

GILPIN AMBULANCE AUTHORITY  
NOTICE OF MEETING AND AGENDA  
Wednesday, February 8, 2023, 10:00 a.m.  
Gilpin County Court House Commissioners Chambers

- I) Call to Order
- II) Roll Call
- III) Conflicts of Interest
- IV) Additions/Amendments to the Agenda
- V) Consideration of Minutes: January 11, 2023
- VI) Financial Report
  - a) Updated YE2022 Financials
  - b) Balance Sheet January 2023
  - c) P & L Budget to Actual January 2023
  - d) List of Bills – 01/09 – 02/06/2023
- VII) Authority Manager Report
  - a) Activity Summary
- VIII) Administrative Officer's Report
  - a) Billing summary January 2023
  - b) Call Summary January 2023
- IX) Old Business
  - a) Vehicles and Grants
  - b) Apex Facility
- X) New Business
  - a) Timberline Fire Protection District Lease
  - b) Job Descriptions
  - c) Insurance Policy
- XI) Action Items
  - a) None
- XII) Public Comment
- XIII) Executive Session: As Needed
- XIV) Board Comment
- XV) Next Meeting March 8, 2023 – 10 am
- XVI) Adjourn Meeting

# Gilpin Ambulance Authority

## Regular Monthly Meeting

January 11, 2023

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

The regular scheduled meeting for Gilpin Ambulance Authority was called to order at 10:00 AM January 11, 2023, in Black Hawk City Council Chambers by President Jim Johnson.

Board members present were Lynnette Hailey, Jim Johnson, Ray Rears for Linda Isenhardt, Buddy Schmalz, Jill Story

Others present were City of Central Manager and board alternate Daniel Miera, Manager Cody Carroll, Administrative Officer Erin Gibbs and 2023 board members Marcia Enloe and Chris Woolley

### **Conflict of Interest**

None

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

Move new board Introductions, Oaths and Appointments before the Authority Manager's Report

### **Consideration of Minutes**

Lynnette Hailey pointed out that the dates reflected for the date of the meeting and the date of the next meeting were incorrect. A motion was made by Lynnette Hailey, seconded Ray Rears by to approve minutes, as amended, from December 14, 2022. Motion carries unanimously.

### **Financial Report**

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

Review and discussion of financials from December 31, 2022

Erin pointed out that there are bills still coming in for 2022 and year end adjustments to be made so the presented financial statements have not been finalized. Lynnette asked to have the updated year end financials made available to the board. Erin mentioned that she would be working with the CPA to review any adjustments made.

#### **Presentation of Bills**

Bills were reviewed. A motion was made by Jill Story, seconded by Lynnette Hailey, to approve the list of bills from December 10 – January 9, 2022, in the amount of \$97,299.23. Motion carries unanimously.

### **2023 board members**

#### **Introduction of New Board Members**

The 2023 board members are:

Central City: Marcia Enloe

City of Black Hawk: Lynnette Hailey and Chris Woolley

Gilpin County: Ray Rears and Buddy Schmalz

#### **Oaths of Office**

The Oaths of office were delivered and completed.

#### **2023 Board of Directors Appointments**

President: Nomination for Buddy Schmalz, seconded

Vice President: Nomination for Lynnette Hailey, seconded

Secretary/Treasurer: Nomination for Ray Rears, seconded

Motion by Lynnette Hailey to appoint as presented, seconded by Ray Rears motion passes unanimously.

# Gilpin Ambulance Authority

## Regular Monthly Meeting

January 11, 2023

Buddy thanked each of the outgoing board members.

Each of the new members introduced themselves.

### **Authority Manager Report**

#### Activity Summary

Review and Discussion of the manager's activity.

Buddy suggested that we spell out the acronyms for the new board members. Ray asked when job descriptions would be made available to the board. Cody said he would have them done in the next couple of weeks and will be presented to the board in February.

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

#### Billing Summary

Review and discussion of the billing summary for December 2022. Erin pointed out that after the first full year with sharp approximately \$100,000 more has been collected in 2022 than in 2021.

#### Call Summary

Review and discussion of the call summary December 2022. Erin Pointed out that the call volume for 2022 was the highest on record.

### **Old Business**

#### Vehicle Updates

Cody mentioned that the Captain's vehicle grant will not be able to be used because the vehicle was purchased on October 7<sup>th</sup> and the State project start date was set to 10/31/2022 vs in August as in years past. Cody will be talking to the Grant manager with the state to see if an appeal could be made or if there were any other options to be able to use the grant funds.

An ambulance chassis through Frazer has been secured without contract. Cody stressed the importance of getting a new ambulance as soon as possible as a couple of our ambulances are on their last leg.

#### Salary Survey Kickoff

Cody and Erin met with Suzanne with Willis Towers for the start of the salary survey. We hope to have the survey results by the March board meeting.

### **New Business**

#### FY2022 Audit Engagement Letter

The audit engagement letter is with Green and Associates whom was used for the FY2021 audit. Motion to approve by Lynnette Hailey, seconded by Marcia Enloe, motion passes unanimously.

#### GAA DOLA Funding Agreement with Gilpin County

Standard gaming impact grant funding agreement with the county. Motion to approve by Lynnette Hailey, seconded by Marcia Enloe, motion passes unanimously.

#### Apex Building Concerns

Cody mentioned that in the last 2 weeks the building had lost water several times. The county is working on a solution with a cistern. Cody would be working on a contingency plan, including alternative station solutions should Apex lose water completely.

# Gilpin Ambulance Authority

## Regular Monthly Meeting

January 11, 2023

### Newspaper of Record

We have always used the Register Call. Black Hawk and Central City both use the Register Call. The only items we generally use the paper for is to have the monthly meeting listed and to post the budget hearing. Motion and second made to continue to us the Register Call, passes unanimously.

### Designate Meeting Notice Posting Places – Resolution 01-2023

Meeting Posting places are at the BH Post Office, Central City City Hall, and Gilpin County Court House. Motion Lynnette, seconded by Ray Rears, passes unanimously.

### Action items

Resolution 01-2023 – Establishing a designation public place for the posting of meeting notices as required by the Colorado Open Meetings law

### Public Comment

No public comment

### Executive Session – 10:42-11:11

Executive session pursuant to Section 24-6-402(4)(b) C.R.S. for a conference with the Authority's general counsel regarding specific legal questions on a complaint. Motion to adjourn Lynnette Hailey, seconded by Ray Rears, motion passes. **No actions taken**

### Board Comment

Ray Rears:

Brought up a possible change in venue for future board meetings. It was decided to hold future meetings at the Gilpin County Court House Commissioners Chambers in Central City, due to parking constraints.

Informed the board that Gilpin County will be starting a co-responder program with GCSO, Jefferson Center for Mental Health and GAA

Chris Wooley: Requested to provide additional transparency by posting the agenda and minutes on the GAA website 24 hrs prior to the meetings.

### Next meeting

February 8, 2022 @ 10:00 am.

