

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: June 22nd, 2011

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

Other Guests: Brandon Chambers, TAD Executive Director
Dodge Shelby, Attorney (By Phone)
Robert Land, Attorney
Steve Boyles, Times Independent

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:01 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 May 11 th , 2011 board meeting were approved. Motion made by Colleen Williams to accept the minutes and seconded by Rick Johnson. Rob Bukovac abstained due to he was not here for this meeting. Motion passed to approve minutes.
Public Comments	Robert Land introduced himself to the board and Brandon Chambers. He states he is currently living in Trinidad, CO with his wife Dixie Newman who is also an attorney and his partner. Robert "Bob" is from Houston, Texas and states he attended Universities in Austin and Dallas, TX. He and his wife handle general civil cases, no criminal cases. Right now they handle the Las Animas County Health Department and cases for the Las Animas County Commissioners. He discussed his fees which are two hundred dollars an hour and also by retainers depending on what the case involves.
Director's Report	Director's Financials Brandon Chambers now went over the cash financials for the month of May, 2011. He states that collections were down for the month of May due to the computer crash in April. Also discussed were the accounts receivables, wages, caravan, vehicle maintenance, property expenses, professional services, overpayment refunds, and the budget year to date. Caravan volume is low this month and this will be monitored. Brandon said that all other aspects are right in line. He asked if there were any issues or questions regarding his financials.

There were none. Motion to accept the financials was made by Colleen Williams and seconded by Rick Johnson. Motion passed unanimously.

Billing Reports

Reviewed were the billing reports for the month of May, 2011. Discussed were the total billable charges, total amount received, and the ending balance report for the end of the month. Also discussed were the total collections for Medicare, Medicaid, Private Pay, and Commercial insurances, and total write offs for the month. He also went over the total loss for bad debt. There was a brief discussion regarding the Medicaid adjustments. Brandon states that we will eventually lose caravan services due to reimbursement from Medicaid. There was a lengthy discussion regarding the caravan services, personnel, and the cliental it will affect. 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 states that the audit is still in process. We are still waiting to hear from the auditor as to when he will be in to complete the audit.

Brandon informed the board that the employees appreciated the employee dinner and has requested that it be done this way from now on.

Brandon states that the AED contract with the City is still pending. As of right now there are no AED's within the city. Brandon states the contract needs to be approved by the board in order to move forward. There was a lengthy discussion as to where the AED's will be placed which includes all schools within the Trinidad Ambulance District, City Hall, Carnegie Library, Community Center, and the Harry Sayre Senior Center. Motion to accept the contract with the City for the AED program was made by Rob Bukovac and seconded by Colleen Williams. Motion passed unanimously.

Brandon discussed the change of orders for the classroom plugs. This issue has been completed. A change of order for the transformer and pad which amounts to \$4,647.87 is now needed. He explained what this entailed to the board. Pending change of orders that are pending is on the dirt work, fence, and warning lights. The dirt work is a result of when they excavated on the northeast corner they found excess foundation and trash going about 10 feet deep resulting in a loss of dirt that was going to be used as back fill. Due to this issue more dirt will have to be brought in. The fence issue is a result of the property line. The neighbor's fence had to be taken down with permission from him and now will be put back up on top of the retainer wall. Liz asked if this was turned in to our insurance. Brandon states he will look into it. The warning lights on Highway 12 were denied by the state (DOT). Brandon states that he is looking into signs to compensate for the lights. This will be a credit change of order. There was a lengthy discussion on the warning lights. Motion to accept

the change of order for the transformer and pad was made by Rick Johnson and seconded by Colleen Williams. Motion passed unanimously.

Brandon asked Dodge if he received a copy of the signed contract from the county. Dodge Shelby states he has not received the signed contract. According to the newspaper, Las Animas county has signed the contract but we have not received it as of yet.

Brandon informed the board that as of now we have no Branson QRT's in the area due to personal issues. We are relying on other areas to help us out which includes Folsom. There was a lengthy discussion regarding this issue.

Brandon discussed the letter presented to the board in their packets that was received from a patient asking for a discount on their account. He informed the board that he is sending a letter to the patient stating the anti kickback law from Medicare and that a discount cannot be done.

Brandon discussed the payroll system ADP. He informed them of the huge issue we had regarding ADP not being able to process the payroll. He states he is continuing to work with ADP to see if future payrolls can be processed.

Brandon now discussed the employee schedule situation. He first presented a report showing the current call volume. States we have been consistent. He also presented a report showing out of town transfers, this includes county calls. He went on to explain why overtime is happening. He states he has been evaluating different schedule concepts. He presented a report to the board showing the different work schedules which includes the current 42 hour work week and a 56 hour work week also showing the overtime. There was a lengthy discussion regarding the different work schedules and the current payroll.

Executive Session

Brandon cited C.R.S. 24-6-402 subsection 4A, 4B, & 4E for legal advice. Dodge Shelby has requested the board not record the executive session due to attorney client privileged information. . Liz Aragon asked if there was a motion to adjourn the regular meeting and go into executive session. Rick Johnson made the motion to adjourn. Rob Bukovac seconded the motion. All yes. Board went into executive session at 5:22 p.m.

Next Meeting Date

Board came out of executive session at 5:25 p.m. Liz Aragon states the next meeting will be held on July 27th, 2011 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. Colleen Williams made the motion to adjourn. Kelly Smith seconded the motion. All yes. Meeting is adjourned at 5:27 p.m.

The minutes for June 22nd, 2011 were respectfully submitted by April Martinez on July 12th, 2011.

Minutes Approved by Trinidad Ambulance District Board.

Liz Aragon, President of the Board of Directors

Date