

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: August 19th, 2009

Present: Alex Abeyta, Liz Aragon, Jeanie Hollon, Rick Johnson, & Kelly Smith

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

SUBJECT

DISCUSSION

Call to Order	Meeting was called to order at 4:00 pm by Jeanie Hollon.
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, Las Animas County Courthouse, Trinidad Times Independent and the Chronicle News.
Proof of Quorum	There was a quorum. (Jeanie Hollon states that all 5 board members were present).
Approval of Minutes	Jeanie started off by asking if everyone had a chance to review the minutes and if they saw any problems. There were two typos on page 2 which were corrected. The corrected report was given to Jeanie to sign and date. There was a brief discussion on whether or not the Administrative Assistant, April, should sit in on the meetings. Liz states she had a discussion with Brandon on the minutes. Brandon said he would work on this. Minutes for July 29 th , 2009 board meeting were approved. Motion made by Rick Johnson and seconded by Alex Abeyta to except the corrected minutes. All yes, motion passed unanimously.
Financials	Tom Ortiz started off by apologizing for not being at the last meeting. He then asked if there were any questions on the June 30 th , billing report. There were no questions. He now began his billing report for the month. A report reflecting all topics discussed were given to the board members. Tom went over the cash on hand. He states the county treasurer money has gone down quite a bit. Tom states the First National Bank account is overdrawn which is natural because Brandon transfers the money at the end of the month to cover the overdrafts. Tom went over the amounts in the money market (MMDA) at First National Bank, the reserve account, and the International Bank Account (CD). He then discussed the accounts receivables which include accounts that were sent to collections and the accounts still in good standing. Tom informed the board of the total current assets, assets after depreciation, and the total value of the net worth of the Trinidad Ambulance District. He states it is all unrestricted money. Tom then went over the net profit for the month, the year to date profit, and revenues which include the property taxes. He states we had an increase in receivables for the first 7 months which is probably a normal increase. Tom states that about 50% of

this amount will be uncollectable. Tom went over the comparison to the budget and states that everything collected now will be over the budget, as far as revenue is concerned, this is a good thing. As far as for expenditures, looks like everything is within the budget except for a couple of line items which include the treasures fees and computer expenses, both of which were slightly over what was budgeted. Discussion: Rick Johnson asked if we were going to catch up on training and education. Brandon explains that there are a lot of expenses going into training and education right now. The expenses, specifically for the first half of the year, we did not have a set contract in place. Brandon does state that there is now a contract in place and we should start to see an impact on the training and education expense. Of course, there are rules that have to be followed by any individual requesting education funds. Brandon states they discussed this in their management meeting today. Those who do not want to commit to a year of service will not meet the requirements for a successful completion. We will not just throw away tax payers money. Jeanie asked if CPR and First Aid classes for employees follow under this line item as well. Brandon states that they don't come from this line item, they come out of wages for the individual who goes to teach the class. Brandon informed the board that we just held a First Aid/CPR class to any non profit school district or special district in the county. There are a total of 3 classes being held this week. There was further discussion regarding this topic as to the specific items that would go under this line item. Brandon also informed the board that there are two QRT trainings a month. One takes place in Cokedale on the first and third Tuesday of the month and the second QRT training is rotated between Spanish Peaks Fire Department and Stonewall for those who have a long way to travel. These trainings are held on the opposite Tuesday's of the month. Brandon states that we are not going to spend tax payer dollars for tuition reimbursement until they have successfully completed the class and are showing a commitment to give back to the community. Tom continued his report. He now discussed his reconciliation of revenue expenditures of net profit. He went over the cash revenues (this is all money deposited to the bank), increase in accounts receivables which is all part of income, and year to date total income. He also went over cash expenditures which includes the payment of the equipment, accounts payables which were paid in 2008 for 2006 but have to use it to reconcile because it is not an expenditure, depreciation expense which is just an add back because it is a non cash item, and the capital assets which is not an expenditure so you back it out. Jeanie asked if there were any questions regarding the report given by Tom Ortiz. There were none. Brandon Chambers now went over his financials. He went over the total accounts receivable collected in July for ambulance and care van. States we are falling well within budget on all line items. He states there are some line items that need to be moved around. An example of this is some of the computer expenses are capital expenditures so they need to be moved. Brandon now passed out the bank statements. He states we are right where we need to be with our accounts receivable. Jeanie states that Andrea with EMA Consultants is doing a great job. Brandon agreed. He also discussed the medical supplies, and vehicle maintenance which was down this month. Brandon informed the board that this amount will most likely go up due

to the fact that we now have two care vans with hail damage. He said he has three bids on each vehicle right now. There was a brief discussion on the care van damage and the deductibles. Jeanie asked Brandon if we should lower the deductible and he said that he would look into this and what the premiums would be. Brandon went over the budget comparison for the year. States we have not spent a lot to date but in just the last month we purchased two SUV's. They have been paid for and should be here next week. Three more are on their way. They will be ready to go depending on how long the process of getting the equipment transferred to the new vehicles. He discussed the wages which are within budget. Financially we are doing well right now but should prepare for an economical impact. Jeanie asked if there were any questions for Tom Ortiz or Brandon Chambers on the financials and there were none. Motion to accept the financials made by Liz Aragon and seconded by Rick Johnson. Motion passed unanimously.

