

GILPIN AMBULANCE AUTHORITY  
NOTICE OF MEETING AND AGENDA  
Wednesday, February 10, 2021, 10:00 a.m.  
Ring Central Virtual Meeting

- I) Call to order
- II) Roll Call
- III) Conflicts of Interest
- IV) Additions/Amendments to the Agenda
- V) Consideration of Minutes: January 12, 2021
- VI) Financial Report
  - a) Balance Sheet Jan 2021
  - b) P & L Budget to Actual Jan 2021
  - c) List of Bills – 1/8 – 2/5/2021
- VII) Authority Manager Report
  - a) Activity Summary
- VIII) Administrative Officer's Report
  - a) Billing summary Jan 2021
  - b) Call Summary Jan 2021
- IX) Old Business
  - a) COVID-19 Update
- X) New Business
  - a) 2022 EMTS Grant
- I) Action Items
- II) Executive Session – As needed
- III) Public Comment
- IV) Board Comment
- V) Next Meeting March 10, 2021 – 10 am
- VI) Adjourn Meeting

# **Gilpin Ambulance Authority**

## **Regular Monthly Meeting**

January 13, 2021

### **Call to Order/Roll Call**

The regular scheduled meeting for Gilpin Ambulance Authority was called to order at 10:00 AM January 13, 2021 via Ring Central Virtual Meeting by President Jim Johnson.

Board members present were Linda Isenhardt, Jackie Johnson, Jim Johnson, Greg Moates, and Buddy Schmalz.

Others present were Manager Brandon Daruna, Erin Gibbs, and Diane Stundon.

### **Conflict of Interest**

None

### **Additions or Amendments to the Agenda**

Erin Gibbs would like to add under new business auditor RFP.

### **Consideration of Minutes**

Linda Isenhardt makes a motion to approve the December 9, 2020 minutes, Greg Moates seconded by. Motion carries unanimously.

### **Financial Report**

#### **Balance Sheet/P&L**

There was review and discussion of balance sheet/P&L for December. Erin Gibbs informed the board that this balance sheet/P&L is not the final financials for 2020. There are still adjustments being made and bills coming for 2020.

#### **Presentation of Bills**

There was discussion and review of the monthly bills. Motion made by Greg Moates to approve the bills for December in the amount of \$56,945.78 seconded by Linda Isenhardt. Motion carries unanimously.

### **Authority Manager Report**

#### **Activity Report**

Reviewed and discussed the manager report for December 2020. Brandon Daruna informed the board that 83% of employees have been vaccinated and have received their first dose. Linda Isenhardt asked what you do with the 17% that did not get vaccinated. Brandon Daruna stated that the four individuals that opted out of the vaccination signed a declination form. They still have an opportunity to get vaccinated in the future. Brandon Daruna is hoping to get the rest of them to change their minds with the next couple weeks. Buddy Schmalz asked what the number of vaccinations were issued to the fire department. Brandon Daruna stated he could not disclose that information due to HIPPA but there has been around 120 first responders vaccinated. Buddy Schmalz asked if there was concerned to have those that were not vaccinated with the other individuals that were. Brandon Daruna, we do not have directions on how to handle this if they have been vaccinated. At this time procedures will remain the same.

Brandon Daruna informed the board that GAA has been contacted about purchasing the Chevy pickup that was used as a deployment vehicle. Brandon Daruna informed the board that it is not currently being used and GAA has no use for it in the future. Would like to sell it for Blue Book value. Board agrees unanimously that the Chevy pickup can be sold at Blue Book value.

Linda Isenhardt would like to thank GAA for the shot that she received last week.

# Gilpin Ambulance Authority

## Regular Monthly Meeting

January 13, 2021

### **Administrative Officer's Report**

#### Billing Summary

Review and discussion of the billing summary for December 2020. Collection rate is at 37% in general it is normally about 32%.

#### Call Summary

Review and discussion of the call summary December 2020. Billable call volume is down 35% from last year.

### **Old Business**

#### COVID-19 Update

There was review and discussion of COVID-19. Brandon Daruna informed the board that Gilpin County is now at 134 cases with two deaths. Hopefully we are in the down slope. Gilpin County is now in the process of submitting the Five-Star application to the state. Jackie Johnson asked if GAA was still in good shape with PPE and will it be restocked and added into the budget to prepare for future events? Brandon Daruna stated that this pandemic has changed the world and we were fortunate to have a supply of PPE when this started and will make sure that we continue to have a surplus of supplies.

### **New Business**

#### Vaccine Operations

GAA is currently managing the clinical staffing of the vaccination clinic. We are paying for our staff from CARES funding we received for COVID operations, which is a little over \$5000 in total. Brandon Daruna feels that we need to continue the vaccination in Gilpin County. How do we fund the operations? Some options that are possibly available is to have volunteer nurses that live in the county, National Guard, GAA possibly bringing in PT employees. However, the vaccination cannot affect GAA daily operations. GAA felt that the program had to get started therefore we went ahead and moved forward with helping. Brandon Daruna asked the board if they want GAA to continue to provide this service? Public Health finds out on Thursday on how many vaccines they will be receiving for the following week. Linda Isenhardt would like Brandon Daruna to continue to work with Nate Whittington, Gilpin County Emergency Manager. Jackie Johnson, from the feedback she has received from county residents she would like it to stay at the county level. Buddy Schmalz from a logistical point GAA is the best organization to handle it until it becomes a problem with manpower. Buddy Schmalz feel that GAA has the expertise, leadership, and skills to continue. Buddy Schmalz also feels that it is good PR for the ambulance we are there to help people in the time of need. Buddy Schmalz feels that Brandon Daruna will figure it out and he is the best person to do so. Jackie Johnson does not feel that Brandon Daruna has led the board astray and feel confident that he will make the best decision for the county and GAA. Linda Isenhardt feels between Black Hawk, Central City and Gilpin County there should be some funding to help support the operation. Brandon Daruna is happy to have GAA to continue to help but it cannot financially affect GAA.

