

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: May 29th, 2013

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

Other Guests: Dan Moynihan, EMS Chief

Robert Land, Attorney

Dr. Weber, Medical Director

Dave Grove & Bernadette Cappelucci, Century Financial Group

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:30 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 4 board members were present which includes Robert Bukovac, Joseph Martinez, Kelly Smith, and himself. Colleen Williams was absent.
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 May 29 th , 2013 regular board meeting were approved by all board members present. Motion made by Robert Bukovac and seconded by Joe Martinez. Motion passed to approve minutes.
Request by UMWA to be Employees' Representative	Rick Johnson states that there has been a request by the UMWA to be the employee's representative. He states there are four board members present today and asked the board if they want to proceed with the vote or delay until there is a full quorum. Joe Martinez feels that they should precede with the vote due to it has been delayed too long already. Rick Johnson asked if there is a motion on the request for the District to recognize the UMWA as the employee's representative. Rob Bukovac made the motion, Joe Martinez seconded the motion. There was a brief discussion on this issue. Rick Johnson wants to remind the board that the District does not have the obligation to recognize the UMWA due to the District is exempt from the National Relations Act and the Colorado Labor Relations Peace Act which has been confirmed by legal counsel. So any action taken today, approval or disapproval, is completely voluntary and not required. No other comments were made. Kelly Smith no,

Rob Bukovac yes, Joe Martinez yes, and Rick Johnson no. Vote was tied, two to two so no action was taken.

BOW - Public Funds Investment Opportunities

Rick Johnson gave the investment packets to the board members present. He states that the representative for Bank of the West was unable to make it today. He states the investment option seems like a sound plan. Dan Moynihan states that he called International Bank and First National Bank who said they do not offer Investment Opportunities. There was a lengthy discussion regarding this topic on whether or not it would be a good idea. The board agreed to table this until a Special meeting that will be held on June 12th, 2013. The representative from Bank of the West will attend to answer any further questions the board may have.

Accountant Financials - Dave Grove and Bernadette Cappelucci-Century Financial Group

A copy of the financials was given to the board. Dave said he had a concern regarding the tax payment. He noticed that taxes have been below average from the previous year. He then verified the Valuation letter from Las Animas County which states we should have had an increase this year. So he does to understand why the tax payments are so low. He contacted Donna Leonetti but has not got an answer. Rick Johnson states he and Dan Moynihan are going to talk to Donna tomorrow regarding this issue. Dave states there was a loss at the end of April, 2013. He also states that they are only going off the deposits made. They are not going off any billing information due to EMA's reports not being sufficient and the transition with EMS. Dave quickly went through the financials. He asked if there were any questions. Rick asked if there were any questions on the financials or for Dave. There were none. Motion to accept the financials was made by Joe Martinez. Rob Bukovac seconded the motion. Motion passed unanimously.

Lynn McCreight Topic: EAS Audit

Lynn McCreight addressed the board by stating that after Dan Moynihan and Dave Grove approached her regarding an audit on the billing company, EMA Consultants, she thought it would be a fun opportunity. She put together her proposed process and her profile and gave a copy to the board. Lynn described her work experience to the board in detail. There was a lengthy discussion regarding the audit that needs to be done. Robert Land states that he cannot recommend signing this contract at its current state. He is requesting the opportunity to work with Lynn on a contract that consists with Trinidad Ambulance District standards and then present to the board for execution. The board agreed to have a revised contract for approval. The contract should be completed by the meeting in June.

Blanket Purchase Authority for EMS Chief-\$5000 Limit

Robert Land addressed the board stating that some time ago the board had approved a blanket authority in the amount of \$2,500.00 to the previous director but it was never recorded. He suggests the blanket authority of \$5000 be memorialized and in policy and thinks this amount is reasonable. Rick Johnson asked if there was a motion to approve the Blanket Authority of \$5000 for the Executive Director without board

approval. Rob Bukovac made a motion to approve the Blanket Authority. Kelly Smith seconded. All yes.

