

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

DATE: March 26, 2015

*Present:* Rick Johnson, Joseph Martinez, & Denise Clark

*Other Guests:* Dan Moynihan, EMS Chief  
Dan Bates, Assistant EMS Chief  
Bernadette Cappellucci, Accountant  
Dominic Verquer, PIER Officer/QRT Coordinator

*General Public:* None

| <b><u>SUBJECT</u></b>      | <b><u>DISCUSSION</u></b>  |
|----------------------------|---|
| Call to Order/Pledge       | Meeting was called to order at <b>4:30</b> pm by Rick Johnson. There were no questions at this time. Pledge of Allegiance was performed.  |
| Roll Call/Proof of Quorum  | There was a quorum. Rick Johnson took roll call. All present were Denise Clark, Joseph Martinez and Rick Johnson. George Dasko & Kathy Bueno have been excused.   |
| Proof of Notice            | Notices were posted at the Trinidad Ambulance District Office, City of Trinidad, Trinidad Police Department, and the Chronicle News. The Agenda was posted at the Trinidad Ambulance District Office at 939 Robinson Ave.   |
| Approval of Minutes        | <p>The January 22, 2014 minutes looked good. No changes were needed.</p> <p>Motion to approve the minutes for the January 22, 2014 board meeting was made by Joe Martinez and seconded by Denise Clark. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.</p>   |
| Public Comments            | None  |
| Financial & Billing Report | <p>Nothing in particular stands out. Everything looks good. Bernadette has no issues or concerns with any of the financials.</p> <p>Dan Moynihan, Rick Johnson &amp; Bernadette addressed some questions about the financials over email earlier in the week. Dan Bates needs to provide the inventory list to Bernadette so that the amount of medical supplies on hand can be updated on the financials. All other questions were resolved through email.</p> <p>Because we discuss both the billing and financial reports at the same time, these two agenda items will be combined as one item on future agendas.</p> |

With the old billing company, we were collecting between \$80,000 and \$90,000 in a month. With the current billing company, we are averaging \$230,000 a month.

Motion to accept the financial & billing report was made by Denise Clark and seconded by Joe Martinez. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.

## Director's Report

Community Paramedicine – Home Health agencies have been petitioning the state to not move forward because it would take away their client base. The state has not taken a position as to whether licensure needs to be non-medical or medical. Until the state makes a definite decision, this program will be put on hold. There was a brief discussion about how a non-medical license would affect the district.

Rescue Task Force – Training has been going very well. TPD, The Sheriff's office and even some of the Trinidad Correctional Facility personnel have been in attendance or participating in training. There was discussion about what they have been training on recently.

Gratitude – Dan Moynihan shared some patient family member letters that the district has received. Junie Verquer shared some of the thank you letters that he has received from high school students for teaching CPR.

Ambulances – There was a discussion about the issues and amount of money that we have had to put into 3103 in the last two months. Though several attempts have been made, the issues have not been resolved. We put in for a grant. However, we will not find out about the grant until July. There was discussion on what we need to do ambulance wise between now and July as well as what to do with 3103. The board would like us to look into what a new engine will cost for 3103.

Mandatory Training – Topics for this meeting were blood borne pathogens, sexual harassment & HIPAA compliance. Each employee was also fit tested for N95 particulate masks.

Detox – Dan Moynihan shared the current issue with Detox. There was a discussion about it.

Miscellaneous – There was brief discussion about the lobbyist bill in Denver that Dan Bates and Rick Johnson were supposed to attend.

## Auditor

Mike Dixon wants to be considered in doing the audit again this year. He says he will do it for \$5,850. We also have a proposal from Stockman Kast Ryan in Colorado Springs and they are willing to do it for \$9,500 with no more than

\$1,500 in expenses. There was a brief review of the board's opinion regarding this matter.

Motion to accept the proposal from Stockman Kast Ryan was made by Denise Clark and seconded by Joe Martinez. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.

**ePro Scheduler Agreement** We met these people a couple years ago at a conference. They have made a ton of improvements over the last couple years. This software is more user friendly and will better keep track of overtime hours. Overall, it is better software than what we currently use and almost the exact same price.

Robert Land has reviewed the contract and has no issues with it.

Motion to accept the ePro Scheduler Agreement and to allow Dan Moynihan to execute the agreement was made by Joe Martinez and seconded by Denise Clark. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.

**New Computers** We budgeted \$25,000 for new computers. We have priced them out for roughly \$10,000. Dan Moynihan is asking that the board approve \$15,000 of the \$25,000 to be taken out so that we can order these new computers and move forward with this project.

Motion to approve the proposed \$15,000 for the new computer project was made by Denise Clark and seconded by Joe Martinez. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.

#### **Vehicle Insurance Renewal**

There was a brief review of how much the insurance company wanted to bump us up last year and how we changed insurance companies for a couple months. Dan Moynihan then shared and discussed the current issues that should affect our insurance rate. With everything, it is only going up roughly \$560. The total premium for the year will be \$27,312.

Motion to accept the 2015 premium with VFIS and to allow Dan Moynihan to execute the contract was made by Joe Martinez and seconded by Denise Clark. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.

#### **Amended Employee Policies**

We pulled the policies straight out of the Special District Policy Manual and modified them to match our needs and goals. They have been reviewed by multiple people. They are reasonable and give us the ability to hold employees accountable.

There was a discussion about how involved the board wants to be in amending or changing policies. The board is leaving the policy writing, amending and changing authority with Dan Moynihan. Policies have been approved.

Business Associate Agreement with MSRH

Robert Land has reviewed both the BAA from the Hospital to us and the one from us to the Hospital. They are straight forward and he has no issues with them.

Motion to approve the Business Associate Agreement from MSRH to TAD and to approve the Business Associate Agreement from TAD to MSRH was made by Joe Martinez and seconded by Rick Johnson. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.

Executive Session

Rick Johnson is requesting an Executive Session even though Robert Land is not currently present. He would like to speak with the other board members confidentially. Motion to move into the Executive Session was made by Joe Martinez and seconded by Denise Clark. Motion passed by Joe Martinez, Denise Clark and Rick Johnson.

Per C.R.S. 24-6-402, we are adjourned for a confidential discussion. Adjourned at 5:24 pm.

Rick Johnson called the meeting back to order at 5:35 pm.

Next Meeting Date

Next meeting date will be April 30, 2015. A confirmation email will be sent to all board members.

No further discussion.

Adjournment

Rick Johnson asked if there was a motion to adjourn. Denise Clark made the motion to adjourn. Joe Martinez seconded the motion. All yes. Meeting is adjourned at 5:38 p.m.

Minutes Approved by Trinidad Ambulance District Board.

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Rick Johnson, Chair of the Board of Directors

Date