

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: June 26th, 2013

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

Other Guests: Dan Moynihan, EMS Chief
Robert Land, Attorney
Dr. Weber, Medical Director
Dave Grove & Bernadette Cappelucci, Century Financial Group

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:30 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 that all 5 board members were present which includes Robert Bukovac, Joseph Martinez, Kelly Smith, Colleen Williams, and himself.
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, Las Animas County Courthouse, City of Trinidad, Justice Center, and the Chronicle News. The Agenda was posted at the Trinidad Ambulance District office at 939 Robinson Ave.
Approval of Minutes	<p>Motion to approve the minutes for the May 29th, 2013 regular board meeting made by Joe Martinez and seconded by Robert Bukovac. Minutes for May 29th, 2013 regular board meeting were approved by Kelly Smith, Joe Martinez, Rob Bukovac, and Rick Johnson. Colleen Williams was absent for this meeting.</p> <p>A motion to approve the minutes for the June 12th, 2013 special board meeting was made by Colleen Williams and seconded by Robert Bukovac. Minutes for the June 12th, 2013 special board meeting were approved by Joe Martinez, Rob Bukovac, Colleen Williams, and Rick Johnson. Kelly Smith was absent for this meeting.</p>
Contract with Lynn McCreight (EMA Audit)	Robert Land informed the board that he has drafted a contract with Bean Counter Co. owned by Lynn McCreight, for the audit on EMA Consultants. He has forwarded the contract to Lynn. He states that Ms. McCreight is ok with the contract as is. He states he had only one concern regarding Paragraph 12 for HIPPA compliance. He was worried about a 3 rd party suing the District for a violation of patient information but states that there is an indemnity provision in Paragraph 14. Robert said he talked to the insurance company today who states

that we would most likely be covered under a general liability so he is good with the contract. Kelly Smith asked if there is a stop loss in the contract. Mr. Land states it is in Paragraph 4 which states we pay \$30.00 an hour to a maximum of \$1500.00 which is the initial authorized amount. At this time the agreement shall cease and the contract would be reauthorized set at maximums of \$1500.00. Rick Johnson asked if there were any questions regarding the contract. There were none. A motion to approve the contract with Bean Counter Co. to perform an audit on EMA Consultants was made by Rob Bukovac. Joe Martinez seconded the motion. Motion passed unanimously.

BOW - Public Funds Investment Opportunities

Rick Johnson informed the board that council drafted a resolution for the board to have on file, authorizing the Investment account with Bank of the West and the proper signatories. Robert Land confirmed this by stating that Bank of the West wants an actual Resolution with specific language in it and stating specific signatories. The first item they want to see, is, first of all authorizing the creation of the account which has been done. The second thing is specifically designating authorized signatories' on the account. This should be someone who will be authorized to deposit funds, withdrawals, and make changes to the account. Rick Johnson's recommendation is to have the President and the Treasurer of the board as signatories. After a brief discussion on this issue the board agreed to have "Board Approval" on the account. Robert Land states he will modify the resolution with the changes and have it at the next board meeting for ratification.

Public Comments

Lloyd Holliman asked the board where the issue for unionization is at. Rick Johnson explained to Mr. Holliman that there was a vote with four board members present. There were 2 for and 2 against. There was no action taken.

Margaret Maria informed the board that she attended the SDA conference and states they were very informational. The board thanked her for the information and asked her if she had any flyers or information that she would like to share they would appreciate it.

Accountant Financials - Bernadette Cappelucci-Century Financial Group

A copy of the financials was given to the board. Bernadette briefly discussed the financials. She went over the balance sheet, profit & loss, wages, net income, and year to date accounts receivables. She does not show any major issues at this time. Colleen Williams asked if there can be a column to compare to the previous year. Dave Grove states they will work this request. There was a brief discussion on this issue. Rick Johnson asked if there were any questions. There were none. Motion to accept the financials was made by Rob Bukovac. Colleen Williams seconded the motion. Motion passed unanimously.

Billing Report

Dan Moynihan informed the board that EMA Consultants is currently working on outstanding accounts. He states that Enhanced is working on newer accounts

and has started bringing in money. He explained to the board that they are working on the Medicaid contract and it should be finalized soon. He also discussed Medicare, commercial insurances, auto insurance, and private pay accounts. He states we are 60 days in and claims are being entered and we are receiving commercial insurance payments. Dan states there is a problem with Railroad Medicare. They require a waiting period from when Novitas/Medicare starts paying claims. The cutoff date is July 31st, 2013 and then we can send claims to RR Medicare. There was a brief discussion regarding private pay accounts, outstanding balance, and Colorado Medicaid. Rick Johnson asked if there were any questions on the billing reports. There were none. Joe Martinez made a motion to accept the billing reports. Colleen Williams seconded the motion. All yes.

Director's Report

Dan Moynihan informed the board that he did an evaluation on the necessity of the East Station. After looking at the data the calls are almost evenly split between both stations, forty-nine to fifty-one percent. He states it doesn't look like it would be much of a benefit to save \$15,000 a year and extend our response times. He states that the East Station is in a better location regarding response times. There was a lengthy discussion on this topic. Dan's recommendation is to keep the East Station open at this time. The board agreed to monitor the East Station and to reevaluate this issue when the contract for the lease is up or if there are any changes to revenues.

Dan Moynihan informed the board that Mr. Dan Bates was selected as the new supervisor for Trinidad Ambulance District. He also let the board know that Mr. Bates has done a complete inventory of supplies.

Dan Moynihan notified the board that he has hired Jason Sonnenberg as a full time EMT. Dan informed the board that Mr. Sonnenberg is very close to completing his Paramedic degree. Joe Martinez asked if this position was posted. Dan states no. Jason was interviewed for the supervisor position and he was chosen for the mentioned position due to his qualifications. There was a brief discussion regarding this issue. Robert Land states that further discussion should be done in Executive Session. The board agreed.

Dan Moynihan informed the board that Sarah Catrambone has taken complete control of the QRT program. She has started working with all departments within the program regarding training and issues that need to be worked on.

Dan Moynihan informed the board that there are new information forms and refusal forms for the QRT personnel.

Dan Moynihan informed the board that the customer satisfaction cards were sent to Enhanced and will be sent out to patients.


Dan let the board know that he sent a letter to Chief Glorioso asking, if possible, if they can at the initial dispatch give us the location and the nature of the call. He also asked if the information of the call could be sent to a smart phone that will be in all ambulances.

Dan informed the board of a staff meeting with Crossroads/Detox. They discussed the criteria for medical calls. They will be changing their criteria for calling an ambulance. He states it was a successful meeting and they are going to work with each other to have calls run more efficiently.

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. Joe Martinez seconded the motion. All yes. Board went into executive session at 5:11p.m.
Next Meeting Date	Board came out of executive session at 5:30 p.m. Rick Johnson states the next meeting will be held on July 24 th , 2013 at 4:30 p.m. Meeting will be held at the Trinidad Ambulance District office. No further discussion.
Adjournment	Rick Johnson asked if there was a motion to adjourn. Rob Bukovac made the motion to adjourn. Joe Martinez seconded the motion. All yes. Meeting is adjourned at 5:32 p.m.

The minutes for June 26th, 2013 were respectfully submitted by April Martinez on July 15th, 2013.

Minutes Approved by Trinidad Ambulance District Board.

 _____ Rick Johnson, President of the Board of Directors	7/24/13 Date
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