Billing Reports

Brandon Chambers began his review for July of 2009. A copy of the billing reports were given to all board members in their packets. He went over the standing AR, ambulance, care van, and the accounts receivable. He states we should be looking at a slight adjustment for the month of October for write offs for bad debt. Brandon states everything has remained consistent, call volume has not changed. Brandon asked if there were any questions on his billing report. There were no questions at this time. Jeanie asked if there was a motion to approve the billing reports. Motion to accept the billing reports was made by Rick Johnson and seconded by Alex Abeyta. Motion passed unanimously.

Public Comments

None.

Other Agenda Items

Brandon states we are busy running the same amount of volume. We are down one full time employee. We have made an offer for a full time position but are contingent upon the person being successfully state certified. We should know the status within the next two weeks. We have hired a part time paramedic and it seems to be going smoothly. They are in the training process right now. We have a lot of stand-bys currently in process and there will be more to come. These include school events, holiday functions, and town events in which we charge for the time that we're there. Dixon & Waller has recently completed the 2008 audit. Brandon gave a copy of the audit to the board members. Brandon will contact Mike Dixon to see if he would be interested in meeting with the board members at the next meeting to go over the audit and/or just have a separate meeting. Brandon states he thinks the audit looked good. It was clean and simple. The report has to be posted for public viewing and is posted at the Trinidad Ambulance District office. Brandon states he is still working on the following items: the Colorado Department of Public Health and Environment Grant, and the Employee Benefit policy issues. Brandon asked Dodge Shelby since we have successfully closed a contract if it makes it public record. Dodge states that is correct. Brandon now addressed the board stating that this last week Trinidad Ambulance District was successful at rezoning the property at 939 and 939 ½ Robinson Avenue. The rezoning is for a conditional

use permit. He states there are some rules that we have to follow in reference to the structure but is outlined in the conditional use permit. On Thursday, August 13th, 2009, we closed and purchased the property of 939 and 939 ½ Robinson Avenue. We recently mowed the grass to keep up with the grounds keeping. Brandon states the work starts now in some of the line items that need to be accomplished. Brandon says there are five things that need to be done. The first thing is we need to start looking at the funding source for the building of the structure. We have a design and we have some preliminary designs coming to the board. The next thing is the demolition of the building. Brandon's recommendation is to put the demolition out for bid. The board agreed. After this is done then it will go to public bid for the contractor. And last but not least is the construction of the building. Liz recommends that we put some kind of chain to block the drive to the property due to safety issues. She asked if we have insurance yet. Brandon states that we should have insurance but he will check on this to make sure. The board agreed that insurance would be beneficial. There was a brief discussion between the board and Brandon on the property itself, the location, and the excitement it is bringing not only to Trinidad Ambulance District but also to the public. Brandon is currently working on the funding source and will go out, with the board's permission, and put it out for bid and start the process for demolition. Liz asked if a cap should be put on the construction loan and the actual construction of the building. Brandon states this would be go back to contract negotiations and at that point it would be discussed in executive session. Brandon states he has no further items to discuss.

Executive Session

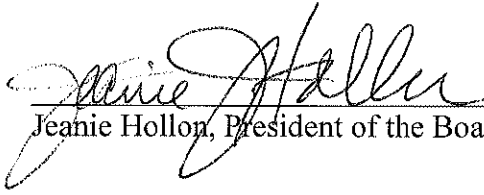
Jeanie asked Brandon if he anticipates the board having to vote on any specific item after they come out of executive session. Brandon states he does not believe so. The board set the next meeting date. Jeanie Hollon states the next meeting will be September 23rd, 2009 at 4:00 p.m. at the Trinidad Ambulance District office. The agenda will remain the same with the exception that if Mike Dixon is available they will put him on the agenda for the audit review. Tom Ortiz states he will be out of town at this time so he will not make to the meeting on the 23rd. Brandon cited C.R.S. 24-6-402 subsection 1, 2, 4, & 6, regarding legal advice, contract negotiations, potential litigation, and personnel matters. Dodge Shelby has requested the board not record the executive session due to attorney client privileged information. Jeanie Hollon asked if there was a motion to go into executive session. Liz Aragon made the motion to go into executive session. Alex Abeyta seconded the motion. All yes, motion passed unanimously. Board went into executive session at 4:35 p.m.

Regular Session

Board came out of executive session at 5:11 p.m. Jeanie states there is no other business to discuss. Alex Abeyta made the motion to adjourn at 5:12 p.m. Kelly Smith seconded the motion. All yes.

The minutes for August 19th, 2009 were respectfully submitted by April Martinez on September 15, 2009.

Minutes Approved by Trinidad Ambulance District Board.



Jeanie Hollon, President of the Board of Directors

9/23/09

Date