#### RFP for Auditor

Erin Gibbs stated that it has been five years with the current auditor and the board decided

#### 2021 Board of Directors Officer Appointments

Review and discussion of 2021 board members. Greg Moates makes a motion to maintain the board as it is currently, seconded by Jackie Johnson. Board of Directors for 2021 will remain the same.

President- Jim Johnson

Vice President – Linda Isenhardt

Treasure/Secretary – Greg Moates

# Gilpin Ambulance Authority

## Regular Monthly Meeting

January 13, 2021

### Designate Meeting Notice Posting Places

Greg Moates makes a motion to keep the designated meeting location the same for 2021 seconded by Jackie Johnson. Motion passes unanimously. Location for posting are the Black Hawk City Hall, Central City Hall, Gilpin County Court House.

### Continuation of Local Disaster Emergency

Linda Isenhardt makes a motion to extend the Local Disaster Emergency until June 30, 2021, seconded by Jackie Johnson motion carries unanimously.

### Action items

- a) Resolution 01-2021-Establishing a Designation Public Place for the posting of meeting notices as required by the Colorado open meeting law
- b) Resolution 02-2021 – Continuation of the declaration of Local Disaster Emergency from April 9, 2020-Resolution 02-2020

### Executive Session – As needed

### Board Comment

### Public Comment

### Next meeting

February 10, 2021 @ 10:00 am.

Greg Moates makes a motion to adjourn @ 10:42 AM seconded by Jackie Johnson. Motion passes unanimously.

---

Greg Moates, Secretary/Treasurer

---

Diane Stundon, Recording Secretary

## Gilpin Ambulance Authority

## Balance Sheet

As of January 31, 2021

	<u>Jan 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CBB Operating Account	289,979.94
CBB EFT account	130,079.55
CBB HRA Account Restricted	40,461.61
CBB Supply Account	1,423.10
<b>Total Checking/Savings</b>	<u>461,944.20</u>
<b>Other Current Assets</b>	
AR - Net	149,920.81
AR Adj to cash basis Asset	-149,920.81
Inventory Asset	9,574.07
<b>Total Other Current Assets</b>	<u>9,574.07</u>
<b>Total Current Assets</b>	<u>471,518.27</u>
<b>Fixed Assets</b>	
Accumulated Depreciation	-592,913.00
Vehicles and Equipment	1,231,424.88
<b>Total Fixed Assets</b>	<u>638,511.88</u>
<b>TOTAL ASSETS</b>	<b><u><u>1,110,030.15</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	12,525.92
<b>Total Accounts Payable</b>	<u>12,525.92</u>
<b>Other Current Liabilities</b>	
Accrued PTO	33,695.90
HRA liability	40,461.61
<b>Total Other Current Liabilities</b>	<u>74,157.51</u>
<b>Total Current Liabilities</b>	<u>86,683.43</u>
<b>Total Liabilities</b>	86,683.43
<b>Equity</b>	
Investment in Fixed Assets	638,511.88
Net Income	384,834.84
<b>Total Equity</b>	<u>1,023,346.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,110,030.15</u></u></b>

**Gilpin Ambulance Authority**  
**Profit & Loss Budget vs. Actual**  
January 1 through February 5, 2021

	<u>Jan 1 - Feb 5, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>Beginning Funds Available</b>	410,016.08	420,409.84	-10,393.76	97.53%
<b>Subsidies</b>				
<b>IGA Black Hawk</b>	34,689.78	416,277.26	-381,587.48	8.33%
<b>IGA Central City</b>	12,658.72	151,904.60	-139,245.88	8.33%
<b>IGA Gilpin County</b>	52,594.65	631,134.70	-578,540.05	8.33%
<b>Total Subsidies</b>	99,943.15	1,199,316.56	-1,099,373.41	8.33%
<b>Call Revenue</b>				
<b>Income Patient and Insurance</b>	9,916.44	350,000.00	-340,083.56	2.83%
<b>Medicare-derived payments</b>	4,634.73	90,000.00	-85,365.27	5.15%
<b>Collections-derived payments</b>	2,102.95	20,000.00	-17,897.05	10.52%
<b>Total Call Revenue</b>	16,654.12	460,000.00	-443,345.88	3.62%
<b>Grant Revenue</b>				
<b>DOLA Grant Revenue</b>				
<b>DOLA operating</b>		70,950.00	-70,950.00	
<b>Total DOLA Grant Revenue</b>		70,950.00	-70,950.00	
<b>Total Grant Revenue</b>		70,950.00	-70,950.00	
<b>Other Revenue</b>				
<b>Other Revenue</b>	926.49		926.49	100.0%
<b>Total Other Revenue</b>	926.49		926.49	100.0%
<b>Total Income</b>	527,539.84	2,150,676.40	-1,623,136.56	24.53%
<b>Gross Profit</b>	527,539.84	2,150,676.40	-1,623,136.56	24.53%
<b>Expense</b>				
<b>Administration</b>				
<b>Accounting</b>	440.00	10,000.00	-9,560.00	4.4%
<b>Legal</b>		10,000.00	-10,000.00	
<b>Other</b>				
<b>Admin Training</b>		1,000.00	-1,000.00	
<b>Discretionary</b>		7,000.00	-7,000.00	
<b>licensing/memberships</b>	5,106.50	6,000.00	-893.50	85.11%
<b>Manager Development</b>		3,000.00	-3,000.00	
<b>Total Other</b>	5,106.50	17,000.00	-11,893.50	30.04%
<b>Total Administration</b>	5,546.50	37,000.00	-31,453.50	14.99%

