

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 48**

December 11 , 2011

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 Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy (Satterfield) Lietz. Also attending were EMS Coordinator Bryan Ware, responder Tricia Anderson, and community members Gay Davis Miller and Norman Williams.

1.Chairman and President Steve Douglas called the meeting to order at 4:05 p.m.

2.THE AGENDA: addition was requested of, under Old Business, update on the volunteer fire citizen's committee.

Motion to approve the agenda as amended was made by Carol Wright, seconded by Judy Lietz. Motion carried with no objections.

3.MINUTES of the October 27, 2011 meeting to be corrected as follows:

- Item 5, bullet 9: Pueblo County's "ESB (Emergency Services Bureau chief)" Mark Mears, and misspelled his last name a few lines down.
- Item 6a: With regards to dates for payment, change remainder of sentence to "Ruth Ann recommends we pay "chief's salary" on the 14th and 28th of the month
- Next sentence: "with" needs to be replaced by "the" statement
- Item 6b line 4: John... add last name "Russell"
- A few lines down:budgets for various options had not been "reviewed (instead of adopted) by the committee" by meeting time
- ~ 16 lines down: add "northern" and eastern ...and Road to road names
- 3 lines down: "shrunk" instead of shrunken their area
- 2 lines down: add "northern" and eastern edge

Motion to approve the minutes as amended was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.

Note: planned November 13 meeting #47 was cancelled due to unavailability of necessary participants.

**4.TREASURER RUTH ANN AMEY GAVE TWO FINANCIAL REPORTS
October 31, 2011:**

- All in order, no concerns
- We received \$19449.95 from Medicare

- Two big expenses under Continuing Education totaling \$1823.60 were for attendance at Keystone EMS Conference (they will be reimbursed)
- Fundraising expenses for the EMS/Fire BBQ were already returned

A motion was made by Ruth Ann /Amey to use our share of the profits from that event on extrication equipment usable by the Fire Department, Judy Lietz seconded. Motion carried with no objections.

November 30, 2011:

- Expenses right on target
- Volunteer pay checks were written for \$17,991 (which is \$2000+ below budget)
- Revenue sources are on track, may continue to come in small amounts
- It did cost us in billing service fees to process Medicare insurance, which will appear next month
- This YTD picture controlled our creation of next year's budget
- Professional expenses are a little under-spent with lower legal and accounting figures
- Ambulance Expense and Supplies are overspent because of greater than expected number of runs and the Tahoe initial expenses (which were reduced because we were given the radio). Fuel came in greater than the revised budget. Medical Equipment category will include two AEDs paid after Nov 30
- Personnel and administration is 12% under because of the lower volunteer pay. Bryan has covered many shifts when we were short on ALS providers (thank you to Bryan) and we expect to remain a little under at end of year
- Insurance is a little over because of the added expense of the Tahoe
- Office supplies are over budget, but we reviewed all charges, and none seemed out of line. We will adjust for next year
- Public outreach is a little over, but no concern
- There is \$13,460 left in the budget for the last month. We expect to come in \$4,000 under-spent
- The Emergency expense fund is to be used only for a real emergency, and has to be replaced. It was not used this year. Gay Davis Miller will check for us when it has to be replaced if it is used
- County tax income is almost all paid. The processing fee has been overcharged at this time. Ruth Ann will check on it

A motion was made by Carol Wright to accept the Treasurers Report, Judy Lietz seconded. Motion carried with no objections.

Bryan informs us that he is keeping daily line item books to know our status mid-month rather than wait until reports come. With December expenses at \$1547.45, he saw \$4772 left so he paid for the AED's and the Tahoe mechanic charges, leaving a \$700 surplus. We expect an excess of \$2000 to put into the emergency fund. We will also need volunteer pay for December, rolling into next year. Bryan's information will be available sooner than Gwen's and can be checked against Gwen's financials. Ruth Ann appreciates the double check. Thank you, Bryan.

5.EMS CHIEF BRYAN WARE REPORTED:

