

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

DATE: March 27<sup>th</sup>, 2013

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

Other Guests: Dan Moynihan, EMS Chief  
Robert Land, Attorney

<b><u>SUBJECT</u></b>	<b><u>DISCUSSION</u></b>
Call to Order	Meeting was called to order at <b>4:30</b> 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 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	Minutes for the February 27 <sup>th</sup> , 2013 regular board meeting were approved by all board members present. Motion made by Colleen Williams and seconded by Robert Bukovac. Motion passed to approve minutes.
Public Comments	<p>Mr. Rick Johnson addressed the public in attendance today. He asked that all public please sign in and that comments be kept as brief as possible. He also states that if there are questions that weren't addressed or answered during the Public Comment session to please ask after the board meeting to get an answer.</p> <p>Mr. Roy Fernandez, United Mine Workers of America representative, addressed the board. First, by thanking April Martinez for sending the letter on behalf of Mr. Johnson, informing him that the board will be discussing the UMWA resolution at today's meeting during Executive Session. He asked the board if he could be part of the Executive Session. Mr. Johnson answered by stating "No". Mr. Fernandez then asked the board if there would be a decision on whether or not they would pass the resolution today. Mr. Johnson states that the board will discuss the issue in Executive Session and decide then what their course of action will be.</p>
Director's Financials	Financials

Mr. Dan Moynihan states that there are few line items that are not consistent. The Professional Services do not reflect correct amounts. He states that the billing services are also included in this line item and should be in a separate class. Dan states that this will eventually be corrected once the chart of accounts is done. He reminded the board that the financials will be done by Century Financial now and a new and more efficient chart of accounts will be created in order to better reflect the financials. There was also a brief discussion on the Building Repair line item. The amount stated reflects the new door locks. Dan informed the board that there was an upgrade to the building by putting tint on all windows. He was concerned about the utility bill so he states this should help out a great deal.

#### Billing Reports

Dan Moynihan informed the board that he talked to Andrea at EMA Consultants and asked her if she held January's claims. Andrea said they do not withhold any claims, they bill as the claims come in. Dan states that most companies would hold all January claims for the reason that they could get a higher reimbursement and not get hit with the high deductibles. Because this was not done we are now getting hit with those deductibles. Rick Johnson asked if there were any further questions on the financials and the billing report. There were no questions at this time. Motion to accept the financials and the billing report was made by Colleen Williams. Joe Martinez seconded the motion. Motion passed unanimously.

#### Discussion and Adoption of By-Laws

Rick Johnson briefly discussed the recommendation to adopt the By-Laws and asked the board members if they had any questions or changes they would like to be addressed at this time. There were none. Rick Johnson asked if there was a motion to accept and approve the By-Laws. Motion to accept the By-Laws as written was made by Rob Bukovac and seconded by Colleen Williams. Motion passed unanimously.

#### Director's Report

Dan discussed All Inclusive Billing with the board. He states that currently all charges are being billed separately. Dan explained to the board that basically we will bill a base rate and a mileage rate instead of all separate line items. Dan says we would get a higher reimbursement. There was a lengthy discussion regarding this topic. Rick Johnson asked if there was a motion to accept All Inclusive Billing. A motion to accept All Inclusive Billing was made by Rob Bukovac and seconded by Joe Martinez. Motion passed unanimously.

Dan discussed the mileage rates with the board. He states he talked to the last Director who informed Dan that the mileage rates have not been modified in the last four years or more. Dan states he would like the mileage rates to be increased from the current rate of \$12.50 to \$15.00 a mile. He states he looked into what other companies in Colorado were charging and this amount is still way under. There was a lengthy discussion on this topic. The board has

suggested that Mr. Moynihan do some more research and bring the information to the board at the April meeting.

Dan Moynihan asked the board to consider a Treat/No Transport charge. Currently we evaluate the patient, use supplies, and administer drugs but do not transport the patient to the nearest hospital. There is no charge to the patient at this time. Due to rising costs on fuel, supplies, and drugs Dan would like to charge out of district patients. There was a lengthy discussion as to whether or not we can bill just certain patients, the fees for a non-transport, and what fees should be charged. Bob Land states that in his opinion, if we are performing a service you are entitled to be paid for that service. His suggestion is to bill all patients. After continued discussion, the board agreed to table this until the next meeting so more research can be done.

Dan informed the board that Tom Ortiz will continue his services until June 30<sup>th</sup>, 2013 for continuity.

