

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

DATE: January 21, 2009

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

Other Guests: Brandon Chambers, TAD Executive Director  
Dodge Shelby, Attorney  
Jason Palmer, TAD Operations Manager  
Andrea Emery, EMA Consultants

**SUBJECT**

**DISCUSSION**

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Call to Order	Meeting was called to order at <b>4:00</b> pm by Jeanie Hollon.
Proof of Notice	Notices 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 there were four board members present with the exception of Rick Johnson who will not be present at this meeting.)
Approval of Minutes	Minutes for December 10 <sup>th</sup> , 2009 board meeting were approved. Motion made by Alex Abeyta to except the minutes and seconded by Liz Aragon. All yes, motion passed unanimously.
Financials	Mr. Tom Ortiz started by stating he wanted to point out that he has to re-do the December statements. He has to get the bill from accounts receivable to include it as accounts payable there. The only accounts payable outstanding is from the accounts receivable bill. If there are other small entries the audit will resolve them. Mr. Ortiz states he recorded the depreciation actual but then went over it with Brandon before he did this and decided to shorten the lives on some of the items so the depreciation will be larger. Right now we are recording \$98,000 in depreciation for the year. It will be much larger due to the fact that we decided to cut some items in half. Instead of 10 years we went 5 years and instead of 5 years we went 3 years. Discussion: Brandon states the vehicles went to 5 years, computers to 3 years, life packs to 5 years, radio equipment to 5 years, and the printer to 3 years. After discussion it was agreed to move the radio equipment to 3 years. The total amount budgeted for the property tax was \$1,481,000.00. We are \$10,000 short of the entire collection amount which was the budget figure, the anticipation amount. The amount of \$10,391.45 will not be collected because the budget exceeds the actual revenue. As far as specific ownership, we are way under budget by \$124,000 and that is the license fees for the automobiles. Our total revenue, the actual has exceeded the budget amount by \$670,000 which is a good thing. Our expenditures, as far as the budget is concerned, were under budget. Brandon said on the last pay period everything was retrograded to the 31 <sup>st</sup> to capture everything to balance. On the transfer,

there was transfer of \$280,600 and he picked up the year end transfer to show it instead of having it linger in the outstanding area. He called Brandon to see what the transfer was at the beginning of January and added it back like it was a payable. So the bank statements are showing a positive number, there are no negative numbers. He adjusted the medical inventory to \$15,000. The inventory lists reflected the amount of \$15,623.85. All bank accounts tie out. The cash for the county treasurer ties out. The only thing that has to be done by the auditor is to calculate doubtful accounts again to be completed during the audit. The budget comparison as far as comparing line items, the auditing and accounting exceeds the \$12,000 budget by \$117.25. The interest was budgeted at \$1,000.00 and is over by \$1,859.00. The lease principal was under budgeted just a little. The telephone was a big item. It was budgeted at \$7,800.00, we spent \$11,765.67. We are over budget by \$3,965.67. The treasures fees at the time the budget was but together we didn't account for the change. The net profit for the year is \$1,667,085.14. Discussion: Kelly asked Brandon what was going on with the phones. Stating \$3,000 is very high. Brandon and Tom break this number out differently. With Mr. Ortiz bringing it all together and Brandon breaking it apart so if you look at his financials on the communications line item which includes telephones, cell phones, radios it shows we spent \$15,000 with a budget of \$25,000. Line by line shows office telephone \$4,145.48, cell phones \$4,877.76, and radios \$6,108.02 with a total of \$15,131.26 for all communications coming to a \$25,000 budget. Mr. Ortiz asked if there were any questions on his report. Like he said he will make changes on the receivables, changes for the depreciation and will redo the report for next month. There were no more questions regarding the report given by Mr. Ortiz. Jeanie asked Brandon to give his report now. On the ambulance side we collected \$731,237.88 of a budgeted \$680,000 so we hit our budget numbers. In comparison to last year it was right in line. On the care van side we collected \$170,834.44 for year to date as of 12/31. We were well over budget there. As you are well aware I shot the numbers low on this specific ownership and have corrected this on next year's budget. The treasure fees where under projected. Other accounts receivable of \$508,000 was for the mineral tax. Other accounts receivable we received was \$17,920.15, with the RETAC grant of \$13,500 bringing the total AR to \$2,675,511.52 for year ending 2008. Medical supplies was \$68,608. Over by \$3,000 of what was budgeted. Vehicle maintenance which includes all repairs fuel costs were \$103,439 with a budget of \$106,999. Communication Equipment was \$15,131 with a budget of \$25,800 budgeted. Total operations for ambulance was \$187,179 with a budget of \$197,799 basically \$10,000 under budget. Discussion: Kelly Smith asked Brandon what equipment the QRT's are using and if he is keeping track of this separately. Brandon states that they are using the same equipment as the ambulance crews here so it is included in the same line item. Said that when they need something that they give them the needed item out of the ambulance here. Kelly made the recommendation that Brandon get rid of the line item for the QRT's. He agreed. General operations as you can see, we had a spike in bank charges and we know this a result of automatic deposits. Computer expense, we spent \$135.82 over what was budgeted.

