

**NORTH FORK AMBULANCE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 17, 2015  
HOTCHKISS AMUBLANCE FIRE STATION**

Board Members Present: Dan Miller, Clinton Clock, Don Geddes, Bob Sussman, Larry Hughes, Tom Mingen, Chris Cox, Larry Hughes

Also Present: Kathy Steckel, Karina Nicewicz, Diane Perry, Deb Leger, Ty Clock, Chris Brown, Dawnette Simpson, Dan Burke, Steve Simpson, Kris Stewart, Deb Ferrier, John Musser

I. The meeting was called to order by Dan Miller at 7:00 p.m.

II. The minutes of the November 19, 2015 meeting were approved as written.

III. The financial reports for November were distributed, discussed and approved as written. It was moved and approved to move all but \$50,000 from the checking account to an investment account as advised by John Musser of Raymond James.

IV. Introduction of guests. The crew members present introduced themselves; Diane Perry, the new business office manger was introduced.

V. Public comments.

VI. Reports.

A. President's Report. No report.

B. Director's Report. (*attached*)

1. The steps taken for resolving the Medicare double billing issue with AMB MARS were explained. Tom brought a Medicare directive which indicates the Medicare form(s) required to be submitted. Tom stated that since he has notified Kathy and the Board as to the Medicare requirements, he will take no personal responsibility in the event these requirements are not met and Medicare imposes a fine on the NFAA as a result.

2. Dawnette reported on the Holiday craft fair and said that over \$1000 was collected. An open house has been scheduled for Sunday, Jan. 10 for members and volunteers at the Hotchkiss station.

C. Business Office Report.

1. Runs to date through November were distributed.

2. Membership enrollments to date are 1688, compared to 1640 last year on the same date. Current active households number 1768, with 3586 total household members.

IV. Old Business.

A. The budget for 2016 was distributed and approved as written, with the understanding that year to date figures will not be final until Dec. 31.

V. New Business.

A. A committee was appointed to nominate individuals to fill the expiring Board member positions, the election to take place at the annual meeting.

B. The annual meeting was scheduled for Thursday, Feb. 18, in Paonia.

C. In an email vote which took place after this meeting, the Board voted to adopt the Regional Protocols which were emailed to each Board member. (A copy of which is not attached to these minutes due to the 145 page length of the document.)

VI. The meeting was adjourned at 8:20 p.m.

*(Draft only, pending approval at the following Board meeting)*

BOARD REPORT – Dec 14, 2015 by Kathy Steckel, Executive Director

## FINANCE

- **2015 Membership Goal:**
  - **Increase Revenue by increasing Membership from 1,800 to 2,700 Members. (If 1,800 Members in 2014/15 = \$ 86,914, then 2,700 Members in 2015/16 = \$130,371.)**
    - Membership as of 11/3/15:
      - **Number of Memberships: 1399 (52% of Goal)**
      - **Revenue from Memberships: \$79,076 (60% of Goal)**
      - **Donations Received to date: \$20,646**
    - Membership as of 12/14/15:
      - **Number of Memberships: 1661 (62% of Goal)**
      - **Revenue from Memberships: \$93,779.80 (72% of Goal)**
      - **Donations Received to date: \$40,533.41**
  - Retroactive billing - personal calls were finished.
  - ESO/AMB – Billing issue has been resolved with AMB fully cooperating with our new billing company BSI. We don't anticipate any further difficulties regarding this issue.
    - All private payers who were double billed have been contacted by AMB to let them know to disregard any billing from AMB.
    - AMB sent "Offset Requests" for the two double payments by Medicare. This will amount to no more than \$2,000 reduction in our "Trip Income". I was advised by both billing companies it would be futile to contact Medicare, that what needed to happen has already be taken care of. I kept Dan Miller up to date in this communication, as well as David Reed's office who was ready to step in if needed.
    - BSI has all accounts now that the wind down period is over.
    - I will be negotiating our 2016 contract for service with ESO, with whom this problem originated.
  - Grant Update:
    - Rec'd \$7,701.36 from CREATE grant for 2015 EMT/EMR classes
    - Rec'd \$38,621.05 from the State EMS Provider Grants for, leaving balance of \$66,758.57 to receive in 2016.
    - Rec'd \$2,000 grant from Western Colorado Health Fund for ALS equipment
  - 2016 Budget:
    - Revised categories, new spreadsheet – assisted by Kris Stewart
    - 1st Draft by Director, Nov 13, sent by email
    - Budget Committee work session Wed, Nov 18, 1 pm, Hotchkiss Office
    - Board Meeting Nov. 19
    - Final Draft sent out to Board members by Dec 15

Board Meeting Dec. 17th, final budget presented

- Projection Model will be ready for input in January.
- Meeting with owner of Hotchkiss property donation Dec 16
- Delta County Commissioners did not fund any EMS support for our agency for 2016. They would like to meet in March for an update on our status.

#### HR/STAFF

- Regional Protocol review complete, recommending adoption
- On Hiring Bookkeeper/Business Admin:
  - Hired Diane Perry Dec. 14
  - Will attend Board Meeting Dec. 17
  - Training Dec. 14-Jan 15 with Karina

#### COMMUNICATIONS/PROGRAMS

- Membership –
  - Maintenance of Brochure Racks in all three communities.
  - Considering reprint, or updated print of brochure
  - Call Program - Dawnette – report at meeting
  - Sustaining Member program planned for 2016
  - Gift Membership program- planned for 2016
  - Print ads, PSAs, PRs in place weekly
  - City Market every Monday afternoon/Don's every Wed afternoon ended Dec1. - Dawnette
- Community Outreach – Holiday Marketplace – Jen Ludwig/Dawnette Report at meeting
- Network of Volunteers - 58 people have volunteered to perform non-emergency help.
  - Recruitment Drive underway – EMT class to start in January