Sick Leave Policy

Dan Moynihan informed the board that he as revised the Sick/Bereavement Leave Policy to 1.85 hours per pay period accrued every two weeks. Maximum accrual will be 240 hours which is ten twenty-four hour shifts. It is available to all full time employees. Accrual will start on first day of employment but cannot be used until successful completion of ninety day probationary period. Sick/Bereavement will not be paid on termination. It can be used for covered illnesses of injuries. Employees will be required to submit documentation from a physician for any use of sick leave that exceeds twenty-four hours. A note from a physician will be required if sick leave is used for the shift prior to, or following any use of PTO, swaps, or traded shifts. Sick/Bereavement can be used for the care of a spouse or child that is ill or injured. But the same documentation requirements pertain if beyond twentyfour hours. It is not to be used as vacation time. Abuse of sick/Bereavement will result in disciplinary action. Up to forty-eight hours of sick leave may be used for a single occurrence for bereavement for mother, father, mother-in-law, father-in-law, sister, brother, son, daughter, grandmother, grandfather, step-mother, step-father, brother-in-law, and sister-in-law. Kelly Smith asked if step-brother and step-sister were included. After discussion the board agreed with the following additions; grandchildren, step sister, and step brother. Rick Johnson asked if there were any questions. No further questions at this time. Rick asked if there was a motion to approve the Sick/Bereavement Leave Policy. Rob Bukovac made a motion to approve the Sick/Bereavement Policy as amended. Joe Martinez seconded the motion. All yes.

Public Comments

None.

Billing Report

Dan Moynihan explained the call volume in detail and did a comparison from the prior year. He informed the board that he finally received a billing report from EMA Consultants and briefly went through it. Dan pointed out that we still have \$475,000 outstanding with EMA. Dan showed the billing reports that we will be getting from Enhanced Management which have graphs and are more detailed. He informed the board that EMS is currently working on the Medicaid contract. He states we should be seeing money come in from Enhanced in May. Rick Johnson asked if there were any questions on the billing reports. There were none. Joe Martinez made a motion to accept the billing reports. Rob Bukovac seconded the motion. All yes.

Director's Report

Company Credit Card

Dan informed the board that the credit card we currently have is in Brandon Chambers name and we need to get it changed. Dan would like to get a credit card just under Trinidad Ambulance District's name with no one specific attached to it. There was a brief discussion on this topic. The board has agreed to table this issue and asked Dan to get some more information.

Dan informed the board that the electric bill is down about \$200 from last month due to the window treatments and monitoring.

Dan informed the board that EMS Week was an incredible success! Trinidad Ambulance District collected \$104.00 in donations. Dan sent out a memo of thanks to all that participated.

Dan went to the RETAC meeting last week. The funds have been increased from last year. He will also participate in a workshop to come up with goals that he was nominated for.

Dan informed the board that the next employee meeting will be June 19th, 2013. He states Phil Phyllis with Cokedale Fire will do a presentation on the Trinidad Lake to let them know the names of the roads and the different surroundings. Flight for Life will also be here to do a Scene Safety Class.

Dan will be conducting interviews for the Operations Manager position. He told the board he has 6 or 7 applicants.

Dan states in order to stay in compliance with the recommendations for the National Highway Traffic Safety Administration he is adding reflective decals on the three newer vehicles. It makes it much more visible and safer with this done.

Rick Johnson asked Dan if he is going to do an employee appreciation day. Dan states yes he would do an employee/family appreciation day in July. He will also have an employee Recognition Dinner in November or December.

Executive Session

Rick Johnson asked if Executive Session is needed. Joe Martinez states he has an issue he would like to discuss in Executive Session for a personnel matter. Mr. Land states that in order to discuss a personnel matter that specific employee needs to be notified so they can be present. The board and Mr. Land all agreed to discuss this matter in general and not mention any names. Rick Johnson states they will go into executive session for a nonspecific employee issue. Board went into executive session at 5:27 p.m.

Next Meeting Date


Board came out of executive session at 5:35 p.m. Rick Johnson states the next meeting will be held on June 26th, 2013 at 4:30 p.m. This meeting will be considered the Annual meeting. There will be a Planning Session on June 8th, 2013 from 9:00a.m until 1:00p.m. There will also be a Special Meeting on June 12th, 2013 at 4:30p.m. All will be held at the Trinidad Ambulance District office. No further discussion.

Adjournment

Rick Johnson asked if there was a motion to adjourn. Joe Martinez made the motion to adjourn. Rob Bukovac seconded the motion. All yes. Meeting is adjourned at 5:40 p.m.

The minutes for May 29th, 2013 were respectfully submitted by April Martinez on June 20th, 2013.

Minutes Approved by Trinidad Ambulance District Board.


Rick Johnson, President of the Board of Directors

6/26/13
Date