

**NORTH FORK AMBULANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 15, 2015
PAONIA AMBULANCE STATION**

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

Absent: Larry Hughes

Also Present: Kathy Steckel, Karina Nicewicz, Kris Stewart, Steve Simpson

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

II. The minutes of the September 17, 2015 meeting were approved as written.

III. Introduction of guests.

IV. Reports.

A. President's Report. Dan and Bob are continuing work on HR policy and employee evaluation processes. The by-law updates are complete.

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

C. Business Office Report.

1. Runs to date through September were distributed.

2. Website membership applications are being received; payments are being made with PayPal and by credit card.

3. Membership enrollments to date total 1168, compared to 1115 on the same date in 2014. The community must be strenuously reminded as to the importance of membership in the NFAA.

D. Steering Committee Report.

IV. Old Business.

A. Dan will be meeting with the pager committee later this month.

B.

V. New Business.

A.

VI. Executive Session.

VII. Return to general meeting.

A. The financial reports for September approved as written.

B. The contract with DCAD was approved.

C. The by-law revisions, as written, were approved.

VIII. The meeting was adjourned at 9:30 p.m.

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

**NORTH FORK AMBULANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
EXECUTIVE SESSION
OCTOBER 15, 2015
PAONIA AMBULANCE STATION**

- I. The Executive Session began after adjournment of the regular meeting.
- A. The minutes of the September 17 executive session were approved as written.
 - B. The financial reports for September were presented. Several expense line items were explained in detail.
 - C. Kathy has negotiated a new contract for ALS intercepts with DCAD, the signed contract being attached to these minutes. Billing will be from BSI.
 - D. The by-laws revisions were distributed, a copy of which is attached.
 - E. Kathy has discussed with a Hotchkiss resident the transfer of a house owned by the individual to the NFAA, either for our use or to sell.
 - F. Paonia Care and Rehabilitation has offered the NFAA an exclusive contract to transport their residents to and from the hospital. Discussion led to the possibility of providing non-emergent transports for the entire region. Tom will assist in drawing up financial projections and performance data.
 - G. Personnel. Kathy and Karina were asked to leave the meeting at this time for approximately one half hour.
 - H. Executive Session adjourned.
- II. Return to general meeting.

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

BOARD REPORT – Oct 15, 2015 by Kathy Steckel, Executive Director

BUDGET AND FINANCE

- Membership Drive going well, Karina will report on numbers etc.
- Donations have increased significantly.
- Retroactive billing continues, 149 letters sent, 78 authorizations to bill received, 90 billed (some had more than one run)
- Communications open with our new billing company: Billing Solutions, Inc.
- Processed CREATE grant for EMT/EMR classes, waiting for ck
- Processing Provider Grants for wages and equipment.
- Research phase beginning for budget preparation.
- Identified large employers/businesses to approach for Donation. Working with volunteer Forrest Craver on this.

BOARD WORK

- Possible revenue stream research, making headway.
- Contract from DCAD negotiated from 100% charges to a (52% for this contract) discounted rate based on DCADs annual collection rate.

HR/STAFF

- Annual Appreciation Picnic – Sept 20, 4 pm. Successful, very much appreciated- businesses happy we offered to pay half on prizes. Handwritten thank yous have been sent.
- Physician Adviser - Our Regional Medical Director, Dr. Gross, will serve as interim, at no cost, until a permanent Adviser is found. Call Review and meeting with Cpts and MD in place for Oct 21.
- Working with Karina in the business office for best practices, efficiency etc.

COMMUNICATIONS/PROGRAMS

- Membership –
 - Delivery of Brochure Racks complete in all three communities.
 - Considering reprint, or updated print of brochure
 - Call Training by F. Craver for renewing Members.
 - Sustaining Member program-in place asap
 - Gift Membership program-in place for the Holidays
 - KVNF underwriting, print ads, PSAs, PRs in place weekly
 - City Market/Don's
 - Hive network
- Advisory group forming-no meetings, professional assistance, volunteer basis, everything from Accounting to video production, to meals for EMT class
- Community Outreach – Public Hands Only CPR classes being offered once a month, Safety Day at the local K-8 schools, Crawford complete, P & H in Nov.
- Network of Volunteers - 57 people have volunteered to perform non-emergency help.
- Recruitment Drive underway – EMT class to start in January
- Public Presentations – Paonia Chamber of Commerce, S&B Quilters, Hive Collider
- Public communications, sign boards, print, KVNF underwriting, print ads, PSAs, PRs in place weekly on radio, in print, social media, word of mouth, church newsletters, reaching over 1,000 people by email with our list. Working with Butler Cox and Forrest Craver on promotional video.