Meeting adjourned @ 11:15 AM

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Ray Rears, Secretary/Treasurer

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Erin Gibbs, Recording Secretary

## Gilpin Ambulance Authority

## Balance Sheet

As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOK Operating Account	442,690.80
BOK EFT account	136,411.15
BOK HRA Account Restricted	26,321.80
BOK Supply Account	2,008.89
<b>Total Checking/Savings</b>	607,432.64
<b>Other Current Assets</b>	
AR - Net	
Allowance for Doubtful Accounts	-312,868.72
AR - Net - Other	446,955.32
<b>Total AR - Net</b>	134,086.60
Prepaid Expenses	21,239.37
Inventory Asset	9,486.21
<b>Total Other Current Assets</b>	164,812.18
<b>Total Current Assets</b>	772,244.82
<b>Fixed Assets</b>	
Accumulated Depreciation	-915,741.00
Vehicles and Equipment	1,328,757.00
<b>Total Fixed Assets</b>	413,016.00
<b>TOTAL ASSETS</b>	<b>1,185,260.82</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	10,547.29
<b>Total Accounts Payable</b>	10,547.29
<b>Credit Cards</b>	
Credit Card at Elan Financial	1,383.14
<b>Total Credit Cards</b>	1,383.14
<b>Other Current Liabilities</b>	
Accrued Expenses	7,103.31
Accrued PTO	46,447.33
Accrued wages	63,113.77
HRA liability	26,321.80
<b>Total Other Current Liabilities</b>	142,986.21
<b>Total Current Liabilities</b>	154,916.64
<b>Total Liabilities</b>	154,916.64
<b>Equity</b>	
Investment in Fixed Assets	413,016.00
Net Income	617,328.18
<b>Total Equity</b>	1,030,344.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,185,260.82</b>

**Gilpin Ambulance Authority**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>Beginning Funds Available</b>	576,502.54	351,635.62	224,866.92	163.95%
<b>Contributions</b>				
<b>IGA Black Hawk</b>	476,097.72	476,097.64	0.08	100.0%
<b>IGA Central City</b>	237,000.12	237,000.14	-0.02	100.0%
<b>IGA Gilpin County</b>	900,245.60	900,245.60		100.0%
<b>Total Contributions</b>	<u>1,613,343.44</u>	<u>1,613,343.38</u>	<u>0.06</u>	<u>100.0%</u>
<b>Call Revenue</b>				
<b>AR Year End Adj</b>	45,103.05			
<b>Income Patient and Insurance</b>	371,497.83	350,000.00	21,497.83	106.14%
<b>Medicare-derived payments</b>	125,908.17	90,000.00	35,908.17	139.9%
<b>Collections-derived payments</b>	18,734.89	30,000.00	-11,265.11	62.45%
<b>Total Call Revenue</b>	<u>561,243.94</u>	<u>470,000.00</u>	<u>91,243.94</u>	<u>119.41%</u>
<b>Grant Revenue</b>				
<b>DOLA Grant Revenue</b>				
<b>DOLA operating</b>	95,096.00	95,000.00	96.00	100.1%
<b>Total DOLA Grant Revenue</b>	<u>95,096.00</u>	<u>95,000.00</u>	<u>96.00</u>	<u>100.1%</u>
<b>Colorado EMTS Grants</b>		93,779.00	-93,779.00	
<b>Other grant revenue</b>	5,000.00			
<b>Total Grant Revenue</b>	<u>100,096.00</u>	<u>188,779.00</u>	<u>-88,683.00</u>	<u>53.02%</u>
<b>Other Revenue</b>				
<b>Other Revenue</b>	2,242.16			
<b>CAID Supplemental</b>	218,664.82			
<b>COVID Relief</b>	1,333.01			
<b>Total Other Revenue</b>	<u>222,239.99</u>			
<b>Total Income</b>	<u>3,073,425.91</u>	<u>2,623,758.00</u>	<u>449,667.91</u>	<u>117.14%</u>
<b>Gross Profit</b>	<u>3,073,425.91</u>	<u>2,623,758.00</u>	<u>449,667.91</u>	<u>117.14%</u>
<b>Expense</b>				
<b>Depreciation Expense</b>	99,571.00			
<b>Uncategorized Expenses</b>	17,000.00			
<b>Capital Expenditures</b>				
<b>Ambulance purchase</b>		187,558.00	-187,558.00	
<b>Capital (misc)</b>	97,331.66			
<b>Total Capital Expenditures</b>	<u>97,331.66</u>	<u>187,558.00</u>	<u>-90,226.34</u>	<u>51.89%</u>
<b>Administration</b>				
<b>Reimbursable Expenses</b>	575.00			
<b>Accounting</b>	9,691.27	10,000.00	-308.73	96.91%
<b>Legal</b>	30,382.00	10,000.00	20,382.00	303.82%
<b>Other</b>				
<b>Admin Training</b>	2,940.86	1,000.00	1,940.86	294.09%
<b>Discretionary</b>	4,562.00	5,000.00	-438.00	91.24%
<b>licensing/memberships</b>	5,553.00	6,000.00	-447.00	92.55%
<b>Manager Development</b>	1,540.72	3,000.00	-1,459.28	51.36%
<b>Professional Services</b>	10,397.50			
<b>Total Other</b>	<u>24,994.08</u>	<u>15,000.00</u>	<u>9,994.08</u>	<u>166.63%</u>
<b>Total Administration</b>	<u>65,642.35</u>	<u>35,000.00</u>	<u>30,642.35</u>	<u>187.55%</u>