**Gilpin Ambulance Authority**  
**Profit & Loss Budget vs. Actual**  
January 1 through February 5, 2021

	<u>Jan 1 - Feb 5, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Operations and Maintenance</b>				
Communications R&M		3,500.00	-3,500.00	
Crew Quarters supplies	1,572.12	8,000.00	-6,427.88	19.65%
Disposable Medical Supplies	5,291.74	25,000.00	-19,708.26	21.17%
Durable Medical Equipment		6,000.00	-6,000.00	
Office Supplies/Postage/Fees	1,395.04	7,000.00	-5,604.96	19.93%
Property Lease		3,000.00	-3,000.00	
Property Liability Insurance	4,786.67	21,000.00	-16,213.33	22.79%
Public Education/PR		1,000.00	-1,000.00	
Safety Gear		3,000.00	-3,000.00	
Service Contracts/Equip Lease	15,491.37	40,000.00	-24,508.63	38.73%
Technology/Hardware/Software		8,000.00	-8,000.00	
Telephone/TV/Internet	993.42	16,000.00	-15,006.58	6.21%
Training		7,000.00	-7,000.00	
Uniforms	420.58	12,000.00	-11,579.42	3.51%
<b>Vehicle expense</b>				
Fuel	1,193.32	19,000.00	-17,806.68	6.28%
Insurance	2,411.33	10,476.40	-8,065.07	23.02%
Maintenance	3,925.79	30,000.00	-26,074.21	13.09%
Tires		9,000.00	-9,000.00	
<b>Total Vehicle expense</b>	<u>7,530.44</u>	<u>68,476.40</u>	<u>-60,945.96</u>	<u>11.0%</u>
<b>Total Operations and Maintenance</b>	<u>37,481.38</u>	<u>228,976.40</u>	<u>-191,495.02</u>	<u>16.37%</u>
<b>Personnel Expense</b>				
<b>Salaries</b>				
Salaries Admin	8,150.08	212,000.00	-203,849.92	3.84%
Salaries Regular	39,288.92	1,080,000.00	-1,040,711.08	3.64%
PTO	763.22	52,000.00	-51,236.78	1.47%
Holiday stipends	600.00	8,200.00	-7,600.00	7.32%
<b>Total Salaries</b>	<u>48,802.22</u>	<u>1,352,200.00</u>	<u>-1,303,397.78</u>	<u>3.61%</u>
<b>Employee Benefits and Payroll</b>				
457(b) Admin Fess	643.17	3,000.00	-2,356.83	21.44%
457(b) employer match	1,245.38	35,000.00	-33,754.62	3.56%
Benefits HRA	23,633.50	26,000.00	-2,366.50	90.9%
Benefits Life AD& D STD LTD	1,435.48	15,500.00	-14,064.52	9.26%
Employee Wellness		5,000.00	-5,000.00	
Health Insurance	18,243.60	196,000.00	-177,756.40	9.31%
Payroll Service Fees	891.01	5,000.00	-4,108.99	17.82%
Payroll & Unemployment Taxes	3,987.68	98,000.00	-94,012.32	4.07%
Worker's Comp	5,715.00	50,000.00	-44,285.00	11.43%
<b>Total Employee Benefits and Payroll</b>	<u>55,794.82</u>	<u>433,500.00</u>	<u>-377,705.18</u>	<u>12.87%</u>
<b>Total Personnel Expense</b>	<u>104,597.04</u>	<u>1,785,700.00</u>	<u>-1,681,102.96</u>	<u>5.86%</u>
<b>Total Expense</b>	<u>147,624.92</u>	<u>2,051,676.40</u>	<u>-1,904,051.48</u>	<u>7.2%</u>
<b>Net Income</b>	<u><u>379,914.92</u></u>	<u><u>99,000.00</u></u>	<u><u>280,914.92</u></u>	<u><u>383.75%</u></u>

