

**MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS**

DATE: April 27th, 2011

Present: Liz Aragon, Rick Johnson, and Kelly Smith

Other Guests: Brandon Chambers, TAD Executive Director
Dodge Shelby, Attorney (By Phone)
Tom Ortiz (Accountant)

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:01 pm by Liz Aragon. There were no questions at this time.
Roll Call/Proof of Quorum	There was a quorum. (Liz Aragon states that all 3 board members were present). Colleen Williams and Rob Bukovac were absent.
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, Las Animas County Courthouse, Trinidad Times Independent and the Chronicle News.
Approval of Minutes	Minutes for March 23 rd , board meeting and March 30 th , 2011 special board meeting were approved. Motion made by Rick Johnson to accept the minutes and seconded by Kelly Smith. All yes, motion passed unanimously.
Public Comments	Dominic Verquer addressed the board regarding the Michelle Minion Days agenda. He states that his budget for this year is \$500. Dominic states that he talked to Kim Schultz with the Chamber of Commerce who gave a suggestion that the 5K race be held during Santa Fe Trail Days instead of on May 14 th , 2011. All advertising will be done by the Chamber of Commerce. Mt. San Rafael Hospital will pay half the fee for all t-shirts. All proceeds will go to EMS Coalition. There was a lengthy discussion regarding this issue. The board agrees that more recognition is needed.
Accountant Financials	Tom Ortiz now presented his financials for the first quarter to the board. Information discussed were total cash in bank accounts, total assets, depreciation, total month operations, and the current budget. Also discussed were the expenditures for the month, total collections year to date, bad debt losses, and year to date profit. Mr. Ortiz asked if there were any questions on the financials report. There were none. Motion made by Kelly Smith to accept the financials and seconded by Rick Johnson. All yes, motion passed unanimously.

Director's Report

Director's Financials

Brandon Chambers now went over the cash financials for the month of March. Discussed were the total accounts receivables, caravan, vehicle maintenance, property expenses, professional services, and the budget year to date. He states we are right in line with the budget. He asked if there were any issues or questions regarding his financials. There were none. Motion made by Rick Johnson to accept the financials and seconded by Kelly Smith. All yes, motion passed unanimously.

Billing Reports

Reviewed were the billing reports for the month of March, 2011. Discussed was the ending balance report for the end of the month. He went over the total loss for bad debt. He also discussed total collections for Medicare, Medicaid, Private Pay, and Commercial insurances. There was a brief discussion regarding a problem reporting correct information on the billing report and how EMA Consultants is in the process of correcting this information. Liz Aragon asked if there were any questions on the billing report. There were no questions at this time. Motion to accept the billing report was made by Rick Johnson and seconded by Kelly Smith. Motion passed unanimously.

Other Agenda Items

Brandon states that the audit is still in process. The auditor will be back in the office to complete the audit late this month.

Brandon informed the board that EMS Week starts on May 14th, 2011. The employee appreciation dinner will be on June 4th, 2011. Colleen Williams will be sending out invitations with RSVP's.

Brandon states that the AED contract was completed and sent to Dodge Shelby. There were a few changes made by Dodge. Brandon sent a draft copy of the contract to Las Animas County and The City of Trinidad. There was a brief discussion regarding the fee schedule for the AED's.

Brandon informed the board that stretcher inspections were done.

Brandon informed the board that Comcast clean-up day is on April 30th, 2011. Participation is welcomed.

An employee meeting was held on April 13th, 2011. Many issues were discussed including building issues, changes to schedules, and pay raises. The next meeting will be on July 13th, 2011. Also, employee evaluations are almost complete.

Brandon was asked by VFIS if builder risk coverage is needed. The board states that this insurance is needed. Brandon states that he will take care of this immediately.

Brandon informed the board that the server went down and had to be repaired. He states that the server had to be totally rebuilt and is functioning correctly.

Brandon let the board know that a full time caravan employee has stepped down to part time. He has decided at this time not to fill this full time position until a later time. He wants to see how financially stable caravan service will be.

Brandon states that the Red Cross has asked if we would evaluate being part of the Red Cross chapter here in Trinidad. Brandon said he is going to look into this and get more information to bring to the board.

Brandon informed the board that he received a letter from Key Benefit Administrators informing him that the check for the refund is in the mail and should be receiving it shortly.

Executive Session

Brandon asked Dodge Shelby if the Lease Agreement with the Las Animas County should be discussed in executive session. Dodge states he does not believe so. The contract has been reviewed with a few changes made. He states the board can sign the contract and then be forwarded to him so he can send to the county attorney. Liz Aragon asked if there was a motion to accept the lease agreement. Motion made by Rick Johnson to accept the lease agreement and seconded by Kelly Smith. All yes, motion passed unanimously. Brandon cited C.R.S. 24-6-402 subsection 4A, 4B, & 4E for legal advice. Dodge Shelby has requested the board not record the executive session due to attorney client privileged information. . Liz Aragon asked if there was a motion to adjourn the regular meeting and go into executive session. Rick Johnson made the motion to adjourn. Kelly Smith seconded the motion. All yes. Board went into executive session at 5:04 p.m.

Next Meeting Date

Board came out of executive session at 5:21 p.m. Liz Aragon states the next meeting will be held on May 11th, 2011 at 4:00 p.m. Meeting will be held at the Trinidad Ambulance District office.

Adjournment

Liz Aragon asked if there was a motion to adjourn. Rick Johnson made the motion to adjourn. Kelly Smith seconded the motion. All yes. Meeting is adjourned at 5:23 p.m.

The minutes for April 27th, 2011 were respectfully submitted by April Martinez on May 9th, 2011.

Minutes Approved by Trinidad Ambulance District Board.

Liz Aragon, President of the Board of Directors

Date