**Gilpin Ambulance Authority**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Operations and Maintenance</b>				
Property Maintenance	17,032.81	30,000.00	-12,967.19	56.78%
Communications R&M	3,514.94	5,000.00	-1,485.06	70.3%
Crew Quarters supplies	9,851.02	12,000.00	-2,148.98	82.09%
Disposable Medical Supplies	35,414.30	25,000.00	10,414.30	141.66%
Durable Medical Equipment	4,415.29	6,000.00	-1,584.71	73.59%
<b>Office Supplies/Postage/Fees</b>				
Postage	0.60			
Credit Card fees	1,637.03			
Office Supplies/Postage/Fees - Other	3,396.30	6,000.00	-2,603.70	56.61%
<b>Total Office Supplies/Postage/Fees</b>	<b>5,033.93</b>	<b>6,000.00</b>	<b>-966.07</b>	<b>83.9%</b>
Property Lease		3,500.00	-3,500.00	
Property Liability Insurance	20,583.04	21,000.00	-416.96	98.01%
Public Education/PR	1,099.67	1,000.00	99.67	109.97%
Safety Gear	854.35	3,000.00	-2,145.65	28.48%
Service Contracts/Equip Lease	52,421.35	40,000.00	12,421.35	131.05%
Technology/Hardware/Software	7,128.94	8,000.00	-871.06	89.11%
Telephone/TV/Internet	13,672.55	15,000.00	-1,327.45	91.15%
Training	6,247.72	7,000.00	-752.28	89.25%
Uniforms	13,082.56	12,000.00	1,082.56	109.02%
<b>Vehicle expense</b>				
Fuel	33,887.01	19,000.00	14,887.01	178.35%
Insurance	8,390.80	11,000.00	-2,609.20	76.28%
Maintenance	34,067.92	30,000.00	4,067.92	113.56%
Tires	6,469.48	9,000.00	-2,530.52	71.88%
<b>Total Vehicle expense</b>	<b>82,815.21</b>	<b>69,000.00</b>	<b>13,815.21</b>	<b>120.02%</b>
<b>Total Operations and Maintenance</b>	<b>273,167.68</b>	<b>263,500.00</b>	<b>9,667.68</b>	<b>103.67%</b>
<b>Personnel Expense</b>				
<b>Salaries</b>				
Salaries Admin	175,460.43	181,000.00	-5,539.57	96.94%
Salaries Regular	1,208,889.95	1,270,000.00	-61,110.05	95.19%
PTO	69,006.72	60,000.00	9,006.72	115.01%
Holiday stipends	6,500.00	8,200.00	-1,700.00	79.27%
Employee Bonuses	5,950.00			
<b>Total Salaries</b>	<b>1,465,807.10</b>	<b>1,519,200.00</b>	<b>-53,392.90</b>	<b>96.49%</b>
<b>Employee Benefits and Payroll</b>				
457(b) Admin Fess	2,773.60	3,000.00	-226.40	92.45%
457(b) employee contribution	-88.83			
457(b) employer match	35,020.20	42,000.00	-6,979.80	83.38%
Benefits HRA	20,415.12	27,600.00	-7,184.88	73.97%
Benefits Life AD& D STD LTD	15,205.58	22,400.00	-7,194.42	67.88%
Employee Wellness	294.00	1,000.00	-706.00	29.4%
Health Insurance	199,757.60	230,000.00	-30,242.40	86.85%
Payroll Service Fees	5,423.68	6,500.00	-1,076.32	83.44%
Payroll & Unemployment Taxes	107,729.99	130,000.00	-22,270.01	82.87%
Worker's Comp	51,047.00	56,000.00	-4,953.00	91.16%
<b>Total Employee Benefits and Payroll</b>	<b>437,577.94</b>	<b>518,500.00</b>	<b>-80,922.06</b>	<b>84.39%</b>
<b>Total Personnel Expense</b>	<b>1,903,385.04</b>	<b>2,037,700.00</b>	<b>-134,314.96</b>	<b>93.41%</b>
<b>Total Expense</b>	<b>2,456,097.73</b>	<b>2,523,758.00</b>	<b>-67,660.27</b>	<b>97.32%</b>
<b>Net Income</b>	<b>617,328.18</b>	<b>100,000.00</b>	<b>517,328.18</b>	<b>617.33%</b>

## Gilpin Ambulance Authority

## Balance Sheet

02/06/23

As of January 31, 2023

Accrual Basis

	Jan 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOK Operating Account	1,194,361.47
BOK EFT account	155,519.63
BOK HRA Account Restricted	43,434.08
BOK Supply Account	1,018.14
<b>Total Checking/Savings</b>	1,394,333.32
<b>Other Current Assets</b>	
AR - Net	
Allowance for Doubtful Accounts	-312,868.72
AR - Net - Other	446,955.32
<b>Total AR - Net</b>	134,086.60
Inventory Asset	9,486.21
<b>Total Other Current Assets</b>	143,572.81
<b>Total Current Assets</b>	1,537,906.13
<b>Fixed Assets</b>	
Accumulated Depreciation	-915,741.00
Vehicles and Equipment	1,328,757.00
<b>Total Fixed Assets</b>	413,016.00
<b>TOTAL ASSETS</b>	<b>1,950,922.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	1,510.54
<b>Total Accounts Payable</b>	1,510.54
<b>Credit Cards</b>	
Credit Card at Elan Financial	2,498.33
<b>Total Credit Cards</b>	2,498.33
<b>Other Current Liabilities</b>	
Accrued PTO	46,447.33
HRA liability	43,434.08
<b>Total Other Current Liabilities</b>	89,881.41
<b>Total Current Liabilities</b>	93,890.28
<b>Total Liabilities</b>	93,890.28
<b>Equity</b>	
Investment in Fixed Assets	413,016.00
Net Income	1,444,015.85
<b>Total Equity</b>	1,857,031.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,950,922.13</b>



**Gilpin Ambulance Authority**  
**Profit & Loss Budget vs. Actual**  
January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Beginning Funds Available</b>	617,328.18	511,793.93	105,534.25	120.62%
<b>Contributions</b>				
<b>IGA Black Hawk</b>	35,713.53	428,562.29	-392,848.76	8.33%
<b>IGA Central City</b>	12,794.60	153,535.16	-140,740.56	8.33%
<b>IGA Gilpin County</b>	54,590.97	655,091.61	-600,500.64	8.33%
<b>Total Contributions</b>	103,099.10	1,237,189.06	-1,134,089.96	8.33%
<b>Call Revenue</b>				
<b>Income Patient and Insurance</b>	34,767.77	375,000.00	-340,232.23	9.27%
<b>Medicare-derived payments</b>	11,833.01	100,000.00	-88,166.99	11.83%
<b>Collections-derived payments</b>	1,389.46	20,000.00	-18,610.54	6.95%
<b>Total Call Revenue</b>	47,990.24	495,000.00	-447,009.76	9.7%
<b>Grant Revenue</b>				
<b>DOLA Grant Revenue</b>				
<b>DOLA operating</b>	811,888.00	811,888.00		100.0%
<b>Total DOLA Grant Revenue</b>	811,888.00	811,888.00		100.0%
<b>Colorado EMTs Grants</b>		93,779.00	-93,779.00	
<b>Total Grant Revenue</b>	811,888.00	905,667.00	-93,779.00	89.65%
<b>Total Income</b>	1,580,305.52	3,149,649.99	-1,569,344.47	50.17%
<b>Gross Profit</b>	1,580,305.52	3,149,649.99	-1,569,344.47	50.17%
<b>Expense</b>				
<b>Capital Expenditures</b>				
<b>Ambulance purchase</b>		200,000.00	-200,000.00	
<b>Capital (misc)</b>		285,000.00	-285,000.00	
<b>Total Capital Expenditures</b>		485,000.00	-485,000.00	
<b>Administration</b>				
<b>Accounting</b>	521.81	12,000.00	-11,478.19	4.35%
<b>Legal</b>		10,000.00	-10,000.00	
<b>Other</b>				
<b>Admin Training</b>		5,000.00	-5,000.00	
<b>Discretionary</b>	-9.18	5,000.00	-5,009.18	-0.18%
<b>licensing/memberships</b>	1,777.00	6,500.00	-4,723.00	27.34%
<b>Manager Development</b>	999.00	5,000.00	-4,001.00	19.98%
<b>Professional Services</b>		3,000.00	-3,000.00	
<b>Total Other</b>	2,766.82	24,500.00	-21,733.18	11.29%
<b>Total Administration</b>	3,288.63	46,500.00	-43,211.37	7.07%