**Gilpin Ambulance Authority**  
**List of Bills Detail**  
**January 9 - February 5, 2021**

<b>Bills Paid Since Last Board Meeting</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>	<b>Description</b>
Galls/Neves	1/11/2021	Debit Card	-\$149.99	Uniforms
Home Depot	1/11/2021	Debit Card	-\$114.36	Station Supplies
Walmart	1/12/2021	Debit Card	-\$78.92	Station Supplies
US Postal Service	1/14/2021	Debit Card	-\$1,157.80	Postage
CEBT	1/14/2021	Elec	-\$21,009.48	Health, Life, STD & LTD insurance
DirectTV2	1/14/2021	Elec	-\$145.99	TV Medic 1
ADP	1/15/2021	Elec	-\$175.00	W2 Processing Fees
DRS	1/15/2021	Elec	-\$3,486.07	457(b) Contributions/Match
Bound Tree Medical, LLC	1/20/2021	8125	-\$2,370.22	Disposables
City of Black Hawk - Maintenance	1/20/2021	8126	-\$3,258.99	Dec 2020 Maintenance
Collins Cockrel & Cole	1/20/2021	8127	-\$888.00	Legal
Galls/Neves	1/20/2021	8128	-\$289.50	Uniforms
Ledsome, Colin	1/20/2021	8129	-\$91.94	Uniform Reimbursement
St. Anthony Hospitals	1/20/2021	8130	-\$404.11	Pharmacy Dec 2020
Teleflex	1/20/2021	8131	-\$747.50	Disposables
Zoll/Payor Logic	1/20/2021	8132	-\$1,250.40	Insurance Discovery
Amazon.com	1/20/2021	Debit Card	-\$145.43	Medical Gloves
AFLAC	1/20/2021	Elec	-\$400.92	Employee Paid Health Insurance
Century Link	1/20/2021	Elec	-\$72.71	Phones Medic 1
TriZetto	1/20/2021	Elec	-\$111.45	Electronic Claims
Airgas USA	1/21/2021	Debit Card	-\$515.49	O2 Rental/Delivery
ADP	1/22/2021	Elec	-\$122.04	Payroll Service Fees
Costco	1/25/2021	Debit Card	-\$149.99	Bed Apex
Taggerts	1/27/2021	Debit Card	-\$55.55	Propane Refill
ADP	1/27/2021	Elec	-\$233.45	Payroll Service Fees
DRS	1/28/2021	Elec	-\$3,286.84	457(b) Contributions/Match
Amazon.com	1/29/2021	Debit Card	-\$29.88	Air Filters for Apex
Office Depot	1/29/2021	Debit Card	-\$31.34	Office Supplies
ADP	1/29/2021	Elec	-\$182.89	Payroll Service Fees
Bound Tree Medical, LLC	2/5/2021	8133	-\$926.26	Disposables
CCNC	2/5/2021	8134	-\$100.00	2021 Membership Renewal
City of Black Hawk - Maintenance	2/5/2021	8135	-\$4,842.22	Jan 2021 Maintenance
Costco	2/5/2021	8136	-\$180.00	2021 Membership Renewal
DRS	2/5/2021	8137	-\$643.17	1st Qtr 2021
Eldorado Artesian Springs, Inc.	2/5/2021	8138	-\$458.46	Water Apex & Medic 1
FirstNet	2/5/2021	8139	-\$548.23	Cellular Phones
Galls/Neves	2/5/2021	8140	-\$510.71	Uniforms
Medicare Part B	2/5/2021	8141	-\$525.38	Insurance Refund
Mountain States Employers Council	2/5/2021	8142	-\$3,064.00	2021 Membership Renewal
ONE WAY, INC.	2/5/2021	8143	-\$140.83	Garbage Medic 1
Peak Motor Coach	2/5/2021	8144	-\$276.89	Vehicle Maintenance
SDA of CO	2/5/2021	8145	-\$1,237.50	2021 Membership Renewal
St. Anthony Hospitals	2/5/2021	8146	-\$888.52	Pharmacy Jan 2021
TriTech Software Systems	2/5/2021	8147	-\$6,280.76	2021 Membership Renewal
Zoll/Payor Logic	2/5/2021	8148	-\$416.80	Insurance Discovery
<b>Total for Board Meeting</b>			<b>-\$61,995.98</b>	
<b>TOTAL BILLS</b>			<b>-\$61,995.98</b>	



## **Manager's Activity 1.9 – 2.5.21**

- Virtually Attended weekly responder coordination call with Gilpin EM
  - Continuing situational awareness about COVID and other County emergency response business
- Virtually Attended weekly vaccine clinic coordination calls
  - We have moved the vaccine clinic to the Ameristar and continue to support the clinical side of the effort.
- Virtually Met with Chief Woolley for our monthly meeting
  - Discussed vaccinations and potential changes as staffs become fully protected
- Held Monthly Command Staff Meeting discussing the following
  - Vaccine Planning
  - Employee Vaccinations
  - COVID Testing
  - Operations changes as vaccinations come online
  - Part time employees – new hires
  - Morale
  - PPE / Supplies
- Virtually Attended the weekly EMS Leadership Council & Regional Meeting
  - Continuing COVID dominated conversation
  - Beginning to discuss how operations will change as our employees become vaccinated

- Staffed the vaccine clinics as a vaccinator
  - Trained our staff to perform the vaccination role
  - Coordinated the protocols and training through public health and our medical direction
- Virtually Attended Gilpin County Commissioner's Meeting
- Virtually Attended Foothills RETAC committee and board meetings
  - MCI Committee is moving to our next phase of our project, we have secured a grant from the NCR HCC to develop training and plan review for agencies within our jurisdiction.
  - Injury prevention committee has kicked off a project surrounding 1<sup>st</sup> responder mental health and wellness
- Virtually Attended EMS Patient Tracking Meeting
  - The region is coming together to work on improving patient tracking
  - We intend to build a system that will track MCI patients from EMS through their course of care so that family members can easily find their loved ones after major incidents.
- Attended NCR HCC Meeting
  - Mostly COVID and Vaccine focused discussions
- Virtually Met with Kelly from Public Health
  - Reviewed the PrepMed software we will be using to schedule and document vaccines
- Scheduled, Facilitated, and Attended our annual county ambulance inspections
  - Eric Schmidt met with us and evaluated our units, they all passed his inspection without issue.

