

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: August 28th, 2014

Present: Rick Johnson, George Dasko, Joseph Martinez, Kathy Bueno, & Denise Clark

Other Guests: Dan Moynihan, EMS Chief
Dan Bates, Assistant EMS Chief
Robert Land, Attorney
Bernadette Cappellucci, Accountant
Dominic Verquer, PIER Officer/QRT Coordinator
Dr. Kevin Weber, Medical Director for SCES
Lori Mann, Rocky Mountain Health Plans Representative

General Public: Pete Schrepfer, Schrepfer Industries Contractor
Karl Gabrielson, Representative from Mount Carmel Building
Nick Mattorano, Trinidad Police Department
Matthew Moreno, Las Animas County Sheriff's Office
Travis Russell, Las Animas County Sheriff's Office

SUBJECT

DISCUSSION

Call to Order	Meeting was called to order at 4:32 pm by Rick Johnson. There were no questions at this time.
Roll Call/Proof of Quorum	There was a quorum. Rick Johnson took roll call and states that we have a full board here today. All present were George Dasko, Kathy Bueno, Joseph Martinez, Denise Clark and himself.
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, City of Trinidad, Trinidad Police Department, and the Chronicle News. The Agenda was posted at the Trinidad Ambulance District Office at 939 Robinson Ave.
Approval of Minutes	No changes were made to the July 24 th , 2014 minutes. Motion to approve the minutes for the July 24 th , 2014 regular board meeting was made by Joe Martinez and seconded by Denise Clark. George Dasko abstained from the vote. Motion passed by Joe Martinez, Kathy Bueno, Denise Clark and Rick Johnson.
Sale of 2008 Chevy Tahoe	Dan Moynihan states that we have had one offer on the Tahoe. It is a good call because it is for the County Emergency Manager. It is to sell for \$9,000.00 as is. The radios and stuff in it will remain with the vehicle. We will not pull out

the radios as the radios were not treated well while in that vehicle. This way, Kim Chavez can keep the lights and all that stuff. It makes sense. She has approval from the Commissioner to buy that vehicle for \$9,000.00. If the board approves, we will go ahead with the sale. In good condition, the blue book value of the Tahoe is \$13,000.00. However, the Tahoe is less than good. It has 173,000 miles on it. It cost us over \$7,000.00 to keep it on the road last year alone. We are getting a good break on it. It is worth what it is worth now because of how it looks. If you start to rip stuff out of it, the value will go down.

Motion to approve the sale of the 2008 Chevy Tahoe to Las Animas County was made by Joe Martinez and seconded by Denise Clark. Motion passed by George Dasko, Joe Martinez, Kathy Bueno, Denise Clark and Rick Johnson.

Early Check Signing

Rick Johnson states that as most know, we are signing checks the day of the board meeting, which he thinks is the smooth way to go. He is always here early and usually one of the signatures'. He would like to make sure he isn't on every single check. He would like to see some kind of rotation. He asks Leticia if she will just call board members every month.

Leticia states that what she would like to do is make a scheduled rotation. If a specific board member cannot make it on their assigned rotation, he/she will have to call Leticia so that she can find someone to replace that board member for the month. This will be more efficient than her having to call board members every month. She will assign two board members to sign checks for the month and assign a third board member as the alternate in case one of the original two is unavailable. There are also four to five bills that have to be paid before the board meeting every month or we will accrue interest of some kind or a late fee. She would like to have the two people assigned to that month stop by the office during business hours on one of the days between the 10th and the 13th of each month to get those specific checks signed. This way we can avoid late fees or interest charges on those specific bills.

There is no extra pay to board members for this service. We will move forward with this rotation plan.

Update Business Associate Agreements

Robert Land states that we have four vendors that we have business associate agreements with. If you are not familiar with a business associate agreement or BAA, it is an agreement we have to have pursuant to the HIPAA Law that deals with the handling of patient protected health information. These agreements discuss how this information is handled, what you would do in the event of a breach, etc. We have to have these agreements with the vendors that transmit, collect, in any way touch, handle or store protected health information. We currently have these in place. However, one of the large laws passed a year or two ago mandating some HIPAA changes to the BAA's. Therefore, we had to update all of the agreements. The vendors made most of the changes. He only

made a few minor alterations. In his opinion, these agreements are good to go. The other side is good with the changes that he has made. His recommendation is that the Board approve these agreements.

Motion to approve the Business Associate Agreements with Enhanced Management Solutions Inc., ESO Solutions Inc., Wakefield & Associates Inc., and Southern Colorado Emergency Specialists P.C. was made by Joe Martinez and seconded by George Dasko. Motion passed by George Dasko, Joe Martinez, Kathy Bueno, Denise Clark and Rick Johnson.