**Gilpin Ambulance Authority**  
**Profit & Loss Budget vs. Actual**  
January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
<b>Operations and Maintenance</b>				
Property Maintenance	916.72	35,000.00	-34,083.28	2.62%
Communications R&M		5,000.00	-5,000.00	
Crew Quarters supplies	400.99	12,000.00	-11,599.01	3.34%
Disposable Medical Supplies	84.36	35,000.00	-34,915.64	0.24%
Durable Medical Equipment		6,000.00	-6,000.00	
<b>Office Supplies/Postage/Fees</b>				
Credit Card fees	93.26			
Office Supplies/Postage/Fees - Other	241.95	5,000.00	-4,758.05	4.84%
<b>Total Office Supplies/Postage/Fees</b>	<b>335.21</b>	<b>5,000.00</b>	<b>-4,664.79</b>	<b>6.7%</b>
Property Lease		86,000.00	-86,000.00	
Property Liability Insurance	5,459.76	22,050.00	-16,590.24	24.76%
Public Education/PR	-133.40	2,000.00	-2,133.40	-6.67%
Safety Gear		3,000.00	-3,000.00	
Service Contracts/Equip Lease	6,901.80	50,000.00	-43,098.20	13.8%
Technology/Hardware/Software	676.28	7,000.00	-6,323.72	9.66%
Telephone/TV/Internet	821.72	15,000.00	-14,178.28	5.48%
Training	344.00	7,000.00	-6,656.00	4.91%
Uniforms	2,242.50	12,000.00	-9,757.50	18.69%
Utilities		4,000.00	-4,000.00	
<b>Vehicle expense</b>				
Fuel		32,000.00	-32,000.00	
Insurance	2,852.24	11,550.00	-8,697.76	24.7%
Maintenance	384.01	40,000.00	-39,615.99	0.96%
Tires		9,000.00	-9,000.00	
<b>Total Vehicle expense</b>	<b>3,236.25</b>	<b>92,550.00</b>	<b>-89,313.75</b>	<b>3.5%</b>
<b>Total Operations and Maintenance</b>	<b>21,286.19</b>	<b>398,600.00</b>	<b>-377,313.81</b>	<b>5.34%</b>
<b>Personnel Expense</b>				
<b>Salaries</b>				
Salaries Admin	5,228.63	192,000.00	-186,771.37	2.72%
Salaries Regular	48,926.81	1,320,000.00	-1,271,073.19	3.71%
PTO	3,328.11	62,000.00	-58,671.89	5.37%
Holiday stipends	700.00	8,000.00	-7,300.00	8.75%
<b>Total Salaries</b>	<b>58,183.55</b>	<b>1,582,000.00</b>	<b>-1,523,816.45</b>	<b>3.68%</b>
<b>Employee Benefits and Payroll</b>				
457(b) Admin Fess		3,000.00	-3,000.00	
457(b) employer match	3,006.76	56,000.00	-52,993.24	5.37%
Benefits HRA	17,703.04	27,600.00	-9,896.96	64.14%
Benefits Life AD& D STD LTD	1,210.13	18,000.00	-16,789.87	6.72%
Employee Wellness		1,000.00	-1,000.00	
Health Insurance	15,650.38	240,350.00	-224,699.62	6.51%
Payroll Service Fees	665.04	7,000.00	-6,334.96	9.5%
Payroll & Unemployment Taxes	9,971.95	130,000.00	-120,028.05	7.67%
Worker's Comp	5,324.00	54,600.00	-49,276.00	9.75%
<b>Total Employee Benefits and Payroll</b>	<b>53,531.30</b>	<b>537,550.00</b>	<b>-484,018.70</b>	<b>9.96%</b>
<b>Total Personnel Expense</b>	<b>111,714.85</b>	<b>2,119,550.00</b>	<b>-2,007,835.15</b>	<b>5.27%</b>
<b>Total Expense</b>	<b>136,289.67</b>	<b>3,049,650.00</b>	<b>-2,913,360.33</b>	<b>4.47%</b>
<b>Net Income</b>	<b>1,444,015.85</b>	<b>99,999.99</b>	<b>1,344,015.86</b>	<b>1,444.02%</b>

**Gilpin Ambulance Authority**  
**List of Bills Detail**  
**01/09 - 02/06/2023**

<b>Bills Paid Since Last Board Meeting</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>	<b>Description</b>
Bound Tree Medical, LLC	1/9/2023	8533	-\$174.26	Disposables
City of Black Hawk - Maintenance	1/9/2023	8534	-\$5,441.31	Vehicle Maintenance
Galls/Neves	1/9/2023	8535	-\$1,638.20	Uniforms
Gilpin County Community Center	1/9/2023	8536	-\$24.00	Rec Center Visits
ONE WAY, INC.	1/9/2023	8537	-\$150.50	Garbage Med1
Sharp Ambulance Billing	1/9/2023	8538	-\$1,642.01	Medical Billing
Stericycle, Inc.	1/9/2023	8539	-\$2,248.08	Medical Waste
Francine Molochnick	1/10/2023	8540	-\$215.00	Uniforms
Mountain Broadband	1/10/2023	Debit Card	-\$59.00	Internet Med1
Pinnacol Assurance	1/11/2023	Elec	-\$5,324.00	Workmans Comp
CEBT	1/12/2023	Elec	-\$18,599.13	Health, Life, STD & LTD insurance
ADP	1/13/2023	Elec	-\$192.46	Payroll Service Fees
Home Depot	1/17/2023	Debit Card	-\$17.94	Station Supplies
King Soopers	1/17/2023	Debit Card	-\$42.96	Station Supplies
O'Reilly Auto	1/17/2023	Debit Card	-\$359.01	Vehicle Maintenance
DirecTV2	1/17/2023	Elec	-\$153.99	TV Med 1
Eldorado Artesian Springs, Inc.	1/18/2023	Debit Card	-\$182.10	Water Delivery
Jason's Deli	1/18/2023	Debit Card	-\$55.82	Lunch Meeting
AFLAC	1/19/2023	Elec	-\$400.92	Employee Paid Health Insurance
Carwash	1/20/2023	Debit Card	-\$25.00	Car Wash
ADP	1/20/2023	Elec	-\$134.28	Payroll Service Fees
Century Link	1/20/2023	Elec	-\$76.57	Phones Med 1
Amazon.com	1/23/2023	Debit Card	-\$45.12	Paper Towels
Amazon.com	1/23/2023	Debit Card	-\$241.95	ID Cards
Great Plains Communications	1/23/2023	Debit Card	-\$368.85	Internet/TV Apex
Wolfco	1/24/2023	Debit Card	-\$100.00	Exterminator
Elan Financial	1/24/2023	Elec	-\$1,383.14	Credit Card Pmt
DRS	1/25/2023	Elec	-\$4,143.28	457(b) Contributions/Match
ADP	1/27/2023	Elec	-\$204.02	Payroll Service Fees
DRS	1/27/2023	Elec	-\$4,288.89	457(b) Contributions/Match
Mountain Broadband	2/1/2023	Debit Card	-\$59.00	Internet Med1
ADP	2/1/2023	Elec	-\$275.95	Payroll Service Fees
Airgas USA	2/2/2023	Debit Card	-\$1,176.50	O2 Delivery/Rental
<b>TOTAL BILLS</b>			<b>-\$49,443.24</b>	