Dan informed the board that the policy review committee reviewed current policies. Starting March 31<sup>st</sup>, 2013 the current shifts 7am to 7 pm will change to 8am to 8pm. Vacation time policy will also change. The policy currently reflects the old schedule of twelve hour shifts. It will now reflect the current 24/48 shifts averaging 56 hours a week. This equals out to 112 hours of vacation time (2 weeks). Dan also informed the board that PTO time will be accrued by pay period, compared to receiving the total at the time of their anniversary date. Dan informed the board that the employees have asked if they could have bereavement time and sick time. The board said they would look into this issue.

Dan is requesting the board to add International Trauma Life Support (ITLS) and Pediatric Advanced Life Support (PALS) to the minimum qualifications for paramedics. This is a nationwide standard.

Dan now discussed the Chute Times. He states that many studies have shown that it does not matter how fast you drive to a scene, it's how fast you get out of the station. So from 7a.m. to 11p.m. crews have one minute from the time their toned out to be in their truck and responding and from 11p.m. to 7a.m. they have two minutes.

Dan informed the board that he received a letter from dispatch stating they are changing the call names. The East station will be Medic 1 and the West station will be Medic 2. If Medic 3, 4, or 5 are called out, that means we have multiple calls.

Dan informed the board of the issue we are having with the IRS due to an error made by ADP, which is our current payroll service. In 2011, the director at that time did a test run but it failed so ADP was not utilized at that time. At the end

of the 2011 tax year ADP sent in W2 forms for all employees for that time period as did our accountant who submitted for the whole year. Dan let the board know that he sent a letter to the board along with a copy of the W2's from ADP and copies of the letters that some of the employees received.

Dan informed the board that he will be attending the Northwest RETAC conference on April 11<sup>th</sup> and 12<sup>th</sup>. Dan states he talked to Leann Fabec with Las Animas County. States that Leann made an appointment with RETAC but the only one she appointed was Kim with Emergency Management. Typically it has been the ER Director and the EMS Director. He asked her to put this on the agenda but has not heard back from her.

The packet for licensure for Trinidad Ambulance District is currently being processed. He wants to change the time frame for this procedure and is currently working on this.

Dan informed the board that the seminar held by Dr. Weber will be on Saturday, March 30<sup>th</sup>, 2013 from 10am to 3pm.

Dan informed the board that Sarah Catrambone has received a grant for car seats.

All courthouse employees, deputies, and the Sheriff have been trained on the AED's

The new QRT report is still being designed. It should be finalized in April. He has received confirmation from Dr. Sherik and Dr. Weber that they will be working with Trinidad Ambulance District with the induced hypothermia protocols.

Joe Martinez asked Dan if he had received anything back regarding the needed repairs for the Tahoe. At this time Gabriel Martinez handed out a copy of the invoice from M&M Repair to the board members and Mr. Dan Moynihan. After looking over the invoice Dan quickly went through the items listed that were repaired. He states that the items that were repaired were not the issues that he had with the vehicle. There was a brief discussion regarding the vehicle. Joe Martinez asked Dan what his plans are for the vehicle. Dan says it will be used for the QRT program for training and as a backup vehicle. Mr. Martinez then asked Mr. Moynihan, "you don't want to use it anymore, oh I forgot, you got a new one right". Mr. Moynihan states he did purchase a 2012 Dodge pickup. Mr. Martinez asked Dan "how is it"? Dan states it is a great vehicle.

#### Executive Session

Mr. Land states that it his suggestion to go into executive session for C.R.S. 24-6-402 subsection 4b and 4e for legal advice and states the executive session should not be recorded. Rick Johnson asked if there was a motion to adjourn the regular meeting and go into executive session. Colleen Williams made the

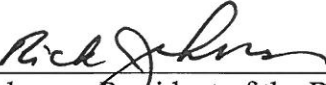
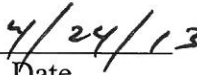
motion to adjourn the regular session and go into executive session. Robert Bukovac seconded the motion. All yes. Board went into executive session at 5:28 p.m.

Next Meeting Date Board came out of executive session at 6:15 p.m. Rick Johnson states the next meeting will be held on April 24<sup>th</sup>, 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. Colleen Williams made the motion to adjourn. Joe Martinez seconded the motion. All yes. Meeting is adjourned at 6:22 p.m.

The minutes for March 27<sup>th</sup>, 2013 were respectfully submitted by April Martinez on April 5<sup>th</sup>, 2013.

Minutes Approved by Trinidad Ambulance District Board.

	
_____ Rick Johnson, President of the Board of Directors	_____ Date