- We have responded to 128 calls thus far this year, transporting 78 to the hospital (vs. 77 last year).
- All members completed their yearly competency testing (skills and knowledge, SOGs, protocols and equipment use and safe function) over the month of November. It was a good learning experience and all did well
- School District 70 renewed the Garage contract for another 5 year period effective December 6, 2011.
- Bonfils blood mobile is scheduled for 2 blood drives in 2012, on June 2 and August 25. We will also be hosting a community health screening day in partnership with Parkview Hospital. No dates yet.
- We want to start encouraging more community members to become CPR certified and will see if local organizations will host classes, especially since we will have AED s present in community
- We met with Barring and Anne Caughlin about putting together a year round health clinic in Beulah. There is discussion about any problems sharing space, personnel, and having a release of liability. We will check with Tom Mullens. St Mary Corwin Hospital would evaluate Anne as a nurse and would have physician liability. Steve asks about exposure, both legal and regarding illness in the office. Bryan prefers no shared use of the office.
- Reminder to board members to start work on the annual report by January 5th please, to get it out at the end of January after approval at the Board Meeting.
- Joel Outhier will join us as a paramedic, after orientation
- Our 2nd EMT Basic course will begin in January. Five responders will be taking it and it is open to surrounding agencies for a \$150 nominal fee vs. \$900 charged at Pueblo Community College. There are 4 additional potential students
- Tricia Anderson has been 100% medically cleared and was placed back on the schedule starting December 1st. Workman's Compensation seems to have no issues with her claim
- Bryan has discussed placing an AED at the Beulah Inn with their proprietors and will go back in January to confirm if they are willing to accept the AED and the CPR training. There is a little bit of room in other grant funding to check on for this purpose
- Regarding Bryan legal issues, everyone has agreed on some new language, though it is not yet signed. The Colorado investigator denied a violation, but this is a modification of probation; he says we can put this nonsense to rest
- The Cadet program is on hold, Tricia will meet with participants to restart in the new year
- A Knox Box is shown to us. One will be going out on loan to a resident on Highway 78. We will be especially encouraging businesses obtain them, then residents. If there is no Knox box, we will have to force entry if we are called out.
- Bryan reminds all to get gate code changes to the Communications Center.
- We did receive insurance quotes from VFIS and Hub International. It is recommended we stay with VFIS; deductibles are higher but provide a \$400 cost savings

6. OLD BUSINESS:

a. Tahoe Expenses: Steve recommends that the Tahoe be used only in Pueblo County to avoid risk of tow from far away. \$4340 is remaining after expenses are paid in 2011. We will have an SOG (Standard Operating Guideline) for department use of the winch. Steve recommended we buy a better quality winch. Chief One will be the name used by SOCOM for this vehicle. It has 180,000 miles, gives about 17 MPG. Mechanical repair will be \$1547.45 since we are doing a lot ourselves, mounting various items. This will cover mechanical repair, lights, liners, flashlight to be paid this year. The radio was given to us by the Sheriff's Office. The vehicle is now at the paint shop, which will touch up, but not completely paint. Paint expense will be incurred in 2012. Bryan budgeted high to hopefully come in under. We will be a little over for some auto body work on the door. Steve authorized some of the work to date. *Judy Lietz made a motion to authorize Bryan to proceed with the items discussed. Ruth Ann seconded. Motion carried with no objections.*

b. 2012 Budget Discussions: Draft 4 is presented, which compares last year's budget and actual with the 2012 budget.

- With the addition of the Tahoe and AED expenses, we needed to use income from 2009 prior reserves in the 2011 budget. Steve approved the change of name to draw from this income.
- Estimated revenues are increased by \$18,000 (14%). This covers the increased expense due to increased activity despite decreased tax income projections. Ruth Ann warns that there are no more pockets of income to depend on for overage, so be careful.
- There are questions about legal expenses considering the merger with the Fire Department. These are to be their expenses, but Gay warns the merger may cause increased legal expenses afterward. We will pull \$2000 out of vehicle maintenance to put in a line item for the election under Professional Expenses
- Vehicle and Medical Equipment & Supplies are increased to \$34,165, now 23% of the budget, which is appropriate for our mission. The fuel item is increased, taken out of the chief's mileage since, having the Tahoe, he will no longer need to use his personal vehicle. The Medical Equipment item includes service for the 7 AEDs at \$200 ea for monthly checks, as well as batteries. Radio Repair and Maintenance now includes the Tahoe radio so is increased. The county will check them, but we expect to need more batteries per Steve. We have 26 portable radios and 3 installed in vehicles. Bryan has set threshold of 12 hours on the batteries; responders each have two.
- Personnel/Administrative Expenses constitutes 56% of the total budget, in line with other organizations. Board payment may need to increase with new board members. Tuition reimbursement is expected to be partially refunded by grants
- Insurance for vehicles is increased over 2011 actual for the Tahoe. There is a slight increase for the common policy. Workman's compensation expense is unknown so was increased
- Office expense at 9.5% of the total is appropriate. We will need a maintenance agreement when the lease on the fax/printer ends. Re postage we expect increases

of rate and needs. We expect one fill of the propane next year. Bryan will check on pre-buying, but we can fill it in the summer when prices are lower. The snow plowing charge is under Utilities.

- Public Outreach expense is decreased; a lot is free, and we will remain active there.
- Promotional/Fundraising expense has gone down
- The Emergency reserve fund is tied to the total budget and has been increased
- The Scholarship Fund is \$0 at this time. Barring will donate to this if an individual needs it; it is intended to relieve the need of a responder to have another job if they are in school.
- Steve gives hats off for a great job on the budgeting.