<b>Credit Card Transactions June 2022 Statement</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>	<b>Description</b>
Mega Car Wash	11/29/2022	Credit Card	\$120.00	Car Wash
Meret	12/5/2022	Credit Card	\$279.95	Jump Bag
Custom Ink	12/12/2022	Credit Card	\$819.32	Hoodies for Christmas
Collinson	12/12/2022	Credit Card	\$30.50	Badges
Red Dolly	12/12/2022	Credit Card	\$30.48	Lunch Meeting
Honey Baked Ham	12/23/2022	Credit Card	\$102.89	Christmas Dinner
<b>TOTAL CREDIT CARD TXN</b>			<b>\$1,383.14</b>	



495 Apex Valley Rd. / PO Box 638

Black Hawk, CO 80422

Phone: (303) 582-5499

Fax: (303) 582-3390

## Chief's Report

Date: February 8, 2023

Report by: Cody Carroll

- Worked with K. Wynn to handle personnel issues
- Located alternate location for crews while water is being restored at Apex with help from the county
- Logistical challenges with the displacement
- Met with B. Daruna
- Attended Clear Creek Regional Ops Meeting
- Completed job descriptions and revisions from K. Wynn
- Continued work on the employee handbook (hopefully completed by next meeting)
- Hired one EMT and two Paramedics
- Posted Captain positions
- Met with CDPHE grant coordinator to discuss the vehicle grants
- Worked with Frazer on new ambulance build
- Worked with ESO on scheduler transition
- Worked with OpIQ to finalize quote for services
- 48 hours spent staffing an ambulance to attempt to minimize the use of the MOT system

## Accounts Receivable Summary 2023

<i>AR Balance Date</i>	<b>Beginning Balance</b>	<b>Charges</b>	<b>Credits</b>	<b>Payments</b>	<b>Remaining Balance</b>
<i>1/31/2023</i>	\$222,295.17	\$180,944.00	\$143,739.93	\$48,140.24	\$485,844.90
<i>2/28/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>3/31/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>4/30/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>5/31/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>6/30/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>7/31/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>8/31/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>9/30/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>10/31/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>11/30/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<i>12/31/2023</i>	\$485,844.90	\$0.00	\$0.00	\$0.00	\$485,844.90
<b>Total 2023</b>		<b>\$180,944.00</b>	<b>\$143,739.93</b>	<b>\$48,140.24</b>	

<i>AR Balance Date</i>	<b>Beginning Balance</b>	<b>Charges</b>	<b>Credits</b>	<b>Payments</b>	<b>Remaining Balance</b>
<i>1/31/2022</i>	\$222,295.17	\$76,296.90	\$105,851.70	\$36,476.10	\$270,533.92
<i>2/28/2022</i>	\$270,533.92	\$115,342.00	\$400,163.95	\$31,846.06	\$282,331.20
<i>3/31/2022</i>	\$282,331.20	\$135,760.00	\$98,849.13	\$43,834.59	\$320,645.69
<i>4/30/2022</i>	\$320,645.69	\$79,887.00	\$120,232.34	\$43,300.67	\$281,774.64
<i>5/31/2022</i>	\$281,774.64	\$97,414.00	\$49,728.39	\$22,909.44	\$331,729.77
<i>6/30/2022</i>	\$331,729.77	\$180,411.00	\$141,998.13	\$45,195.80	\$371,666.60
<i>7/31/2022</i>	\$371,666.60	\$75,470.00	\$146,074.56	\$33,254.64	\$306,153.30
<i>8/31/2022</i>	\$306,153.30	\$283,807.00	\$106,603.38	\$55,746.89	\$486,437.32
<i>9/30/2022</i>	\$486,437.32	\$120,412.00	\$132,195.82	\$65,400.50	\$476,493.74
<i>10/31/2022</i>	\$476,493.74	\$178,316.00	\$196,517.33	\$39,142.83	\$463,473.31
<i>11/30/2022</i>	\$463,473.31	\$128,954.00	\$174,525.35	\$53,960.35	\$420,984.58
<i>12/31/2022</i>	\$420,984.58	\$135,142.00	\$114,257.10	\$45,073.02	\$446,955.32
<b>Total 2022</b>		<b>\$1,607,211.90</b>	<b>\$1,786,997.18</b>	<b>\$516,140.89</b>	

**Gilpin Ambulance Authority**  
**Fiscal YTD Summary - 01/01/23 to 01/31/23**

	<b>Jan-23</b>	<b>Totals</b>
<b>Beginning AR</b>	446,955.32	<b>446,955.32</b>
<b>Charges/Invoices</b>	180,944.00	180,944.00
<b>Contractual Adjustments</b>	(86,327.26)	(86,327.26)
<b>Allowed Charges</b>	94,616.74	<b>94,616.74</b>
<b>Patient Discounts</b>	(1,803.23)	(1,803.23)
<b>Bad Debt</b>	0.00	0.00
<b>Bad Debt Recovery</b>	6,239.81	6,239.81
<b>Bankruptcy</b>	0.00	0.00
<b>Misc Adjustments</b>	(1,428.36)	(1,428.36)
<b>Total Adjustments</b>	3,008.22	<b>3,008.22</b>
<b>Medicare Payments</b>	(6,117.88)	(6,117.88)
<b>Medicaid Payments</b>	(9,863.33)	(9,863.33)
<b>Insurance Payments</b>	(23,129.69)	(23,129.69)
<b>Facility Payments</b>	0.00	0.00
<b>Patient Payments</b>	(19,624.48)	(19,624.48)
<b>Total Payments</b>	(58,735.38)	<b>(58,735.38)</b>
<b>Insurance Refunds</b>	0.00	0.00
<b>Patient Refunds</b>	0.00	0.00
<b>Returned Checks</b>	0.00	0.00
<b>Total Refunds</b>	0.00	<b>0.00</b>
<b>Change in A/R</b>	38,889.58	<b>38,889.58</b>
<b>Ending A/R</b>	485,844.90	<b>485,844.90</b>
<b>Total Credits</b>	(142,054.42)	<b>(142,054.42)</b>
<b><i>BAD DEBT ACTIVITY</i></b>		
<b>Beginning Bad Debt</b>	(307,170.86)	<b>(307,170.86)</b>
<b>Accounts Sent to Bad Debt</b>	0.00	0.00
<b>Bad Debt Adjustments</b>	0.00	0.00
<b>Bad Debt Recovery</b>	6,239.81	6,239.81
<b>Ending Bad Debt</b>	(300,931.05)	<b>(300,931.05)</b>

11:36 AM

02/03/23

Accrual Basis

**Gilpin Ambulance Authority**  
**AR Summary Report**  
January 2023

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	<u>TOTAL</u>
Patient Pay	13,058.73
Collections	1,389.46
Insurance Providers	
Commercial Ins	15,228.03
Medicaid	6,631.01
Medicare	11,833.01
Total Insurance Providers	<u>33,692.05</u>
<b>TOTAL</b>	<b><u><u>48,140.24</u></u></b>

