

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: June 27th, 2012

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

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

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:00 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 Rob Bukovac, Joseph Martinez, Colleen Williams, and himself. Brandon Chambers states Kelly Smith called and said she will be about 20 minutes late.
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 May 23 rd , 2012 regular board meeting were approved by all board members with the exception of Rick Johnson who abstained due to he was not here. Motion made by Rob Bukovac and seconded by Joseph Martinez. Motion passed to approve minutes.
Public Comments	There were no public comments. Rick Johnson took this time to thank the board for their confidence in him in electing him as their board chair. He will work as hard as he can to improve the organization.
Director's Financials	<p>Financials</p> <p>Brandon gave a copy of Tom Ortiz's financials in their packets. He was unable to be at this meeting. Brandon informed the board that the Audit is now complete and we should receive finalization in a few days. Depreciation schedule was corrected. Accounts receivable all balanced out. Mr. Dixon has requested a meeting with two board members. Rick Johnson and Colleen Williams have agreed to meet with Mr. Dixon. A date has not been scheduled as of yet. Brandon went over the cash financials for May, 2012. Discussed were the total collections for ambulance, caravan, total cash on hand, and profit and loss. Also discussed were accounts receivables, taxes, medical expenses, medical supplies, vehicle maintenance, overpayment refunds, wages, utilities, and the budget year to date. There was a lengthy discussion regarding the</p>

yearly budget and what should actually be reported. Colleen Williams suggested that if there is a line item that is 10% over budget then this should be discussed. Rob Bukovac asked where we were at with the RFP for payroll. Brandon informed the board that payroll has been out sourced to ADP and the first payroll will be July 5th, 2012. Also discussed was the billing process. There was a lengthy discussion regarding this issue. Colleen Williams suggested that further discussion be done at the next meeting. All agreed. Rick Johnson asked if there was a motion to accept the financials. Rob Bukovac made the motion to accept the financials. Colleen Williams seconded the motion. All yes.

Billing Reports

Reviewed were the billing reports for the month of May, 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. Colleen Williams asked if we have had any feedback on the interest rate charge. Brandon states that statements have gone out and he has not had any complaints as of yet. Brandon has sent the documents for review to legal counsel for the interest rate for accounts that go to collections. There was a lengthy discussion on this topic. This issue is still pending. Mr. Land suggested that further discussion regarding this issue should be put on the agenda for the next meeting. All agreed. 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. Rob Bukovac seconded the motion. All yes.

Director's General Report Brandon informed the board that NV Creative Designs has completed the sign and is ready to be put up. The next step is for City Zoning to approve the permit. The next Zoning meeting is July 10th, 2012.

Brandon gave a copy of his calendar for the month of July to the board.

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

Brandon informed the board of the many community relations items. He let the board know that the Colorado State Patrol and the Child Passenger Safety Team approved Trinidad Ambulance District as a Fit Station for Child Seat installations and inspections. This will be posted on the state wide web site. Rick Johnson also states that Trinidad Ambulance District should receive local PR for this.

Brandon informed the board that we are currently fully staffed. He also informed the board that one employee has resigned their full time position and stepped down to part time position. In turn a part time person has moved into

the full time position. Brandon informed the board that another employee has been injured and will be off for an untimely amount of time.

Brandon brought up the subject regarding the caravans. The offer that was previously discussed fell through. Branson found out that the City of Branson has been struggling getting elderly people to doctor appointments. Brandon asked the board if they thought that donating the vans to the City of Branson would be a good idea. The board all thought this would be an excellent idea. Rick Johnson asked if there was a motion to donate two vans to the City of Branson. Rob Bukovac made the motion to donating the two caravans to the City of Branson. Colleen Williams seconded the motion. All yes.

Brandon let the board know that the process of the wall coating has been completed and are now being painted. Also, the placement of the snow stops is pending due to equipment issues. Brandon states he is looking into this.

Executive Session

Rick Johnson cited C.R.S. 24-6-402 subsection 4b and 4e for legal advice. Rick Johnson asked if there was a motion to adjourn the regular meeting and go into executive session. Rob Bukovac made the motion to adjourn the regular session and go into executive session. Colleen Williams seconded the motion. All yes. Board went into executive session at 4:45 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 5:23 p.m. Rick Johnson states the next meeting will be held on July 25th, 2012. Mr. Land states that according to the By Laws the monthly meetings should be held on Thursday's. There was a brief discussion regarding this issue. Rick Johnson said he will look into the By Laws. 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. Rob Bukovac seconded the motion. All yes. Meeting was adjourned at 5:26 p.m.

The minutes for June 27th, 2012 were respectfully submitted by April Martinez on July 17th, 2012.

Minutes Approved by Trinidad Ambulance District Board.



Rick Johnson, President of the Board of Directors

7/25/12

Date