Public Comments

Rick Johnson asks that all guests please sign in before speaking and welcomes all the guests.

- Nick Mattorano wants to thank the board for working with them to do the Rescue Task Force. He appreciates all the training and the help with the funding for this program. He says we are going to keep moving forward. Thank you again for the support. Everything is coming together and working really well. This is really good for the community. People need to know that there is actually a plan out there. Their goal for trainings is once a month.

Rick Johnson says that he appreciates those comments. The board is behind this big time. He just wants Nick to know that when we do PR on this, we want to be real careful how the PR goes down. With the way our world is today, unfortunately this is necessary and we need to be prepared.

Dan Moynihan says that at the middle school during training, Chief Glorioso showed up. He credited the district and said that if it wasn't for the district, none of this would be going on. What we have done is created a team atmosphere where the politics are dissolving and now we are one team or one unit working together for the good of the community.

- Deputy Matthew Moreno with the Las Animas County Sheriff's Office and now presently the ERT Commander. He would like to thank us all for our support. We have gone above and beyond the call. He looks forward to working with us and training with us more.
- Travis Russell, Deputy Sheriff of the Las Animas County Sheriff's Department and newly appointed student resource officer for the county. He just did standard response protocol with Hoehne today and Primero last week. He hopes that Branson and Kim will be on board soon. The offer has been extended to Aguilar but no response has been received yet. The marshal up there is on board but they have not heard from the school board yet.

Joe Martinez says that he knows a couple of the school board members in Aguilar. He will try to get with them to see what is going on.

He wants to say the same thing as Nick and Matthew. He has been in law enforcement down here for 14 years and he has never seen the level of cohesiveness between departments that there is now; Thanks to Dan for reaching out to include everyone. With the presentations we are giving now, we are able to tell them what happens after the sheriff's department does their part. It gives the staff comfort and peace of mind.

- Pete Schrepfer, Schrepfer Industries Contractor. He was here at the last board meeting. He sent the board and Dan Moynihan a letter trying to explain the chain of events that happened with the sewer over at Mount Carmel and the Convent. He is here if anyone has any questions.
- Karl Gabrielson, Representative from the Mount Carmel Building. He is here to provide a little background. The convent building is not actually owned by Mount Carmel. Approximately three years ago, during the construction of this building (TAD), the sewer line that served the convent building was severed. He doesn't know the specifics of how it got severed. At one point in time, that building had a sewer line. It was working, functional and had no problems. Due to the line being severed, it no longer works. The building owners are not willing to pay for something that was clearly not their fault. He believes a claim was put into the contractors bond. He would like confirmation.

Rick Johnson says he is not sure about that. He informs Karl that we have all kinds of information on this issue. We sincerely appreciate his comments, input and his position in all of this. We have referred all of this information to Robert Land and it is something we plan to address in the Executive Session today. The board is fully informed and will hopefully be getting this issue resolved today.

- No other public comments.

Distribution of Dixon Waller Audit

Rick Johnson says that we are waiting, no idea why, for an exit interview with Dixon Waller. Normally when you get the audit packet and after you review it, a couple of board members and Dixon Waller management sit down and go through it. We have requested it multiple times and have not gotten it. The audit looks good. The District is in good standing. There are no red flags or huge issues. However, he believes it would be best to discuss this audit in more detail once the exit interview is completed.

Rick Johnson says that if there are no objections, this will be moved to the September board meeting. No objections were presented.

Financial Report

Bernadette Cappellucci presented the financials for the month ending July 31, 2014 with a total for checking and savings of \$4,091,523. As far as income goes, the total income was \$145,433 and \$2,085,884 from January to the end of July. In the month of July, nothing is new. Everything is still in line. If we do a

year to year comparison on the balance sheet, there is \$238,560 more now than last year at this time.

Dan Moynihan says that the only thing he can think of to account for this increase is that our transports are up 50% from where they were last year. Instead of billing one to two miles, we are billing up to eighty miles a transport. If the patient is stable and in need of a service that is not offered in Trinidad, we have been trying to call MSRH to get permission to take the patient straight to Pueblo to lower the number of bills to the patient. We want to get that patient to the most appropriate care as soon as possible.

Bernadette says on the balance sheet there are two accounts receivables set up. The first one is from the old billing company. The second one is from the new. The hope is that the first one will go away after it is all collected.

Dan Moynihan states that the only question he and Dan Bates have is how much of that accounts receivable is from Carevan.

Bernadette says that she is trying to fix this with the billing company. Currently the report she is given does not break out the Carevan in the software.

Dan Moynihan wants to confirm that the majority of the Medicare money is with the Carevan. Both Bernadette and Dan Bates confirm this. Bernadette is trying to find a report that will depict that.

Bernadette says that on profit and loss, if we do a year to year comparison, as far as total income goes, it is up \$3,088.

