

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 57
July 26, 2012**

MINUTES

The meeting of the Board was held at the Ambulance District Office in Beulah, CO

Board members present were: Chairman and President Steve Douglas; Vice-president Jerry Wahl; Secretary Anne Moulton. Absent: Treasurer Travis Allee, excused, called to work. Also attending were EMS Chief Bryan Ware, and community members Bob Thompson, Judy Lietz.

1. Chairman and President Steve Douglas called the meeting to order at 6:50 p.m.

2. THE AGENDA: *Motion to approve the agenda as provided was made by Jerry Wahl, seconded by Anne Moulton. Motion carried with no objections.*

3a. MINUTES of the June 24, 2012 meeting to be amended as follows:

- P. 1, item 3, 2nd paragraph: after option add (#4)
- 2 lines later: 2nd paragraph: delete entire sentence re fire truck
- 6-7 lines further: after vote add “on the mill levy”
- P. 2, 1st full paragraph: Replace How do we run the fire department, we would have to start over... with “Without that vote a decision would have to be made regarding how to continue providing fire service.”
- Same paragraph, last sentence: after ...ability to get insurance add “For instance”, State Farm says that outside of a 10 mile radius “it” (not insurance company) will decide ...”whether or not to insure each property”.
- 2 paragraphs later, Steve Douglas commented ... add” revenue” variables
- 2nd paragraph after line break for segment when the Program was then opened: and after “our input.” Delete entire sentence re “We will try to put the idea.....
- Remove the post meeting material of “addl comments” and put that material in a memo to deliver with the minutes.

Motion to approve the minutes as amended was made by Jerry Wahl, seconded by Steve Douglas. Motion carried with no objections.

b. MINUTES of the June 28, 2012 meeting to be amended as follows:

- In attendance paragraph, correct Bryan’s title to Chief
- P. 2, item 5, under both 2nd and 3rd bullets: correct Lifepak 2 to Lifepak 12
- P. 2, item 5, last bullet: The AC unit keeps blowing... add “fuses”
- P. 2, last paragraph: change “sales sheet” to “a list of talking points”
- P. 3, item 6a, three lines down, after we, add “the community” will have to support...
- Item 6b: County... add “Sheriff’s” resources

- Same, next line: after distance from a fire station add “for instance, State Farm uses a 10 mile radius. Beyond that distance they may not write a policy”.
- Item 6c, next to last line: a chieftain reporter “may” (delete will) be there
- Same, last sentence: The sheriff is willing to send “a letter”
- P. 4, item 7b, 4th line: they must “have resided” in the district
- P.5, item 7c, 2nd paragraph: meeting... regarding “sheriff’s office wild-land fire... and later correct spelling of Mark Mears and add the “Sheriff’s” Emergency Services Bureau
- 2 paragraphs further: We... add “(the responding agencies)” decide “what areas” (delete who) to evacuate
- Five lines further: listen to call... add “at least” 3 sec
- Next sentence: caller ID “may” see a 303 dialing area
- Then strike: A message is left only if it picks up.
- Next paragraph: correct Marvin (not Marg) Reynolds
- Next sentence: after have same plan, delete “(were different)”
- P. 6, first sentence: Community centers have been sued because they were out of date. add “They may no longer keep such lists.”
- Same, correct spelling of Ashcraft

Motion to accept June 28th minutes as amended was made by Jerry Wahl, seconded by Steve Douglas. Motion carried with no objections.

4. THE FINANCIAL REPORT through June 30, 2012 given by Bryan Ware in Travis Allee’s absence.

- This statement marks our halfway point for the year. We are at 51% in total budgeted expenditures, so we are staying right on track.
- EMS billing income collected is already at 77% of the budgeted amount, due to an increase in transported patients and insurance returns.
- We have only 35% of our fuel budget left for the year, and will have to re-appropriate when we revise the budget later this year. Fuel expense, just like Disposable Medical expense, increases when call volume increases. Cost per gallon of fuel has also been increasing.
- Tuition Reimbursement expense is over by 17%, which was caused by a rate increase at Pueblo Community College for the 2012 year paramedic program, which we were not able to forecast. The CREATE grant has approved an increase in our reward, which will be reflected in the July statement, to help offset this tuition increase.

