

REGULAR MEETING OF THE TRINIDAD AMBULANCE
DISTRICT BOARD OF DIRECTORS

****Public Comments were available via ZOOM.us***

DATE: June 24, 2020

Present : Nick Mattorano
 Floyd Duran, Jr.
 Clay Hart
 Kathy Bueno (via telephone)
 Valerie Borsa (arrived 4:40pm)

Other
Attendees: Dan Moynihan, EMSChief
 Gabriel Moreno, Deputy Chief
 David DeTray, Captain
 Barbara Fisk, Executive Assistant

SUBJECT

DISCUSSION

Call to Order/Pledge

Meeting was called to order at 4:30pm by Nick Mattorano.

Roll Call/Proof of Quorum

There was a quorum with all five board members in attendance.

Proof of Notice

Notice was posted on Trinidad Ambulance District's website (tadems.com) and business office at 939 Robinson Avenue. The notice included invitation information for attendance via ZOOM and asked the public to register on Zoom if they were interested in participating in the Public Comments section of the agenda. No requests were received.

Approval of Minutes

Motion to approve the May 28, 2020 regular meeting minutes as presented was made by Floyd Duran and seconded by Clay Hart. The minutes were approved with four votes. Valerie Borsa was not yet in attendance.

Annual Election
Of Officers

PRESIDENT – Kathy Bueno
Nomination for Kathy Bueno made by Floyd Duran
Second the Nomination Clay Hart
Kathy Bueno accepted the nomination.
Vote
Floyd Duran Yea
Valerie Borsa Not in attendance
Kathy Bueno Abstain
Nick Mattorano Yea
Clay Hart Yea

VICE PRESIDENT – Floyd Duran

Nomination for Floyd Duran made by Kathy Bueno

Second the Nomination Clay Hart

Floyd Duran accepted the nomination

Vote

Floyd Duran	Abstain
Valerie Borsa	Not in attendance
Kathy Bueno	Yea
Nick Mattorano	Yea
Clay Hart	Yea

SECRETARY/TREASURER – Nick Mattorano

Nomination for Nick Mattorano made by Floyd Duran

Second the Nomination Kathy Bueno

Vote

Floyd Duran	Abstain
Valerie Borsa	Not in attendance
Kathy Bueno	Yea
Nick Mattorano	Abstain
Clay Hart	Yea

Public Comments None

Financial / Billing Report Bernadette Cappellucci of Century Financial Group submitted monthly financial reports for the month ending May 31, 2020 along with the following written statement, "the financials for Trinidad Ambulance District appear consistent with the normal month to month income and expenditures."

There is currently a total of \$3,355,061 in the bank. TAD has received \$686,419 of tax revenue with \$300,000 outstanding. Billing is down to \$114,000 which reflects decreased call volume. Payroll expense, which was up almost 21% due to overtime, is back on track and expected to end the year \$150,000 below budget. The EMTS/CDPHE grant reimbursement (\$90,983.83) for the new ambulance should be received in July or August. The Legal & Professional line item is up 16,000 compared to 2019 due to election costs (\$6,300) and legal expenses for asbestos abatement (\$10,500). Building repairs are up but LED lights have been installed in the parking lot and can lights indoors. Also HVAC and boiler repairs were conducted. With all of the items mentioned above, total expenses are down \$57,000 from 2019.

Valerie Borsa arrived at 4:40pm

Clarification of property tax line items on the May 2020 Financial Statement is as follows:

105.1 County Treasurer Cash (*Asset*)

Balance Sheet page 1

\$150,649.31

This is the actual amount of property taxes received during the month of May 2020.

105.2 Property Tax Receivable (*Asset*)

Balance Sheet page 1

\$1,006,442.00

This entry will not change throughout the year on the financial report. This is the levied property tax amount per resolution which may/may not be adjusted by the final certification amount provided by the auditor.

220 Deferred Property Tax Revenue (*Liability*)

Balance Sheet page 2

\$1,006,442.00

TAD may not recognize property tax revenue before the period for which it is levied (taxes levied in fiscal year 2019 for fiscal year 2020); therefore, Property Tax Receivable (asset) must be offset by Deferred Property Tax Revenue.

414 Property Tax Income (*Income*)

Profit and Loss Year To Date (YTD) Comparison page 1

\$243,561.56

The Profit and Loss YTD Comparison is a monthly snapshot of TAD's assets, liabilities and equity. The left column shows the amount of property tax collected in the current month and the right column shows taxes collected from January through the current month.

At this point in the meeting Clay Hart asked for clarification of the Rescue Task Force (RTF) expenses amounting to \$2,121.48 YTD incurred by the district. He stated, he is not comfortable with the district purchasing guns and ammunitions. It was made very clear that the district does not purchase guns. It was explained that RTF participates in several multi-agency mass casualty and active shooter training events annually. Ammunition is purchased for RTF participants for training purposes. Mr. Hart suggested that TAD employees purchase their own, TAD limit the amount it expends or the Sheriff's Office purchase the ammunition as TAD

personnel are functioning as members of the SO Posse. Nick Mattorano explained that the Sheriff's Office doesn't have a large enough budget to cover such expenses. It was also noted that the Sheriff's Office did not receive any of the additional tax funds voted for in the last election. All those taxes go to the District Attorney's office. Once or twice a year, when there is a sale including free shipping, TAD places an ammunition order in conjunction with the Sheriff's Office (SO) for which TAD bills the SO for their portion of the purchase. Mr. Hart was thankful for the explanation and stated his willingness to compromise.

