entered. Dawn Young reported 8 calls in April; Mountain park standby with donation; Trish Anderson finished CPR class held at school – everyone very satisfied; Barring Coughlin and Tom Griggs finished CPR instructor cert – now have total of 6 CPR instructors; Hearing with Colorado Dept of Health was completed with all allegations resolved as unfounded and we have certified letter that investigation is closed; Randy Kirkendall of that Dept said refresher course needs to be defined as having beginning or end date – otherwise just call it continuing education and word certificates differently; attractive recruitment brochure shown which was drafted by Barring Coughlin. Dawn Young stated she will be available to work until mid August and will help with transition.
6. UNDER OLD BUSINESS REGARDING THE CODE OF CONDUCT - Conflict Resolution addendum draft 5: Gay Davis Miller questioned use of word “shall”, perhaps better to use “will” because of legal implications; Anne Moulton offered page of suggestions; group discussed use of executive session for fact finding meeting to protect all involved, as well as employee/patient confidentiality; Anne Moulton emphasized need for opportunity for all individuals involved in a conflict to be heard when it gets to the board level; Gay Davis Miller was opposed to final suggestion re consequences if a person doesn’t follow the prescribed sequence of the conflict resolution process prior to going beyond the agency and medical director; Larry Walter suggested talking to Atty Mullans, Steve Douglas suggested we live with the policy and see if further requirements are needed – if rules go beyond what law allows, it will be counterproductive; Carol Wright suggested each case is different – board can decide at that time; Barring Coughlin’s experience is if have set of rigorous procedures and someone doesn’t follow, discount complaint because procedures not followed; Anne Moulton recommended that a medical issue should be reported to Board, since there is potential liability, even if details not provided (patient confidentiality); Tom Griggs feels issues concerning coordinator should be told to board within the bounds of patient confidentiality. There will be a Draft 6 prepared by Anne Moulton for vote by the new board in June.
7. RE FUTURE GARAGE: Meeting re use of Beulah school reported by Larry Walter – need to have room for two ambulances; money for building could be used to improve space (more palatable for District 70); when we have more info, compare costs incl rent, utilities and building/remodel between Dist 70 and Huber options; concern voiced re what happens if Beulah School eventually closes. Steve Douglas asks re snow removal and TrishAnderson says sometimes snow causes issues with gates, security, later timing of snow

removal when school is called off. Larry Walter stated that as part of proposal School District would put in water line, and give costs for district; Carol Wright asked if gate could be moved for easier access; Trish Anderson responded we don't know what will happen to the busses. It is noted that Paul Huber is aware of conversations with the School and Larry Walter recommended being open with him about what is under consideration as has already been the case. Concern was expressed re summer being the building season, but no decision can be made because no proposal was decided upon at May meeting by the School district. Cost of building a garage on Huber property was also unknown.

8. **BILLING:** Larry Walter reported on conversations with legal experts and referred us to April 30 E-mail "Update to Billing Questions" in which he asked us to read OIG Advisory Opinions issued to other entities on the same questions we face. He asked if we need separate legal opinion if we are doing the same procedures, or can we rely on those issued to other entities which all state they apply only to the entity named. Consensus appeared to be that the expense of getting our own opinion is excessive and if we follow the same guidelines, we will be ok. First issue of concern – can we forgive co-pays and deductibles, while billing insurance? There are different rules for public entities than for private, and yes we can do so for "bona fide" residents. Since it is assumed that residents do pay property taxes by way of their rent, they do not need to be owners; however guests of residents would have to be billed. Larry Walter presented Rye's method which is to have the person certify on a mailed form that they are residents. Other question is about people without insurance. Law says we have to bill but we can decide how aggressively to pursue collection as long as we are consistent in our approach. We will need to explain our concerns re fraud and our plans for billing in a community meeting. We will also explain requirement to bill to obtain future grants which is considered an appropriate way to collect costs of our services. So our plan is to: 1) use the website and our annual report newsletter (Barring Coughlin is preparing with reports from others) to explain this billing process, and to announce the community meeting; 2) engage 3rd party billing service (such as EMA consultants); 3) bill based on a plan and procedure established by our board. The Board reports that it has already voted to proceed with billing if it was deemed legal so no need to vote again.
9. **ANNUAL REPORT** planned to go out in June – Larry Walter and others are still working on it, Barring Coughlin will put together. Anne Moulton will get addresses of residents from county mapping.
10. **Website:** Gate keepers – Changes are to be made only by the Board approved website manager following written instructions from the EMS coordinator or the Secretary of the Board of Directors. The policy is adopted as drafted, motion by Carol Wright, second by Judy Satterfield, no opposition. The