Overpayment refunds, we had \$14,000 versus \$3,000. This is such a hard number to project for obvious reasons. Office supplies, which include postage, supplies, repair, utilities, and office equipment was \$29,260.92 for a total office budget of \$35,000. Capital purchases were \$499,770.43 with a budget of \$500,000. Discussion: Jeanie asked if we had any vans that we need to put up for sale. Brandon states we have one to sell and one other that we will need to replace if budgetary allows in 2009. Alex Abeyta asked if we have put the 2 ambulances up for sale yet. Brandon said he has not done this yet, that he is waiting for the ambulance manufacturer and he is going to put them out to bid on an ambulance aspect. Brandon said he could go out and put one of these ambulances in Hoehne due to the fact that the Hoehne ambulance needs a lot of work. But, we will pay \$2,000 to \$3,000 to take the radio out and put it in this ambulance and then in 6 months we will have to take it out again and put in the new SUV. It will be a wiser choice to wait for the SUV. No lease principal on ambulance. We had a lease principal of \$45,711.25 on a care van in 2008. We budgeted for \$42,000 but the interest part made the difference on this. We spent \$5,000 on the reserve contingency. This was for the hospital service district assessment. Year to date budget was \$7,200. Uniforms were \$14,225 of \$18,000 budgeted. Training was \$10,762 of \$48,000. Brandon states that some of this training did occur; it was just accompanied under man power side. They got paid for attending the trainings so it came out of the employees' wages and not out of the training side. But we anticipate, that when we announce the open training position today, that this number will be in this persons line item. Transport expense was \$2,058 of a budget of \$35,000. PR was \$1,573.02. Total operations were \$635,000 of the budgeted \$894,172.00. Well under budget for 2008. Of course, all the wages were not separated out so the true number to look at for wages is \$884,421 of the \$1,131,920 of what was budgeted. There was no occupancy at this time outside of our donation of 12 free transports per year for the county. The professional services, which include legal services, medical directors, billing services, and accounting services, were \$176,675 of the budgeted amount of \$188,500. Net effects on our accounts receivable is \$724,082.81. Jeanie asked if there are any questions for Mr. Ortiz or Brandon regarding the financials. There were none. Mr. Ortiz asked the board if they wanted a copy of the depreciation attached to the next statement. All said yes. Motion to accept the financials made by Liz Aragon and seconded by Alex Abeyta. Motion passed unanimously.

