

REGULAR MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: February 22, 2017

Present: Joseph Martinez
Matthew Moreno
Derek Navarette

Other Guests: Dan Moynihan, EMS Chief
Barbara Fisk, Executive Assistant
Gabe Moreno, EMS Captain
David DeTray
Rob Bukovac
Darren Kolakowski
Gabe Martinez

SUBJECT

DISCUSSION

Call to Order/Pledge	Meeting was called to order at 4:28 pm by Joseph Martinez followed by the recitation of the of Allegiance Pledge.
Roll Call/Proof of Quorum	There was a quorum with Joseph Martinez, Matthew Moreno and Derek Navarette in attendance.
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 January 25, 2017 regular meeting minutes and February 9, 2017 special meeting minutes as presented was made by Derek Navarette and seconded by Matt Moreno. The motion was approved unanimously.
Public Comments	Captain Gabe Moreno (also on behalf of Angelina Medina), David DeTray, Robert Bukovac and Darren Kolakowski all made comments in support of Chief Moynihan and his management of TAD.
Financial / Billing Report	Bernadette Cappellucci of Century Financial Group submitted monthly financial reports for January 2017 along with the following written statement: the financials for Trinidad Ambulance District appear consistent with the normal month to month

expenditures. Revenue is down a bit, but it appears this happens every year when the billing company doesn't bill from January 1 through February 15.

Dan Moynihan took the opportunity to mention the following Profit and Loss information:

- Line Item 851.5 Medical Director. Dr. Weber is now billing for his services through SoCoEMS, LLC instead of Southern Colorado Emergency Specialists. The fee remains the same at \$1,500.00 per month.
- Line Item 860.3 Administrative Expense. High this month due to Christmas Party expenses specifically La Casa and gift cards for all employees.
- Line Item 867.1 Building Repairs. Facility expenses are up as \$5,263 was spent on lock changes and ACS performed a preventative maintenance which has never been done since the building was constructed. A furnace motor burned out and needed to be replaced as well. The sprinkler system was inspected which also has never been done since the building was constructed.
- Line Item 884.1 Fuel. Dan stated two checks were processed in order to expedite billing and not pay late fees.

Dan stated there is \$3+ million in the bank. TAD purchased a new ambulance in the amount of \$240,000 without the support of grant money. Four new *special* stretchers were purchased for \$170,000. Once all documentation is in place this expenditure will be submitted for reimbursement through grant funds.

Motion to approve the January 2017 financial report as presented was made by Matt Moreno and seconded by Derek Navarette. The motion was approved unanimously.

Director's Report

Dan Moynihan reported a fire at TAD's newly acquired property on Main Street (old Drive-In). Crews working on the power line and something sparked a grass fire which engulfed the only structure.

Andrea Brody flies in Tuesday, February 28th and will be in the office Wednesday, March 1, 2017.

The new ambulance chassis mentioned in the financial report is expected to be ready late May, early June. All crew members provided input regarding construction. It does have an extended cab.

TAD donated a 4wd ambulance to Stonewall (now Med11 VIN 1GBJC34698E177998 2008 Chev 3500HD Type 1 ALS ambulance 4wd) in the past for their water rescue vehicle. There have been so many mechanical issues with 3107 (now 3107 VIN 1GBJK84629E148294 2009 Chev Type 1 ALS

Ambulance 2wd) that we are going to give it to Stonewall and bring Stonewall's current Med 11 (VIN 7998) back to TAD to run transfers.

A Chain of Command Clarification memo which required signature verification was provided to and received from all employees. Along the same lines, a form has been created in order to track any verbal or written reprimands conducted with an employee. VFIS Insurance has an online resource to provide a wide variety of training including Sexual Harassment, HIPAA, Bloodborne Pathogens, etc. We are in the process of establishing all employees on the website so that annual trainings can be announced, conducted and documented through the website.

Operations Report

Dan reported no outstanding issues with the day to day operations of TAD. TAD crews continue to have quick response times, there hasn't been an increase in cancellations. There haven't been any protocol deviations. Dr. Weber will be here February 23rd to review charts. Gabe Moreno will be presenting the operations report at the March meeting.

Miscellaneous

1. Disposition of equipment. Since purchasing the four new stretchers, Dan Moynihan asked the board for permission to sell the three older stretchers and stair chairs. He recommended keeping one for the Sim-man and county backup. The funds received would go into the operations fund under miscellaneous income.

A motion was made by Derek Navarette and seconded by Matt Moreno to sell three of the four old stretchers and stair chairs with the funds deposited into the operations fund under miscellaneous income. The motion was approved unanimously.

2. Addendum to Policy and Procedures Manual. Dan presented a drafted policy which would enable employees to donate sick time to co-workers who are in need due to extenuating circumstances and have exhausted all of their own PTO and sick time. He asked for the board's approval to initiate the policy immediately.

A motion was made by Derek Navarette and seconded by Matt Moreno to initiate a new policy based on the drafted document presented by Dan Moynihan by which employees can donate sick time to co-workers who are in need due to extenuating circumstances and have exhausted all of their own PTO and sick time. The motion was approved unanimously.

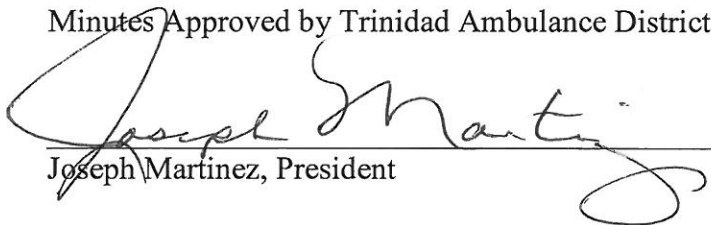
Executive Session

N/A

Next Meeting Date The next meeting date was set for **Wednesday, March 22, 2017** at 4:30pm.

Adjournment A motion to adjourn the meeting was made by Matt Moreno and seconded by Derek Navarette. The motion was approved unanimously by all board members in attendance. Meeting was adjourned at 4:57pm

Minutes Approved by Trinidad Ambulance District Board.



Joseph Martinez, President

3-22-17
Date