Resolutions 2011-4,5 and 6 are read prior to approval.

c. A motion is made by Anne Moulton and seconded by Steve Douglas to approve Resolution No. 2011-4 Summarizing expenditures and revenues for the general fund and adopting an approved budget (as amended today) for the Beulah Ambulance District for the calendar year beginning on the first day of January 2012 and ending on the last day of December 2012. Individual votes are tallied, with Ayes recorded for Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey and Judy Lietz

d. A motion is made by Anne Moulton and seconded by Steve Douglas to approve Resolution 2011-5 Appropriating sums of money to the General Fund in the amount (\$150,460) and for the purpose as set forth below (current operating expenses/general fund) for the Beulah Ambulance District for the budget year beginning on the first day of January 2012 and ending on the last day of December 2012. Individual votes are tallied, with Ayes recorded for Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Lietz.

e. A motion is made by Anne Moulton and seconded by Steve Douglas to approve Resolution 2011-6 Levying property taxes (\$88,144) for the year 2012 to fund costs of government for the Beulah Ambulance District for the 2012 budget year. Individual votes are tallied, with Ayes recorded for Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Lietz.

f. Reset meeting of November 13 re personnel: the board requests that this be rescheduled in January on a Thursday or Sunday after the first week in January. Bryan will make the arrangements.

h. Chief's contract: (attached with track changes) presented with attachment of the position description at the end of the EMS chief contract and the EMS chief SOG description of duties. Steve prefers that we keep both documents rather than combine them.

On the Position Description we will change EMS "coordinator" to "chief". In item #9 under functions we will take out the specific agencies (fire and AMR). The term volunteers will be changed to volunteers/staff. Under qualifications: #4 have and be able

to demonstrate (remove “within six months”) knowledge... In the opening descriptive paragraph – the coordinator will “recruit, train, encourage and” facilitate... After supplies, add “and operating within the budget”.

At the end of the SOG EMS Chief Summary add ”This SOG description provides an operational description but does not replace the position description”. Item 3 after Enforces district rules and regulations add “developed with the Board of Directors”. Item 7 correct spelling of districtal to “district”. Item 12 add after programs and services “in coordination with the board”. Page 2 re Knowledge, Skills and Abilities, last bullet, add within “the initial” six (6) months.

A motion was made by Anne Moulton and seconded by Judy Lietz to accept the contract language with attachments as amended. Motion carried with no objections.

A motion was made by Judy Lietz and seconded by Anne Moulton for Bryan and Steve to sign this contract once the terms of probation are in hand, provided they are satisfactory to fulfill the contract. Motion carried with no objections.

h. Election calendar: The calendar has been provided to the board.

(After being read), a motion was made by Anne Moulton and seconded by Judy Lietz to approve Resolution 2011-7 Confirming the appointment of a designated election official (Thomas J. Mullans, Esq.) and authorizing designated election official to cancel election (upon certain conditions). Individual votes are tallied with Ayes recorded for Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Lietz.

Bryan will call Tom Mullans and Pueblo county clerk for election forms and information and to verify who will run the election if it is required.

i. Compliance Calendar: Anne will correct the website through Nathan with the election information, who to contact if interested etc. She will see if DOLA has a link to our website. She will submit all the required data due on January 15th.

j. Update regarding the Fire Citizen’s Committee meeting Nov 30th

The residents (about 25) north and east of our boundaries met at the Mennonite school, having been sent an invitation to discuss how they would be affected by a combining of EMS and Fire services within the current Beulah Ambulance District boundaries (which would leave them outside the boundary). Options were presented of: (1) the Sheriff’s Office (a representative was present) would cover them for wildland fire but no structures; (2) there would be a process to add them to the combined district later; (3) they could contract for fire service only (it was recommended that they were better provided for ambulance coverage by AMR, with faster service). Beulah Valley Volunteer Fire Department is not currently contracted or required in any way to provide service, though that service to their area is defined to date by the Fire Department by their choice. What would be the fee? It would be one half of the district’s mill levy annually if for fire only. If a person couldn’t afford it, just as that there would be no opportunity to avoid taxes, there could be no district exception. If it is a neighborhood problem, the neighborhood needs to solve it, not the district. They asked what if they were to get their

own used fire truck and somehow work with the district. It was explained that the best short/mid-term fix is to contract with the district if a combined district is formed. Steve thinks flat rates are unfair as he expressed in the meeting. It is also not useful to discuss which buildings are covered since property tax deals with that. They were asked to forward any future comments to the committee. Water supplies are to be delineated with Beulah Fire. Current subdivisions have fire water cisterns. Gay asks about her area to the Southwest. Surface water issues need to be dealt with if they use runoff. The next community meeting by the committee is January 25 when a combined budget will be presented.

7. NEW BUSINESS:

a. SDA membership: we did not use this membership in past, but we see some legislation coming. Bryan, Steve, and Anne sat in on a webinar conference concerning input of local government units in regulations to be created by several state agencies. Renewal of \$350 can come out of office supplies. Bryan will renew.

Announcements: Bryan assures us that the office will be staffed as Bryan will be in and out of office over the holidays. We are still accepting donations for the adopted family fund.

8. MOTION TO ADJOURN: *was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections. Meeting adjourned at 7:33 pm*

Anne E Moulton
Secretary, Beulah Ambulance District Board of Directors

Final