Jerry asks that we keep track of mileage. Bryan states that we have weekly records on the ambulances, and the chief’s vehicle is recorded at the time of each oil change. Steve asks that it be at least totaled annually.

Motion to accept Treasurers report was made by Jerry Wahl, seconded by Anne Moulton. Motion carried with no objections.

5. EMS CHIEF BRYAN WARE REPORTED:

- We continue to have a 70 % transport rate
- We responded to 20 incidents in June for a YTD total of 68 as of 6/30/2012

- All five of the EMT-B students in this Spring's class passed their National Registry exams the first time
- We conducted EVOC (Emergency Vehicle Operators Course) training this past Saturday; 13 of our members participated. Those who did not complete this training will have until the end of the year to complete an EVOC course elsewhere. All must take or refresh annually in this skill
- We had two new cadets join us for a total of five. They are Graci Hanratty and Morghan Higgins, both freshmen at County High School and Beulah residents.
- Our next Blood Drive is coming up on August 25th. Please help spread the word
- John Clay has organized a traveling art show (spectators will travel from site to site with a map) on Sept 16th, from 10am to 5pm. He asked if we would like to put up a booth to help spread information about our upcoming vote on the mill levy. There can be no other district involvement re money, but we can volunteer time. Bryan cannot participate as a district employee.
- The waiver of liability (prepared by Tom Mullans) for the old ambulance 2 has been sent over to St. Mary Corwin and is awaiting their approval. If agreed to and signed, we will deliver the ambulance. It cost \$250 to obtain attorney's advisement about giving away this vehicle.
- We will have a medical crew at this weekend's rocket launches at the Hudson Ranch. The organization will be making a \$250 donation for this service. Fire coverage will be provided by the sheriff and Beulah Valley Volunteer Fire Department. There is concern expressed about fire danger. Steve recommends that he would like the event's launches to depend on wind speed, for safety, and may say that to the sheriff as a citizen. We will be selling bottled water. We will have coverage both there and in the valley.

6. OLD BUSINESS:

a. Filling the open board director's position: Robert "Bob" Thompson and Peg Janney have expressed an interest in filling an open board position which will extend through May of 2014, at which time regular election processes to fill that position will be completed. Jerry Wahl nominated Bob Thompson, Anne Moulton seconded. There being no further nominations, by acclamation we appointed Robert "Bob" Thompson to complete the open director's term. The Oath of Office was administered by Steve Douglas and signed by Robert Thompson.

Appreciation was voiced by Anne of Bob's stated valuing of professionalism. She asks that this board, composed entirely of former or present emergency responders be very objective and professional in its decisions, remembering that we represent the community, not any loyalties or assumptions from our pasts. Bryan also commented about the need for clear definitions of the responsibilities for operations vs policy/budget, and we agree to be sure to voice those concerns as we have them. Steve expressed his appreciation and gratitude for the excellent qualities and experience being brought to the table by all of the board members. At our next meeting we will add to the agenda the creation of the community liaison director, and Bryan will create a draft for a strong fund raising arm for the district.

b. Review of the July 10th Board of County Commissioners' meeting: no opposition to our service plan or budget was voiced at this meeting. We assured the commissioners that a notice of this meeting was sent to all voting members of the District, and they had the opportunity to attend. After a summary of our joint agency process and the resulting documents was presented, our service plan and projected budget were approved by the Commissioners. We have received final paperwork from Pueblo County stating their decision. If the mill levy is not approved by the voters, we will continue to follow the original district service plan.

c. Discussion regarding potential groups to visit to promote the proposed changes in the district service plan and mill levy: submit your ideas about who we might talk to, and Bryan will e-mail it out. We can add additional groups when we meet. State what, where, who is the point of contact and who will present (two or less to avoid meeting rules). We need to develop talking points for consistency.

