

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: December 18th, 2012

Present: Rick Johnson, Kelly Smith, Colleen Williams, Joseph Martinez, & Rob Bukovac

Other Guests: Robert Land, Attorney
Dr. Kevin Weber, Medical Director
Tom Ortiz, Accountant
Andrea Emery, EMA Consultants

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:30 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 all 5 board members were present which includes Robert Bukovac, Joseph Martinez, Kelly Smith, Colleen Williams, and himself.
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 28 th , 2012 regular board meeting were approved by all board members present. Motion made by Colleen Williams and seconded by Robert Bukovac. Motion passed to approve minutes.
Public Comments	None.
Accountant Financials	Tom Ortiz now presented his financials to the board. Information discussed for the quarter were total assets, total receivables, bank totals, depreciation, accounts payable, net income, property taxes, and the current budget. Also discussed were the wages for the year, expenditures for the month, bad debt write offs, total collections year to date, overpayment refunds, budget for the year, and year to date profit.
Director's Financials	Financials No report given due to the vacancy of the Executive Director position. Billing Reports Andrea Emery with EMA Consultants passed out the new billing report that they are currently using, to the board. She states that the excel spread sheet that they have been using was confusing so Joe has prepared a new report which is easier to understand. They took all the information from the previous reports

and plugged it into this report. She went through the report and explained it in detail. Andrea states that due to a glitch in the system and the change over from Trailblazers to Novitas has resulted in no payments for Medicare but that we should start seeing payments by the end of the month. She states that everything has been sent and received. Andrea and Joe also state that we are doing great according to industry rate. The only problem is bad addresses and they are trying to find a fix for this issue. Joe asked the board if they want to see this same report or do they want it on a spread sheet. Mr. Ortiz requested the report be put on a spread sheet due to auditor requests. There was a lengthy discussion over the report. Rick Johnson asked if there were any other questions. There were none. Rick Johnson asked if there was a motion to accept the financials and billing reports. Colleen Williams made the motion to accept the financial report and billing reports. Robert Bukovac seconded the motion. All yes.

Operational Concerns

Greg Williams addressed the board with some concerns at Trinidad Ambulance District. Topics discussed were:

1. Management Team Member Meetings to be held every Monday
2. UHF/VHF Radio Connections – Greg explained each connection in detail. Greg informed the board that on January 1st, 2013 we will lose the VHF connection due to FCC regulations. The new contract is in process.
3. Linen supply with Mt. San Rafael Hospital is currently being worked on.
4. Snow Removal is an issue. Greg has talked to Mr. Frank Mattorano who gave some prices. The board asked if we can get a few more bids.
5. Building Security – Greg presented a card swipe system to the board. He explained the system in detail. The board has agreed on the new system and gave Greg the go ahead to get the system ordered.
6. Carevan Opening – We are currently receiving applications and will soon start interviewing.
7. Panasonic Laptop – Greg informed the board that one of our laptops is not working and may need to order another one. He did say that he would like find out what is wrong with this one before they ordered a new one. The board agreed.

The board thanked Greg for taking care of these issues.

Amendment/Budget 2013

Robert Land addressed the board informing them of the changes to the 2013 budget. Due to changes to the mill levy the record needs to reflect this change. Mr. Land explained the changes in detail. Colleen Williams made the motion to correct the record for the 2013 Budget as approved at the meeting held on November 28th, 2013 to reflect the valuation increase corresponding to the decrease in the mill levy to 2.796 and amend the budget to reflect the decrease of one dollar for the expected tax revenue change. Robert Bukovac seconded the motion. All yes. Robert Bukovac made a motion to amend the budget and reduce the line item for payroll by one dollar. Motion was seconded by Colleen Williams. All yes.

Director's Report

Robert Land discussed the draft By-laws presented to the board. He states this will not be executed tonight. He asked the board to look over the By-Laws offered by Rick Johnson for a 30 day review and to make changes if they see the need. Robert Land states that the adoption of the By-Laws should be done at the next meeting in January.

Rick Johnson informed the board that they currently have three candidates for the Executive Director position who meet all the requirements as discussed by the board. Robert Bukovac states the selection process was based on the criteria they had all agreed on. Rick Johnson asked if there were any questions. Colleen Williams asked if they were going to do the interviews as a group and the answer was yes. Rick Johnson states that the person they are on the fence about is Mr. David Hiltbrunn due to border line qualifications. The board agreed to interview all three candidates. The board discussed a few dates to perform interviews. They agreed on December 29th, 2012 or January 3rd, 2013. Rick said he will get with the candidates and inform the board of the final date or dates.

Rick Johnson informed the board of a personnel/disciplinary issue that needs to be dealt with. His recommendation is that since he and Kevin Weber know the full details of the incident that the board allows Dr. Kevin Weber and himself to deal with this issue. He did let the board know that there will be disciplinary action taken on this issue. The board agreed but also recommended that they be made aware of the outcome. Rick agreed to keep the board informed.

Executive Session

None

Next Meeting Date


Rick Johnson states the next meeting will be held on January 30th, 2013 at 4:30 p.m. Meeting will be held at the Trinidad Ambulance District office.

Adjournment

Rick Johnson asked if there was a motion to adjourn. Colleen Williams made the motion to adjourn. Robert Bukovac seconded the motion. All yes. Meeting is adjourned at 5:29 p.m.

The minutes for December 18th, 2012 were respectfully submitted by April Martinez on January 9th, 2012.

Minutes Approved by Trinidad Ambulance District Board.


Rick Johnson, President of the Board of Directors

1/30/13
Date