## Response/Call Volume Summary 2023

Monthly Comparison 1st Qtr	January						February						March					
	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023
Blood Draw	8	7	5	5	3	0	5	2	4	3	0	0	8	12	4	2	2	0
Call Cancelled	5	7	5	1	14	6	8	2	7	7	10	0	8	2	1	7	7	0
Dead On Scene	2	3	0	2	0	1	0	1	4	2	0	0	3	3	1	3	2	0
Life Alert	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Patient Found	1	4	10	7	6	3	0	8	5	7	3	0	4	5	3	10	4	0
No Transport	68	54	52	40	77	57	55	56	75	54	65	0	89	72	29	77	83	0
Standby	22	6	18	6	3	9	16	5	9	5	5	0	10	3	6	9	5	0
Treated, Transferred Care	3	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	0
Treated, Transported	57	66	58	56	51	61	56	43	61	41	48	0	64	70	25	55	80	0
<b>Totals</b>	<b>166</b>	<b>147</b>	<b>148</b>	<b>117</b>	<b>154</b>	<b>139</b>	<b>140</b>	<b>117</b>	<b>166</b>	<b>119</b>	<b>131</b>	<b>0</b>	<b>186</b>	<b>167</b>	<b>69</b>	<b>163</b>	<b>183</b>	<b>0</b>

Monthly Comparison 2nd Qtr	April						May						June					
	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023
Blood Draw	12	4	1	2	3	0	11	6	0	8	3	0	9	6	6	2	2	0
Call Cancelled	4	13	1	3	8	0	8	11	2	3	11	0	5	9	3	3	11	0
Dead On Scene	1	1	2	1	3	0	2	3	0	0	1	0	1	0	4	2	0	0
Life Alert	1	0	0	0	0	0	0	0	0	0	0	0	1	2	0	0	0	0
No Patient Found	4	0	0	8	1	0	4	0	2	10	3	0	2	5	2	14	7	0
No Transport	73	67	13	58	55	0	54	57	10	92	80	0	62	65	29	87	61	0
Standby	9	2	0	3	4	0	10	2	1	6	3	0	6	2	3	4	7	0
Treated, Transferred Care	2	0	0	0	0	0	1	0	1	0	3	0	0	0	2	0	1	0
Treated, Transported	69	58	9	58	43	0	73	46	26	48	68	0	59	57	38	56	72	0
<b>Totals</b>	<b>175</b>	<b>145</b>	<b>26</b>	<b>133</b>	<b>117</b>	<b>0</b>	<b>163</b>	<b>125</b>	<b>42</b>	<b>167</b>	<b>172</b>	<b>0</b>	<b>145</b>	<b>146</b>	<b>87</b>	<b>168</b>	<b>161</b>	<b>0</b>

Monthly Comparison 3rd Qtr	July						August						September					
	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023
Blood Draw	4	8	2	8	1	0	11	11	10	2	7	0	5	8	2	6	4	0
Call Cancelled	6	9	5	3	8	0	8	0	8	3	7	0	3	8	4	12	5	0
Dead On Scene	2	5	2	2	2	0	0	0	1	2	5	0	0	1	1	2	2	0
Life Alert	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Patient Found	2	3	2	7	2	0	0	4	2	10	6	0	4	4	3	3	6	0
No Transport	82	73	58	64	84	0	62	67	55	73	77	0	78	69	58	76	84	0
Standby	6	6	4	7	6	0	7	3	4	2	2	0	9	9	8	8	5	0
Treated, Transferred Care	0	0	2	0	1	0	0	1	2	0	2	0	0	2	0	0	1	0
Treated, Transported	67	65	51	56	77	0	69	55	56	86	80	0	69	41	53	78	64	0
<b>Totals</b>	<b>169</b>	<b>169</b>	<b>126</b>	<b>147</b>	<b>181</b>	<b>0</b>	<b>157</b>	<b>141</b>	<b>138</b>	<b>178</b>	<b>186</b>	<b>0</b>	<b>168</b>	<b>142</b>	<b>129</b>	<b>185</b>	<b>171</b>	<b>0</b>

Monthly Comparison 4th Qtr	October						November						December					
	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023
Blood Draw	8	5	4	5	3	0	7	3	4	2	0	0	4	7	1	0	0	0
Call Cancelled	7	2	2	14	3	0	0	1	7	8	4	0	5	5	6	9	10	0
Dead On Scene	0	3	1	3	3	0	0	3	1	1	3	0	4	1	3	2	2	0
Life Alert	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Patient Found	71	5	7	5	8	0	60	1	4	2	4	0	60	2	6	9	6	0
No Transport	54	78	51	61	99	0	49	58	64	60	61	0	44	59	54	76	77	0
Standby	8	12	8	8	3	0	13	5	6	11	5	0	5	9	10	8	7	0
Treated, Transferred Care	0	3	0	1	0	0	0	0	1	0	0	0	0	1	0	1	1	0
Treated, Transported	48	60	45	65	64	0	42	61	42	50	65	0	74	55	33	48	61	0
<b>Totals</b>	<b>196</b>	<b>168</b>	<b>118</b>	<b>162</b>	<b>183</b>	<b>0</b>	<b>171</b>	<b>132</b>	<b>129</b>	<b>134</b>	<b>142</b>	<b>0</b>	<b>196</b>	<b>139</b>	<b>113</b>	<b>153</b>	<b>164</b>	<b>0</b>



Year To Date Comparison	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Blood Draw	3	4	2	2	8	7	5	5	28	0
Call Cancelled	5	3	3	9	5	7	5	1	85	6
Dead On Scene	2	5	1	1	2	3	0	3	23	1
Life Alert	0	0	0	0	0	0	0	0	0	0
No Patient Found	0	3	4	5	1	4	10	7	55	3
No Transport	52	46	73	50	68	54	52	40	905	57
Standby	20	20	13	23	22	6	18	6	67	9
Treated, Transferred Care	1	0	0	0	3	0	0	0	11	2
Treated, Transported	59	91	48	66	57	66	58	55	771	61
<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>	<b>1945</b>	<b>139</b>

Five Year Comparison	2018	2019	2020	2021	2022
Blood Draw	92	79	43	45	28
Call Cancelled	67	69	51	72	85
Dead On Scene	15	24	20	23	23
Life Alert	2	2	0	0	0
No Patient Found	41	41	46	92	55
No Transport	814	775	548	813	905
Standby	121	64	77	77	67
Treated, Transferred Care	6	7	9	6	11
Treated, Transported	747	677	497	696	771
<b>Totals</b>	<b>1905</b>	<b>1738</b>	<b>1291</b>	<b>1824</b>	<b>1945</b>