A question was addressed to Atty. Mullans about the legal limits of the campaign. We may campaign as a district and as board members. We cannot use district funds. If the majority of the board is present, we need to call a formal meeting, complete with notice. It is suggested that an article for the Beulah Buzz be written by both boards or by Gary Kyte and Steve at a minimum. Bryan cannot be paid for any participation in the election and ballot process; he can speak as a citizen and wear no district uniform. These restrictions do not apply to the Beulah Fire Board. Bob recommends we say: here's the facts; be sure you vote; and ask are we missing something. Steve offered an old Beulah EMS statement of services as a perspective of how far we have come and can go in the future. It demonstrated the limitations of the ambulance service as of 1996.

7. NEW BUSINESS:

a. Resolution 2012-7 A Resolution to participate in the November 6, 2012 general election by submitting a ballot question to be submitted to the electors of the district for an increase in mill levy of 6.5 mills to a total of 13.5 mills.

Motion to approve this resolution as submitted and authorize Anne to sign on our behalf was made by Steve Douglas, and seconded by Jerry Wahl. Motion carried with individual Ayes recorded for Steve Douglas, Jerry Wahl, Bob Thompson, and Anne Moulton. Absent and not voting was Travis Allee.

Other election key dates:

Aug 28, 2012 intergovernmental agreement between Pueblo County Clerk and the District regarding the cost of placing our question on the ballot

Sept 7 certification of ballot content to the county clerk

Sept 21 submit pro/con comments for the blue book

b. Chief's Health Insurance: Bryan will have a letter from Anthem stating the increases in his current policy. See Bryan's letter to the board attached, recommending we increase his deductible, put the resulting savings (as compared with the budgeted amount) into an HSA (Healthcare Savings Account). Jerry asked if the HSA money can be returned without paying a tax and penalty. Bryan will ask Gwen. Alternatively, Bryan could keep the amount and then write a check back. Jerry asked that we have that mechanism

straightened out before we approve this. Per Colorado law, we cannot pay insurance for one employee. The insurance agency can't bill the District but can apparently receive a check from the District. Bryan already has changed the policy to a higher deductible since it was due. So the policy itself is taken care of, but we need to create the best option for a paper trail to the HSA. Steve asked if the insurance contract can be by calendar year. There was a question about money remaining in the account, to be sustained until the end of Bryan's employment at which time he intended any remainder to be returned to the district. Bryan will add to his letter any concerns about tax issues for our discussion at the next meeting. The budgeted \$300 could be placed in one account monthly. There are also issues which depend on the November vote. Emergencies are 100% covered so there is no issue about HSA to cover deductible/co-pay for emergency room visits. Bryan recommended we pay the \$221.88/month for the policy, then address the issue with his new contract in 2013. He declined to see the 2012 budget increased as he wishes to protect the funds for needed equipment etc. We need to resolve the question at the next meeting. We agree that we should stick with the \$300/month allocation and determine the best way to accomplish its use.

Motion was made by Jerry Wahl and seconded by Steve Douglas to authorize Chief Ware to allocate the full \$300/month toward health ins, whether to place in an HSA or to have the district pay the premium and have the remainder placed in an HSA for Bryan's benefit. This will apply through the end of 2012 and be effective August 1, 2012. Motion carried with no objections.

c. US Bank Cash Rewards Program: We have received \$739.16 through this program. Bryan has approached the County about no longer using county backboards and immobilizer straps. Bryan is concerned about staining on those items. He wants to change to impervious speed straps, to avoid cross contamination. Our cost would be about \$1100 to switch. Colorado will amend an approved grant to provide a 50% match for this. Can we just transfer this into our checking account and put it in line item 525 Medical equipment? It will be codified in a budget amendment to show in revenue and expense lines. Should it be entered as either a cash donation or investment income? He will ask Gwen how to do this on a regular basis and codify it in the fourth quarter 2012 budget amendment.

A motion was made by Steve Douglas and seconded by Jerry Wahl to authorize Bryan to transfer \$550 from US bank to checking for a 50% match for the grant. Motion carried with no objections.

8. MOTION TO ADJOURN: *was made by Anne Moulton, seconded by Bob Thompson. Motion carried with no objections. Meeting adjourned at 8:40 pm.*

Anne E Moulton
Secretary. Beulah Ambulance District Board of Directors

Final