- Virtually Attended NCR HCC vaccine update / strategy meeting
  - Readouts from metro counties and cities on their current process and plans for expansion.
  - Major issues include vaccine supply and logistics of distribution
- Virtually Attended the Mountain Community Health Steering Committee Meeting
  - Senator Nicholson has convened a group of stakeholders from the “peak to peak” region to work on the issue of access to primary care in the area.
  - Working with Clinica, we aim to increase access for Gilpin residents to primary healthcare, its and exciting possibility
- Got to above 90% of our employees vaccinated!!
  - 76% fully vaccinated as of this Friday, the remainder are between their first and second shot.

## Accounts Receivable Summary 2021

<i>AR Balance Date</i>	<b>Beginning Balance</b>	<b>Charges</b>	<b>Credits</b>	<b>Payments</b>	<b>Remaining Balance</b>	<b>Amt In Collections</b>
<i>1/31/2021</i>	\$1,717,656.57	\$99,575.40	\$68,296.33	\$13,159.09	\$1,748,935.64	\$1,066,532.16
<i>2/28/2021</i>	\$1,748,935.64	\$0.00	\$0.00	\$0.00	\$1,748,935.64	\$0.00
<i>3/31/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>4/30/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>5/31/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>6/30/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>7/31/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>8/31/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>9/30/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>10/31/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>11/30/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>12/31/2021</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Year To Date</i>		<b>\$99,575.40</b>	<b>\$68,296.33</b>	<b>\$13,159.09</b>		

<i>AR Balance Date</i>	<b>Beginning Balance</b>	<b>Charges</b>	<b>Credits</b>	<b>Payments</b>	<b>Remaining Balance</b>	<b>Amt In Collections</b>
<i>1/31/2020</i>	\$1,636,724.67	\$123,646.10	\$116,306.89	\$43,977.62	\$1,644,063.88	\$1,117,746.40
<i>2/28/2020</i>	\$1,644,063.88	\$100,299.20	\$15,159.03	\$29,752.93	\$1,729,204.05	\$1,117,746.40
<i>3/31/2020</i>	\$1,729,204.05	\$103,985.50	\$108,155.48	\$37,614.88	\$1,725,034.07	\$1,118,903.42
<i>4/30/2020</i>	\$1,725,034.07	\$14,146.90	\$172,966.92	\$63,036.41	\$1,566,214.05	\$1,108,469.06
<i>5/31/2020</i>	\$1,566,214.05	\$32,933.40	\$65,240.62	\$19,594.43	\$1,533,906.83	\$1,104,346.36
<i>6/30/2020</i>	\$1,533,906.83	\$51,333.40	\$50,307.26	\$13,634.50	\$1,534,932.97	\$1,097,936.06
<i>7/31/2020</i>	\$1,534,932.97	\$136,044.80	\$72,419.94	\$31,986.27	\$1,598,557.83	\$1,086,277.38
<i>8/31/2020</i>	\$1,598,557.83	\$90,459.11	\$52,069.53	\$35,018.10	\$1,636,947.41	\$1,086,277.38
<i>9/30/2020</i>	\$1,636,947.41	\$125,093.50	\$64,629.33	\$32,932.46	\$1,697,411.58	\$1,077,029.87
<i>10/31/2020</i>	\$1,697,411.58	\$88,086.10	\$52,742.33	\$12,130.87	\$1,732,755.35	\$1,077,029.87
<i>11/30/2020</i>	\$1,732,755.35	\$86,022.40	\$99,671.65	\$38,784.55	\$1,719,106.10	\$1,070,514.46
<i>12/31/2020</i>	\$1,719,106.10	\$52,369.90	\$53,819.43	\$14,074.92	\$1,717,656.57	\$1,066,532.16
<i>Year To Date</i>		<b>\$1,004,420.31</b>	<b>\$923,488.41</b>	<b>\$372,537.94</b>		

## Charge Summary

**January 2021**

**Summary By Primary Payor - Code Description**

<u>ID</u>	<u>Description</u>	<u>Charge Count</u>	<u>Charge Count %</u>	<u>Charges</u>	<u>Total Charges %</u>
Aetna	Aetna	2	2.00	2109.60	2.12
ALL	Allstate	2	2.00	1665.80	1.67
BCBS	BC/BS of Colorado	6	6.00	6552.90	6.58
CIGNA	Cigna	4	4.00	3586.90	3.60
DHM	Denver Health Medicaid	4	4.00	4443.20	4.46
Humana	Humana Claims	2	2.00	1944.00	1.95
EMI	Kaiser	8	8.00	8091.30	8.13
CAID	Medicaid of Colorado	22	22.00	21815.40	21.91
CARE	Medicare	14	14.00	13707.20	13.77
P	Private Pay	24	24.00	23244.30	23.34
UMR	UMR	2	2.00	2111.90	2.12
UHC	United Health Care	8	8.00	7778.40	7.81
UW	United West	2	2.00	2524.50	2.54
<b>Totals For All</b>		<b>100</b>		<b>99575.40</b>	

