

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 44**

**6:30 pm, August 25, 2011**

**MINUTES**

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

Board members present were: Chairman and President Steve Douglas; Vice-president Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy (Satterfield) Lietz. Chief Ware and Captain Anderson were excused, out of state. Also attending was responder and Acting Chief, Lieutenant Nathan Anderson.

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

**2.THE AGENDA:** *Motion to approve the agenda was made by Carol Wright, seconded by Judy Satterfield Lietz. No objections.*

**3.MINUTES OF THE JULY 28, 2011 MEETING 43A** to be corrected as follows:

- Judy Satterfield Lietz name correction throughout
- Item 3b: include regarding his probation through Huron Municipal Court, Huron Ohio, exclude District 70

*Motion to accept these minutes as amended was made by Ruth Ann Amey, seconded by Judy Satterfield Lietz. No objection.*

**MINUTES OF THE JULY 28, 2011 MEETING 43** to be corrected as follows:

- P.1: spelling correction Our Lady of Lourdes
- Ground rules: state speaking, rather than (when you are) saying
- Item 4, bullet 1: our “anticipated revenue”. Delete sources.
- Item 4, bullet 5: we are underspent in most categories; one exception is Ambulance Expense and Supplies
- Item 7a, in Steve Douglas’s material: Bryan told us he made a mistake by sending out a “text message” he had received, with attached” image of” testicles, to a text group
- Same: would have categorized him as “a sex offender”
- p.5: after Steve opens for public comment: state that community comments are not a transcript of recording, but the best reflection possible of materials presented, lacking a recording
- Bryan suggested summarizing very briefly, but board agreed that this more extensive if not verbatim representation is better

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

**4. THE FINANCIAL REPORT for 1/1/2011 through 7/31/2011** given by Treasurer Ruth Ann Amey:

- We are looking good, but the budget will be formally amended next month (please put it in the agenda).
- It is suggested that volunteer pay and payroll tax be itemized separately so we have a subtotal of all expenses excluding those items.
- Steve requested that if we have overage in billing, we pay volunteers first (including payroll tax), and apply to areas that are over budget because of increased responses.
- The new line for emergency expenses shouldn't be used if not a true emergency
- Carol Wright said that the Arts Council expects be making a donation to us (we don't know how much) for our assistance at the Arts and Crafts Show (there was a good showing of ambulance personnel).
- We have received most of our property tax dollars. We are hoping that our estimate of billing income is accurate but we need to check on the lag time and if it will occur as we projected.
- Ambulance Expenses and Supplies and Office Expenses are the most concerning categories of expenses.
- There is a question about Arts Fair income and donations, to be checked with Bryan, because it is inconsistent with responder reports
- There is a request to clarify grant income dates

*A motion to accept the Treasurers Report was made by Carol Wright, seconded by Judy Satterfield Lietz. No objections.*

**5 EMS REPORT:** (see attached) was written in advance by Chief Bryan Ware, read by Steve Douglas.

Steve then said he wanted to comment about how Bryan does his job here. Steve called in advance of the meeting to ask about the report and about coverage while Bryan was gone. The answers were hanging on the office bulletin board. A coverage chart was posted for August and for the week while Bryan was gone. Steve appreciates that. Ruth Ann said that Bryan made her job so much easier; he is involved, can guide Ruth Ann. He has developed depth we didn't have before and was able to put Nathan in charge while Tricia and Bryan were gone. Bryan created the structure for having individuals in charge in sequence. That allows us to get the job done when key people are unavailable. .

Coverage hours total 7769 or \$7769, with Nathan and Tricia providing the greatest number of hours. Thank you to them. We need to add fees for responses at \$30/response for a total of 164 responses for \$4920 through the end of July. Bryan responded to 52 of these calls but does not get paid extra for them. Response is paid as part of his salary. This information is clean and well tracked. Nathan stated that there are only 2 responders of record to be paid, but many new EMTs and others do respond for the call (unpaid) for experience prior to being on call as a primary responder. Often there are 3 responders on calls.

## **6.OLD BUSINESS:**

**a.AMR mutual aid contract:** The list of changes and answers were typed. We have functioned in mutual aid capacity this year.

*A motion was made by Judy Satterfield Lietz that we accept this contract with AMR as explained and corrected, Ruth Ann Amey seconded. No objections.*

**b. Personnel matter regarding EMS Chief Bryan Ware**, an open meeting to describe actions that have recently occurred or will soon occur:

- All documents that have been communicated were described and are available for public viewing at the office. The attached letter describing Bryan's valuable service to our agency has been sent to Huron Municipal Court, Pueblo School District 70, Pueblo County Sheriff's Office and Colorado State EMS division. The board had also authorized Steve to write a letter (attached) to Bryan clearly stating our expectations for his behavior during the time that we await legal decisions from the agencies involved.
- (Nathan Anderson departs to attend Fire training).
- Bryan was decertified in October of 2010 in Ohio due probably to not attending the certification meeting in Ohio. He didn't think he needed it and it was an expense for him.
- Also in the attached materials are letters from the Andersons describing Bryan's value to and activities for this Ambulance district
- The August 26<sup>th</sup> hearing for Bryan is a probable cause hearing regarding alleged probation violations; no decision will occur at that time.

**c. Personnel matter regarding EMS Chief Bryan Ware – Executive Session, as per Section 24-6-402(4)(f), C.R.S.**

*A motion was made by Anne Moulton to go into executive session regarding Bryan Ware per CRS section noted above, Carol Wright seconded. No objections.*

*At the completion of the session, Carol Wright moved to adjourn from executive session, Judy Satterfield Lietz seconded. No objections.*

## **7. NEW BUSINESS:**

### **a. Compliance calendar for Special Districts:**

Attention was drawn to the need to think ahead for the May 2012 director's election, make personal decisions and consider any new director(s) needed.

By Oct 15 the 2012 budget needs to be presented and announced to the public. For September's meeting Ruth Ann will bring a revised budget for 2011 and a proposed budget for 2012.

There needs to be an agenda item for Ruth Ann to be appointed to prepare the budget.

### **b. Other-none.**

**8. MOTION TO ADJOURN:** *was made by Judy Satterfield Lietz, and seconded by Carol Wright. No objections. Meeting was adjourned at 9:16 .pm*

Anne E Moulton  
Secretary. Beulah Ambulance District Board of Directors  
Final