

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

DATE: June 23, 2016

*Present:* Joseph Martinez  
George Dasko  
Matthew Moreno  
Derek Navarette

*Other Guests:* Dan Moynihan, EMS Chief  
Dan Bates, Assistant EMS Chief  
Barbara Fisk, Executive Assistant  
Dave Bacharach,

**SUBJECT**

**DISCUSSION**

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Call to Order/Pledge	Meeting was called to order at 4:33pm by Joseph Martinez followed by the recitation of the of Allegiance Pledge.
Roll Call/Proof of Quorum	There was a quorum with Joseph Martinez, George Dasko, Matt Moreno and Derek Navarette in attendance. Kathy Bueno absent.
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, City of Trinidad, Las Animas County Sheriff's Office, and Las Animas County Court House. The Agenda was posted at Trinidad Ambulance District Office at 939 Robinson Avenue.
Approval of Minutes	Motion to approve the May 26, 2016 minutes was made by Matt Moreno and seconded by George Dasko. The motion was approved unanimously.
Public Comments	None
Financial / Billing Report	Bernadette Cappellucci of Century Financial Group submitted the monthly financial report along with a written statement, "the financials appear to be consistent with the normal month-to-month income and expenditures. You will notice that a significant amount of 2016 tax revenue was received for the month of May 2016."

Dan Moynihan reported the receipt of a check from Las Animas County in the amount of \$656,268.68 which creates a balance for \$4.25 million in the bank. \$80k in accounts receivable. Notice 2015-2016 billing service fees are up because we pay 6.5% of what we collect and we are processing more calls. Balance sheet up \$18K compared to May 31, 2015. Total billed out \$225k; \$132k of which is insurance adjustments or contractual so for the month we have \$92,500 receivables for May 2016. Medicare is up. Medicaid looks like it is down from 2015 because we now break out CareVan from ambulance trips. For the first 5 months of 2016 we earned income of \$108K/month. Extrapolate that in to 12 months for a

total of \$1.3 million which is a little over what we budgeted. At this point we are on track with the 2016 budget.

Dixon Waller completed the audit. Preliminarily, he did not find any issues. Once he completes the report he will schedule the review. It is recommended, at minimum, two board members be present.

Motion to approve the Financial and Billing Report was made by George Dasko and seconded by Matt Moreno. The motion to approve the Financial and Billing Report was approved unanimously.

#### Director's Report

Dan Moynihan reported on the purchase of property on E. Main Street (Parcel # 13893000), Trinidad, Colorado. The property covers 11.5 acres with utilities. It is considered by all present to be a good investment and large enough to sustain large community growth if necessary. The asking price for the property was \$250k our offer of \$190k was accepted. We are now doing a title search with anticipated closing in mid-July. The old projection and soda fountain equipment is still in the existing building. The current owner says there have been offers on the screen and equipment.

It was reported that Carl Gabrielson, speaking for Jay Cimino, stated they are not currently interested in the 939 Robinson property at this time. Dan Moynihan stated he would like to have a commitment from someone on the purchase of the current property prior to beginning construction on the new facility. George Dasko commented that options for the 939 Robinson property could be discussed at the strategic planning meeting in July. He also commented that a survey should be distributed to all employees for future building needs. Dan Moynihan mentioned the option of hiring an entity that specializes in space planning to help lay out the new building.

Everyone consulted their calendars and approved July 23, 2016 at 9:00 am for the next board meeting followed by the strategic planning meeting. The Strategic Plan for 2015 was reviewed and found the following:

1. **New Facility** – As previously reported, this project is underway.
2. **Data Exchange/Showing Value** – Working well.
3. **Critical Care Transport (CCT) Training** – The State of Colorado is now involved with organizing this training.
4. **Community Paramedic/Mobile Integrated Healthcare** – Two weeks ago a Bill was signed to allow the formation of Community Paramedics including certification, training and outlining the duties between Home Health and Paramedics.
5. **National Registry Refresher** – We provided an internal refresher but could not be open to the public as there currently is not enough space to facilitate. To be considered during creation of new facility.

6. **In-House Paramedic Program** – It was noted that in Colorado the intermediate certification is just two skills off the paramedic requirements. The state only has seven approved paramedic programs. The program overseen at TAD by Dave Bacharach has successfully trained 5 out of 7 personnel who have passed certification. The other two are scheduled to take the test in the near future.
7. **Training Room Upgrades** – This has been done.

Dan Moynihan, Dan Bates and Dave Bacharach went to Reno, NV to review REMSA's operation. The size of their system (70,000 runs/year) is night and day compared to TAD (150 runs/month) but TAD is operating in the same manner, just a smaller scale. We are not missing or lacking in our operations at TAD. REMSA provides 17,000 CPR certifications per year (450,000 population) compared to our 1,000. They go outside of the community to mines, etc. We are receiving calls to teach in Huerfano County. We have more positions that multi-task i.e. education coordinator/instructor, quality assurance/operations chief. Educationally few differences were noticed. One is the fact they have an OB mannequin (actually gives birth) which we do not have. They have one room in their training facility that has furniture that can be manipulated in order to create different room scenarios i.e. hospital room, living room, bedroom. Something to think about for future facility.

