

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: October 30th, 2013

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

Other Guests: Dan Moynihan, EMS Chief

Robert Land, Attorney

Kevin Weber, Medical Director

Bernadette Cappelucci and Dave Grove, Century Financial Group

<u>SUBJECT</u>	<u>DISCUSSION</u>
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Call to Order	Meeting was called to order at 4:30 pm by Rick Johnson. There were no questions at this time.
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Roll Call/Proof of Quorum	There was a quorum. Rick Johnson took roll call and states that all 5 board members were present which includes Joseph Martinez, Rob Bukovac, Kelly Smith, George Dasko, and himself.
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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.
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Approval of Minutes	Motion to approve the minutes for the September 25 th , 2013 regular board meeting was made by George Dasko and seconded by Joe Martinez. Rob Bukovac abstained from vote due to he was not present at the meeting in question. Motion passed by Kelly Smith, George Dasko, Joe Martinez, and Rick Johnson.
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Amendments to Employee Manual/Policies	Rick Johnson asked if there were any questions or changes that the board may have seen. George Dasko states that he came in and met with Dan Bates and asked if the employees had any input or say in the policy changes. Dan informed Mr. Dasko that there was a policy committee put in place who made the changes in the policies. Mr. Dasko was satisfied with that answer. There was a brief discussion regarding the policies. Rick Johnson asked if there were any questions. There were none. The board all agreed to send to Robert Land to review.
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Approval of Wakefield & Associates Contract/Litigation Agreement	Robert Land states he has looked over the amended contract with the changes he sent to Wakefield & Associates. He states that Wakefield & Associates has approved the changes and is now ready to be ratified. Rick Johnson asked if
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there was a motion to ratify the contract with Wakefield & Associates. Rob Bukovac made the motion to ratify the agreement with Wakefield & Associates. Joe Martinez seconded the motion. Motion passed unanimously.

Public Comments None.

Multi-District Mutual Aid IGA

Mr. Moynihan informed the board that he presented the updated IGA's to all Fire Chiefs who have approved the updated version. Rick Johnson asked if there was a motion to approve the IGA's. Joe Martinez made the motion to authorize to execute the IGA's. Motion seconded by George Dasko. Motion passed unanimously.

Setting of Budget Meeting/Regular Meeting

The board discussed different dates to hold the Budget Meeting and the Regular Meeting due to the Holiday. The board agreed to hold the meeting on Monday, November 25th, 2013 at 4:30 p.m. The board will conduct the Budget Hearing on this day along with the Regular Board Meeting.

Accountant Financials

Rick Johnson informed the board that a few of the board members including him have asked Century Solutions to prepare a comparison from 2012 to 2013.

Bernadette Cappelucci presented the financials for September 2013 with a comparison to 2012 to the board. A copy of the report was given to all board members. She went over taxes, income, payroll, legal fees, and supplies. The ending cash balance was up from 2012. Bernadette states there is a little discrepancy due to income being down; expenses higher, but the cash position is higher. She states that they are determined to find out why. Century Solutions just received the audit from Mike Dixon so they will be able to figure out the discrepancy. Bernadette states that all adjustments will be made by the November meeting.

Dan Moynihan created a Dashboard of the financials to reflect the differences between what the financials look like now and how they were done in the past. He states that the old reporting of Assets showed accounts receivable, allowance for doubtful accounts, and medical supplies. Dan states that the new financials show Assets as money that can be spent. Dan went over the tax payments that are received in the months of April, May, and June when we show an amazing profit. And other months we show a loss because we are using that excess tax revenue. He discussed this issue in length. Dan explained all four bank accounts to the board in detail including balances as of today. There was a lengthy discussion over the financials and reserves. Rick Johnson asked if there were any more questions. There were none. Rick Johnson asked if there was a motion to approve the financials. Joe Martinez made the motion to accept the financials as presented. Rob Bukovac seconded the motion. Motion passed unanimously.

