

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: May 19th, 2010

Present: Liz Aragon, Robert Bukovac, Rick Johnson, Kelly Smith, and Colleen Williams

Other Guests: Brandon Chambers, TAD Executive Director
Dodge Shelby, Attorney
Dr. Kevin Weber, Medical Director
Tom Ortiz, Accountant

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 3:58 pm by Brandon Chambers.
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, Las Animas County Courthouse, Trinidad Times Independent and the Chronicle News.
Swearing In	<p>New board members Robert Bukovac, Kelly Smith, and Colleen Williams were sworn in by Bob Crone.</p> <p>Board members introduce themselves to get acquainted with each other.</p> <p>There are three seats open for election consisting of chairman, vice chairman, and secretary treasurer that needs to be elected at this time. Previous chairman was Jeanie Hollon, previous vice chairman was Kelly Smith, and the secretary treasurer was Liz Aragon. Rick Johnson nominated Liz Aragon for Chairman; Liz Aragon nominated Kelly Smith for Vice Chair and Rick Johnson for Secretary Treasurer. Rob Bukovac seconded both nominations. All yes, motion passed unanimously.</p>
Proof of Quorum	There was a quorum. (Brandon Chambers states that all 5 board members were present).
Approval of Minutes	<p>Minutes for April 28th, 2010 board meeting were approved. Motion made by Kelly Smith and seconded by Rick Johnson to accept the minutes. All yes, motion passed unanimously. Robert Bukovac and Colleen Williams abstaining.</p> <p>Brandon now presented to the board members a manual consisting of 8 separate sections including Special District Board Manual, Board Member Laws, SDA Personnel Guidelines, TAD Structural Guide, Employee Policy, By-Laws/Service Plan, Budget, and Board Minutes from 2009 through 2010. Brandon briefly discussed each section.</p>
Financials	Brandon briefly explained how the financials are done each month. Tom Ortiz now presented his financials for the month of April to the board. A report

reflecting all topics discussed were given to the board members. Tom went over petty cash, cash on hand in all bank accounts. He discussed the current assets, accounts receivables for the end of April, bad debt expenses, medical supplies, construction fees, and the net profit for the year. Tom states we have no liabilities at this time. He also discussed the expenditures for the month, bad debt losses and the property taxes received to date. There was a lengthy discussion on what is going to happen next year with the property taxes and the loss that is expected. Mr. Ortiz asked if there were any questions on the financials report. There were none. Brandon Chambers now went over his financials which was given to all board members. He went on to discuss the budget for ambulance and care van for April of 2010. He discussed tax revenues, accounts receivables, medical supplies, vehicle maintenance, total ambulance operations, insurance, employee wages, and total budget year to date. Brandon went over each line item in detail. Liz Aragon asked if there were any questions on the financials. Motion to accept the financials made by Rick Johnson and seconded by Kelly Smith. Motion passed unanimously. Brandon informed the new board members that when they approve the financials what they are also approving is a transfer of funds from one account to the other.

Billing Reports

Brandon Chambers started off by stating that the financial format is done by our billing company, EMA Consultants. He explained the form in detail and where the numbers come into play to the board. He now started his review for April, 2010. He went over the outstanding accounts receivables. Brandon informed the board that there was a big write off in February of 2010. He states that the write offs are done every 120 days. There was a lengthy discussion on the write offs and the specific details on the billing process. Brandon also discussed the process for Medicaid and Medicare, contractual adjustments, and the contract rate with the billing company. Liz Aragon asked if there were any questions on the billing report. There were no questions at this time. Motion to accept the billing report was made by Kelly Smith and seconded by Colleen Williams. Motion passed unanimously.

Public Comments

None.

Other Agenda Items

Brandon informed the board of the Adopt a Plant project. The staff has been working on the plot and flowers have been planted. Brandon let the board know about EMS week which is May 15th, through May 23rd, 2010. The 5K run is set for May 15th, 2010 at Cimino Park along with other activities including a tug of war. The employee appreciation luncheon is on May 23rd, 2010. Brandon showed the new board members the call activity report. He explained in detail the structure of the call volume and how it all works. Brandon informed the board we have one full time care van position open but other than that we are fully staffed. Liz Aragon asked if there were any other agenda items. There were none.

Executive Session

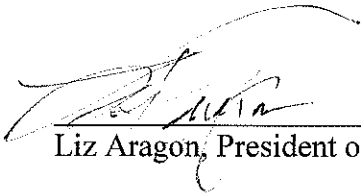
Brandon states he has no items for discussion in Executive Session.

Regular Session

Liz Aragon states the next meeting will be held on June 23rd, 2010 at 4:00 p.m. at the Trinidad Ambulance District office. The board all agreed that the board meetings will be held on the fourth Wednesday of every month unless there are scheduling conflicts. No further business to discuss. Liz Aragon asked if there was a motion to adjourn. Rick Johnson made the motion to adjourn. Colleen Williams seconded the motion. All yes. Meeting is adjourned at 5:34 p.m.

The minutes for May 19th, 2010 were respectfully submitted by April Martinez on June 10th, 2010.

Minutes Approved by Trinidad Ambulance District Board.



Liz Aragon, President of the Board of Directors

June 23, 2010
Date