

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

DATE: January 25th, 2012

Present: Liz Aragon, Rob Bukovac, Rick Johnson, Kelly Smith, & Colleen Williams

Other Guests: Brandon Chambers, TAD Executive Director
Robert Land, Attorney
Tom Ortiz, Accountant

<u>SUBJECT</u>	<u>DISCUSSION</u>
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 which includes Liz Aragon, Rick Johnson, Kelly Smith, Rob Bukovac, and Colleen Williams.
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 the December 28 th , 2011 board meeting were approved with one correction. Motion made by Colleen Williams and seconded by Rick Johnson. Motion passed to approve minutes.
Public Comments	Roger Masters with Dirt and Demo approached the board asking that they not issue final payment to H.E. Whitlock due to the amount of money owed to them at this time. There was a lengthy discussion regarding this issue. Mr. Masters went into detail as to what was done and what is currently owed to them. Liz Aragon let them know that they will look into this and will get back to them.
Accountant Financials	Tom Ortiz now presented his financials to the board. Information discussed for the month of December was the total assets, total receivables, and cash on hand, bank totals, depreciation, total month operations, and the current budget. Also discussed were the wages for the year, expenditures for the month, construction costs, bad debt write offs, total collections year to date, overpayment refunds, budget for the year, and year to date profit. Mr. Ortiz asked if there were any questions on the financials report. Kelly Smith asked what the write off for bad debt was and what will be carried forward. Mr. Ortiz explained in detail. Motion to accept the financial report was made by Rick Johnson and seconded by Rob Bukovac. Motion passed unanimously.
Director's Financials	Financials

Brandon went over the cash financials for December, 2011. Brandon states we are within budget on most line items. Discussed were the total collections for ambulance, caravan and total cash on hand. Also discussed were the accounts receivables, taxes, medical expenses, computer expenses, vehicle maintenance, overpayment refunds, construction reserve, wages, and the budget year to date. He asked if there were any issues or questions regarding his financials. There were no further questions.

Billing Reports

Reviewed were the billing reports for the month of December, 2011. Discussed were the total billable charges, total amount received, and the ending balance report for the end of the month. Brandon Chambers went over the total collections and write offs for all Insurance plans and Private Pay. Brandon 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 Colleen Williams and seconded by Rick Johnson. Motion passed unanimously.

Director's General Report Brandon gave a copy of his monthly calendar to the board. He briefly went over his schedule with the board.

Brandon discussed the call volume report for the prior month. He states that Accounts Receivables were down and he points this out to show how it reflects the call volume. He states we ran 153 more calls in 2011 than in 2010. He also went over the Call Distribution Report and Patient Destination Report. He briefly explained each report.

Colleen Williams asked the board when they thought the Open House should be. There was a lengthy discussion regarding dates, times, invitations, the VIP list, food, and when the ad should run in the paper. The board has agreed the date should be March 8th, 2012. Times will run as follows: VIP's will be from 3:30 p.m. to 4:30 p.m. The public will be invited from 4:30 p.m. to 6:00 p.m.

Brandon informed the board that we are fully staffed.

Brandon discussed the RETAC realigning program occurring at the state. He states that they should make sure to read because it is very important.

Brandon now discussed the Risk and Opportunities. He did an evaluation and realized it will be too costly at this time.

Liz Aragon states there are two positions open on the E911 board and if anyone is interested.

Brandon discussed the Inter-Facility Transfer Time Analysis Report. He went over this report in detail and also states he will give this report to the hospital staff.

Brandon informed the board that we a notice for the RFP for accounting services was placed in the local newspapers and Pueblo and Colorado Springs newspapers. He also states we have received 2 or 3 requests for the RFP information.

Brandon recognized the board for excellence honor served by giving all members of the board Challenge Coins and thanking them for their service.

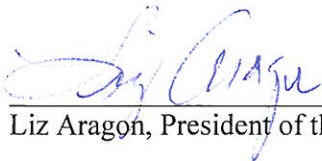
Executive Session Liz Aragon cited C.R.S. 24-6-402 subsection 4b and 4e for legal advice and also Liz Aragon asked if there was a motion to adjourn the regular meeting and go into executive session. Colleen Williams made the motion to adjourn the regular session and go into executive session. Rob Bukovac seconded the motion. All yes. Board went into executive session at 4:07 p.m.

Next Meeting Date Board came out of executive session at p.m. Liz Aragon states the next meeting will be held on February 29th, 2012 at 4:00 p.m. Meeting will be held at the Trinidad Ambulance District office.

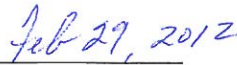
Adjournment Liz Aragon asked if there was a motion to adjourn. Rob Bukovac made the motion to adjourn. Colleen Williams seconded the motion. All yes. Meeting is adjourned at 5:25 p.m.

The minutes for January 25th, 2012 were respectfully submitted by April Martinez on February 17th, 2012.

Minutes Approved by Trinidad Ambulance District Board.



Liz Aragon, President of the Board of Directors



Date