

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

DATE: January 26<sup>th</sup>, 2011

Present: Liz Aragon, Robert Bukovac, Rick Johnson, Kelly Smith, and Colleen Williams

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

<b><u>SUBJECT</u></b>	<b><u>DISCUSSION</u></b>
Call to Order	Meeting was called to order at 4:00 pm by Liz Aragon. There were no questions at this time.
Roll Call/Proof of Quorum	There was a quorum. (Liz Aragon states that all 5 board members were present).
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, Las Animas County Courthouse, Trinidad Times Independent and the Chronicle News.
Approval of Minutes	Minutes for December 15 <sup>th</sup> , 2010 board meeting and the minutes for January 5 <sup>th</sup> , 2011 special board meeting were approved. Motion made by Colleen Williams to accept the minutes and seconded by Rob Bukovac. All yes, motion passed unanimously.
Public Comments	Bob Just presented the updated plans for the new facility. There was a lengthy discussion regarding the janitor closet, shutters, fencing, retaining wall, and other miscellaneous items. During this discussion the topic of the CDOT Permit came up. Brandon needs the board's approval to sign a letter on their behalf representing them. Liz Aragon asked if there was a motion to allow the Executive Director of Trinidad Ambulance District, Brandon Chambers, to sign the CDOT Permit on their behalf. Motion made by Rick Johnson to allow Brandon to sign on the boards' behalf and seconded by Rob Bukovac. All yes, motion passed unanimously.
Financials	Tom Ortiz now presented his quarterly financial report. Topics discussed were the total assets, cash on hand, inventory, petty cash, the net profit for the year, current budget, and total revenue collected. Also discussed were the expenditures for the month, bad debt losses, property taxes, legal fees, supplies and construction costs. There was a brief discussion regarding the unemployment amount. Mr. Ortiz asked if there were any questions on the financials report. There were none. Motion made by Rick Johnson to accept

the financials and seconded by Rob Bukovac. All yes, motion passed unanimously.

Director's Financials

Cash Report

Board went over cash financials for December 2010 which was given to all board members. Discussed were the accounts receivables year to date, total budget, ambulance, caravan, taxes, grant money and capital expenditures. Also discussed were total supplies, maintenance, overpayment refunds, wages, communications, training and education, legal fees, and billing fees. There was a brief discussion regarding vehicle maintenance. Liz Aragon asked if there were any questions on the financials. There were none. Motion to accept the financials made by Colleen Williams and seconded by Rob Bukovac. Motion passed unanimously.

Billing Reports

Reviewed were the billing reports for the month of December, 2010. Brandon discussed the total charges for the year, total payments received, total write offs, and total accounts receivables. Also discussed was the beginning Accounts Receivable for 2011. Liz Aragon 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 Rob Bukovac. Motion passed unanimously.

Director's Report

Brandon informed the board that he has been asked to participate in the RETAC in New Mexico. Robert Bukovac explained to the board the details of this issue. There was a lengthy discussion on this topic. Brandon informed the board that he will attempt to attend the next few meeting to find out the complete details.

Other Agenda Items

None.

Next Meeting Date

The next meeting is on February 23<sup>rd</sup>, 2011 at 4:00 p.m. at the Trinidad Ambulance District office. No changes to the agenda.

Executive Session

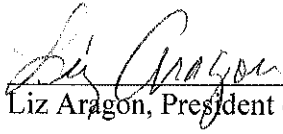
Liz Aragon cited C.R.S. 24-6-402 subsection 4A, 4B, & 4E for legal advice on the building lease, and C.R.S. 24-6-402 subsection 4F in reference to personnel issues. Dodge Shelby has requested the board not record the executive session due to attorney client privileged information. Rob Bukovac made the motion to go into executive session. Colleen Williams seconded the motion. All yes, motion passed unanimously. Board went into executive session at 4:38 p.m.

Adjournment

Liz Aragon asked if there was a motion to adjourn. Rick Johnson made the motion to adjourn. Rob Bukovac seconded the motion. All yes. Meeting is adjourned at 5:29 p.m.

The minutes for January 26<sup>th</sup>, 2011 were respectfully submitted by April Martinez on February 11<sup>th</sup>, 2011.

Minutes Approved by Trinidad Ambulance District Board.



Liz Aragon, President of the Board of Directors

02-23-11

Date