Billing Report

Dan Moynihan handed out the Enhanced Management billing reports to all board members. Dan states that EMS is doing a good job. They are starting to bring in more money from older claims. Month by month looks real good and they are bringing in more money than EMA did. He briefly went through the aging explaining that they are doing a great job at collecting. Dan discussed Commercial Insurance companies, Medicare, and Medicaid. He informed the board that EMS is very careful on how they bill out their claims and due to this issue it may take a little longer to get a claim out. 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.

Capital Equipment/Improvements for Budget Hearing

Rick Johnson addressed the board regarding the building here at 939 Robinson Ave. and the design issues. He states that the office design was not done correctly or efficiently. He asked Dan to explain more in detail. Dan Moynihan states that April has had a few issues with people coming in off the street who have been irate or under the influence and have complete access to the building and is unsafe. Dan would like to close off the front with a door and she could buzz people in if needed. He would also like to expand her office to make room for needed equipment. Dan states that he would like two doors put in blocking off personnel from the training room from the rest of the building. Dan also would like to also make adjustments to the front offices. Dan and Rick both agreed that the main issue would be the front office for safety and space issues. The board agreed to the remodeling and asked Dan to get some estimates.

Dan Moynihan presented a list of equipment and improvements that he would like to see implemented. This list includes:

Zoll Cardiac Monitors/Defibrillators – Cost would be around \$160,000

Run Reporting Software - \$17,000 Setup charge, \$5,800.00 yearly

Scheduling/Fleet Management/HR Software - \$474.00 quarterly

Computer Tablets – \$29,000 with docking stations, \$20,000 without

New Ambulance - \$200,000

New Carevan - \$38,000

Dan explained each topic in detail and why it would be beneficial for Trinidad Ambulance District. Rick Johnson suggested that Dan submit exact estimates and priorities. The board agreed.

Director's Report

Dan Moynihan discussed the Strategic Plan and the items on the list that needed to be addressed. He states they have accomplished most of the items listed. One year goals he went over included 3 months of billing data, CPI-Medicare will increase by 1%, call volume, staffing model, station model, calls per ambulance per 24 hours, self-sustaining model, financial data, capital replacement data, community paramedic model development, tri-county service opportunity, EMT program, and patient surveys. Dan states that the three year

goals were to have a helicopter come to Trinidad and he is working on this. Rick Johnson asked Dan to send out a progress report before the next meeting.

Dan informed the board that all ambulances will be inspected next month so we have the approval by the first of the year.

Patient survey cards have been amazing. We have had very good feedback.

Dan Moynihan handed out reports showing QA/QI information. Items discussed were call volumes, narcotics given, IV attempts versus actual starts, number of calls resulting into refusals, total calls canceled in route, and chute times.

Dan states that all stretchers have been serviced. This has not been done in over three years.

Dan informed the board that they have implemented the new I-Gels. He states we are the beta site for the trial. Dr. Weber said if it works he will allow it for the rest of the services.

Dan states he met with personnel from Miners' Colfax Medical Center to discuss transfers. We would be able to capture the revenue for these transfers. He states that they bought into the Mobile Integrated Health Care. We now have Huerfano County, Spanish Peaks Medical Center, Mt. San Rafael Hospital, Colfax County, and Union County.

Dan informed the board that they went to the Trauma ER meeting at Mt. San Rafael Hospital. Items discussed were Detox Criteria and transfer criteria during blizzard conditions. During a winter storm watch we will go to Denver, during a winter weather advisory we will go as far as Pueblo but not beyond that point, and for a winter weather warning or blizzard warning we will stay in town. No transfers will be done.

Dan informed the board that there will be a Christmas Party on December 14th, 2013 at the Quality Inn beginning at 6:00 p.m.

Executive Session	None
Next Meeting Date	As previously discussed Rick Johnson reminded the board that next meeting will be held November 25 th , 2013 at 4:30 p.m. This will also include the Budget Hearing. Meeting 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 5:45 p.m.

The minutes for October 30th, 2013 were respectfully submitted by April Martinez on November 18th, 2013.

Minutes Approved by Trinidad Ambulance District Board.

 <i>Kelly A. Smith</i> <i>Vice Chair</i>	<i>11/25/13</i>
Rick Johnson, President of the Board of Directors	Date