

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

DATE: September 28th, 2011

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

Other Guests: Brandon Chambers, TAD Executive Director
Robert Land, Attorney
Andrea Emery with EMA Consultants

SUBJECT

DISCUSSION

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 4 board members were present which includes Liz Aragon, Robert Bukovac, Rick Johnson, and Colleen Williams. Kelly Smith was absent.
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 August 10 th , 2011 and August 17 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	None.
Director's Report	<p>Director's Financials</p> <p>Brandon Chambers now went over the cash financials for the month of August, 2011. Discussed were the total collections for ambulance, caravan and total cash on hand. Also discussed were the accounts receivables, supplies, communications, wages, vehicle maintenance, construction costs, professional services, wages, total expenses, and the budget year to date. Brandon states we are under budget on everything except for overpayment refunds. He asked if there were any issues or questions regarding his financials. There were none. Motion to accept the financials was made by Colleen Williams seconded by Robert Bukovac. Motion passed unanimously.</p> <p>Billing Reports</p> <p>Reviewed were the billing reports for the month of August, 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</p>

collections for Medicare, Medicaid, Private Pay, and Commercial insurances, and total write offs for the month. Andrea Emery with EMA Consultants asked the board if she could start charging Private Pay patients 8% interest after 30 days if there is no response. There was a lengthy discussion regarding this topic. The board along with the attorney agreed to look into the legal side of this issue and will discuss it in the next board meeting. 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 Rick Johnson. Motion passed unanimously.

Other Agenda Items

Brandon presented the audit report to the board. He states that everything looks good. There were a couple of items that were moved. There were brief discussions regarding health insurance.

Brandon and the board discussed the possibilities of out sourcing accounting and payroll. There was a lengthy discussion regarding this issue. The board agrees that all payroll and accounting should be outsourced. The board also said they would like to explore the possibility for different auditors. Brandon said he will start looking into this and would like to begin in January.

Brandon discussed the opening date with the board. Brandon and the board have agreed to have the Grand Opening on November 30th, 2011. Invitations will go out on November 16th, 2011.

Brandon let the board know that there is are two county positions open on the Emergency Telephone Authority Board. Brandon with the board's approval will accept one of the openings.

Brandon informed the board of the building issues and delays that has occurred. He let the board know that he has started ordering supplies for the building.

Brandon informed the board that he is working on the preliminary budget.

Brandon discussed the administrative pay for the next fiscal year. The board agreed that the same percentage that was given to the employees should also be given to administration. Robert Land suggested that the topic of compensation be put on the agenda for the next meeting due to legal matters in order to be voted on since it was not on this agenda. The board agreed.

Executive Session

None.

Next Meeting Date

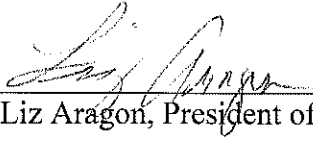
Liz Aragon states the next meeting will be held on October 26th, 2011 at 4:00 p.m. Meeting will be held at the Trinidad Ambulance District office.

Adjournment

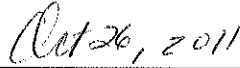
Liz Aragon asked if there was a motion to adjourn. Colleen Williams made the motion to adjourn. Rob Bukovac seconded the motion. All yes. Meeting is adjourned at 5:02 p.m.

The minutes for September 28th, 2011 were respectfully submitted by April Martinez on October 14th, 2011.

Minutes Approved by Trinidad Ambulance District Board.



Liz Aragon, President of the Board of Directors



Date