**Total Purged 0**

**Total Amount Purged:**  
**Total Amount with Purged:**

## Credit Summary

January 2021

Summary By Credit Code - Code Description

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
AQMB	ADJ-QMB	1	0.59	101.70	0.15
AVA	Adjustment - VA	2	1.18	1464.60	2.14
AMCD	Adjustment-Medicaid	36	21.18	24366.44	35.68
AMCR	Adjustment-Medicare	12	7.06	7201.95	10.55
AMHMO	Adjustment-Medicare HMO	5	2.94	6286.55	9.20
d	Insurance Denial	30	17.65	0.00	0.00
PPIN	Payment-Insurance-Primary	8	4.71	556.64	0.82
PSIN	Payment-Insurance-Secondary	1	0.59	183.59	0.27
PMCD	Payment-Medicaid	30	17.65	3106.26	4.55
PMHMO	Payment-Medicare HMO	5	2.94	2118.30	3.10
PMCB	Payment-Medicare-Part B	12	7.06	3041.81	4.45
PPCH	Payment-Private-Check	11	6.47	1504.83	2.20
PPCC	Payment-Private-Credit Card	6	3.53	690.76	1.01
PPVA	Payment-VA	8	4.71	15925.80	23.32
RFIN	Refund-Insurance	1	0.59	-1962.50	-2.87
WD	Writeoff-Deceased	1	0.59	1800.00	2.64
GCSO	Writeoff-GCSO	1	0.59	1909.60	2.80
<b>Totals For All</b>		<b>170</b>		<b>68296.33</b>	
<b>Total Purged</b>	<b>0</b>		<b>Total Amount Purged:</b>	<b><u>0.00</u></b>	
			<b>Total Amount with Purged:</b>		

**Gilpin Ambulance Authority**  
**AR Summary Report**  
January 2021

	<u>TOTAL</u>
Patient Pay	2,079.13
Collections	2,102.95
Insurance Providers	
Commercial Ins	1,236.02
Medicaid	3,106.26
Medicare	<u>4,634.73</u>
Total Insurance Providers	8,977.01
<b>TOTAL</b>	<b><u><u>13,159.09</u></u></b>

## Response/Call Volume Summary 2021

Monthly Comparison 1st Qtr	January						February						March					
	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021
Blood Draw	2	2	8	7	5	5	1	5	5	2	4	0	6	4	8	12	4	0
Call Cancelled	3	9	5	7	5	2	1	11	8	2	7	0	5	9	8	2	1	0
Dead On Scene	1	1	2	3	0	3	0	0	0	1	4	0	2	0	3	3	1	0
Life Alert	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0
No Patient Found	4	5	1	4	10	8	1	1	0	8	5	0	5	2	4	5	3	0
No Transport	73	50	68	54	52	41	59	53	55	56	75	0	67	70	89	72	29	0
Standby	13	23	22	6	18	3	15	15	16	5	9	0	9	10	10	3	6	0
Treated, Transferred Care	0	0	3	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Treated, Transported	48	66	57	66	58	55	60	78	56	43	61	0	67	67	64	70	25	0
<b>Totals</b>	<b>144</b>	<b>156</b>	<b>166</b>	<b>147</b>	<b>148</b>	<b>117</b>	<b>138</b>	<b>163</b>	<b>140</b>	<b>117</b>	<b>166</b>	<b>0</b>	<b>163</b>	<b>162</b>	<b>186</b>	<b>167</b>	<b>69</b>	<b>0</b>

Monthly Comparison 2nd Qtr	April						May						June					
	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021
Blood Draw	9	2	12	4	1	0	0	4	11	6	0	0	5	4	9	6	6	0
Call Cancelled	5	2	4	13	1	0	4	5	8	11	2	0	9	4	5	9	3	0
Dead On Scene	1	4	1	1	2	0	1	1	2	3	0	0	1	2	1	0	4	0
Life Alert	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	2	0	0
No Patient Found	5	2	4	0	0	0	4	3	4	0	2	0	5	7	2	5	2	0
No Transport	54	58	73	67	13	0	59	66	54	57	10	0	78	53	62	65	29	0
Standby	6	7	9	2	0	0	0	4	10	2	1	0	6	2	6	2	3	0
Treated, Transferred Care	0	0	2	0	0	0	0	0	1	0	1	0	1	1	0	0	2	0
Treated, Transported	55	68	69	58	9	0	63	68	73	46	26	0	64	65	59	57	38	0
<b>Totals</b>	<b>135</b>	<b>144</b>	<b>175</b>	<b>145</b>	<b>145</b>	<b>0</b>	<b>131</b>	<b>151</b>	<b>163</b>	<b>125</b>	<b>42</b>	<b>0</b>	<b>169</b>	<b>138</b>	<b>145</b>	<b>146</b>	<b>87</b>	<b>0</b>