contract with Nathan Anderson to be website manager is adopted as drafted, motion by Carol Wright, second by Ruth Ann Amey, no opposition.

11. Certification issue re Dawn Young already discussed and resolved per her report.
12. Arts Fair Aug 7-8: Treasurer paid \$60.00 for booth and agreed to have 10 people to help with parking. Since EMPs are committed to helping with rocket launching that day too, will look to board for help. Larry Walter advised not being too precise in promising that much help with parking since we are already doing a service being present for the fair.
13. UNDER NEW BUSINESS – INSTALLATION OF NEW BOARD MEMBERS. Written Oaths of office were given to Steve Douglas and Anne Moulton to send to Jan Pullaro(Atty Mullans office) within next few days. They assumed board positions for remainder of meeting.
14. ELECTION OF OFFICERS: *Steve Douglas for President* – Carol Wright nominates, Judy Satterfield seconds, no other nominations, all in favor.
Carol Wright for Vice President – Steve Douglas nominates, Ruth Ann Amey seconds, no other nominations, all in favor.
Anne Moulton for Secretary – (Anne states she cannot do all work previously assumed by Secretary, wants to separate Recording Secretary from Report Writing Secretary. Carol Wright offers to keep compliance calendar with related assists but needs help with any computer requirements.) Judy Satterfield nominates, Steve Douglas seconds, no other nominations, all in favor.
Ruth Ann Amey for Treasurer - Judy Satterfield nominates, Carol Wright seconds, no other nominations, all in favor.
15. EMS COORDINATOR POSITION DESCRIPTION draft sent by E-mail is discussed: changes in yellow added in E-mail are agreed upon as are recommendations: to call the position a salaried position in #1; to specify patient care reports into the state Matrix system online in # 7; to add all Pueblo County mutual aid agencies to #9; to add a #10 regarding working with BVVFD to promote joint trainings and to optimize response to community emergencies. Qualifications were revised to state that 10 years experience “is preferred”; applicant must have a valid driver’s license, and have computer and writing skills adequate to...(as written). The advertisements are revised to read 10 years experience “preferred”, to add ALS response to the list of duties, to place a salary range of \$30-40K, to send resumes no later than 6/22/2010 by E-mail, fax or address. A short less expensive ad is composed for newspapers to read “Lovely Beulah CO valley needs quality ALS medic to lead its mostly volunteer ambulance service” with fax and E-mail contacts given. These descriptions and ads are accepted with agreed upon changes – motion by Judy Satterfield, second by Carol Wright, no opposition. Anne Moulton will correct

and give revised version to Steve Douglas as a second check, and then will provide to Coordinator and other committee members for placement in COEMS, Local newspaper, other free online sources. Anne Moulton motions that maximum of \$300.00 be available to place ad in JEMS online, second by?, no objections.

16. Response data base is tabled due to no clarity re this issue.
17. Other: Steve Douglas accepts responsibility to rewrite old incorrect ad in Beulah Telephone Book in time to meet that deadline. Board agrees continued cost is appropriate to support Pine Drive Telephone company and for PR.
18. Reminders are given: that all required notices such as the agenda are posted at the Post Office, the Coffee House, the Court House, and the Ambulance District Office, that minutes are to be sent to all present at the meeting as well as filed, and that documents will be filed (EOY) and announcement of new board members/officers will be posted (this month) on the WEBSITE.
19. Meeting adjourned at 10:00 pm, motion Judy Satterfield, second Anne Moulton, no objection.

Anne E Moulton
Secretary. Beulah Ambulance District Board of Directors

First draft 6/19/10