

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

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

DATE: October 28, 2020

Present : Nick Mattorano  
Floyd Duran, Jr.  
Clay Hart  
Kathy Bueno  
Valerie Borsa (4:35pm)

Other Attendees: Executive Director Dan Moynihan, Deputy Chief Gabriel Moreno, Captain David DeTray, Executive Assistant Barbara Fisk, Attorney Les Downs

**SUBJECT**

**DISCUSSION**

---

Call to Order/Pledge	Meeting was called to order at 4:32pm by Kathy Bueno.
Roll Call/Proof of Quorum	There was a quorum with all five board members in attendance. Valerie Borsa arrived at 4:35pm.
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	No board comments or amendments. <b>Motion</b> to approve the September 23, 2020 regular meeting minutes presented was made by Nick Mattorano. <b>Second:</b> Clay Hart <b>Yea:</b> Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart <b>Nay:</b> None <b>Pass:</b> The September 23, 2020 minutes were approved.
Financial / Billing Report	Bernadette Cappellucci of Century Financial Group prepared the September 2020 financial report with no additional comments.
<i>Valerie Borsa</i> <i>Arrived 4:35pm</i>	Dan Moynihan pointed out the following information from the Balance Sheet ending September 30, 2020: <ul style="list-style-type: none"><li>• \$3.375 million in the bank</li></ul>

- Accounts Receivables \$239,506.94

From the Profit and Loss Comparison of the same date:

- Medicare Income \$74,739.00
- Medicaid Income
- Combined Total of \$123,909
- Insurance Adjustments \$85,870
- Minus Adjustments Income equals \$38,039 which is down 30% from 2019

Compared to 2019, TAD is down \$260,000 in total income. Due to the COVID-19 outbreak, supply costs of increased. Payroll is \$100,000 higher due to two unfilled shifts for many months. Vehicle and uniform expenses are down.

**Motion** to approve the September 2020 financial report as presented was made by Floyd Duran.

**Second** Nick Mattorano

**Yea:** Kathy Bueno, Nick Mattorano, Floyd Duran, Valerie Borsa, Clay Hart

**Nay:** None

**Pass:** The September 2020 Financial Statement was approved.

#### Public Comments

N/A

#### Trailer Purchase For Emergency Response UTV

David DeTray presented a quote from Topar Trailer Sales for the purchase of a trailer to transport the newly acquired Emergency Response UTV which was purchased under a CDPHE Grant. After researching the size and cost of the trailer (7 ½' x 14') in Texas and the Western Slope, it was realized that a trailer would need to be special ordered. The Hallmark trailer quoted will have a factory installed fastening system for the UTV, a spare tire and mount and have a sufficient weight rating. There will be some extra storage space in the trailer but most of the needed medical supplies and equipment will be stored in/on the UTV. The cost quote from Topar Trailer Sales is \$6,505.00

**Motion** to approve purchase a transport trailer for the Emergency Response UTV from Topar Trailer Sales in the amount of \$6,505.00 was made by Nick Mattorano.

**Second:** Floyd Duran

**Yea:** Kathy Bueno, Nick Mattorano, Floyd Duran, Valerie Borsa, Clay Hart

**Nay:** None

**Pass:** A transport trailer will be ordered from Topar Trailer Sales in the amount of \$6,505.00 for the Emergency Response UTV.

Review By-Law  
Section 7(d)

At the September 23, 2020 regular board meeting, Clay Hart asked to have By-Law, Section 7(d) reviewed for accuracy. He was concerned that Executive Session should always be on the agenda even if one is not scheduled.

Clay stated that he misread By-Law, Section 7(d) but now understands clearly that Executive Session will only be on the agenda if one is called for a specific reason which needs to be clearly identified.

Review  
Of Policies

The board was provided Policy #04-50 through #05-50 for review at the September 23, 2020 meeting. These policies had already been reviewed by administrative staff and notations provided to the board. The board had no additional comments or requests for amendments to those policies presented. The board was thereafter provided policies #05-60 through #06-30 for discussion at the next regularly scheduled board meeting

**Motion** to approve policies #04-50 through #05-50 as presented at the September 23, 2020 meeting was made by Clay Hart.

**Second:** Floyd Duran.

**Yea:** Kathy Bueno, Nick Mattorano, Floyd Duran, Valerie Borsa, Clay Hart

**Nay:** None

**Pass:** The board approved adoption of policies #04-50 through #05-50.

Director's Report

After exploring the option of renting garage space at a property on Linden, it was decided the space simply couldn't accommodate TAD's needs.