Net Income for the year 2014 up to the end of July is \$780,849. Last year at this time it was \$459,920, which is a \$320,929 increase.

There are no particular issues or areas of concern. Everything looks great.

No further questions for Bernadette.

Motion to accept the financial report was made by Denise Clark and seconded by Joe Martinez. Motion passed by George Dasko, Joe Martinez, Kathy Bueno, Denise Clark and Rick Johnson.

Health Insurance Contract

Lori Mann is from Century Financial. She handles our insurance for us. September 1, 2014 is the renewal for the health insurance plan. There have been some changes due to all of the ACA compliance. Unfortunately the plan that was being offered previously has gone away because it is not ACA compliant. All of the plans have been revamped. There are new rates broken down by each person's individual age, including each dependent. This amount does include the pediatric dental. The younger a person is the cheaper that person's premium

will be. They are also starting to charge for tobacco surcharge as well. In 2016, a BMI surcharge will be kicking in also. The deductible is going up from \$1,500 to \$2,000. It is very hard now to find a plan with an out of pocket that is less than \$6,350. We tried to keep it as low as possible but still affordable. If something major were to happen, the insured would be responsible for the deductible plus the out of pocket max. The major changes are the out of pocket max and the deductible. Unfortunately, cost wise for the District as well as the employee, we are looking at a 26% increase. The deductible was raised to help compensate for this 26% increase. Plan wise, this is a very wise plan. The employee will only pay 25% of the monthly premium; the District pays the remaining 75%. There are fifteen full time employees.

Dan Moynihan states that this was presented to the staff at the employee meeting. The changes were well received by the staff. He also says that adding a dental plan separate from RMHP has been discussed before. He thinks it is something that the district would make money on in the long run. If that is something that the board would like to do, then maybe it can be discussed at a future meeting. On a side note, he had to authorize this new plan already before the board meeting because of the September 1 start date. He would like the board to approve this authorization.

Motion to approve the contract, that Dan Moynihan signed with Rocky Mountain Health Plans to renew the employee health insurance for the next 12 months, was made by Joe Martinez and seconded by Denise Clark. Motion passed by George Dasko, Joe Martinez, Kathy Bueno, Denise Clark and Rick Johnson.

Purchase of New Wheelchair Van

Dan Bates states that one of the current wheelchair vans has roughly 150,000 miles on it. (Pam Wendelin, Carevan driver pipes in from the hall way that it is closer to 168,000 miles). Dan Moynihan says that because they closed the dialysis center here in Trinidad, we have been taking those people to Walsenburg sometimes twice a day. We also do other patient runs with that van when it is not in dialysis. Before it breaks down with five patients in it, we would like to replace it. He doesn't have anything specific he is looking at yet. He is looking to get authorized for up to \$50,000 when purchasing the new one. It will be GSA pricing. A lot of times you can get them for \$38,000 to \$40,000; then you have to retrofit them with the wheelchair locks. Depending upon what you get, some of the models have a couple of rows of seats as well as the wheelchair locks. This makes it nice if you have other patients who are not wheelchair bound and you can transport more patients at one time.

Rick Johnson suggests two things for the September meeting; one would be to discuss the best pricing and recommendations and two would be to discuss the options of what to do with the current one.

Everyone agrees to move this to next month's agenda.

Billing Report

Dan Moynihan says there is not much change to report. This new billing company is collecting more money than the old billing company by leaps and bounds. What is happening now, because we have been with them for a while, is that they have people who are private pay who are not paying on their bills. They are starting to send these people to collections. So we should start seeing some money coming in from collections. We are what they call a hard biller in the ambulance industry. We don't discount. We collect everything. This company is consistent every month.

Motion to accept the billing report was made by Joe Martinez and seconded by George Dasko. Motion passed by George Dasko, Joe Martinez, Kathy Bueno, Denise Clark and Rick Johnson.

Director's Report

Dan Moynihan is just going to do the highlights.

Community Paramedic update: He put Rob Bukovac in charge of the Community Paramedic stuff because of his administrative experience over in Raton. He is a great lead on that project. He will start doing his research and looking into this stuff. Rick has expressed to Dan Moynihan that this is stuff he really wants to move forward with and we will worry about the reimbursement later. We want to take care of the folks in the community first and then we will let it fall into place afterwards. He spoke with Dr. Weber about this as well. As long as we are staying within our protocols and not doing anything outside of our scope, he is good with us doing this. He also said that down the road, if we see a need, we can talk about a more advanced protocol. Within this program, the goal is to focus on the CHF, the MI and the Pneumonia patients; all patients with a high re-admission rate. We will be working directly with Dr. Weber on this. Our goal is to improve the health of the community, improve their experience with the health care system and decrease costs.