Dan Moynihan has a trash bin at his house for personal use but also disposes of training rubbish. He would like to upgrade to a one yard dumpster and have TAD pay the difference of approximately \$40.00 per month. All of the board members present agreed TAD could cover the cost.

TAD did not receive the grant funds to purchase a new ambulance. Our approval was .8 points off from successfully receiving funds. It was noted that the 2016 budget includes \$225,000 for the purchase of a new ambulance without necessity of grant dollars. Does the board want to wait a year or purchase a new one now? Dave Bacharach commented that TAD needed a second ambulance last year due to increasing maintenance costs with the current fleet. George Dasko commented that purchase prices will continue to rise.

Motion to approve the purchase of a new ambulance was made by George Dasko and seconded by Matt Moreno. The board voted unanimously to purchase a new ambulance with budgeted funds.

There has been discussion that once a new ambulance is acquired, one of the older ambulances will be given to Hoehne and get one of their Expeditions (less than 10,000 miles) to roll into the CareVan fleet. Instead of purchasing a new van and since most CareVan trips do not require a wheelchair accessible vehicle, money would be expended to paint and upgrade the Expedition to look like CareVan #1401 which already has 67,000 miles.

Oklahoma City PD will be here June 27 (noon) and 28 (9am), 2016 to conduct training with the Rescue Task Force and Las Animas County Sheriff's Office. Focusing on patrol aspects which are the same challenges that TAD personnel will encounter i.e. approaching vehicles, houses, assessing individuals, etc. We will try and get as many TAD personnel through the training as possible. TAD board members were invited to attend.

## Operations Report

Dan Bate's reviewed the provided May 2016 Operations charts including:

- Requests for Service 160 (-13)
- Non-Transports 37 (-1)
  - canceled 13 (-1)
  - detox refusals 0 (-4) – now separated out from other refusals; when detox calls because a client doesn't meet their criteria and they request a non-emergent evaluation. We don't transport if patient doesn't want to go. Again, we have started receiving several unnecessary calls from detox but through effective communication are hoping this will cease.
  - refusals 20 (0)
    - Refusals are one of the greatest liabilities we have so ***all refusals are reviewed by Dr. Weber and Dan Bates.***
  - DOA 4 (+4)
  - Standbys 0 (same)
    - Standbys will increase in the fall because of fall sports.
- Transports 130 (-5)
  - 911 93 (-7)
  - Inter-Facility Transports 37 (+4)
  - Flight Crew 0 (-2)
- Call Distribution by Shift - "C" shift took more calls – distribution seems to be fairly even
- Call Distribution by Crew – West station took 24 more calls. We have had a conversation with crews to ensure they are working as a team and helping cover calls.
- Calls By Fire District
  - Trinidad highest (137)
  - Bon Carbo and Cokedale lowest (1)

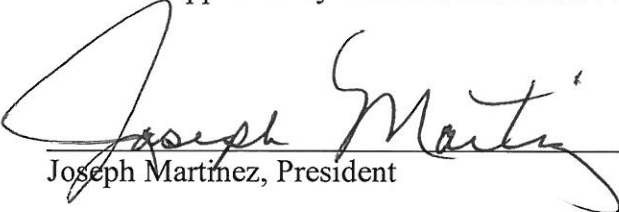
- Transferring Physician percentage (Dr. Case @ 23%) Not unusual to get a call for a transfer when we already have a crew transporting a patient north. There may be a contract issue at MSRH which, when settled, may resolve the large number of transfers.
  - fluctuates due to physician's shifts
  - suggested look at year end totals along with hospital records

We've had a few staffing issues. We keep a part-time EMT and Paramedic slot open for our part-time staff but it has become difficult to fill the slots. This, along with scheduled vacations and unforeseen medical emergencies has created a large amount of overtime. To help eliminate the scheduling issues, we have hired Randi Ortiz, a locally raised and trained individual, as a full time EMT and moved Dave "Bubba" DeTray up to an ALS Provider position. We are working with LaVeta to get him through medic school. We plan to hire one more full-time Paramedic who must be willing to relocate to Trinidad and retain one part-time EMT position for rotation. These changes should help maintain the budgeted allowance for payroll although it may go over due to the large amount of overtime already assessed. It also works toward our goal of helping the community by providing a full-time position with benefits to a local individual.

George Dasko asked if we have any other part-time personnel who would like to move up to full-time. It was explained that the only two part-time Paramedics are Matt Comden who also works full-time for Trinidad Fire Department and Marc Biggins who is happily retired.

Miscellaneous	It was reported that Dan Bate's current grade point average is a 4.0 from The George Washington University.
Executive Session	None
Next Meeting Date	The next meeting date was set for Saturday, July 23, 2016 at 9:00am.
Adjournment	A motion to adjourn the meeting was made by George Dasko and seconded by Derek Navarette. The motion to adjourn was carried by a unanimous vote. Meeting was adjourned at 5:16pm.

Minutes Approved by Trinidad Ambulance District Board.

  
Joseph Martinez, President

7-23-16  
Date