

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: October 26th, 2011

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

Other Guests: Brandon Chambers, TAD Executive Director
Robert Land, Attorney
Tom Ortiz, Accountant
Kevin Weber, Medical Director

| <u>SUBJECT</u> | <u>DISCUSSION</u> |
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| Call to Order | Meeting was called to order at 4:03 pm by Liz Aragon. There were no questions at this time. |
| Roll Call/Proof of Quorum | There was a quorum. Liz Aragon states that all 5 board members were present which includes Liz Aragon, Robert Bukovac, Rick Johnson, Kelly Smith, and Colleen Williams. |
| 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 September 28 th , 2011 board meetings were approved. Motion made by Rick Johnson to accept the minutes and seconded by Colleen Williams. Motion passed to approve minutes. |
| Public Comments | The board and Brandon Chambers introduced our medical director, Kevin Weber to Mr. Robert Land. |
| Accountant Financials | Tom Ortiz now presented his financials to the board. Information discussed were total cash on hand, bank totals, total assets, depreciation, total month operations, and the current budget. Also discussed were the expenditures for the month, construction costs, the budget comparison, bad debt write offs, total collections year to date, overpayment refunds, and year to date profit. Mr. Ortiz asked if there were any questions on his financial report. There were none. |
| Director's Financials | Financials Brandon Chambers now went over the cash financials for the month of September, 2011. Discussed were the total collections for ambulance, caravan and total cash on hand. Also discussed were the construction reserve which is over budget which was expected, overpayment refunds, accounts receivables, supplies, communications, wages, vehicle maintenance, professional services, |

wages, total expenses, and the budget year to date. There was a brief discussion regarding the issue of restating the budget due to some line items exceeding the budget. Brandon Chambers said he will look into this and let the board know. He asked if there were any issues or questions regarding his financials. There were none. Motion to accept the financials was made by Rick Johnson seconded by Robert Bukovac. Motion passed unanimously.

Billing Reports

Reviewed were the billing reports for the month of September, 2011. Discussed were the total billable charges, total amount received, and the ending balance report for the end of the month. Brandon Chambers went over the total collections and write off for all Insurance plans. 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 Rob Bukovac and seconded by Kelly Smith. Motion passed unanimously.

Director's Report

Brandon discussed the interest rate of 8% that the billing company, EMA consultants had requested we charge our private pay patients. Brandon states that no other special district is charging interest to their patients. There was a brief discussion regarding this issue. No decisions have been made.

Brandon discussed the proposed Draft Budget for 2012. He went over a few line items including ambulance fees, adjustment to salary, accountant fees, billing services, communication equipment, insurance, telephone, education, and treasurer fees. Brandon states he is waiting for the final Mill Levy form Las Animas County. Brandon states that he will have the final budget ready for the Budget Hearing at the next board meeting. Brandon asked if there were any questions right now on the proposed budget. Kelly Smith asked if Brandon put a line item in the budget for cleaning fees. Brandon said he will work on that.

Brandon discussed the out sourcing accounting and payroll. Brandon states he is currently working on a RFP and will send out a draft copy to the board and the legal counsel once it is completed. Brandon read the RFP to the board to let them know what he has requested so far. There was a brief discussion regarding this issue.

Brandon and the board discussed the Grand Opening that was originally set for November 30th, 2011. The board discussed this option and feel it would be better to hold the grand opening after the first of the year in order to give the time needed to get the building up and running. All agreed. The board agreed on January 7th, 2012 from 1:00 pm to 4:00 pm. The ribbon cutting and VIP will be at 1:00pm and the public will be from 2:00pm to 4:00pm.

Executive Session

Liz Aragon cited C.R.S. 24-6-402 subsection 4b, for legal advice and also C.R.S. 24-6-402 subsection 4f for employee issues. Liz Aragon 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. Rick Johnson seconded the motion. All yes. Board went into executive session at 4:52 p.m.

Next Meeting Date Board came out of executive session at 5:15 p.m. Liz Aragon asked if there is a motion to accept the salary increase for Brandon Chambers at the same percentage as all the employees received. Colleen Williams made a motion to adjust Brandon Chambers's executive compensation at the same percentage as we adjusted all employees. Rob Bukovac seconded the motion. Motion passed unanimously. Liz Aragon states the next meeting will be held on November 16th, 2011 at 4:00 p.m. Meeting will be held at the Trinidad Ambulance District office.

Adjournment Liz Aragon asked if there was a motion to adjourn. Colleen Williams made the motion to adjourn. Rob Bukovac seconded the motion. All yes. Meeting is adjourned at 5:18 p.m.

The minutes for October 26th, 2011 were respectfully submitted by April Martinez on November 4th, 2011.

Minutes Approved by Trinidad Ambulance District Board.

Liz Aragon, President of the Board of Directors

Date