

THOMPSON VALLEY HEALTH SERVICES DISTRICT

c/o TVEMS

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Phone (970) 663-6025

A Special Colorado Health Services District

Serving Southern Larimer County

Since 1968

Regular Board Meeting

August 30, 2012

Call to Order - 5:45 p.m. by R. Bates after brief training on iPad use.

Roll Call – R. Bates, M. Childers, M. Erickson, P. Farnham, B. Gustafson, S. Linden, A. Washnock

Absent Excused

Absent Unexcused

In attendance – Board Counsel R. Lyons, Chief R. Leshar, Capt. S. Forman, M. Dolgener

Public Comments

Minutes

* Action Item – July 2012 meeting minutes approval – S. Linden asked that under treasurer’s report the following 2 items be added; “S. Linden reported that she transferred \$1000 from TVHSD account for Todd Seek Memorial Golf Tournament as approved at the June regular meeting”, and “Revenue/private pay seemed high on the July income/expense report and Randy said he would check it out”. Correction under minutes, motion by M. Linden should be changed to S. Linden. Motion by P. Farnham, 2nd by B. Gustafson to approve the July 2012 regular meeting minutes with amendments is unanimously approved.

Approve Treasurer’s Report

* Action Item – July 2012 financial statement approval – S. Linden distributed income/expense trends report and graph that she and M. Erickson have been creating. It’s a work in progress; there are still a few issues with the way accounting software converts the financial report to excel.

From the monthly income/expense financial report, the bottom line profit is less than budgeted. July net loss is over budget but YTD is under budget. The balance sheet shows cash status \$415,000 over previous year. The cash was declining month to month until the last major tax revenue deposit. On balance sheet need to change bond pre-payment to COP pre-payment. Under fixed assets correct furniture and equipment spelling by adding a “t” to the end of equipment. Debt issuance is accounting entry to spend total cost out to determine COP each year. Motion by M. Erickson, 2nd by A. Washnock to approve the July 2012 financial reports as presented is unanimously approved.

- **Old Business** – Amended By-law review and approval – M. Erickson briefly reviewed the changes made to the TVHSD bylaws. Motion by P. Farnham, 2nd by B. Gustafson to approve revised bylaws as presented is unanimously approved.
- Question from July meeting regarding what makes up bank charges was answered by M. Dolgener; they are for credit card payment fees.

🔊 **Committee Reports**

- Finance
- Liaisons
- Long Range Task Force
- Publicity
- Personnel/Morale
- SDA – A. Washnock provided an overview of the currently SDA newsletter; it was mostly about the upcoming convention and entertainment. There was an interesting article about the High Park Fire experience.

🔊 **New Business** – A voting member needs to be appointed to represent TVHSD at the SDA membership meeting in September. S. Linden nominated M. Erickson, 2nd by P. Farnham, hearing no other nominations M. Erickson was unanimously approved to be the voting member at the SDA conference.

R. Bates mentioned that it had been a couple of years since the last retreat and asked if there was any interest in having another one. It was agreed that with new members and length of time since last retreat that planning would begin to have a retreat sometime in January 2013.

🔊 **Legal (Attorney)** – R. Lyons said all members should have received an email from Ann Terry regarding agenda for the SDA conference. This year there is one session just for Health Services Districts. With the purchase and distribution of the Board member iPads there should be some guidelines/rules written for use and who is responsible for download fees or other costs. R. Lyons suggested that members could download anything, but the District would pay for iPad units and business downloads, any personal downloads would be at member cost. Use personal email accounts for personal only, and use TVEMS business email account for Board business. If your personal email is used for business purposes it then becomes public record. R. Lyons and Chief Leshner will develop an official policy and bring first draft to the September regular meeting.

🔊 **Chief's Report –**

- Station 350 (Headquarters) parking lot issue - When there are events at the Embassy Suites or Budweiser Events Center on nights and weekends the general public has been known to take advantage of our parking lot. We now have portable barricades with "no parking signs" that are put up at each entrance. Board members and employees may use the lot, but be sure to let the on-duty Operations Captain know you are utilizing lot so that your vehicle does not get towed. Their cell # is 290-7121; if they are on a call they may not answer so please leave them a voice message.
- 2012 revised capital budget – Some of the capital budget items approved for 2012 have been purchased for less than budgeted or are not necessary at this time. Chief Leshner says the approved funds remain the same but has reallocated the funds to other items. The top of the handout displays original budget, money spent and available funds, the bottom of the handout displays unused funds and how funds were reallocated. iPads were purchased for all board members to use during their term. The Todd Seek Memorial Golf funds will purchase one transport ventilator and TVEMS will purchase one so all frontline vehicles will have vents on board. The training manikin has malfunctioned beyond repair and needs to be replaced with a new simulator manikin to be able to follow Colorado State training guidelines. Next year TVEMS will ask the Colorado State Grant Committee for matching funds to purchase a more sophisticated simulator manikin. Medical kits need to be replaced and the disaster trailer is need of some updates. The trailer has backboards and basic kits over and above what is carried on vehicles in case of a mass casualty incident (MCI).

