

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

DATE: July 25<sup>th</sup>, 2012

Present: Rick Johnson, Joseph Martinez, Kelly Smith, & Colleen Williams

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

<b><u>SUBJECT</u></b>	<b><u>DISCUSSION</u></b>
Call to Order	Meeting was called to order at <b>4:00</b> pm by Rick Johnson. There were no questions at this time.
Roll Call/Proof of Quorum	There was a quorum. Rick Johnson took roll call and states there are 4 board members present which includes Joseph Martinez, Kelly Smith, Colleen Williams, and himself. Brandon Chambers states that Rob Bukovac called and said he would not be able attend tonight's meeting.
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 June 27 <sup>th</sup> , 2012 regular board meeting were approved by all board members. Motion made by Colleen Williams and seconded by Joseph Martinez. Motion passed to approve minutes. Rick Johnson informed the board that he has requested from Brandon that the minutes be completed as soon as possible. All agreed.
Public Comments	None.
Accountant Financials	Tom Ortiz now presented his financials to the board. Information discussed for the month of June were the total assets, total receivables, bank totals, depreciation, accounts payable, net income, property taxes, 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 states we have a slight profit for the month. There was a lengthy discussion regarding the total amount billed, the amount budgeted for the year, and the bad debt totals. Rick Johnson asked if there were any questions on the financials report. There were none.

## Director's Financials

### Financials

Brandon went over the cash financials for June, 2012. Discussed were the total collections for ambulance, caravan, total cash on hand, and profit and loss. Also discussed were accounts receivables, taxes, office supplies, vehicle maintenance, overpayment refunds, wages, and the budget year to date. Rick Johnson asked if there was a motion to accept the financials. Colleen Williams made the motion to accept the financials. Joe Martinez seconded the motion. All yes.

### Billing Reports

Reviewed were the billing reports for the month of June, 2012. Brandon discussed the total billable charges, total amount received, write offs, collections from all insurance companies, and the ending balance report for the end of the month. Rick Johnson asked if there were any questions on the billing report. There were no questions at this time. Rick Johnson asked if there was a motion to accept the financials. Colleen Williams made the motion to accept the financials. Joe Martinez seconded the motion. All yes.

## Gift to City of Branson

Brandon explained that Carevan service has been decreasing over the past couple years. In prior meeting the board of directors has requested Brandon to decrease the vehicle numbers. It's has been brought to his attention that the City of Branson has been struggling with the transporting of patients to doctor appointments and other activities. Because Trinidad Ambulance District has excess capacity Rick Johnson asked if there was a motion to donate two carevans to the City of Branson. Colleen Williams made the motion to donate two carevans to the City of Branson. Kelly Smith seconded the motion. All yes.

## Collection Rates

Brandon Chambers states that the discussion of charging additional interest to a patients account if it goes to collections has been tabled from a previous meeting. The discussion included changing the Master Signature Form to show that if an account went to collections there would be a 33% interest fee added to the account and if the account requires legal counsel then 45% would be charged. Brandon gave a copy of the updated form to the board for review. He briefly discussed the changes that were made. There was a lengthy discussion regarding this issue. Rick Johnson posed the question to the board, Brandon Chambers, and Robert Land if they thought charging this interest is too onerous. Mr. Land states he had the same thought but also states he does not see any reason why we couldn't or shouldn't be able to charge the additional interest rate. After a lengthy discussion the board has agreed to table this issue and do more research before a decision is made.

## EMT Class

Brandon Chambers states this issue has been put on the agenda for discussion. He explained to the board that we were teaching the EMT class through the college with a contract in place. Due to low student census the college changed the way the rate was calculated. Financially we could no longer teach the class

through the college. After a lot of research we found out we can teach the EMT class through Trinidad Ambulance District without competing with Trinidad State Junior College. Brandon states we would teach the class internally to the QRT's that would be interested. After a lot of thought and research we believe it's appropriate to hold EMT classes here at Trinidad Ambulance District. Colleen Williams posed the question as to why wouldn't we advertise. Brandon states it is up to the board as to whether or not they want to advertise. Kevin Weber states he likes the idea that the District teaches the EMT classes. He does not think we should compete with Trinidad State Junior College. There was a lengthy discussion regarding this topic. Rick Johnson asked if there is a motion to move forward with teaching an In-house EMT Pilot Program at Trinidad Ambulance District for QRT's and the Trinidad Ambulance District area with an evaluation to be done at completion. Colleen Williams made the motion to accept the EMT Pilot Program to begin with an evaluation to follow. Joe Martinez seconded the motion. All yes.

Director's General Report Brandon gave a copy of his calendar for the month of August to the board.

Brandon informed the board that our current Insurance plan is a self-funded plan. Depending on how much is used within the year we will get a certain amount back at the end of the year.

Brandon discussed the Call Volume report for the month of June. He discussed the Call Distribution and Patient Destination Report. He briefly went through each report.

Brandon informed the board that the Audit has been completed.

Brandon informed the board that at the next meeting pictures will be taken for new name badges.

Brandon informed the board that NV Creative Designs went to the Zoning meeting held on July 10<sup>th</sup>, 2012. They ran into some issues with the Zoning department who said we are still zoned as residential. Brandon said he met with the Zoning committee showing documents that we are not zoned as residential. We are now currently waiting for the next zoning meeting to have the permit approved. The next meeting is in September.

Colleen Williams asked what happened to the QRT Coalition. Brandon explained to the board that the Coalition board decided to dissolve the QRT Coalition due to no parties wanted to deal with the responsibilities.

Brandon gave an update on the snow stops. He informed them that the cost was supposed to be three thousand five hundred dollars. If we go with the snow fence it would be an additional five thousand three hundred ninety five dollars.

There was a lengthy discussion over this topic. The board has decided to table this issue so Mr. Land can look into the contract that is in place.

Brandon informed the board that we are currently fully staffed.

Executive Session

Rick Johnson 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. Kelly Smith seconded the motion. All yes. Rick Johnson cited C.R.S. 24-6-402 subsection 4b and 4e for legal advice. Board went into executive session at 5:42 p.m. Mr. Land states in his opinion, the following is for legal advice and the executive session should not be recorded.

Next Meeting Date


Board came out of executive session at 6:03 p.m. Rick Johnson states the next meeting will be held on August 22<sup>nd</sup>, 2012. Meeting will be held at the Trinidad Ambulance District office at 939 Robinson Ave. at 4:30 p.m.

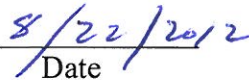
Adjournment

Rick Johnson asked if there was a motion to adjourn. Colleen Williams made the motion to adjourn. Joseph Martinez seconded the motion. All yes. Meeting was adjourned at 6:05 p.m.

The minutes for July 25<sup>th</sup>, 2012 were respectfully submitted by April Martinez on August 6<sup>th</sup>, 2012.

Minutes Approved by Trinidad Ambulance District Board.

  
Rick Johnson, President of the Board of Directors

  
Date