

**REGULAR MEETING OF THE TRINIDAD AMBULANCE DISTRICT**  
**BOARD OF DIRECTORS**

DATE: December 6, 2017

*Present:* Kathy Bueno (arrived at 5:14pm)  
Derek Navarette  
Matthew Moreno  
Joseph Martinez  
George Dasko

*Other Guests:* Dan Moynihan, EMS Chief  
Andrea Brody, Deputy Chief  
Gabriel Moreno, Captain  
Barbara Fisk, Executive Assistant  
Thomas Murphy

**SUBJECT**

**DISCUSSION**

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Call to Order/Pledge	Meeting was called to order at 4:58pm by Derek Navarette followed by the recitation of the of Allegiance Pledge.
oll Call/Proof of Quorum	There was a quorum with Derek Navarette, Matthew Moreno, George Dasko and Joseph Martinez in attendance. Kathy Bueno arrived at 5:14pm)
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, City of Trinidad, Las Animas County Sheriff's Office, and Las Animas County Court House. The Agenda was posted at Trinidad Ambulance District Office at 939 Robinson Avenue.
Approval of Minutes	Motion to approve the October 25, 2017 regular meeting minutes as presented was made by Joseph Martinez and seconded by George Dasko. The motion was approved unanimously (Kathy Bueno not in attendance).
Public Comments	Tom Murphy requested he be emailed the board's agenda each month when prepared for distribution. He delivered checks to TAD for previous public record requests. He was concerned about the November 22 meeting having not taken place. It was explained that at the October 25 <sup>th</sup> meeting is was decided to postpone the November 22 <sup>nd</sup> meeting until December 6 <sup>th</sup> . It was clarified that the next regular meeting of the board of directors will be held Wednesday, January 24, 2018 at 4:30pm.
Financial / Billing Report	Bernadette Cappellucci of Century Financial Group submitted monthly financial report for October 2017 along with the following written statement, "A couple highlights of the financials that I would like to note are based off the year to date comparison profit and loss report for the month ending October 31, 2017; the revenue is up compared to this time last year and the revenue at the end of October has already exceeded the projected or budgeted revenue for the entire year for 2017. The expenses are also considerably down in majority of expense categories.

I have nothing out of the ordinary to report on any of the financial information used to derive October 2017 financials for Trinidad Ambulance District.”

There were a couple of issues on the first report provided by Bernadette that Dan had issue with i.e. zero dollars noted under Travel Expenses. He met with Bernadette and moved some of the travel expenses from to the appropriate category.

Dan Moynihan pointed out, although TAD is awaiting \$57,000 from Las Animas County for tax revenue, the Profit & Loss Previous Year Comparison reflects revenue is currently up. At the end of October 2017, revenue has exceeded budgeted projections for all of 2017. Most expense categories show a decrease in spending. Item 833 Employee Benefits does show an 8.5% increase from last year. Raises were afforded to employees who advanced their levels of certification. Dan noted that he had not received a pay increase.

Dan also commented on page 2 of the Balance Sheet stating that the Retained Earnings amount reflects the same total for October 31, 2016 and October 31, 2017. It was explained that this number will be amended during the audit. At that time, the auditor reviews the complete year's earnings, personal time off and sick time earned and used amounts and amends the total to reflect the actual dollar amount.

In November, with help from Senator Garcia and Enhanced Management Services, TAD received \$9,000 for non-emergent Medicaid runs. The Medicaid billing issue resulting in non-payment for runs is beginning to be rectified. It is expected that all outstanding payments will be received soon. Dan stated that he will send a letter of thanks to Senator Garcia for his commitment to helping resolve the problem on behalf of the Board of Directors.

Motion to approve the October 2017 financial report as presented (second draft) was made by Matt Moreno and seconded by George Dasko. The motion was approved unanimously (Kathy Bueno not in attendance).

#### Director's Report

At the American Ambulance Association Expo in Las Vegas, Dan met with Charlie Epps, owner of Excellance Ambulance. Due to the fact that Excellance will not be adhering the graphics to the ambulance on order (MHQ of Albuquerque will do the graphics) and that TAD has taken the newest ambulance in the fleet to both the EMS Expo and AAA Expo for Excellance to showcase their work, the cost of the new ambulance is reduced from \$241,277 to \$230,357.