Calls Between 10 PM & 8 AM	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Tot/YR
2014	40	44	56	47	44	46	42	41	35	42	29	44	510
2015	57	35	40	42	42	46	47	62	52	47	53	42	565
2016	49	42	53	44	43	63	56	47	52	39	45	40	573
2017	36	49	50	43	56	37	65	42	43	39	38	58	556
2018	58	43	57	58	51	46	48	43	55	47	40	50	596
2019	58	26	57	43	36	42	49	49	36	60	45	41	542
2020	37	56	24	4	12	25	46	45	32	42	45	35	403
2021	41	33	47	27	61	46	49	54	50	45	41	53	547
2022	49	55	56	43	55	51	59	53	56	48	43	49	617
2023	42	0	0	0	0	0	0	0	0	0	0	0	42
<b>Average</b>	<b>47</b>	<b>38</b>	<b>44</b>	<b>35</b>	<b>40</b>	<b>40</b>	<b>46</b>	<b>44</b>	<b>41</b>	<b>41</b>	<b>38</b>	<b>41</b>	<b>537</b>

## LEASE AGREEMENT

THIS LEASE AGREEMENT (“**Lease**”) is made and entered into this \_\_\_ day of January 2023, by and between Timberline Fire Protection District, a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes (the “**Landlord**”), and Gilpin Ambulance Authority (the “**Tenant**” and together with Landlord, the “**Parties**,” or either of the Parties individually, the “**Party**”). The Parties therefore agree as follows:

1. Premises. Landlord leases to Tenant and Tenant leases from Landlord limited space in the building located at 660 Highway 46, Black Hawk, Colorado 80422, and commonly referred to as Station 7, including the entirety of the second floor and the Western half of the bay below the second floor (the “Premises”).

2. Term. The term of this Lease shall be one year, commencing at 12:01 a.m. on the first day of March, 2023 (the “**Initial Term**”). The Lease will automatically be renewed for one (1) additional year term (the “**Renewal Term**”) upon the expiration of the Initial Term and upon the subsequent termination of Renewal Terms effective the first day of January thereafter until this Lease is terminated as provided herein.

3. Rent. As rent, Tenant will pay the sum of \$2,675 per month payable in advance on the first (1<sup>st</sup>) day of each and every month.

4. Use. Tenant intends to use and occupy the Premises to provide Emergency Medical Services, including but not limited to storage of equipment and vehicles, and staff housing and use while on shift.

5. Tenant Maintenance. Tenant agrees that it will keep the Premises in good order and condition and will, at the expiration or other termination of the Lease, surrender and deliver up the same in like condition as the same now is or shall be at the commencement of the Initial Term hereof subject to ordinary wear and tear and damage by the elements, fire, and other unavoidable casualty.

6. Landlord Maintenance. Landlord agrees that it is responsible for all repairs and maintenance of the Premises and the property on which the building is located including without limitation, the structure, exterior, roof, HVAC systems, plumbing, electrical, landscaping, snow removal, lighting and parking area.

7. Use of Common Areas. Tenant and Tenant’s agents shall be entitled to the nonexclusive use in common with others of any driveways, sidewalks, footways and parking areas. No parking areas are assigned. Tenant agrees to coordinate with Landlord the parking of Tenant staff and guests to minimize parking congestion during peak times.

8. Kitchen use. The High County Auxiliary may from time to time use the second floor kitchen to prepare meals for County emergency’s or trainings. The HCA will not store supplies, food, or kitchenware in the kitchen.

9. Subletting. Tenant is not permitted to sublet the Premises or any part thereof.

10. Landlord Access. Tenant further agrees that it will be sharing the occupation of the Premises with Landlord and that Landlord, its officials, agents or employees are permitted to enter the Premises without additional notice to Tenant.

11. Prohibited Uses. Tenant will not use or permit the Premises, any part thereof, or Landlord's property in the vicinity of Premises to be used for any disorderly, unlawful, or extra hazardous purpose or for any purpose other than hereinbefore specified and will not manufacture any commodity therein. This provision shall require Tenant to control and be responsible for the conduct of Tenant's customers, patrons, or clients while said persons are in or about the Premises.

12. Damage to Premises. All injury to the Premises or the building of which they are a part caused by Tenant its agents, servants, employees, and visitors shall be repaired by Tenant at its sole expense. In the event that Tenant shall fail to do so, Landlord shall have the right to make such necessary repairs, alterations, and replacements (structural, nonstructural, or otherwise), and any charge or cost so incurred by Landlord shall be paid by Tenant within twenty (20) days thereafter. This provision shall be construed as an additional remedy granted to Landlord and not in limitation of any other rights and remedies that Landlord has or may have in said circumstances.

13. No Partnership. Landlord assumes no liability or responsibility whatsoever with respect to the conduct and operation of the business to be conducted in the Premises. Landlord shall not be liable for any accident to or injury to any person or persons or property in or about the Premises that are caused by the conduct and operation of said business or by virtue of equipment or property of Tenant in said Premises.

14. Utility and Other Charges.

(a) Tenant agrees to take over direct payment of electric, natural gas, and trash utilities.

(b) All other utilities and maintenance costs shall be the responsibility of the Landlord including, but not limited to, property insurance, internet (shared usage) and water and sewer charges.

15. Default. It is agreed that if Tenant shall fail to pay the rent or any utility or other charge at the time the same shall become due and payable or if Tenant shall violate or fail or neglect to keep and perform any of the covenants, conditions, and agreements herein contained on the part of Tenant to be kept and performed or if the demised Premises shall become vacant or deserted, then, and in each and every such event from thenceforth and at all times thereafter, at the option of Landlord, Tenant's right of possession shall thereupon cease and terminate, and Landlord shall be entitled to the possession of the Premises and to re-enter the same without demand of rent or demand of possession of said Premises and may forthwith proceed to recover possession of the Premises by process of law.

16. No Trial by Jury. Landlord and Tenant waive any right either may have to trial by jury in any action arising under this Lease or pertaining to the Premises.

17. Insurance.

(a) Tenant shall maintain with respect to the leased Premises general liability insurance with minimum limit of \$500,000 per person per occurrence and \$2,000,000 per occurrence in the aggregate or in such other amounts as provided under the Colorado Governmental Immunity Act, 24-10-101, *et seq.*, C.R.S. Tenant shall name Landlord as an additional named insured. Tenant shall deliver a certificate of such insurance to Landlord upon the commencement of the Initial Term of this Lease and continuing evidence of such coverage as so requested by Landlord. Such insurance policy shall provide that it cannot be cancelled without at least thirty (30) days' prior notice to Landlord. Landlord may but is not obligated to pay any premium not timely paid by Tenant or perform or cause to be performed any acts that are required by the company issuing the insurance policy. Any payment made by Landlord and the cost of performing or causing to be performed any acts that are required by the insurance carrier shall become immediately due and owing from Tenant to Landlord as additional rent and shall be collectible as such.

(b) Landlord shall maintain property insurance in amounts sufficient to protect its interests with such amounts to be determined in its sole discretion. Property insurance maintained by Landlord will not cover Tenant's personal property and any such losses incurred by Tenant are its sole responsibility.

