

**NORTH FORK AMBULANCE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 19, 2015  
CRAWFORD 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

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

II. The minutes of the October 15, 2015 meeting were approved as written.

III. The financial reports for October were distributed and discussed and approved as written.

IV. Introduction of guests. Also present at the meeting were Marjorie True, Dawnette Simpson, Kris Stewart, Sandy Leger, Adam Clifford, Deb Ferrier, Lisa Clifford, Ralph Clark, Chris Brown, Deb Leger

V. Public comments. Several of the EMSAC attendees expressed their appreciation for the opportunity to attend.

VI. Reports.

A. President's Report. No report.

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

C. Business Office Report.

1. Runs to date through October were distributed.

2. Membership enrollments to date are 1570. Current active households number 1713, with 3453 total household members.

D. Steering Committee Report. Letters are being written to the commissioners of Montrose and Gunnison counties for monetary support for NFAA provided services in parts of those counties. Don Geddes brought a map showing comparative sizes of the NFAA services areas of Montrose, Gunnison and Delta counties.

IV. Old Business.

V. New Business.

A. A draft budget for 2016 was presented, to be finalized in December. Income and expenditure totals will be analyzed in August, 2016. Larry and Kathy are working to project various scenarios.

B. Kathy and Kris have prepared a chart showing which ambulances were called out at the same time per day, for each month.

VI. Executive Session.

A. The minutes of the October 15 executive session were approved as written.

VII. Return to general meeting.

VII. The meeting was adjourned at 8:30 p.m.

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

BOARD REPORT – Nov 13, 2015 by Kathy Steckel, Executive Director

FINANCE

- Regional Protocol review, sent separately
- Membership Drive – latest figures are as of report on Nov 4<sup>th</sup>, will have update at the Board meeting on Nov 19. Karina out of the office Nov 6-15.
- Donations continue to come in.
- Retroactive billing personal calls have been made to those who haven't responded yet. Some said they would send it in.
- ESO/AMB - Regarding our separation from our former billing company, AMB. We contracted our medical transport billing with AMB in the fall of 2012. Included in the AMB contract was an arrangement with another company, ESO that provides electronic Patient Care Report software. AMB was given a percentage of billing collections in exchange for a yearly contract for ESO software plus three hardware tablets, installation and training for our crew members.

Because our medical billing income went from \$160,000 to around \$105,000 for 2013 and 2014, we decided to change billing companies this year. We severed ties with AMB as of Aug 1, 2015 and took out our own contract to continue with the ESO software. AMB gifted the hardware to us.

Unknown to us, ESO and AMB had an arrangement to electronically transfer our patient care reports to AMB for billing each month. This was not “turned off” on Aug 1st, but continued until Oct. 29th when it came to our attention with one of our customers being billed by AMB for a transport in late September. I have confirmed AMB billed 104 clients from August 1st through Oct 26th.

This will take some time to get straightened out. Bo at David Reed's office has been advised. I am working with BSI for resolution on this. AMB will turn over all payments taken in since Aug 1<sup>st</sup> on these, sans commission.

- Grant Update:
  - Waiting for ck for \$6,500 CREATE grant for EMT/EMR classes
  - Resubmitted Provider Grants for wages and equipment, approx. \$ 27,000 before end of year, leaving balance of \$77,000 to submit in 2016.
  - Waiting for notification of \$4,000 grant from Western Colorado Health Fund for ALS equipment
  - Submitted a \$39,672 CREATE grant for 2016 EMS Education for 2016, 50/50 match
- Identified large employers/businesses to approach for Donation. Working with volunteer Forrest Craver on this.
- 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

Budget Committee work session Nov 24th, 1 pm, Hotchkiss Office  
2nd Draft by Dec. 4th

Revision if necessary week of Dec 7-11

Final Draft sent out to Board members by Dec 14

Board Meeting Dec. 17th, final budget presented

- Projection Model will be ready for input Dec 1<sup>st</sup>.
- No movement on Hotchkiss property
- One of our volunteer staff is working on non-emergent service plan

#### HR/STAFF

- Received Karina's resignation
- On Hiring Bookkeeper/Business Admin:
  - Advertise by Friday, Nov 13
  - Deadline for applicants Nov 30
  - Interviews Dec 1-10
  - Possible hire date Dec. 14
  - Board Meeting Dec. 17
  - Training Dec. 15-Jan 15 with Karina
- Nine of our crew attended EMSAC, the State EMS Conference

#### COMMUNICATIONS/PROGRAMS

- Membership –
  - Maintenance of Brochure Racks in all three communities.
  - Considering reprint, or updated print of brochure
  - Call Program to contact renewing Members, approx. 130 people have been called by 7 Network volunteers, postcard reminders sent.
  - Sustaining Member program-in place by Dec. 1
  - Gift Membership program-in place for the Holidays
  - Print ads, PSAs, PRs in place weekly
  - City Market every Monday afternoon/Don's every Wed afternoon
  - Hive network-possible event for large donors before end of year
  - Public Presentations – Clinton – Ministerial Alliance
- Community Outreach – Public Hands Only CPR classes being offered once a month, Safety Day at the local K-8 schools, Crawford, Paonia and Hotchkiss complete.
- Network of Volunteers - 58 people have volunteered to perform non-emergency help.
- Recruitment Drive underway – EMT class to start in January