Mr. Hart also asked for clarification for the district's practice of not billing insurances from January through March yearly. It was explained that this is an "across the board" practice not just for certain insurances and not just for TAD. Most ambulance services participate in this practice. It allows for deductibles to be met by patient's insurance prior to billing for services.

Motion to approve the May 2020 financial report as presented was made by Nick Mattorano.

Second the Motion was made by Floyd Duran. The motion passed unanimously.

Vote The motion passed unanimously.

Board of Directors
Responsibilities and
Chain of Command

New board members were informed of the Chain of Command regarding communications while on the board. It was explained that the board is to communicate with the Executive Director not directly with personnel whenever there are questions or issues.

Director's Report

Business Office Hours of Operation. Dan informed the board that the administrative staff is now working regular 8-5, M-F hours.

EMTS Grant 2020-2021. No information has been received regarding the grant submitted to purchase a UTV, Lucas Device and additional extrication equipment.

RSI Training. Dr. Weber conducted training and recertification.

New Ambulance (VIN 9358). The newest ambulance was delivered to MHQ in Albuquerque for graphics and radio installation. Some repairs made included: stretcher mount, light bar pattern and LED installation on interior. The camera system is being remounted onto the dash.

Fleet Reorganization. With the new ambulance (VIN 9358) added to the fleet, it is desired to rotate #3105 (2009 VIN 8642) to Spanish Peaks Volunteer Fire Department QRT and Med 15 (2006 VIN 7382) from Spanish Peaks to Kim Volunteer Fire Department. The Town of Kim doesn't have any back up vehicle and is out of TAD's jurisdiction.

Floyd Duran asked if the district should attain a value amount for the vehicle to be donated. Clay Hart asked if there was any type of tax credit available to the district with the donation. It was explained that the district is tax exempt and has a history of helping other, lesser funded agencies within the county by donating needed equipment. Kathy Bueno pointed out that TAD operates in the black and acquires grants often to help offset expenses of new equipment and vehicles. She also reminded the board of its history of helping other agencies in the area and would like very much to remain on that path.

Motion Kathy Bueno made a motion to donate the 2006 ambulance (VIN 7382) now located at Spanish Peaks Volunteer Fire Department to the Kim Volunteer Fire Department.

Second the Motion was made by Nick Mattorano.

Vote The motion passed unanimously.

New Construction Process. The district continues to move forward with the potential purchase, including trade of property owned at 2001 E. Main Street, and renovation at 13840 Hwy 350. It was determined that the new location is provided City of Trinidad water for which a tap application has been submitted. Additionally, the City of Trinidad offered to assist with the cost Phase I Environmental Assessment through their Brownfields Grant for which an application has been submitted. There is no sewer at the location but a septic system and a plan to install a second septic system. Directors Mattorano and Duran suggested when expanding the building that the back side of the building should be expanded too.

The cost per square foot to build a new structure averages approximately \$250 compared to \$88 for remodeling the existing structure at 13840 Hwy 350.

Policies and Procedures. The administrative staff will be reviewing and updating the Policies and Procedures Manual which will then be forwarded to the board for review.

Operations Report

Gabe Moreno told the board that overall call volume continues to be below that of 2019. He presented the following statistics for the month of May 2020:

Requests for Service	163; 0 on call
Non-Transports	56
Transports	107; 29 were IFT (2 canceled); 1 flight on scene
Inter-Facility Transports	May 2020
<i>Memorial Central</i>	5; 1,290 miles
<i>Memorial North</i>	1; 284 miles
<i>Parkview Med Ctr</i>	16; 2,790 miles
<i>Children's COS</i>	1; 284 miles
<i>Penrose</i>	4; 1,056 miles
End of Month Mileage	27 IFT; 5,704 miles / 211 average
Year To Date Mileage	152 IFT; 28,246 miles/186 average

Fleet Management

David DeTray informed the board that vehicle located in Stonewall had three batteries replaced and there was some hail damage to EMS2.

Clay Hart inquired about administrator's take-home vehicles. He asked how many there were and if the mileage/fuel reports were reviewed. It was explained that there were three fleet vehicles provided to the three administrators. These vehicles were part of employment negotiations and are stocked with necessary emergency equipment used to respond to calls. These vehicles are assigned to Dan Moynihan, Gabriel Moreno and David DeTray all of whom are always on call to respond to an emergency. With Chief Moynihan living on the north end of Trinidad, Deputy Chief Moreno within the city limits and Captain DeTray in LaVeta, quick response times, if needed, are available. Each vehicle in the fleet is assigned a fuel only card for which mileage must be entered at the pump prior to use. There has never been an issue with misuse to additional tracking has not been necessary. Mr. Hart expressed concern that TAD property is not being monitored by regular fuel/mileage reports. Both Nick Mattorano and Floyd Duran stated they were good with the current system/situation and saw no need for additional monitoring. Valerie Borsa stated she felt Mr. Hart's concern was an integrity issue and agreed that the current system was sufficient. No additional action was taken.

Miscellaneous

None

Next Meeting Date

The next Regular Meeting date was scheduled Wednesday, July 22, 2020 at 4:30pm.

Adjournment

Motion to adjourn the regular meeting of the Board of Directors was made by Floyd Duran.

Second the Motion was made by Nick Mattorano.

The motion was approved unanimously.

The regular meeting was adjourned at 5:34pm

Minutes Approved by Trinidad Ambulance District Board of Directors.



Kathy Bueno, President

7-22-20

Date