

MEETING OF THE TRINIDAD AMBULANCE DISTRICT
BOARD OF DIRECTORS

DATE: November 16th, 2011

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

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

<u>SUBJECT</u>	<u>DISCUSSION</u>
Call to Order	Meeting was called to order at 4:00 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, 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 the October 26 th , 2011 board meeting was approved. Motion made by Rick Johnson to accept the minutes and seconded by Kelly Smith. Motion passed to approve minutes.
Building Report	Mr. Bob Just informed the board, Mr. Land, and Brandon Chambers of all changes that have taken place at the new building on Robinson Ave. He also let them know of the current status of the construction phase. Items discussed included HVAC Unit on the outside, exterior lights, drywall in garage, clay pipes and the pine trees, hand railings, parking lot, sidewalks, fence, porch, shutters, carpet (in length), and the women's locker room. Mr. Just gave a time frame for the interior as November 21 st , 2011. He said he had no date for the exterior. There were no other questions.
Director's Financials	Financials Brandon Chambers states that all he has to discuss today is the cash financials. Tom Ortiz did not have a chance to give the accrual as of yet due to the time frame. Brandon now went over the cash financials for November, 2011. Discussed were the total collections for ambulance, caravan and total cash on hand. Also discussed were the accounts receivables, medical supplies, communications, wages, vehicle maintenance, overpayment refunds, professional services, construction reserve, training and education, and the budget year to date. There was a brief discussion regarding the building fees. Kelly Smith asked Brandon if we are supplying the employees with new

uniforms. Brandon states that we do give the employees new items as needed. He asked if there were any issues or questions regarding his financials. There were no further questions. Motion to accept the financials was made by Rick Johnson seconded by Colleen Williams. Motion passed unanimously.

Billing Reports

Reviewed were the billing reports for the month of November, 2011. Discussed were the total billable charges, total amount received, and the ending balance report for the end of the month. Brandon Chambers discussed the decline in caravan and the reasons behind it. Brandon Chambers went over the total collections and write offs for all Insurance plans. Kelly Smith asked if there has been any affect from Medicare. Brandon states that as of now there has been no change. Brandon let the board know that some changes that have taken place are that we can no longer use P.O. Box numbers and we have to use the four digit extension with the zip code. Brandon 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 Colleen Williams and seconded by Kelly Smith. Motion passed unanimously.

Director's Report

Brandon discussed the Just Contract Extension and let the board know that it needs to be approved by the board. Liz Aragon asked if there was a motion to approve the extension of the Just Contract. Motion to accept the Just Contract Extension was made by Colleen Williams and seconded by Rick Johnson. Motion passed unanimously.

Brandon asked the board if they had a chance to read the RFP and if they saw any issues. There was a brief discussion regarding this RFP. Robert Land would like to look into the laws and regulations' regarding this issue before it is approved. The board agrees.

Brandon discussed the General Report that he sent to the board members. This report included an Incident Response Summary, Patient Destination Summary, and an Incident Report by Hour. He went through each report in detail explaining how it all comes in to play.

Brandon informed the board of the many community projects that Trinidad Ambulance District participates in. Some of these projects are the 9News Health Fair, Comcast Clean up Days, Stampede 5K Race, Wanna Be Racing, and Stand By's for the Trinidad High School, Primero, and Hoehne football games, and the Annual Flu Clinic.

Brandon let the board know that the AED program has been completed and all AED's in the City of Trinidad are in place. CPR classes were held for Trinidad High School, Rehab Center, Trinidad Head Start, and the New Elk Mine. Monthly training for the QRT's is still being done.

Brandon informed the board that he is a member of the Kiwanis Association.

Brandon states that we are now fully staffed now that we have just hired a full time Paramedic from Idaho named Daniel Bates. Daniel and Peggy Martin were both introduced to the board.

Brandon expressed some of his concerns regarding Medicare and the changes that may occur. There was a brief discussion regarding this issue.

Liz Aragon asked Brandon if he has hired a cleaning company for the new building. He informed the board that he has just received a quote today from Shirley Blan with Blandina, Inc. He gave the details of the contract to the board. Liz Aragon states that the board needs to approve the contract with Blandina, Inc. Brandon will work on this and have it for the next board meeting. Brandon also informed the board that he is working on finding a company for snow removal.

- Budget Hearing Brandon started off by asking the board if they received the statements that the legal counsel sent to him from the Special District stating that the Budget Resolution does not need to be read at the Budget Hearing. Brandon also states that the Budget be signed but then left blank so it can be adjusted as needed once the numbers are finalized. All agreed. Liz Aragon asked if there was a motion to approve the adoption of the 2012 budget in its entirety. Motion to accept the 2012 Budget was made by Rick Johnson and seconded by Colleen Williams. Brandon wanted to inform the board that we are Tabor Limited this year. He discussed the Assessed Value and the Mill Levy and explained in detail where the numbers came from. There was no further discussion on this topic. Motion passed unanimously.
- 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. Board went into executive session at 5:15 p.m. No motion to go into executive session was made.
- Next Meeting Date Board came out of executive session at 5:29 p.m. Liz Aragon states the next meeting will be held on December 28th, 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. Rick Johnson made the motion to adjourn. Colleen Williams seconded the motion. All yes. Meeting is adjourned at 5:31 p.m.

The minutes for November 16th, 2011 were respectfully submitted by April Martinez on December 16th, 2011.

Minutes Approved by Trinidad Ambulance District Board.

Liz Aragon President . *12-28-11*

Liz Aragon, President of the Board of Directors

Date