Monthly Comparison 3rd Qtr	July						August						September					
	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021
Blood Draw	1	3	4	8	2	0	4	4	11	11	10	0	3	4	5	8	2	0
Call Cancelled	6	8	6	9	5	0	1	9	8	0	8	0	6	7	3	8	4	0
Dead On Scene	4	1	2	5	2	0	1	3	0	0	1	0	2	5	0	1	1	0
Life Alert	0	0	0	0	0	0	0	5	0	0	0	0	0	1	0	0	0	0
No Patient Found	5	5	2	3	2	0	10	4	0	4	2	0	6	4	4	4	3	0
No Transport	79	81	82	73	58	0	71	61	62	67	55	0	79	54	78	69	58	0
Standby	7	9	6	6	4	0	12	8	7	3	4	0	18	17	9	9	8	0
Treated, Transferred Care	2	0	0	0	2	0	1	0	0	1	2	0	1	0	0	2	0	0
Treated, Transported	75	75	67	65	51	0	74	67	69	55	56	0	72	64	69	41	53	0
<b>Totals</b>	<b>179</b>	<b>182</b>	<b>169</b>	<b>169</b>	<b>169</b>	<b>0</b>	<b>174</b>	<b>161</b>	<b>157</b>	<b>141</b>	<b>138</b>	<b>0</b>	<b>187</b>	<b>156</b>	<b>168</b>	<b>142</b>	<b>129</b>	<b>0</b>

Monthly Comparison 4th Qtr	October						November						December					
	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021	2017	2018	2019	2020	2020	2021
Blood Draw	5	4	8	5	4	0	3	3	7	3	4	0	3	1	4	7	1	0
Call Cancelled	3	4	7	2	2	0	3	6	0	1	7	0	9	4	5	5	6	0
Dead On Scene	0	1	0	3	1	0	1	2	0	3	1	0	2	1	4	1	3	0
Life Alert	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Patient Found	63	71	71	5	7	0	52	65	60	1	4	0	65	75	60	2	6	0
No Transport	15	57	54	78	51	0	22	42	49	58	64	0	28	50	44	59	54	0
Standby	19	15	8	12	8	0	25	11	13	5	6	0	17	20	5	9	10	0
Treated, Transferred Care	0	0	0	3	0	0	0	3	0	0	1	0	0	0	0	1	0	0
Treated, Transported	70	55	48	60	45	0	64	51	42	61	42	0	63	70	74	55	33	0
<b>Totals</b>	<b>175</b>	<b>208</b>	<b>196</b>	<b>168</b>	<b>118</b>	<b>0</b>	<b>170</b>	<b>183</b>	<b>171</b>	<b>132</b>	<b>129</b>	<b>0</b>	<b>187</b>	<b>221</b>	<b>196</b>	<b>139</b>	<b>113</b>	<b>0</b>



Year To Date Comparison	2014	2015	2016	2017	2018	2019	2020	2021
Blood Draw	3	4	2	2	8	7	5	5
Call Cancelled	5	3	3	9	5	7	5	2
Dead On Scene	2	5	1	1	2	3	0	3
Life Alert	0	0	0	0	0	0	0	0
No Patient Found	0	3	4	5	1	4	10	8
No Transport	52	46	73	50	68	54	52	41
Standby	20	20	13	23	22	6	18	3
Treated, Transferred Care	1	0	0	0	3	0	0	0
Treated, Transported	59	91	48	66	57	66	58	55
<b>Totals</b>	<b>142</b>	<b>172</b>	<b>144</b>	<b>156</b>	<b>166</b>	<b>147</b>	<b>148</b>	<b>117</b>

Five Year Comparison	2016	2017	2018	2019	2020
Blood Draw	42	40	92	79	43
Call Cancelled	55	78	67	69	51
Dead On Scene	16	21	15	24	20
Life Alert	3	8	2	2	0
No Patient Found	53	35	41	41	46
No Transport	799	757	814	775	548
Standby	147	141	121	64	77
Treated, Transferred Care	5	4	6	7	9
Treated, Transported	775	794	747	677	497
<b>Totals</b>	<b>1895</b>	<b>1878</b>	<b>1905</b>	<b>1905</b>	<b>1291</b>

Calls Between 10 PM & 8 AM	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
<b>2014</b>	40	44	56	47	44	46	42	41	35	42	29	44	510
<b>2015</b>	57	35	40	42	42	46	47	62	52	47	53	42	565
<b>2016</b>	49	42	53	44	43	63	56	47	52	39	45	40	573
<b>2017</b>	36	49	50	43	56	37	65	42	43	39	38	58	556
<b>2018</b>	58	43	57	58	51	46	48	43	55	47	40	50	596
<b>2019</b>	58	26	57	43	36	42	49	49	36	60	45	41	542
<b>2020</b>	37	56	24	4	12	25	46	45	32	42	45	35	403
<b>2021</b>	41	0	0	0	0	0	0	0	0	0	0	0	41
<b>Average</b>	47	36.9	42.1	35.1	35.5	38.1	44.1	41.1	38.1	39.5	36.9	38.75	473.3

**GILPIN AMBULANCE AUTHORITY**  
**Request for Proposal for Audit Services**  
**February 4, 2021**

**Purpose**

The purpose of this request for proposal (RFP) is to engage the prompt and efficient services of a qualified and experience firm or certified public accountant (hereinafter "firm"), eligible by law to practice public accounting in the State of Colorado, to provide professional auditing services to Gilpin Ambulance Authority (GAA) in Black Hawk, Colorado for the fiscal year ending December 31, 2015. This Request for Proposal is intended to gather pertinent information concerning qualified Firms; and for the proposals to be relatively uniform in format for comparison purposes.

**General Information.**

GAA is required to complete and submit an audit of its financial statements or submit an application for exemption from audit on an annual basis pursuant to and in conformance with the Colorado Local Government Audit Law, C.R.S. § 29-1-601 et seq. Audits must be completed by an independent external auditor and require submission of information compiled by a finance professional approved by the Office of the State Auditor.

