

MEETING OF THE TRINIDAD AMBULANCE DISTRICT

BOARD OF DIRECTORS

DATE: February 18, 2009

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

Other Guests: Brandon Chambers, TAD Executive Director
Dodge Shelby, Attorney
Tom Ortiz, Accountant

SUBJECT

DISCUSSION

Call to Order	Meeting was called to order at 4:02 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. (Jeannie Hollon stated that all 5 board members were present).
Approval of Minutes	Minutes for January 21 st , 2009 board meeting were approved with the exception of one change. In the Regular Session segment it states Rick Johnson seconded the motion to adjourn when in fact it was Kelly Smith. The correction was made and given to Jeanie Hollon. Motion made by Alex Abeyta and seconded by Liz Aragon to except the minutes. All yes, motion passed unanimously.
Financials	Mr. Ortiz states that December's statement was not redone. Said he will wait for the auditor. A total of \$2,604 was lost in January. The biggest portion of this was the depreciation for the year and the estimate is \$9,989 per month. If you add this back it would show a profit of \$7,300. \$1,750 was put under construction in progress. Discussion: Brandon states it should go under construction reserve. Towards the end of the year if nothing else occurs we can decide to write it off as a direct expense. Kelly asked what the \$5,481.92 is that is showing up under the maintenance-computer expense line item. Discussion: Brandon states that is was for the purchase of the new lap tops which are for Jason and the education position. Kelly asked that this be moved as a capital expense. Mr. Ortiz said he will do this by next month. No further questions regarding the financials from Mr. Ortiz. Brandon states on the ambulance accounts receivable we collected \$70,982.41 in January compared to where we were a year ago when in the previous year we collected \$42,000. Carevan is \$18,556.69 versus \$13,000 in 2008. Total income is \$129,813 which is based on January 1 through December 5 th 2008. Our cost was \$3,464 for medical supplies, vehicle maintenance which consists of fuel and repairs totaling \$5,071. Communications consist of telephones, cell phones, and radios. \$120 was used to purchase 2 batteries for radios. Bank charges for the automatic deposits have gone up which has been budgeted accordingly. Computer expense of \$2,719.98 was for the purchase of 2

lap tops. \$920.40 was for printers. General operating expense is \$9,982.52. We are under budget at this time. Office supplies were big at the 1st of the year due to buying binders for the beginning of the year. Capital purchases were \$9,427.18 which was for life pack blue tooth capability and service contract for Physio Control at \$6,300. Wages were \$81,000 for the month of January. Insurance premiums also came due. Discussion: Mr. Johnson asked if extended warranties were purchased on the new SUV's. Brandon states that he did not purchase due to it would not be cost effective. Discussion: Elizabeth had a concern regarding the overtime that was paid out. She said we can almost hire a new crew. Brandon states that we will have overtime no matter what. This all comes down from the inner facility transports when an extra crew has to be on. An example of this is when we receive a call at 1:00 a.m. and not having another crew. We went from a 24 hour configuration to a 12 hour configuration which cut our over time in half. The average hours worked per employee is 56 which consist of 40 hours of work time and 16 hours of over time. Liz asked if it would be better to hire another crew. Brandon said that if we do this we do away with the on call. But the volume and facilities are not there. Jeanie states that if we do go back to 24 hour shifts that it would best that we had enough crews that each person does two 24 hour shifts a week, and then their working 48 hours a week instead of 48 and 72. This would require a core of part time employees also. There were no other questions regarding the financials. Motion to accept the financials made by Rick Johnson and seconded by Liz Aragon. Motion passed unanimously. Brandon wanted to state one notion so everyone is aware and for a clean disclosure our current revenue basis is \$991. Our checking account is at \$577,054 and our savings is \$24,460 as of February 15th, 2009. At the next bill payment date we will most likely have to move money out of one of these 2 accounts to offset the payment being made.

Billing Reports

Carevan did \$22,000 in charges. Net effect of Accounts Receivable is \$3,332 of an outstanding of about \$11,000. By the end of January, we did \$201,000 in ambulance charges with a net effect of \$35,000 in accounts receivable. Total Accounts receivable is \$768,537.14. Brandon states that by the end of this meeting he should have a correct number as to what will be written off. He is guessing about \$350,000 will be sent to collections. Kelly asked if the accounts receivable patient list has changed very much. Brandon states it has not changed at all. Mr. Abeyta asked Brandon if he has received any bids on the care van. Brandon states he has gotten 5 bids. Motion to accept the billing reports was made by Alex Abeyta and seconded by Kelly Smith. Motion passed unanimously.

Public Comments

None.

Other Agenda Items

Brandon started off by giving a report from High Plains to the board members. This report is for informational purposes only showing volume, time of day, distance of destination, etc. This is as of January 14th, through today's date. Discussion: We had one hundred fifty five 911 calls, 26 inner facility transfers,

with an average of 5 hours per transfer based on 3 hours to Pueblo, 4 1/2 to Colorado Springs, and 7 hours to Denver. TB shots will be given at the Employee meeting on February 25th to all employees. We are also regrouping on the Hepatitis B series vaccination which consists of 3 shots. We are in the final stages of the grant that RETAC applied for which is for 180 AED's. 20 of those AED's will come to Trinidad which will then go to area schools. We started an inventory of all AED's and found out there were multiple AED's in the community that do not belong to the Trinidad Ambulance District. We as a district pay for our AED's and life packs to have a service agreement so that they're all up to date and meeting the American Association guidelines and they get an annual inspection. So now we have these different departments coming to us saying here is our AED which is what we want. We can now put them under our contract. So the \$6,300 we to pay Physio Control will go up a little bit. Brandon and Jason will be attending an EMS Management Class April 2nd through April 4th in Nathrop, Colorado. We have purchased 2 SUV's at \$60,740 each, fully equipped. They should arrive around May 15th. We will need \$3,000 for EMS week and employee appreciation, which starts May 15th through May 22nd, 2009.

Executive Session

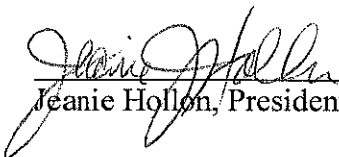
Dodger Shelby cited C.R.S. 24-6-402 subsection 1, 2, 4, & 6, regarding legal advice, contract negotiations, potential litigation, and personnel matters. Jeanie Hollon asked if there was a motion to go into executive session. Alex Abeyta made the motion to go into executive session. Liz Aragon seconded the motion. All yes, motion passed unanimously. Board went into executive session at 5:16 p.m. Dodge Shelby has requested the board not record the executive session due to attorney client privileged information. All agreed.

Regular Session

Board came out of executive session at 5:54 p.m. Jeanie states the next meeting will be March 25th, 2009 at 4:00 p.m. at the Trinidad Ambulance District office. The agenda will remain the same. Rick Johnson made the motion to adjourn at 5:56 p.m. Alex Abeyta seconded the motion. All yes.

The minutes for Feb. 18th, 2009 were respectfully submitted by April Martinez on March 11th, 2009.

Minutes Approved by Trinidad Ambulance District Board.



Jeanie Hollon, President of the Board of Directors

2/18/2009

Date