

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

DATE: May 23<sup>rd</sup>, 2012

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

Other Guests: Brandon Chambers, TAD Executive Director

Robert Land, Attorney

Andrea Emery, EMA Consultants

<b><u>SUBJECT</u></b>	<b><u>DISCUSSION</u></b>
Call to Order	Meeting was called to order at 4:02 pm by Kelly Smith. There were no questions at this time.
Roll Call/Proof of Quorum	There was a quorum. Kelly Smith took roll call and states there are 4 board members present which includes Rob Bukovac, Joseph Martinez, Colleen Williams, and herself. Richard Johnson absent with family emergency.
Proof of Notice	Notices were posted at the Trinidad Ambulance District Office, Las Animas County Courthouse, Trinidad Times Independent and the Chronicle News.
Election of Officers	Kelly Smith states there are three open seats which includes Chair, Vice Chair, and Secretary. Kelly asked if there was a motion for Chair. Colleen Williams made the motion to nominate Rick Johnson for Chair. Rob Bukovac seconded the motion. Motion passed unanimously. Kelly asked if there was a motion for Vice Chair. Joseph Martinez made the motion to nominate Kelly Smith for Vice Chair. Rob Bukovac seconded the motion. Motion passed unanimously. Kelly asked if there was a motion for Secretary. Rob Bukovac made the motion to nominate Colleen Williams for Secretary. Joseph Martinez seconded the motion. Motion passed unanimously.
Approval of Minutes	Minutes for the April 18 <sup>th</sup> , 2012 regular board meeting were approved by all board members. Motion made by Rob Bukovac and seconded by Colleen Williams. Joseph Martinez abstained. Motion passed to approve minutes.
Public Comments	None.
Director's Financials	<p>Financials</p> <p>Brandon went over the cash financials for April, 2012. Discussed were the total collections for ambulance, caravan, total cash on hand, and profit and loss. Also discussed were accounts receivables, taxes, medical expenses, medical supplies, vehicle maintenance, overpayment refunds, wages, and the budget year to date. Brandon informed the board that he has scheduled the audit. There was a brief</p>

discussion on this topic. Brandon also discussed the utility line item. He states this will need to be adjusted.

#### Billing Reports

Reviewed were the billing reports for the month of April, 2012. Brandon discussed the total billable charges, total amount received, write offs, and the ending balance report for the end of the month. Brandon discussed the issue of the caravan services in length. He will continue to monitor this issue. Brandon asked if there were any questions on his billing report. There were no questions at this time.

Andrea Emery with EMA Consultants started off by explaining the issues she has had within her office and with her staff. The issues she was having had a negative result and claims fell behind. She states that as of today she is fully staffed and that all personnel are working on the Trinidad claims. Payments are now coming in from Medicare, commercial insurances and private pay. Andrea discussed issues with VA claims. Andrea also discussed the CICP program and BCBS. She informed the board that she is going on vacation but her staff is fully prepared to handle things while she is gone. Andrea discussed the issue of charging interest on medical claims. She states that she is waiting for the okay from the board to begin charging interest. There was a lengthy discussion on this topic. Colleen Williams made a motion to start charging an 8% interest to all outstanding bills beginning June 1<sup>st</sup>, 2012. Rob Bukovac seconded the motion. Motion passed unanimously. Andrea asked the board if there should be an interest added to a bill that goes to collections. There was a lengthy discussion regarding this topic. Also discussed was the percentage rate that would be charged. The board has agreed that they would look into the interest charge and will make a decision at a later date. Kelly Smith asked if there were any other questions. There were none. Motion to accept the billing report was made by Rob Bukovac and seconded by Joseph Martinez. Motion passed unanimously.

Director's General Report    Brandon thanked the board for their help for EMS Week. He states we had a good turnout.

Brandon gave a copy of his calendar for the month of June to the board.

Brandon discussed the Call Volume report for the month of April. He briefly went over this report with the board. He also discussed the Call Distribution and Patient Destination Report. He briefly went through each report.

Brandon informed the board of the many community relations items. He let them know that we have issued out eighty-five First Aid/CPR cards. We have also started the EMR (Emergency Medical Response) Classes.

Brandon informed the board that we are currently fully staffed

Brandon informed the board that he is going to move forward on vehicle replacement this fiscal year. He is currently working on the sale of two caravans'. He also states he is working on the purchase of a new ambulance. He is waiting for quotes from a few companies before he makes a decision.

Brandon let the board know that the process of the coating being applied to the wall around the building is taking place. Also, the placement of the snow stops is also being done.

Executive Session

Kelly Smith cited C.R.S. 24-6-402 subsection 4b and 4e for legal advice. Mr. Land states in his opinion, the following is for legal advice and the executive session should not be recorded. Kelly Smith 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. Joseph Martinez seconded the motion. All yes. Board went into executive session at 5:09 p.m.

Next Meeting Date


Board came out of executive session at 5:39 p.m. The next meeting will be held on June 27<sup>th</sup>, 2012. Joseph Martinez made a request that the time be changed to 4:30. All agreed. Meeting will be held at the Trinidad Ambulance District office at 939 Robinson Ave. at 4:30 p.m.

Adjournment

Kelly Smith asked if there was a motion to adjourn. Colleen Williams made the motion to adjourn. Joseph Martinez seconded the motion. All yes. Meeting was adjourned at 5:40 p.m.

The minutes for May 23<sup>rd</sup>, 2012 were respectfully submitted by April Martinez on June 8<sup>th</sup>, 2012.

Minutes Approved by Trinidad Ambulance District Board.

  
Rick Johnson, President of the Board of Directors

6/27/12  
Date