

REGULAR MEETING OF THE TRINIDAD AMBULANCE
DISTRICT BOARD OF DIRECTORS

**Public Comments were available via ZOOM.us*

DATE: February 24, 2021

Present : Nick Mattorano
Floyd Duran, Jr.
Clay Hart
Kathy Bueno

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

SUBJECT

DISCUSSION

Call to Order/Pledge	Meeting was called to order at 4:29pm by Kathy Bueno.
Roll Call/Proof of Quorum	There was a quorum with four board members in attendance. Valerie Borsa was not 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	No board comments or amendments. Motion to approve the January 27, 2021 regular meeting minutes presented was made by Nick Mattorano. Second: Floyd Duran Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart Nay: None Abstain: None Pass: The January 27, 2021 minutes were approved.
Financial / Billing Report	Bernadette Cappellucci of Century Financial Group prepared the January 2021 financial report with no additional comments. Dan Moynihan pointed out the following information from the Century Financial Report: <ul style="list-style-type: none">• \$3,011,755 Cash On Hand• \$353,189 Current Accounts Receivable• \$6,727,727 Liabilities and Equity

- \$112,022 January 2020 Income compared to \$178,250 January 2021 Income. Equates to \$66,227 increase or 59.1% improvement.
- \$83,912 January 2020 Salaries compared to \$89,540 January 2021 Salaries. Equates to \$5,627 increase of which \$4,000 was for ALS providers. A new Paramedic finished Field Internship and will be adding more ALS providers. Salaries are well within budget.

Motion to approve the January 2021 financial report as presented was made by Nick Mattorano.

Second Floyd Duran

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The January 2021 Financial Statement was approved.

Public Comments

N/A

Review
Of Policies

The board was provided Policy #06-40 through #07-20 for review at the January 27, 2021 meeting. These policies had already been reviewed by administrative staff. The board had no additional comments or requests for amendments to those policies presented. The board was thereafter provided policies #08-40 through Agreement and Acknowledgement for discussion at the next regularly scheduled board meeting

Motion to approve policies #06-40 through #07-20 as presented at the January 27, 2021 meeting was made by Nick Mattorano.

Second: Clay Hart

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The board approved adoption of policies #06-40 through #07-20 as presented.

Construction Checking
Account

For the purpose of keeping general operation funds separate from those set aside for the purchase and construction of a new facility, it has been recommended to open a separate bank account. Board approval is requested to:

1. Void FNB check #25400 \$65,000 to TLC Realty Services.
2. At maturity, roll funds from CDs #445749 and #445830 into a two signature checking account at Bank of the West.

3. Re-issue a BOW check to TLC Realty Services in the amount of \$65,000.

Board discussion covered the positive aspects of keeping the construction funds separate from general funds.

Motion made by Clay Hart. Void Check 25400 \$65,000 to TLC Realty Services which would have been issued from First National Bank checking account #049271. Open two signature, dedicated construction checking account at Bank of the West with five board members as signers. Roll funds from Certificates of Deposit account #052-000-445749 at time of maturity on March 17, 2021 and account #052-000-445830 at time of maturity on March 26, 2021 into newly established construction checking account. Re-issue a check in the amount of \$65,000 to TLC Realty Services from the new Bank of the West account.

Second: Floyd Duran

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The board approved creation of a new, dedicated checking account with Bank of the West for construction expenses.

Director's Report

AirGas vs. General Air. TAD currently purchases oxygen from Air Gas: there is no contract in place. Prices and service have caused the district to search for another provider. A representative from General Air met with TAD's administrative staff. General Air delivers bi-weekly, the same as AirGas, but prices are considerably less. Dan is seeking board approval to enter into a three year contract with General Air.

Motion to approve enter into a three (3) year contract with General Air for the purchase of oxygen was made by Floyd Duran.

Second: Clay Hart

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The board approved entering into a three (3) year contract with General Air.

EMTS Grant 2021-2022. Deputy Chief Moreno has submitted a grant application to the State. The grant will provide 50% reimbursement (≈\$110,000) to remount the box of 1901 (transfer rig

Director's Report
13840 Hwy 350

VIN 7420) onto a Ford F450 2wd diesel. Approval or denial will be known early summer. The current v-10 gas powered engine will have acquired between 125,000-150,000 miles by the time grant awards are published. The diesel is expected to provide up to 200,000 miles.

Cardiac Arrests. Paramedics responded to three cardiac arrests last week. One of those was asystolic and got return of spontaneous circulation (ROSC).

USDA RFP Requirements. The USDA requires the district publish and RFP for work to be done at the 13840 Hwy 350 property. The RFP has very specific, detailed requirements per the USDA. Heery Design, our current architect, has already done much of the ground work necessary for the RFP. Board approval is requested to retain Heery Design for completion of the RFP at a cost of \$7,500.00.

Motion made by Nick Mattorano to pay Heery Design to create the RFP documents, including project narrative, contract forms, schedule, requirements, qualifications, scoring criteria, schedule of values (bid proposal), and attachment forms to be filled out, compile SD set of drawing and specifications, MEP narrative and post to a secure link based on responses to the RFP from public notices.

Second: Clay Hart

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The board approved retaining Heery Design to complete all RFP requirements.

USDA Environmental Report. A Phase I Environmental Report was provided from Stantec the expense for which was paid through grant funds provided by the City of Trinidad. It does not meet the requirements for an Environmental Report and Stantec quoted \$15,000 to complete. All-Phase Environment proposes to use the Phase I Environmental Report to complete the necessary information for an Environmental Report and provide the completed report to the USDA. Board approval is requested to pay All-Phase Environmental \$9,546 to complete and submit the needed Environmental Report to the USDA.

Motion made by Nick Mattorano to pay All-Phase Environmental \$9,546 to complete and submit the needed Environmental Report to the USDA.

Second: Clay Hart

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The board approved retaining All-Phase Environmental for the purpose of providing an Environmental Report to the USDA.

Special Use Permit. Our application for a Special Use Permit will be on the Las Animas County Land Use Office agenda March 1, 2021 at 1:00pm

Operations Report

On top of providing graphics on calls for the month of January 2021, Deputy Chief Moreno reported:

Requests for Service 204; 3 on call

Non-Transports 41

Transports 163; 41 IFT

0 flight

It looks as though the District is on pace to run 3,000 calls for 2021. It is most helpful that Parkview is now accepting transfers putting fewer miles on District vehicles. Miner's Colfax had call for a "stat CT" which TAD transported from Raton to Trinidad. Raton service providers returned the patient to Raton.

Fleet Management

Captain DeTray reported that most issues have been normal wear and tear except for 1701. The thermostats went out on 1701 but were repaired. All seems good.

Miscellaneous

None

Next Meeting Date

The next Regular Meeting and Budget Hearing date was scheduled Wednesday, March 24, 2021 at 4:30pm. Captain De Tray stated he will not be present as he will be attending the Ambulance Service Managers class in Texas at that time.

Adjournment

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

Second: Nick Mattorano.

Yea: Kathy Bueno, Nick Mattorano, Floyd Duran, Clay Hart

Nay: None

Abstain: None

Pass: The motion passed and the meeting adjourned at 5:16pm

Minutes Approved by Trinidad Ambulance District Board of Directors March 24, 2021.



Floyd Duran, Jr., Vice President

3-24-21

Date