

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

DATE: June 23<sup>rd</sup>, 2010

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

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

<b><u>SUBJECT</u></b>	<b><u>DISCUSSION</u></b>
Call to Order	Meeting was called to order at 4:06 pm by Liz Aragon. At this time Liz Aragon passed out a sample agenda and asked for input on proposed future agenda's. There were no questions at this time.
Roll Call/Proof of Quorum	There was a quorum. (Liz Aragon states that 4 board members were present). Colleen Williams - absent
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 May 23 <sup>rd</sup> , 2010 board meeting were approved with one exception to the name of the Board President. Motion made by Rob Bukovac to accept the minutes with this correction and seconded by Rick Johnson to accept the minutes. All yes, motion passed unanimously.
Public Comments	None.
Accountant Financials	Tom Ortiz now presented his financials for the month of May to the board. A report reflecting all topics discussed were given to the board members. Detailed information was covered on petty cash, cash on hand, current assets, accounts receivables for the end of May, bad debt write offs, medical supplies, construction fees, and the net profit for the year. Also discussed were the expenditures for the month, education, bad debt losses and the property taxes received to date. Mr. Ortiz asked if there were any questions on the financials report. There were none.
Director's Report	Director's Financials Brandon Chambers now went over cash financials which was given to all board members. Discussed were the budget for ambulance and care van for May of 2010. Details discussed on tax revenues, accounts receivables, medical supplies, vehicle maintenance, total ambulance operations, insurance, employee wages, taxes, and total budget year to date. Financials were gone over by each line item in detail. Liz Aragon asked if there were any questions on the

financials. There were none. Motion to accept the financials made by Rob Bukovac and seconded by Rick Johnson. Motion passed unanimously.

#### Billing Reports

Reviewed were the billing reports for the month of May, 2010. Board went over the total payments received, total write offs, and total accounts receivables. Brandon also discussed the Medicaid and Medicare write offs. 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.

#### Other Agenda Items

Brandon presented to the board members their jump drives that were discussed at the previous meeting which includes the Board Member Manual. It also includes the new 2010 Special District Manual.

Brandon gave a copy of the Special District Legislative update to all board members for their information. There was a brief discussion over this information. The board was provided a copy of House Bill 10-13-68. There was a brief discussion on Proposition 101 Amendments 60 and 61 and how this will affect the district.

Update, the time and attendance program is up and running. We are currently going through a trial phase to see what is working and what is not. All employees are now using this new system. We are attempting to go live on August 1<sup>st</sup>, 2010.

Brandon states that EMS week went very well and thanked the board for coming. Liz Aragon had a question regarding the employee picnic. She states that originally the picnic was given by the board as a thank you for all the hard work that has been done and for some reason that changed and the Ambulance District was handling it all. She asked if it could go back to the board handling it again. Brandon states he is not sure when this changed but it should be no problem. He said that next year when the preparations start that he will notify the board members. There were no further questions regarding this issue.

Signature cards need updated at the banks by removing Jeanie Hollon and Alex Abeyta, adding Rob Bukovac and Colleen Williams, retaining Liz Aragon, Rick Johnson and Brandon Chambers. Liz Aragon asked if there was a motion for all the board members go to the bank to fill out signature cards. Rick Johnson made the motion to sign signature cards. Rob Bukovac seconded the motion. All yes, motion passed unanimously.

The board was informed that a contract was made with the City of Trinidad in reference to blood draws at a charge of \$50.00. There was a brief discussion regarding the blood draws.

A billing inquiry from a patient was presented to the board asking for a discount on their ambulance bill. The board agreed and states that a discount cannot be given.

Brandon let the board know that an outside company asked that we list the executive session topics on the agenda. Liz states it is fine that they ask but we are not required to do that. Dodge Shelby agrees.

Brandon now informed the board that a transfer of funds needs to be done from one bank to another. Following brief discussion the board agreed with the transfer.

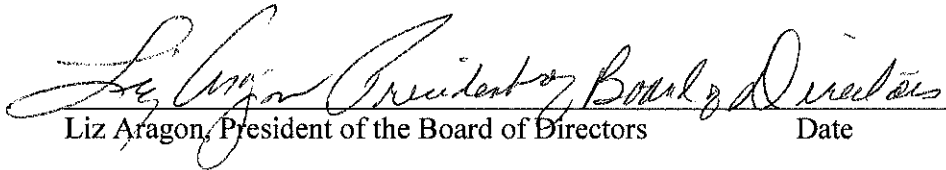
Executive Session Brandon cited C.R.S. 24-6-402 subsection 4B regarding the pending contract 911 authority, C.R.S. 24-6-402 subsection 4A, 4B, & 4E for legal advice on the building lease, and C.R.S. 24-6-402 subsection 4F in reference to personnel issues. Liz Aragon asked if there was a motion to go into executive session. Rob Bukovac made the motion to go into executive session. Rick Johnson seconded the motion. All yes, motion passed unanimously. Board went into executive session at 5:06 p.m.

Next Meeting Date Board came out of executive session at 5:43 p.m. Liz Aragon states the next meeting will be held on July 28<sup>th</sup>, 2010 at 4:00 p.m. at the Trinidad Ambulance District office. The new agenda format will be used.

Adjournment Liz Aragon asked if there was a motion to adjourn. Rob Bukovac made the motion to adjourn. Rick Johnson seconded the motion. All yes. Meeting is adjourned at 5:45 p.m.

The minutes for June 23<sup>rd</sup>, 2010 were respectfully submitted by April Martinez on July 19<sup>th</sup>, 2010.

Minutes Approved by Trinidad Ambulance District Board.

  
Liz Aragon, President of the Board of Directors      Date      July 23, 2010