## Billing Reports

Andrea Emery with EMA Consultants gave the billing report. She states that the billing is going very well. They are having a challenge reading the new Trip sheets. Brandon said he can change the way the reports go over to EMA. He said that all documents including signatures are now going over to them. Andrea said this is fine because these documents are needed and it's just taking a little more time due to the new format. Andrea states in December they billed out \$171,306 and out of all the monies collected and write offs which include insurance adjustments, contractual allowances, insurance payments, and patient payments the effect we had on the AR for December was \$46,456.84. Medicare Appeals that were done for March and April are

starting to come through. Some have to be taken through to the next level. When it comes to Medicare, there are 7 levels that an appeal can go through before it is actually processed. Andrea said they received payment from Victim's Compensation on accounts where there was a crime involved. They paid the customary amount which is about 60 to 70% of the bill. She asked if the remaining balance should be written off due to the fact that most of these people do not have insurance. The board agreed to write off the balance. Also, there are some patient's that have no insurance, no means of money, and no assets. They are basically homeless. Should these amounts be written off? Brandon recommends that they follow the steps and send to collections first. Andrea said she will do this right away to show on the books. Andrea states that of our AR \$448,549.15 is the balance outstanding of people who do not have insurance. We are getting payments of \$5, \$10, \$25, \$50, \$100 or whatever the patient can afford but it is not much. There was a brief discussion regarding abuse of the system and there may be a way to go after some people that may be in this group. Andrea asked if there were any questions regarding her report. There were no questions at this time and the board said they are doing a great job and the numbers look good. 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 states we went live on January 14<sup>th</sup>, 2009 at 1:00pm on the computerized documentation. The system will show you how many calls per day, the time line, day of week, and hour of day the call was made. Discussion: Brandon went over a few items in the system. He said the report is very useful and gives all information needed. He said that Saturday's were the busiest days. Time of day is between 2 p.m. and 3 p.m. We run an average of 5 calls per day. Brandon states he is still becoming familiar with the system. Brandon said the rigs are alternated monthly so we can spread out the mileage. Jeanie asked if there were any questions on the new system and there were not. Brandon gave the board the property tax assessed evaluation that came from the county. Also, gave the Colorado National Report Card on where Colorado stands when it comes to emergency medicine. Colorado received a C+. Brandon received the Grimshaw & Harring reports for the administrative filings, where they filed, who the boards of directors are, and the report saying that they represent Trinidad Ambulance District. He received the renewal for the 2009 premiums from VFIS for medical coverage on the ambulances. It changed by \$230.00. Brandon discussed the purchases of the Expeditions. The 1<sup>st</sup> group ordered today and should expect delivery by April and the 2<sup>nd</sup> group delivery in July or August. He chose the Expedition over the Suburban due to the size capacity. Brandon is currently working on an AED Grant. We are working on doing annual training of all school personnel for CPR. He is working on getting the funds to place AED's in every school and public building in Las Animas County. No questions at this time.

Executive Session

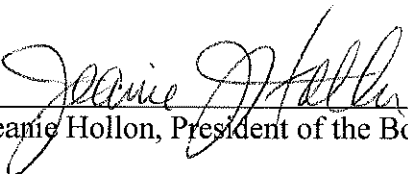
Jeanie Hollon asked if there was a motion to go into executive session. Dodge Shelby cited C.R.S. 24-6-402 subsection 4, 1, 2, & 6, for contract negotiations, legal advice and personnel matters. Alex Abeyta made the motion to go into executive session. Liz Aragon seconded the motion. Dodge Shelby put on record there will be attorney client privileged information for this session which will not be recorded. All yes, motion passed unanimously. Board went into executive session at 5:16 p.m.

Regular Session

Board came out of executive session at 6:16 p.m. Jeanie asked if there will be a motion to allow herself and Liz Aragon to review the survey and title report on our impending contract and making any required modifications and terminate the agreement if need be. Motion made by Alex Abeyta and seconded by Kelly Smith. All yes. Liz will be attending the CML Meeting with the State Legislators on February 25<sup>th</sup>, 2009 so the next meeting will be February 18<sup>th</sup>, 2009 per Jeanie at 4:00 pm. Motion made by Alex Abeyta to adjourn and seconded by Kelly Smith. All yes.

The minutes for Jan. 21st, 2009 were respectfully submitted by April Martinez on February 10th, 2009.

Minutes Approved by Trinidad Ambulance District Board.

  
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Jeanie Hollon, President of the Board of Directors

1/21/2009  
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Date