

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: April 18th, 2012

Present: Liz Aragon, Rob Bukovac, Rick Johnson, Kelly Smith, & Colleen Williams

Other Guests: Brandon Chambers, TAD Executive Director
Robert Land, Attorney
Tom Ortiz, Accountant

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:05 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 5 board members were present which includes Liz Aragon, Rick Johnson, Kelly Smith, Rob Bukovac, and Colleen Williams.
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 the March 14 th , 2012 regular board meeting were approved by all board members. Motion made by Rick Johnson and seconded by Rob Bukovac. Motion passed to approve minutes.
Public Comments	None.
Accountant Financials	Tom Ortiz now presented his financials to the board. Information discussed for the second quarter were the total current assets, total receivables, and cash on hand, bank totals, depreciation, total month operations, and the current budget. Also discussed were the wages for the year, expenditures for the month, construction costs, bad debt write offs, total collections year to date, overpayment refunds, budget for the year, and year to date profit. Mr. Ortiz asked if there were any questions on the financials report. Liz Aragon asked if there is a motion to accept Mr. Ortiz's financials. Motion to accept the financial report was made by Colleen Williams and seconded by Rob Bukovac. Motion passed unanimously.
Director's Financials	Financials Brandon went over the cash financials for March, 2012. Discussed were the total collections for ambulance, caravan and total cash on hand. Brandon states that ambulance collections are very low this month. Also discussed were accounts receivables, taxes, medical expenses, medical supplies, vehicle

maintenance, overpayment refunds, wages, and the budget year to date. He also let the board know that caravan has remained low and is to be expected at this point. Brandon informed the board that he has started the process for two vans to be sold as discussed at the last meeting.

Billing Reports

Reviewed were the billing reports for the month of March, 2012. Brandon informed the board that billing has been poor past couple months. He states that Andrea with EMA Consultants states this has been due to internal office issues. There was a brief discussion on this subject. Brandon now discussed the total billable charges, total amount received, write offs, and the ending balance report for the end of the month. Brandon asked if there were any questions on the billing report. There were no questions at this time. Motion to accept the cash and billing report was made by Colleen Williams and seconded by Rob Bukovac. Motion passed unanimously.

Director's General Report Brandon gave a copy of his calendar for the month of May to the board.

Brandon discussed the Call Volume report for the month of March. There was a brief discussion regarding this report. He went over the Call Distribution Report and Patient Destination Report. He briefly went through each report.

Brandon informed the board that EMS Week is May 19th through May 26th, 2012. He asked the council to begin preparations for the employee appreciation dinner to be held sometime that week. Colleen Williams said she will take care of the planning for the dinner. Brandon states that some of the activities the district is working on are as follows:

May 21st - TAD to the Senior Center to hold Fall Prevention Program

May 22nd – Blood and Glucose checks to be held at Safeway and Walmart

May 23rd – Car Seat Safety Inspections here at TAD and Grade school tours

May 24th – Blood Drive to be sponsored here at TAD

May 25th – Small Open House for those who couldn't come the first time

This will be run in the newspapers for notification. Colleen Williams thanked Brandon for his hard work in preparing and making this week possible.

Brandon states the amount spent on EMS week has currently been around two-thousand dollars and is in the budget. The board was okay with the amount.

Brandon informed the board that we are currently fully staffed.

Brandon informed the board that he is going to move forward on vehicle replacement this fiscal year. Initially he was not going to replace the vehicle but due to new ambulance standards that are coming out in 2013 he has decided to go forth with the replacement. The board agreed and told Brandon to look into the new ambulances and further discussion will take place at a later date.

Brandon presented an incentive called “Kelley Days” for the employee’s to the board. He explained in detail what it entailed and how it would work for the employee’s. There was a lengthy discussion on this topic. The board asked Brandon to explore this a little more and present the information to them at a later date.

Brandon passed out a document showing an example of signage for the building at 939 Robinson Ave. Colleen suggested he call NV Creative Designs. She will get the information to him as soon as possible.

Brandon posed a question to the board as to whether or not there should be a charge to the districts for the First Responder Classes that are being held here at Trinidad Ambulance District. There was a brief discussion regarding this issue.

Rick Johnson asked Brandon if he has had any feedback from the employee’s regarding the new building. Brandon states that there hasn’t been anything negative. There have been a few building issues and we continue to work on them as we go. Brandon informed the board that they will monitor the parking lot with cameras for security.

Brandon informed the board that the Ambulance License’s with Las Animas County was approved for another year.

Brandon informed the board that after a lot of research he has decided that he will go forward with out-sourcing payroll. He is in the process of looking for a company that can do this efficiently. He would like this to be in place by July, 2012. There was a brief discussion on this topic.

Executive Session

Liz Aragon cited C.R.S. 24-6-402 subsection 4b and 4e for building update. 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 the regular session and go into executive session. Rob Bukovac seconded the motion. All yes. Board went into executive session at 5:05 p.m.

Next Meeting Date

Board came out of executive session at 5:11 p.m. Rick Johnson thanked Liz Aragon for all her hard work and dedication. Next meeting date is pending as of now. Brandon will inform the board as to when the date will be. Meeting will be held at the Trinidad Ambulance District office at 939 Robinson Ave. at 3:30 p.m.

Adjournment

Liz Aragon asked if there was a motion to adjourn. Rick Johnson made the motion to adjourn. Rob Bukovac seconded the motion. All yes. Meeting was adjourned.

The minutes for April 18th, 2012 were respectfully submitted by April Martinez on May 11th, 2012.

Minutes Approved by Trinidad Ambulance District Board.

Kelly M Smith 5/23/12
President of the Board of Directors Date
VICE-CHAIR