

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 54
May 24, 2012**

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) Lietz. Also attending were Captain Tricia Anderson (standing in for EMS Chief Bryan Ware), incoming board members Travis Allee and Jerry Wahl, and community member Bob Thompson

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

2.THE AGENDA: additions were requested of, under Old Business, DOLA online access, and Under New Business, item c, recognition of service to retiring District Board members. *Motion to approve the agenda as corrected was made by Carol Wright, seconded by Ruth Ann Amey. Motion carried with no objections.*

3.MINUTES of the April 26, 2012 meeting to be corrected as follows:

- Initial paragraph re later arrivals
- Item 5, 6th bullet, change “area” to “District”
- Item 6a, 3rd bullet, discuss and “if agreed” approve later “in this meeting”
- Item 6a, 11th bullet, after prior draft, add “This number reflects assets as of January 1, 2012”
- Item 6a, 12th bullet, after approval, add “even if it did not involve an increase in the mill levy”
- Item 6a, p.4, in *re the budget* section, 2nd bullet, add “property tax” revenue
- Same bullet, next year.. replace it “will” with “is expected to” remain level ...add at end “which will impact tax revenue through 2015”
- 4th bullet, change last line to “used this line to even out revenue vs. expenses in the budget”
- 8th bullet, 7th line, landowners to the east (Boggs flat area)... fire truck (Beulah Fire Dept’s engine 5) Delete, ”just to stay out of trouble”
- 9th bullet, It is replace hard with “increasingly difficult” to find
- 10th bullet, change gas to “fuel” prices and “fuel” by these vehicles
- 11th bullet, train to operations level, replace “after” with “including” a 20 hour course, then, they “are” change to “could be” first on scene, and then, correct spelling leek to leak, then strike next phrase “move persons”
- P. 5, 1st bullet The position is posted with a salary of \$60,000 /yr
- Next bullet, EMT’s..” but within this split Fire/EMS budget”
- Last bullet, after Tabor change “laws” to “Amendment”, and... replace “carry to next year” and state “the unspent amount can go into reserves”

- P.6 in italics, forward to the county commissioners, add “through Atty. Mullans”
- Item 6c, Polly Conlon has said “she will assist with fund raisers” Sherry Howie may “also” ...
- Item 7b, replace they with “Other contractors” usually charge...
- Item 8, correct provided, not provides

Motion to approve the minutes as amended was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.

4. TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT through April 30, 2012

- We received the exemption from audit for 2011
- We had another fraudulent charge on our credit card, from Shanghai. A little over \$300 showed against an old card of Dawn’s which had been cancelled. We will get the money back. (Good catch Ruth Ann!)
- At one third of the way through the year, we have 69% of budget left to spend.
- Expenses were only \$8803 but we have large expenses coming next month, some of which will be reimbursed by grants
- A few categories are overspent for this period of the year including election fees, disposable medical supplies, medical equipment (to be reimbursed with grant money), PPE (personal protection equipment), continuing education (we will be way over but reimbursed by a grant), postage, office supplies
- Overall we feel good, no areas for excessive concern, just please watch overspent areas
- Steve asks if the “operating cash” term refers to what is in the checking account? Yes.
- Ruth Ann wants to check with Bryan about petty cash. He doesn’t have any, and she wonders is it coming out of his pocket?
- There is a question re why are not salary and payroll taxes in lockstep. We will ask our accountant Gwen. It is probably due to what month each is paid
- Steve asks that all board members stay abreast of these statements: we are all responsible. Bryan has a general ledger on his desk which stays in the office
- Steve thanks Ruth Ann for organizing the old files to assure they are in good shape.
- We have been looking for clearer documents covering the Beulah EMS transfer of funds to Beulah Ambulance District. The first statement we see for the District is for April of 2008. We are asking for folks who were around at that time to help fill in blanks. We would like to look at the difference between transferred funds and current reserves, to see how we are doing on savings in the past and goals for future. We will bring old board members Larry Walter and Gay Davis Miller, together with Steve and Gwen
- Thanks to Ruth Ann for all her excellent work.

Motion to accept the Treasurers Report was made by Anne Moulton, seconded by Judy Lietz. Motion carried with no objections.

5. CAPTAIN TRICIA ANDERSON REPORTED FOR EMS CHIEF BRYAN WARE :

- We had 14 incidents in April for a total of 37 by EOM. As of today our total is 43. We have a transport rate of about 70%. Bob Thompson comments that this reflects on our increased professionalism, and improved trust level within the community.
- We don't charge individuals for transport if they live within the district. We do bill insurance
- June 2nd will be our community blood drive at the Ambulance office; please sign up
- June 12th, 6 pm at the Community Center, we will have a community outreach event on Advanced Directives and Do Not Resuscitate (DNR) orders. A hospice representative will explain those documents. How can we get the word out better? Please, all spread the word
- June 16th there is an agency field day with simulated incidents around the valley, and simulated delivery to the hospital (staying in the valley). Information will be going out to the Beulah Buzz and the Crawl. There will be no lights and sirens, just dispatch. This is to give experience to our responders. Steve requests that we ask Dylan Jacketta for a sign he has for "training in progress", and also that we also use the variable message board
- The Fire Department garage sale went well, thanks to all who helped. Just over \$5000 was raised in that one day, and we had positive feedback.
- Bryan is due back Tuesday
- Tricia and Tom have both passed their paramedic finals and skills testing. Next they have to satisfy 500 hours of clinical experience which they hope to finish by the end of summer; that depends upon the availability of ride-along spaces. They will then need to take and pass the National Registry written exam.
- School just ended; we expect to add about 3 cadets. We now have 2 active and 2 not very active cadets