Although this Request for Proposal is for audit services for the fiscal year ending December 31, 2020 only, GAA is interested in establishing an ongoing relationship with a firm to ensure high quality, necessary, timely, and cost-efficient services in the future. We expect the firm chosen will be experienced in the type of audit and accounting services required on an ongoing basis by Colorado local governments. GAA understands the principle of value, and of compatibility between a particular firm and GAA. Accordingly, GAA reserves the right to reject any and all proposals and to make the final decision based upon GAA's perception of value in its sole discretion.

**Description of Entity to Be Audited**

Gilpin Ambulance Authority (GAA) is a small rural ambulance service provider in Colorado's high country less than an hour west of downtown Denver. GAA was established in 2010 by intergovernmental agreement of the City of Black Hawk, Central City, and Gilpin County. GAA is the only health care provider covering the 150 square miles of Gilpin County, which includes the Black Hawk and Central City gaming districts. We respond to approximately 1700-1800 emergency medical responses each year with three staffed ALS ambulances at all times. We currently employ 18 full time and 9 part time field, and 3 administrative staff. The operating budget for FY2021 is \$1,864,550 and is funded by transport fees, contributions from GAA's member entities and federal, state and local grants.

GAA is governed by a five-member Board of Directors who represents the member cities and county. GAA administration is made up of a full-time Manager, Administrative Service Officer and a Billing Specialist. Accounting functions, including payroll are performed by the Administrative Service Officer and Billing Specialist using Quickbooks, and Microsoft Office.

Copies of GAA's budgetary and other financial information are available on the Colorado Department of Local Affairs webpage. Copies of GAA's previous years of audited financial statements are available upon request to [erin@gilpinambulance.com](mailto:erin@gilpinambulance.com)

**Services Required**

The scope of services will include performance and completion of GAA's audit report for the year ended December 31, 2015. These audits are to be performed in accordance with the standards set forth for financial audits contained in *Government Auditing Standards*, the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the Colorado Local Governmental Audit Law. The firm selected will be expected to provide consultation and preparation of the financial statements. GAA will consider up to a five-year contract, subject to annual review, the satisfactory negotiation of terms, the concurrence of GAA and the annual availability of an appropriation.

Following the completion of the audit of the fiscal year's financial statements, the selected firm shall issue the following:

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. This report will also cover all reports as required by state regulations and law.
- A report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.
- A letter to the Board containing comments on compliance, recommendations for improvements, and any other comments deemed pertinent by the auditors and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters.
- A reproducible electronic copy in Adobe PDF format of the above reports is required in addition to 1 original signed hard copy and ten copies of those reports.

### **Inquiries**

All proposals should be **received no later than 4 p.m. on March 5, 2021** at the following address:

Gilpin Ambulance Authority  
PO Box 638  
Black Hawk, CO 80422  
Attention: Erin Gibbs, Administrative Services Officer

Or delivered electronically to [erin@gilpinambulance.com](mailto:erin@gilpinambulance.com)

### **Proposal Content**

The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, GAA may request firms to answer further questions about their proposal, or provide a presentation to the Board.

Firms are requested to present the following information as part of your proposal:

- Location of the office from which the work is to be done and number of professional staff employed at that office.
- An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Colorado.
- Experience and qualifications of the firm and personnel assigned to the contract, including the government auditing experience of each person.
- Information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
- Consulting capabilities.
- Current quality control review report / peer review
- A statement of your understanding of the work to be performed, including time and cost estimates to perform each step.
- Experience and familiarity with ambulance and/or healthcare billing as well as Medicare/Medicaid laws.
- Similar contracts with other Government entities, specifically ambulance services - List the most significant contracts (maximum - 5) performed in the last five years that are similar to the contract described in this request for proposal. Indicate the name and telephone number of the principal client contact.
- List and describe the firm's professional relationships involving GAA or any of its member, including the City of Black Hawk, Central City, and Gilpin County, for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

- A work plan, including an explanation of the audit methodology to be followed, to perform the services required by this request for proposal.
- Identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from GAA.
- All pricing information relative to performing the audit engagement as described in this request for proposal, including an all-inclusive maximum price to be bid which contains all direct and indirect costs including all other expenses. GAA will not be responsible for expenses incurred in preparing and submitting the technical proposal. Such costs should not be included in the proposal.
- Rates for additional professional services should it become necessary for GAA to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work.
- Other information the firm believes would assist GAA in its evaluation process.

### **Right to Reject Proposals**

GAA reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation.

### **Illegal Aliens**

As required by C.R.S. Section 8-17.5-102, the Contractor will need to certify and agree to the following:

I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien and that I (we) have confirmed the employment eligibility of all employees who are newly hired for employment in the United States, through participation in the basic pilot program.

### **Anticipated Timeline**

The following deadlines are presently anticipated:

- RFP issued February 4, 2021
- Questions to Erin Gibbs (erin@gilpinambulance.com or 303-582-5499 ext 2) by March 2, 2021
- Proposal deadline March 5, 2021
- Notifications of selection March 8, 2021
- Contract approval March 10, 2021
- The dates for fieldwork can be negotiated (ideally, the second or third full week of May, 2021)
- Submit audit report to GAA for approval by the Board no later than June 30, 2021

### **Termination of Contract**

GAA reserves the right to cancel the whole or any part of a contract issued as a result of this RFP due to failure of the selected firm to carry out any term, promise or condition of the contract.