

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: December 28th, 2011

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

Other Guests: Brandon Chambers, TAD Executive Director
Robert Land, Attorney (By Phone)
Bob Just, Architect

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:00 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 November 16 th , 2011 board meeting were approved. Motion made by Kelly Smith and seconded by Colleen Williams. Rob Bukovac abstained. Motion passed to approve minutes. Minutes for the November 22 nd , 2011 Special board meeting were approved. Motion made by Rob Bukovac and seconded by Colleen Williams. Motion passed to approve minutes. Minutes for the November 30 th , 2011 Special board meeting were approved. Motion made by Colleen Williams and seconded by Rob Bukovac. Motion passed to approve minutes.
Building Report	Mr. Bob Just gave a status of the construction phase to the board. Items discussed were the Carbon Monoxide Inner Lock, the restart for the generator which is to be done on January 3 rd , 2012, cement wall, snow stops, parking lot striping, and the punch list of items for the inside of the building. There was a brief discussion on the snow stops. The board has decided to leave the snow stops as is and if any damage is done H.E. Whitlock will be responsible for the repairs. Brandon Chambers states we have the Temporary Certification of Occupancy. There were no other questions for Mr. Just. Mr. Land said we should have something in writing stating that H. E. Whitlock will be liable for any damages. The board will have their final walk through on January 6 th , 2012 at 2:00pm.
Director's Financials	Financials

Brandon went over the cash financials for December, 2011. Brandon states we are within budget on most line items. One line item we are not within budget is the building but we are on revenue. Discussed were the total collections for ambulance, caravan and total cash on hand. Also discussed were the accounts receivables, medical supplies, communications, wages, vehicle maintenance, overpayment refunds, construction reserve, and the budget year to date. He asked if there were any issues or questions regarding his financials. There were no further questions. Motion to accept the financials was made by Colleen Williams seconded by Rob Bukovac. Motion passed unanimously.

Billing Reports

Reviewed were the billing reports for the month of December, 2011. Discussed were the total billable charges, total amount received, and the ending balance report for the end of the month. Brandon Chambers went over the total collections and write offs for all Insurance plans and Private Pay. There was a brief discussion regarding the write offs. Brandon 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 Colleen Williams and seconded by Rob Bukovac. Motion passed unanimously.

Director's Report

Brandon discussed the Election of Resolution sent to us by Grimshaw & Harring. This resolution is for a polling place election to occur on May 8th, 2012 for three director seats of our district that will expire on May 8th, 2012. This includes Liz, Aragon, Rick Johnson, and Colleen Williams. The seats will be four year terms. Susan Schledorn will be our election officer. It will be published in our local media. Election officials will be paid for their services. Colleen Williams made a motion to accept the Election Resolution. Rick Johnson seconded the motion. Motion passed unanimously.

Brandon discussed the RFP for accounting services and asked the board if they saw any issues or had any questions. Brandon states that if there are no issues then the RFP will need to be approved. Colleen Williams made a motion to accept the RFP and to publish until February 1st, 2012. Rob Bukovac seconded the motion. Motion passed unanimously

Brandon went over his General Report. He discussed the Mill Levy which was finalized on December 15th, 2011. Our Mill Levy went up and our assessed value went down so we took a temporary deduction.

Brandon discussed a newspaper article that was printed on December 15th, 2011 to the attention of the board.

Brandon gave a copy of his monthly calendar to the board.

Colleen Williams asked Brandon what his expected move in date would be. Brandon explained that right now he does not have an exact date. There was a lengthy discussion regarding this issue.

Brandon briefly discussed the prior month call report.

Brandon let the board know that we are doing a First Responder Class every ten weeks for the New Elk Mine. These classes are being taught by Greg Williams and Cindy Gutierrez. A QRT program is also in the works with the New Elk Mine.

Brandon let the board know that we did a QRT evaluation last month. He believes that it provided us with some good information.

Brandon discussed the RETAC realigning program occurring at the state. He thought this was good information for the board to have.

Brandon now discussed the Risk and Opportunities. He has been evaluating the oxygen system we currently have. He has been researching and found a medical grade system and is currently looking into this option. He will inform the board as soon as he retrieves more information about the system.

Executive Session Liz Aragon cited C.R.S. 24-6-402 subsection 4b, for legal advice and also C.R.S. 24-6-402 subsection 4f for employee issues. Liz Aragon asked if there was a motion to adjourn the regular meeting and go into executive session. Rob Bukovac made the motion to adjourn the regular session and go into executive session. Colleen Williams seconded the motion. All yes. Board went into executive session at 5:09 p.m.

Next Meeting Date Board came out of executive session at 5:33 p.m. Liz Aragon states the next meeting will be held on January 25th, 2012 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. Rob Bukovac seconded the motion. All yes. Meeting is adjourned at 5:34 p.m.

The minutes for December 28th, 2011 were respectfully submitted by April Martinez on January 12th, 2012.

Minutes Approved by Trinidad Ambulance District Board.

Liz Aragon, President of the Board of Directors

Date