

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: November 28th, 2012

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

Other Guests: Robert Land, Attorney
Tom Ortiz, Accountant

<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 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, Trinidad Times Independent and the Chronicle News.
Approval of Minutes	Minutes for the October 24 th , 2012 regular board meeting were approved by all board members present. Motion made by Joseph Martinez and seconded by Robert Bukovac. Motion passed to approve minutes. Minutes for the November 14 th , 2012 special board meeting were approved by all board members present. Motion made by Colleen Williams and seconded by Joseph Martinez. Motion passed to approve minutes.
Public Comments	None.
Accountant Financials	Tom Ortiz now presented his financials to the board. Information discussed for the quarter were total assets, total receivables, bank totals, depreciation, accounts payable, net income, property taxes, and the current budget. Also discussed were the wages for the year, expenditures for the month, bad debt write offs, total collections year to date, overpayment refunds, budget for the year, and year to date profit. There was a lengthy discussion on the topic of the depreciation of the building items and maintenance. Mr. Ortiz states it should be done by the end of December or middle of January. He said he will have April Martinez and Greg Williams help him with this job. The board agreed to get this done as soon as possible. Mr. Ortiz briefly discussed the billing report submitted by EMA Consultants. Rick Johnson asked if there were any questions on the financials report. There were none. Rick Johnson asked if there was a motion to accept the financials. Colleen Williams made the motion to accept the financials. Robert Bukovac seconded the motion. All yes.

Director's Financials

Financials

No verbal report was given due to the vacancy of the Executive Director position.

Billing Reports

Rick Johnson states the billing reports are in the packets. He said that they looked consistent. He asked if there were any questions or concerns. Kelly Smith states she would like to have an explanation as to why secondary insurances and outstanding balances were lump summed. There was a lengthy discussion regarding this topic. Mr. Ortiz recommended that a follow up phone call be made to Andrea with EMA Consultants. The board agreed. Colleen Williams said she will call Andrea to follow up on the billing report. Rick Johnson asked if there were any further questions on the billing report. There were no questions at this time. Motion to accept the billing report was made by Joe Martinez and seconded by Rob Bukovac seconded the motion. Motion passed unanimously.

Contract Approval

Rick Johnson states that all board members received the updated contract for Southern Colorado Emergency Specialists for Dr. Kevin Weber. Robert Land states there were two items added to the contract which were Insurance requirements and In-services to two a year. Mr. Land states that Kevin was fine with the changes. Rick Johnson asked if there were any other questions. There were none. Rick Johnson asked if there was a motion to approve the contract for Southern Colorado Emergency Specialists. A motion to approve the contract for Southern Colorado Emergency Specialists was made by Joe Martinez and seconded by Rob Bukovac. Motion passed unanimously.

Director's Report

Rick Johnson informed the board that a letter (read aloud to the board) was drafted to First National Bank to request a debit card and to update their records showing himself, Colleen Williams, Kelly Smith, Rob Bukovac, and Joe Martinez as the current and only signatories on file for Trinidad Ambulance District. He has requested that First National Bank remove Brandon Chambers and any and all other board members from the file.

Rick Johnson discussed the employee policy and an issue that was brought to his attention regarding visitation among employees and other visitors. Rob Bukovac states that he did not see a policy in the employee handbook regarding this issue. There was a lengthy discussion regarding this topic. Rick Johnson asked Mr. Land with his help with this policy and with the correct verbiage. Rick Johnson has requested that the following visitation policy be adopted and communicated to all employees. Only on duty employees will be allowed in the buildings from 10:00 p.m. to 7:00 a.m. No friends or spouses would be allowed on premises within the time mentioned. The only exception would be for third riders who were on a call after that time limit. Rick Johnson states he will write something and give to Mr. Land to look it over.

Rick Johnson informed the board that there is a manager meeting every Monday morning at 10:00 a.m. He asked the board members if possible if they can attend these meetings. They all agreed to attend the meetings and will let April know the dates they can attend.

Rick Johnson informed the board that the vehicle Brandon Chambers was using is in need of detailing and servicing. He has given the go ahead to get this done.

Robert Bukovac gave a report on the employee meeting that was held on November 21st, 2012. He states there were several issues that need to be worked on and let the employees know that if they need to talk to any of the board members that they are welcome to call them.

Budget Hearing

Rick Johnson asked if there was a motion to open the Budget Hearing. A motion was made by Colleen Williams and seconded by Rob Bukovac. Motion passed unanimously. Robert Land would like to have it entered into the record that we have an affidavit of publication from Trinidad Times Independent which states that the Budget Hearing is to occur today. It was published in the said newspaper on October 30th, 2012. Mr. Land will attach this to the packet. He states that all procedures were followed for the preparation of the budget and public notice under Colorado Law and the budget has been available for public review as per Colorado Statute. Robert Land swore in witness April Martinez, Administrative Assistant for Trinidad Ambulance District. Mr. Land asked Mrs. Martinez if she had the custody of the proposed budget since the publication of notice on October 30th, 2012. Mrs. Martinez answered yes. Mr. Land asked April Martinez if anyone has come to her to request to review the budget or to lodge a protest or had any questions or concern. Her answer was no. Mr. Land asked if there were any public comments regarding the budget. There were none. Mr. Land asked if there were any questions from the board. Joe Martinez asked if the budget covers all salaries including intermediate salary increases. Rick Johnson and Colleen Williams both answered yes. Rick Johnson, Rob Bukovac, and Colleen Williams now read the Budget Resolution for 2013 (See Attached). Rick Johnson asked if there was a motion to approve the adoption of the 2013 budget, approve the appropriation of funds, authorization of tax levies to be certified by the district for collections for 2013, and the Resolution. The budget will be signed but the amounts will be left blank so they can be adjusted as needed once the numbers are finalized. All agreed. Motion to accept the 2013 Budget and the Resolution was made by Joe Martinez and seconded by Rob Bukovac. There was no further discussion on this topic. Motion passed unanimously.

Executive Session

None

Next Meeting Date

Rick Johnson gave a quick update on the applications received for the Director position. He states the District has received about 8 applications as of now.


Rick Johnson and Rob Bukovac will begin screening them and set up interviews after the deadline of December 15th, 2012. Rick Johnson states the next meeting will be held on December 18th, 2012 at 4:30 p.m. Meeting will be held at the Trinidad Ambulance District office.

Adjournment

Rick Johnson asked if there was a motion to adjourn. Joe Martinez made the motion to adjourn. Colleen Williams seconded the motion. All yes. Meeting is adjourned at 5:30 p.m.

The minutes for November 28th, 2012 were respectfully submitted by April Martinez on December 13th, 2012.

Minutes Approved by Trinidad Ambulance District Board.


Rick Johnson, President of the Board of Directors

12/18/12
Date