6. OLD BUSINESS:

a. Service plan update: We need to delete the Fire Department's ATV from the resources to transfer: it was put out of service as no longer reliable for emergency service. That requires changes of, on p.4, striking reference to one ATV, and revising the date in all locations.

Motion to accept the revised Service Plan and Resolution 2012-6 was made by Carol Wright, seconded by Ruth Ann Amey. Individual Ayes were given by Steve Douglas, Carol Wright, Ruth Ann Amey, Anne Moulton, Judy Lietz. Steve will hand carry the revised Service Plan and Resolution to the Pueblo County Commissioners tomorrow.

We will request that the Commissioners meet about our service plan no later than July 31. They have to post notice 20-30 days prior to their meeting, and we want to have a community meeting prior to the commissioner meeting. Bob Thompson offers to pursue a location for the community meeting. In the meantime we need to decide what will be mailed with that meeting announcement to our electors, and discussed at the meeting. Steve thinks Fire, EMS and Citizen's Committee members should be involved in those

decisions. The Ambulance District can initiate drafting the mailing, then work with others to revise and complete it. There is a question whether the planning commission will need to see our plan first. We will send our mailing/announcement to property owners, renters, and PO boxes at a cost of about \$500. Can the Pine Drive Telephone company allow us to use their PO box/address lists; ask Dick Sellers. Travis recommends using more up to date address lists from the assessor's office. Tricia is working on it. Steve asks that the mailing be prepared ahead of our next meeting. We need to educate the electorate but not send an excessively long letter. Instead of sending all documents, hard copies for the combined service plan, budget and full narrative, will be available at the office, and will also be put on our website. Steve will initiate the draft of the mailing and E-mail it to the others for revision.

b. DOLA online access for submission of forms: Read only access is available with the same information and passwords as for those who will be submitting forms. This information and a list of applicable forms will be given to the treasurer and secretary after our election of officers today. They will also be kept in the office in a locked filing cabinet along with the personnel records.

7. NEW BUSINESS:

a. Installation of new board members: incoming board members Travis Allee and Jerry Wahl perform the oath of office administered by Steve Douglas, and are welcomed. Ruth Ann thinks all members are covered generically by our surety bond, but the treasurer must be named. HUB insurance will tell us how to do that. Ruth Ann will take care of the surety bond. The new board members now take their seats.

Judy (Satterfield) Lietz states her intention to resign from the Board of Directors as of today. She reads her resignation letter and expresses her pleasure to have served on this and the prior Board of Directors. Her resignation is accepted and she is thanked for her participation.

b. Election of Officers: Nominations are given as follows:

President: Steve Douglas is nominated by Anne Moulton

Vice President: Jerry Wahl is nominated by Steve Douglas

Treasurer: Travis Allee is nominated by Judy Lietz

Secretary: Anne Moulton is nominated by Jerry Wahl

There are no further nominations.

There is a call for individual voice votes for each individual office:

Steve Douglas for President receives ayes from all Board members

Jerry Wahl for Vice President receives ayes from all Board members

Anne Moulton for Secretary receives ayes from all Board members

Travis Allee for Treasurer receives ayes from all Board members

Steve offers his thanks to all officers on the new slate.

c. Recognition to exiting Board members (with plaques given):

Thank you to Carol Wright, our exiting Vice President, who has been very helpful on the Board from 2008-2012. She comments that she is pleased with the new Board of

Directors and very much enjoyed working with the District and its past and present Boards

Thank you to Ruth Ann, our exiting Treasurer, who served excellently in that position from 2009-2012. She appreciates having seen so much growth in the agency, both previously and under the leadership of Steve and Bryan

Other announcements:

June 9th, at the Signal Mountain homeowners meeting, Bryan and Steve plan to give a presentation about the joining of EMS and Fire agencies. (Actually Jerry Wahl did the presentation).

In response to Judy Lietz's resignation, she is asked could she come to next month's meeting so we can offer recognition. We need to identify a replacement for Judy on the Board. Lets talk through who would be good fit for her unexpired term with two years remaining. Steve suggests a combination of experience/time living in our District, and skills in working with the community. The person may come at it from a citizen's perspective, not necessarily from an emergency response background. It may be a person who has used the ambulance service a lot. Please send out any thoughts you have. Bob Thompson offered to be considered.

8. MOTION TO ADJOURN: *was made by Jerry Wahl, seconded by Travis Allee. Motion carried with no objections. Meeting adjourned at 8:38pm.*

Anne E Moulton
Secretary. Beulah Ambulance District Board of Directors

Final