- The contract with the Loveland Fire Authority is in progress. R. Lyons, Chief R. Mirowski and Chief Leshar have had several meetings with the goal to have the contract finalized this year and effective by first of next year.
- Chief Leshar said the 2013 preliminary budget is in progress and not refined at this time.
- The second EMT class started for the Fall semester.
- Page, Wolfberg and Wirth Defensible Documentation was class mandatory for all TVEMS staff and was paid with a grant from the Northeast Colorado Regional EMS/Trauma Advisory Council (NCRETAC). The NCRETAC includes 9 counties (Jackson, Larimer, Weld, Morgan, Logan, Washington, Phillips, Sedgwick and Yuma).
- The Memorial location at Station 350 has been moved to directly behind original spot so as not to interfere with the sprinkler system and the electrician can run the wiring to the flag pole light easier and less costly. Another change is that there will be 3 flag poles instead of 2; An American flag, Colorado State flag and an EMS flag. The project will not require a permit.
- The wheel chair van has been in operation for about 1 month and seems to be working as planned. If it is ever released for use to facilities other than McKee Medical Center (MMC) and North Colorado Rehab and Long Term Acute Care Facility (NCRHAB and LTAC) the van use will get very busy. It has had an impact on the 911 side of the system on several occasions by keeping a 911 ambulance in system. The van is not currently staffed on weekends, but that will change in future.
- The 9 minute response time for July was at 88%, the goal is to be at 90%.
- President Obama landed at Ft. Collins/Loveland Airport then traveled by motorcade to CSU for a speaking engagement. The event will create Overtime (OT) for our staff due to the numbers that were on standby at the airport and a couple of Tactical Emergency Medical Support (TEMS) members that were on standby with the entourage overnight.
- The Materials manager resigned on August 28th due to health reasons. An ad is out and resumes are already coming in. Final selection will take place within the next couple of weeks. We may have a couple of paramedics leaving soon due to family reasons, so we have prepared by conducting a hiring process and have created a list of candidates to contact if we have any position openings.
- The monthly call report is down 39 total calls from last year. The hospital destination volume is staying consistent. TVEMS will pass the 10,000 call mark again this year.
- The contract with Loveland Fire Authority will be strongly worded in how we respond to EMS in this community. The National Fire Protection Association (NFPA) puts out their recommendation that fire agencies live by. The NFPA 1710 for paid fire departments requests that 2 Paramedics respond to all Charlie, Delta and Echo calls (calls are dispatched from Alpha to Echo based on severity as determined by caller information, with Charlie, Delta and Echoes being most severe and with emergent response). TVEMS will suggest in the contract that we meet that standard. That type of staffing will cost a little bit more in salaries.
- The 2013 preliminary budget is in its early stages and for review on your own, next month a more refined budget will be presented. Items of note: revenue will remain neutral, adjustments are estimated to take about an 18% hit on Medicare allowable write off, a 9% increase in salaries based off of last years' numbers and including a 3.5% across the board salary increase, adding 2 full time Community Paramedics and staffing the wheelchair van with 2 full time EMT's which saves money on Paramedic OT. Most of the other categories will be left at last years' rates, except for fuel and oil will have a 10% increase, ceremonies and banquets will increase to allow for a proper 30th anniversary celebration of TVEMS, dispatch fee increase is 2.5% based on contract, COP principal and interest based on amortization.

- Over the years we really have been saving to bring cash in bank to 5 million by being very conservative in operations. The 2010 subsidy was way up and we brought it down in 2011 but for the 2013 budget have brought it back to the 2010 subsidy amount to accommodate the additions of the wheel chair van and Community Paramedics. We are a health services district and those 2 additions are a big part of helping the community. The Community Paramedicine program will not begin next year until we are well prepared but want to budget for it. The goal is to have everything in place by early 2013. The annual cost for staffing that program is approximately \$100,000. The wheel chair van should pay for itself from the reimbursement we will receive from the facilities we have contracted with.

📧 **Mail/E-Mail** – Letter received from attorney’s office regarding new municipal district in Ft Collins does not affect this board and requires no action. A. Washnock ran into a TVEMS Paramedic in the grocery store who thanked her for all the things provided to them and this community. There was some discussion regarding the Loveland Reporter-Herald editorial about the Loveland Rural Fire District mill levy increase ballot question and the comment that EMS responses would be longer if their mill levy does not get approved by voters. Chief Leshar contacted the Loveland Reporter-Herald and offered to meet with them and Chief Mirowski to clarify comment, but the newspaper staff declined. We currently respond timely by but may not always have additional manpower to assist with lifting or driving when needed. Chief Leshar will continue to monitor and may have to readjust by sending Operations Captains to more calls.

📧 **Social Meal** – Monday, September, 17 2012, 7:00 a.m. at The Egg & I

📧 **Next Meeting:**

- Regular Board – September 27, 2012
- M. Childers asked to be excused from the September meeting
- P. Farnham asked to be excused from the October meeting

Adjourn – Motion by A. Washnock, 2nd by M. Childers to adjourn the regular meeting at 7:19 p.m. is unanimously approved.