

**Council Valley Ambulance Board**

Advisory Board

Regular Meeting

January 13, 2016

Attendees: Shirley Halsey, Dan Huter, Tim Toomey, Vianne Visser, Susan Warner, Fran Villano

Meeting was called to order by Tim Toomey at 5:28 PM in the Council EMS building.

The October minutes were read into the record. Motion made by Susan Warner and seconded by Vianne Visser to approve the October minutes.

Motion made by Susan Warner and seconded by Vianne Visser to approve the January agenda as presented.

District Financial Review

The first half of monies from the Taxing District has been received by Council Valley Ambulance. The remaining half will be received in July.

An audit was conducted by Folke CPA in October 2015 for the fiscal year October 1, 2014 through September 30, 2015. Results of the audit suggested that in order to observe sound accounting practices, Council Valley Ambulance may need to hire a dedicated purchasing agent to work with Dan Huter.

Tim Toomey presented an alternate solution to the County Commissioners. For purchases in excess of \$5K, Dan Huter will ask the Advisory Board for their recommendation/approval. The Board will ensure that the monies for the purchase are available either in the Budget or through a grant and the Board Secretary will prepare a letter with the following verbiage for presentation to the Commissioners:

Dear Adams County Commissioners:

This letter is to inform you that the members of the Council Valley Ambulance Advisory Board unanimously recommend the \$\_\_\_\_\_ expenditure by Council Valley Ambulance to purchase \_\_\_\_\_.

We thank you for your attention to this matter,

Tim Toomey

Vianne Visser

Susan Warner

Final approval of the expenditure will be discussed and recommended at the next Commissioners' meeting and Dan Huter will be notified of their decision.

It was suggested that prior the this year's audit, the Board Secretary will ensure that copies of the Board agendas and minutes for that year will be made available to Dan Huter.

Copies of the audit were given to Tim Toomey, Vianne Visser and Susan Warner.

It was suggested that prior to the Advisory Board's quarterly meetings that Cheryl Lyttle prepare a financial report by budget line item so that the Board has an up-to-date picture of the District's financial status. Dan Huter will ensure that this request is complied with for the April meeting.

Motion made by Susan Warner and seconded by Vianne Visser to approve the District Financial Review.

#### Old Business

Electric bill – Dan Huter will ask Council Valley Fire Department for ±\$200 towards the first electric bill (\$800) received that was in excess of the usual \$350-\$400 monthly invoice.

Medical Director – Dr. Julia Mills has become the Medical Director for both Cambridge and Midvale ensuring cohesive service amongst all the departments that provide mutual aid to each other.

New Meadows Ambulance District – No update available.

Nitro Certification – In spite of Dr. Mill's support to have the application approved, the Physicians Commission is not willing to allow the use of nitro on board the Ambulance. However, if a patient that is prescribed nitro is in need of assistance, the EMTs may proceed.

#### New Business

New Ambulance – Air Bags will be installed to level the vehicle front to back.

Motion made by Vianne Visser and seconded by Susan Warner to adjourn at 6:15 PM. The next meeting is scheduled for Wednesday, April 13<sup>th</sup> at 5:30 PM in the Council EMS Building.

Respectfully submitted by,  
Fran Villano, Secretary  
January 14, 2016