Las Animas County has provided the final Certification of Value showing a revenue change from \$917,622 to \$945,559. Dan provided copies of the updated, tentative budget for 2018. He would like to postpone finalization of the budget until after December 15<sup>th</sup>. It is his hope that RETAC will receive a group grant submission for the purchase of Lucas Devices (\$15,000 each) to which TAD could join. This could potentially reduce the cost of the devices as a bulk price may be offered.

Even though TAD is providing instruction free of charge for the current EMT course offered through TSJC, QRTs enrolled in the EMT course have been billed by TSJC. A few months ago TAD employees enrolled in prerequisite classes for paramedic certification were billed by TSJC which has been resolved. A Memorandum of Understanding is being drafted to eliminate any future misunderstandings and to nullify current billing issues.

Las Animas County has not responded to TAD's proposal for entering into an Inter-Governmental Agreement in which TAD would provide medical services to inmates detained at the Garcia Justice Center. This topic was originally presented to the board on March 22, 2017. Sheriff Casias is not certain of the status.

This year's Christmas/Not Christmas Party was a success. It was held November 18<sup>th</sup>. There was no snow but a lot of fun was had by all in attendance.

**Kathy Bueno**  
**Arrived 5:14pm**

Kathy Bueno assumed control of the meeting from Derek Navarette.

Operations Report

Gabe Moreno elaborated on the operational charts provided. October seemed to be a slow month but call volume has increased since then. He projects the number of runs will hit 2200 by the end of the year. Dr. Eckler is the "Transferring Physician of the Month".

ale of Equipment

Trinidad Ambulance District has equipment that is outdated and has not been used by the district in several years. Dan Moynihan asked the board for permission to sell off the equipment to any interested parties. Some of the equipment includes stretchers, monitor cables & cases, blood pressure cuffs, power supplies for old monitors, defibrillator paddle cables, back rafts, video glide scopes (4) and seats out of an Expedition.

George Dasko wanted to ensure TAD would not need the equipment in the future. He was assured that the equipment is totally outdated compared to what TAD is currently using so would not be advantageous to keep. Other organizations are still using the equipment offered. Mr. Dasko asked that the board be provided a list of the equipment at the next board meeting. Dan Moynihan would like to offer non-medical inventory be offered to employees first. All transactions will be documented by invoice or bill of sale.

A motion to sell unused equipment/items was made by George Dasko and seconded by Joseph Martinez. The motion was approved unanimously.

Miscellaneous

The Las Animas Huerfano County Public Health Department has trailer they would like to exchange for a conex-type storage container they could use for storage. Dan Moynihan talked about the countywide benefits to having a mobile emergency command post. He noted the lack of a county mobile command post and used the Fisher's Peak fire as an example. It is thought that the county would potentially insure the trailer and provide funding for set-up costs. All board members thought this was a good idea.

Election Resolutions were presented in preparation for the May 2018 election in which three of the current board members will be at the end of their current terms. Self-Nomination forms are now available for submission but the earliest submission date is January 1, 2018. George Dasko, Kathy Bueno and Matt Moreno's positions are open for election.

Motion to adopt the resolution concerning regular election to be held May 8, 2018 to be conducted as a polling place election was made by Joseph Martinez and seconded by Matthew Moreno. The motion was approved unanimously by all board members.

#### Executive Session

Prior to executive session, Tom Murphy inquired if there would be any topics requiring a vote after the executive session. He didn't know if he should take down his equipment and leave or stay to cover the remainder of the board meeting. George Dasko assured him that any issue requiring a vote would be postponed until the next regularly scheduled board meeting on January 24, 2018.

Dan Moynihan noted that item 12 Medicare Billing on the agenda should have been a topic under the executive session.

Joseph Martinez made a motion to adjourn the regular meeting in order to enter into Executive Session per §24-6-402(4)(e) C.R.S. Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding the City of Trinidad's request for funds to support dispatch services and Medicare Billing. Derek Navarette seconded the motion which the board unanimously supported. The board retired into Executive Session at 5:32pm.

#### Regular Meeting

The regular board meeting resumed at 6:22pm. George Dasko noted that no action was taken and no motions prompted voting on any topic.

#### Next Meeting Date

The next Regular Meeting date was set for Wednesday, January 24, 2018 at 4:30pm.

#### Adjournment

A motion to adjourn the regular meeting of the Board of Directors was made by Joseph Martinez and seconded by George Dasko. The motion was approved unanimously. The regular meeting was adjourned at 6:30pm

Minutes Approved by Trinidad Ambulance District Board of Directors.

  
Katherine Bueno, President

1-24-18  
Date