

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

DATE: February 17<sup>th</sup>, 2010

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

Other Guests: Brandon Chambers, TAD Executive Director  
Dodge Shelby, Attorney (By Phone)  
Tom Ortiz, Accountant

<b><u>SUBJECT</u></b>	<b><u>DISCUSSION</u></b>
Call to Order	Meeting was called to order at <b>3:58</b> 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. (Jeanie Hollon states that all 5 board members were present).
Approval of Minutes	Minutes for January 20 <sup>th</sup> , 2010 board meeting were approved. Motion made by Rick Johnson and seconded by Liz Aragon to accept the minutes. All yes, motion passed unanimously.
Financials	Tom Ortiz presented his financials to the board. A report reflecting his discussion was given to all board members. He states that there are several changes and additions to the December financials. Tom states there was a large adjustment to the medical supplies line item due to the fact that there was a thorough inventory done on all supplies. This includes the supply closet and all vehicles. There was a lengthy discussion regarding this topic. Brandon states that in previous years this was not done so at the end of the year they did a thorough inventory on all supplies to get a correct count and to make sure all labeling and expiration dates were correct. Tom states there was also a change to the Expense Profit & Loss Schedule and has been corrected. He went over the numbers sent over by EMA Consultants. There was a lengthy discussion on this topic. He went over all accounts receivables and the current assets. He also went over the depreciation for the radios, computers, and vehicles. He went over the budget and the revenue. Tom states that the financials are ready for the auditor. Brandon states the audit is scheduled for March 29 <sup>th</sup> , 2010. Tom briefly went over the financials for January 2010. He went over all accounts receivables, current assets, and the expenditures. He also went on to discuss the transfers made, and the balances in the bank accounts. Tom also discussed the accounts receivable due from the Federal and State Government. It was not known to us that the medical portion of the hospitalization for health insurance was being taken out of the employees' pay. We have been paying Social Security and Medicare on this portion of the insurance but should not have been. The result is an overpayment that is now due

to us from the Federal Government and in turn will be refunded to the employees that over paid. There was a brief discussion on this topic. There were no questions on Tom's financials. Motion to accept the billing report was made by Alex Abeyta and seconded by Liz Aragon. Motion passed unanimously.

Brandon Chambers started off by saying at the conclusion of last months meeting at request of the board they wanted a 2009 update on the specific line item "contract and administrative items". He gave the updated information to the board to show that this has been done. He now went over his financials. He discussed the report line by line. He went on to discuss the budget for ambulance and care van for January of 2010. He also discussed medical supplies, vehicle maintenance, communications, care operating expense, uniforms, and wages. He states we are well under budget. There was a brief discussion on some line items and the bank statements. Brandon asked if there were any questions on his accounts receivables and there were none. Motion to accept the financials with corrections made by Liz Aragon and seconded by Alex Abeyta. Motion passed unanimously.

#### Billing Reports

Brandon Chambers began his review for January of 2010. He mentioned that he is not comfortable with the billing report received from EMA Consultants. States he will be contacting Andrea regarding this report. He went over the accounts receivables, write offs, ambulance AR, carevan, and the call volume. There was a lengthy discussion on the billing report. Jeanie Hollon 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 Rick Johnson and seconded by Alex Abeyta. Motion passed unanimously.

#### Public Comments

None.

#### Other Agenda Items

Brandon gave an election resolution form that came from the legal council Grimshaw & Harring. It's calling for an election and also states that Susan Schledorn is our election official. There was a brief discussion on the term limits. Brandon asked Dodge if the resolution should be read out aloud. Dodge states yes. Jeanie Hollon read the Resolution of the Board of Directors of the Trinidad Ambulance District concerning regular election to be held May 4<sup>th</sup>, 2010. Jeanie asked if there was a motion to approve the Resolution. Motion to approve the Resolution made by Rick Johnson and seconded by Alex Abeyta. Motion passed unanimously. Brandon now discussed the replacement of the carevan 86. The new carevan has been ordered and we should receive it sometime in April of 2010. Brandon informed the board that he just completed an application for revalidation of our CMS/Medicare provider number. This will be good for five years. There was a brief discussion on this topic. Brandon discussed the grant that was awarded to us. The ambulance that was purchased with this grant should be here in April, 2010. Brandon attached the 2010 budget with corrections. The Audit will begin on March 29<sup>th</sup>, 2010. He informed the board that he has applied for another grant through the

Colorado Department of Public Health & Environment that came available. It was a last minute decision. It is a 50/50 matching grant. This would be used for the items that were denied on the last grant such as the AED's, cardiac monitors, and training mannequin. Brandon let the board know that he and Greg Williams went to a High Plains seminar. They will be doing updates to the system at no cost to us. There was a brief discussion on this topic. Brandon informed the board of some pending legislation items that will be put on the ballot as requested. He now gave the board a document showing some of the items that Trinidad Ambulance District is currently working on outside the District and within the community. He briefly went over the items with the board. Brandon now submitted a complaint to the board at the request of the patient regarding his bill and requesting a discount. Liz states that a discount cannot be done. Jeanie asked if there were any further questions. There were none.

Executive Session

Jeanie Hollon states the next meeting will be March 17th, 2010 at 4:00 p.m. at the Trinidad Ambulance District office. The agenda will remain the same. Brandon cited C.R.S. 24-6-402 subsection 4B regarding the pending contract 911 authority, and C.R.S. 24-6-402 subsection 4A, 4B, & 4E for legal advice on the building lease. Jeanie asked if this executive session should be recorded. Dodge Shelby has requested the board not record the executive session due to attorney client privileged information. All agreed. Jeanie Hollon asked if there was a motion to go into executive session. Alex Abeyta made the motion to go into executive session. Rick Johnson seconded the motion. All agreed. All yes, motion passed unanimously. Board went into executive session at 5:16 p.m.

Regular Session

Board came out of executive session at 6:07 p.m. Alex Abeyta made the motion to adjourn at 6:10 p.m. Liz Aragon seconded the motion. All yes.

The minutes for February 17<sup>th</sup>, 2010 were respectfully submitted by April Martinez on March 10<sup>th</sup>, 2010.

Minutes Approved by Trinidad Ambulance District Board.

  
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Jeanie Hollon, President of the Board of Directors

2/17/2010  
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Date