Denise Clark says that the Hospital has had a couple of discussions regarding this. They have a new program they are getting ready to implement. They are hiring two patient navigators and they have the readmission management person, Anita. For their patients, primarily the Medicaid/Medicare population, they will have a three prong approach. The navigator is based in the clinic. So if there are clinic patients, the navigators are following through with the clinic patients to make sure that they stay out of the emergency room. It would be the community paramedic or EMS system that would follow that patient at home. If we have patients being discharged from the hospital, then the readmission management person calls and collaborates with the navigator regarding what was done for that patient and says "ok it is time to check on the patient and that patient's progress". She plans to have a meeting with her team next week to discuss in detail the exact responsibilities of the readmission management person, the patient navigator, etc. She also just found out that there is a charge

that the hospital can charge a patient, if they have to send a nurse out into the home. It is called the transitional care. This whole project is something they have been talking about for a while. Now that they have the grant money, things are moving pretty fast.

Rob Bukovac should be in contact with Denise Clark regarding this project.

Dan Moynihan says the hospital's last needs assessment was done in 2012. The County's last needs assessment was done in 1997. The County is trying to obtain a \$15,000 grant to do a new Las Animas and Huerfano County needs assessment.

Rescue Task Force Update: Robert Land states that the easiest way to do this would be to have all the guys in RTF appointed by Dan Moynihan on the EMS side and designated by the Sheriff. If they are on duty EMS wise and get called out for RTF, we would see them as on voluntary leave. They are not absent from work. They are on an authorized, unpaid, voluntary leave. This way the District is not liable for the actions of the RTF personnel. The RTF personnel will be under the Sheriff's direction and insurance (which the Sheriff has agreed to). He states that once RTF personnel have finished their RTF duties, the Sheriff will release them in the same manner and if they are supposed to be on duty with Trinidad Ambulance, they would essentially come back on duty. It is extremely important to have solid policies and guidelines applicable to the RTF personnel/members regarding training & conduct of themselves while under the District's purview, especially with respect to handling of fire arms, storage of weapons, etc. This is the only strange thing about RTF (the storage of firearms) that he thinks we can minimize liability on. The problem is that the RTF members are not going to be carrying a concealed weapon on them. The idea is to store the weapon on the rig. Dan has an idea to have a separate gun box that will be bolted to the rig floor/wall. We need to be strict with how these type of things are handled. The liability that really comes in is in trying to have policies, procedures and systems set up to make that storage of the weapon as safe as possible. If someone has a firearm out or the safe is not locked, they need to be come down on hard. That is the kind of stuff that will cause trouble.

In Mr. Land's opinion, after thorough review, the bottom line is that RTF is ok as long as training takes place and policies, procedures and guidelines are in place regarding safe keeping of weapons. The policies must be reinforced and followed.

Let the minutes show that the board has received Robert Land's memorandum regarding the formation of the RTF. The board would like the RTF to move forward contingent that the policies and procedures be brought back to the board for review and approval. The board would like to monthly review the RTF in regards to progress, changes, etc.

No other issues or items to address at this time.

Executive Session

Motion to move into the Executive Session was made by George Dasko and seconded by Joe Martinez. Motion passed by George Dasko, Joe Martinez, Kathy Bueno, Denise Clark and Rick Johnson.

We are adjourned for Legal Advice regarding claim for payment by Schrepfer Industries Inc. for work on Mount Carmel sewer. This session falls under the Client Attorney privilege. Adjourned at 5:42 pm.

Next Meeting Date

Rick Johnson called the meeting back to order at 6:00 pm. We need to set a date for the strategic planning meeting. We have a couple of Saturday options. We are looking at October dates now because the September dates did not work out for everyone. We are talking 9:00 am to 12:00 pm approximately. The primary focus will be budget review and to freshen up our strategic plans. It is not going to be moderated by someone from the special district association. We are going to do this in house. We do have to declare it as an official meeting. So we will need to give 72 hour notice to the public, etc. The two dates we are looking at are October 11, 2014 or October 18, 2014. Let's go around and take a vote of which date works better for each person.

All agree that the meeting will be scheduled for the 11th and posted publicly as a special meeting.

Rick Johnson states the next regular meeting will be held on September 25th, 2014 at 4:30 p.m. Meeting will be held at the Trinidad Ambulance District office.

George Dasko wants it on the record that he received a check for one of the meetings that he did not attend. He brought the check back and turned it into the receptionist.

No further discussion.

Adjournment

Rick Johnson asked if there was a motion to adjourn. Joe Martinez made the motion to adjourn. Denise Clark seconded the motion. All yes. Meeting is adjourned at 6:05 p.m.

Minutes Approved by Trinidad Ambulance District Board.

Rick Johnson, Chair of the Board of Directors

Date