TAD has contacted the City of Trinidad to terminate utility fees associated with 2309 E. Main Street. Phil Dorenkamp agrees the County will be responsible. It became clear that the Coroner's office has never paid for electricity and was on the meter TAD paid. Additionally, two new coolers were added to the Coroner's operation and attached to the same meter.

**Personnel Update.** Two new paramedics have begun working for TAD. Francis Song has completed his field training and is now working independently. Jeff Lewis is currently working through his field training but, with his experience, shouldn't take long. Darren Kolakowski has taken on the role of Field Training Officer and is doing a great job.

Darren Kolakowski and John Velasquez are close to completing paramedic school.

Captain DeTray came in to work on Sunday to transport a patient from MSRH to Pueblo. Due to poor weather conditions, the trip took 8.5 hours roundtrip. He also deployed the Special Operations vehicle to help access stranded hunters.

**Drone Certificate of Authorization.** Deputy Chief Moreno has received a Certificate of Authorization (COA) through the Federal Aviation Administration (FAA). The certificate grants approval for a specific flight operation. COA is an authorization issued by the Air Traffic Organization to a public operator for a specific Unmanned Aircraft (drone) activity.

**USDA Grant.** Deputy Chief Moreno and Captain DeTray continue to move forward with the necessary documents and information needed to acquire a USDA Grant.

**New Building Update.** The designer and architect have been to the site and took more accurate measurements of the building. Preliminary drawings should arrive within a week. The survey has been completed. Bond counsel has been retained. A Special Use Permit still needs to be approved by the County Commissioners.

#### Operations Report

Gabe Moreno presented the following statistics for the month of September 2020:

Requests for Service	177; 2 on call
Non-Transports	57
Transports	120; 26 IFT 0 flight
Inter-Facility Transports	September 2020
<i>Parkview Med Ctr</i>	22; 3,832 miles
<i>Children's COS</i>	2; 568 miles
<i>St. Francis</i>	1; 284 miles
<i>University</i>	1; 396 miles
End of Month Mileage	26 IFT; 5,080 miles / 195 average
Year To Date Mileage	297 IFT; 53,955 miles/182 average

#### Fleet Management

David DeTray reported that vehicle maintenance expenses are down partially because of newer vehicles, all terrain tires changed to highway tread and the transfer vehicle is a 2 wheel drive.

David informed the board on the status of the Quick Response Team

(QRT) program wherein TAD provides emergency medical response training, medical supplies, ambulances and, in some cases, SUVs to surrounding rural volunteer fire departments. In turn, volunteers are to ride along on calls with TAD crews a minimum of 24 hours a year and maintain their Continuing Education Credits and, most importantly, their certifications. The expansive size of Las Animas County it can be very difficult for TAD crews to respond quickly making this volunteer program extremely beneficial to everyone within the county boundaries.

Unannounced inspections of vehicles at Stonewall and Spanish Peaks Volunteer Fire Departments revealed unsatisfactory vehicle maintenance and expired supplies and equipment. It was also noted that very few QRTs are responding to calls. It is understood that all are volunteers and most, if not all, work outside their response area.

It is TAD's goal to rejuvenate enthusiasm and pride in those volunteers and at the same time re-educate them on the standards which TAD requires of the program. Kathy Bueno asked that the board be updated on progress of the program.

Miscellaneous

Clay Hart asked why the two, black fleet vehicles are unmarked. It was explained that in order to use those vehicles safely outside the realm of responding to an emergency call, they are unmarked.

Mr. Hart, citing CMS, stated the District can't require an ABN for a transfer from Mt. San Rafael to another facility. It was explained, if the patient is requesting the transfer but MSRH has the ability to provide the needed services, then the patient must be made aware of the approximate expense and that insurance may not cover the cost.

Executive Session

**Motion** Nick Mattorano made a motion for the board to enter into Executive Session per 24-6-402(4)(b), C.R.S. in order to receive legal advice from District's attorney regarding board member conflict(s) of interest.

**Second:** Floyd Duran.

**Yea:** Kathy Bueno, Nick Mattorano, Floyd Duran, Valerie Borsa, Clay Hart

**Nay:** None

**Pass:** The board exited the regular meeting at 5:23.

**Return to Regular Session: 6:13 with no votes or actions being taken.**

Trinidad Ambulance District  
Regular Board Meeting  
October 28, 2020

**Next Meeting Date**            The next Regular Meeting and Budget Hearing date was scheduled Wednesday, October 28, 2020 at 4:30pm. Mr. Hart stated he would not be available on this date.

**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.  
**Pass:** The motion was passed unanimously.

The regular meeting was adjourned at 5:30pm

Minutes Approved by Trinidad Ambulance District Board of Directors October 28, 2020.

  
\_\_\_\_\_  
Kathy Bueno, President

1-27-21  
Date