

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: September 12th, 2012

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

Other Guests: Brandon Chambers, TAD Executive Director
Robert Land, Attorney

| <u>SUBJECT</u> | <u>DISCUSSION</u> |
|---------------------------|--|
| Call to Order | Meeting was called to order at 4:31 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 there were 4 board members present which includes Joseph Martinez, Kelly Smith, Colleen Williams, and himself. Rick states that Robert Bukovac will be late. |
| 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 August 22 nd , 2012 regular board meeting with the noted corrections requested by Rick Johnson were approved by all board members present. Motion made by Robert Bukovac and seconded by Kelly Smith. Colleen Williams and Joseph Martinez abstained due to they were not present at this meeting. Motion passed to approve minutes. |
| Public Comments | None. |
| Director's Financials | <p>Financials</p> <p>Brandon went over the cash financials for August, 2012. Discussed were the accounts receivables year to date, total collections, cash on hand, and profit and loss. Also discussed were taxes, carevan, office supplies, vehicle maintenance, wages, medical supplies, gross profit for the month, and the budget year to date which is under budget. Brandon gave a hand out to the board showing an outline on payroll. He briefly explained this report in detail to the board. He states we are significantly under budget which is a good sign. Brandon asked if there were any questions. There were none. Rick Johnson asked if there was a motion to accept the financials. Colleen Williams made the motion to accept the financials. Joseph Martinez seconded the motion. All yes.</p> <p>Billing Reports</p> |

Reviewed were the billing reports for the month of August, 2012. Brandon discussed the total billable charges, total amount received, write offs, collections from Medicare, Medicaid, insurance companies, private pay, and the ending balance report for the end of the month. Brandon states he has talked to Andrea with EMA Consultants regarding the low numbers. Andrea states that they have been dealing with delays with the insurance companies and she would look into this issue. She also said that we are not the only company having this problem. Colleen Williams asked how we knew that the billing company is billing out all claims. Brandon Chambers states that there is a yearly audit done and that she has been consistent. Rick Johnson asked if there were any questions on the billing report. There were no questions at this time. Rick Johnson asked if there was a motion to accept the billing report. Colleen Williams made the motion to accept the financials. Rob Bukovac seconded the motion. All yes.

Las Animas County Assessed Valuation

Brandon states to the board that in their packets they received a letter received from Las Animas County for the Assessed Valuation for 2013. Brandon states there will be a drop in monies received for the year 2013. The budget will have to be adjusted due to this change. There was a brief discussion on this topic.

Director's General Report

Brandon gave a copy of his calendar for the month of October to the board.

Brandon states that there is no call report this month due to updates being done to the High Plains system.

Brandon let the board know that they had offered Kelli VanMeter the accountant position for Trinidad Ambulance District. After reviewing per prior contract she has decided to turn down the offer due to a conflict of interest with her previous employer. There was a brief discussion regarding where to go from this point and who to hire. Rick Johnson informed the board that they are leaning towards offering the position to Nancy Palmer but she may have attendance problems. Colleen Williams states that she will have to be committed, attend the planning meeting, she should understand how we put together our budget, and she will have to come up to speed on Special District items. Rick Johnson states that his vote is for Nancy Palmer. Kelly Smith states the decision is up to the committee. The final decision was made by Rick Johnson and Colleen Williams to offer the Accountant position to Nancy Palmer with a layout for the rest of the year to see if she can fulfill the position and make a commitment.

Brandon informed the board that he attended a meeting on Monday, September 10th, 2012 at Trinidad State Junior College regarding the EMT classes being taught here at Trinidad Ambulance District. At this meeting was Mr. Michael Jolly-CFO, Deb Haverfield-Program instructor, and Jeff Torr-EMT Instructor. They had no issues with this just as long as we keep it internal for staff and

volunteers and requested that they could come in at the end of the class to lay out facts for future classes at TSJC.

Brandon informed the board that NV Creative Designs attended the City Zoning meeting held on September 11th, 2012. The zoning has been approved. The sign should be up soon.

Brandon gave an update on employee issues. He states that the regular part time carevan person stepped down to as needed. A replacement for this position has been hired. We had one employee who was off on FMLA. They have recused their FMLA but right before this meeting he was informed that this employee has been cleared for independent duty.

Rick Johnson addressed the board of a much needed item that needs to be discussed. He informed them that the Planning Process needs to get done and he is hoping this can be done at the next regular meeting and suggested that they schedule more time at this meeting. He gave a brief description of items that need to be worked on which includes budget changes, income issues, new opportunities for new business, By-Laws, and future plans. A Five Year Plan was also suggested by Colleen Williams. Robert Bukovac asked if a SWOT Analysis has been done. Robert Land suggested that a committee be established for the Spot Analysis and that Brandon be included on the committee. Brandon Chambers states that a SWOT Analysis has been done and he will send to all board members for their review. The board, Brandon Chambers, and Robert Land have all agreed to plan this process for the next regular meeting which will be October 24th, 2012 at 4:00 p.m.

Legal Counsel

Mr. Land states that the lawsuit we were named in for Service Plus has been dismissed. Trinidad Ambulance District has been released from any claims related to work performed on the building by Service Plus.

Mr. Land states that he is currently working on the By-Laws for Trinidad Ambulance District. He will be meeting with Brandon to discuss a few items for verification.

Mr. Land states that the 2013 Budget is to be completed by October 15th, 2012. The current By-Laws state that Brandon Chambers, the treasurer, and one other person appointed by the Chairperson is to help prepare the budget. This is one item that will need to be discussed at the next regular board meeting or in November. The board has agreed to address this topic at the next meeting.

Executive Session

No executive session was needed at this meeting.

Next Meeting Date


Rick Johnson states that the next Regular Board meeting will be on Wednesday, October 24th, 2012 at Trinidad Ambulance District office at 939 Robinson Ave. at 4:00p.m.

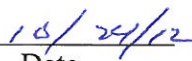
Adjournment

Rick Johnson asked if there was a motion to adjourn. Rob Bukovac made the motion to adjourn. Joseph Martinez seconded the motion. All yes. Meeting was adjourned at 5:09 p.m.

The minutes for September 12th, 2012 were respectfully submitted by April Martinez on September 24th, 2012.

Minutes Approved by Trinidad Ambulance District Board.


Rick Johnson, President of the Board of Directors


Date