18. Casualty. If the Premises shall be so damaged by fire or other casualty as to be untenantable, then, unless said repair begins within twenty (20) days thereafter, either Party hereto, upon written notice to the other Party given at any time following the expiration of twenty (20) days after said fire or other major casualty, may terminate this Lease.

19. Successors and Assigns. It is agreed that all rights, remedies, and liabilities herein given to or imposed on either of the Parties hereto shall extend to their respective successors, and assigns.

20. Mechanic's Liens. Tenant will not permit any mechanic's lien or liens to be placed on the Premises or any improvement thereof and agrees, if any such lien be filed on account of the acts of Tenant, promptly to pay the same. In the event Tenant fails to pay any such lien, it may be paid by Landlord and charged to Tenant as additional rent hereunder.

21. Termination.

(a) By Tenant. Tenant, in its sole discretion, may terminate this Lease at the end of any month upon thirty (30) days prior written notice to Landlord without any additional fees or rents payable to Landlord beyond the date of termination. Tenant shall be responsible for all rent and other charges through the date of termination.

22. Entire Agreement. This Lease contains the entire and only agreement between the Parties, and no oral statements or representations or prior written matter not contained or referred to in this instrument shall have any force or effect. This Lease shall not be modified in any way except by a writing subscribed by both Parties hereto. The failure of Landlord or Tenant to insist on strict performance by the other of any of the covenants or conditions of this Lease in any one or more instances shall not be construed as a waiver of relinquishment for the

future of any such covenants or conditions, but the same shall be and remain in full force and effect. No waiver of any provision of this Lease shall be deemed to have been made unless in writing and signed by the Party to be charged therewith.

23. Law. This Lease and all amendments thereof shall be governed and construed in accordance with the laws of the State of Colorado.

24. Notices. All notices required or desired to be given hereunder by either Party to the other shall be given by certified or registered mail. Notices to the respective Parties shall be addressed as follows:

To Landlord: Timberline Fire Protection District  
Attn: Paul Ondr, Chief  
660 Highway 46  
Black Hawk, CO 80422

With Copy to: Cockrel Ela Glesne Greher &  
Ruhland, P.C.  
Attn: Harley Gifford  
44 Cook Street, Suite 620  
Denver, CO 80206

To Tenant: Gilpin Ambulance Authority  
Attn: Cody Carroll, Chief  
495 Apex Valley Rd.  
PO Box 638  
Black Hawk, CO 80422

With a Copy to: Collins Cole Flynn Winn & Ulmer,  
PLLC  
Attn: Kathryn Winn  
165 S. Union Blvd., Suite 785  
Lakewood, CO 80228

Either Party may, by like written notice, designate a new address to which said notices shall be directed.

25. Headings. All headings preceding the text of the paragraphs of this Lease are inserted solely for convenience of reference, and none of them shall constitute a part of this Lease or affect its meaning, construction, or effect.

26. Interpretation. Interpretation based on drafting the terms of the Lease shall not be interpreted in favor of or against either Party based on who drafted the document.

27. Indemnification. To the fullest extent permitted by law, Tenant shall indemnify and hold harmless Landlord, its officials, contractors and employees and any of them from and against all claims, losses, liabilities, damages and costs (including all attorney fees) which are

incurred as a result of Tenant's use of the Premises whether any such loss or liability was caused by the negligence of Tenant, its agents, employees, customers or members. Landlord shall not be liable for any damage or injury to Tenant or any other person or to any property located or occurring on the Premises, or any part thereof, or in common areas thereof, unless such damage is the proximate result of the unlawful act of Landlord, its agents or its employees and Landlord is not otherwise immune from liability under the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S.

28. Annual Appropriation. Pursuant to Article X, Section 20 of the Colorado Constitution, each party's obligations hereunder are subject to the annual appropriation of funds necessary for the performance thereof, which appropriations will be made in the sole discretion of each party's respective Board of Directors. In the event that sufficient funds for the obligations contemplated in this Lease are not made, such event shall trigger termination.

29. Counterparts. This Lease may be executed in any number of counterparts, each of which shall be an original, and all of such counterparts when together shall constitute but one and the same instrument.

*[Remainder of page left intentionally blank]*

IN WITNESS WHEREOF, Landlord and Tenant have hereunto set their hands and seals all as of the day and year first written above.

LANDLORD:  
Timberline Fire Protection District

By: \_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_

TENANT:  
Gilpin Ambulance Authority

By: \_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_

# Gilpin Ambulance Authority Administrative Officer

**Prepared Date:** August 2, 2022  
**Reports To:** Chief /Manager  
**Salary Range:** \$

## **GENERAL STATEMENT OF DUTIES:**

Manager in charge of designated projects and functions. Responsible for planning, administering and completing assigned tasks and projects, which may cross several functional areas, such as finance, information technology, data analysis, payroll, HR, compliance, quality assurance, among others. Assignments may vary in length and complexity. Does not supervise staff but provides work direction to individuals supporting a project.

## **DUTIES AND RESPONSIBILITIES**

### ESSENTIAL DUTIES ARE:

#### **Financial**

- Responsible for all financial/accounting practices and reporting with oversight from the Manager, CPA and Board of Directors.
- Maintains an accurate record of financial transactions. This includes accounts payable, recording deposits, accounts receivable, bank account reconciliations, payroll, annual financial audits, budget preparation, financial reporting, analytics, etc.
- Maintain reports and records in accordance with State Department of Local Affairs requirements
- Submit annual external financial audit results and budgets to the State of Colorado
- Reviews and analyzes budget reports and prepares and develops budget modifications and recommendations.
- Researches, writes, applies for and maintains supporting financial documentation for grant management. Assist/Prepare/Write Grants and maintain documentation and records as required by the Grant requirements and contracts Studies management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures.

#### **Board of Directors**

- Prepares monthly, quarterly, annual reports, specialized reports of financial, statistical, or other system reports as requested by the Manager or Board of Directors
- Compiles all required documents for monthly Board Meetings
- Acts as recording secretary for board minutes
- Attends all Board meetings to provide financial, call and accounts receivable summaries and answer any related questions.

#### **Human Resources (HR)**

- Performs HR functions including onboarding, benefits enrollment and management, payroll, maintaining personnel records, writing, and maintaining job descriptions, discussing higher level HR issues or concerns with the Manager, Mountain States Employers Council and/or agency attorney as needed.
- Provides ideas and concepts to develop policies and procedures for billing, financial and business operations
- Authors, edits, and maintains administrative, business, financial and operational policies and procedures
- Conducts research and analytical studies, preparing reports including salary surveys, cost analyses, comparative financial data, and informational data to support findings
- Provides crew training as necessary for documentation compliance, HIPAA and billing requirements
- Acts as project manager
- Attends leadership and department meetings
- Acts as a contact for employee questions or conflicts
- Identifies administrative needs and develops appropriate solutions or recommendations.

#### **Information Technology (IT) and Data Analytics**

- Provides information technology support and maintenance including, networking, computer maintenance repair, and purchasing
- Provides clear concise data and statistical analysis of Call Volume, Accounts Receivable and billing records

#### **Privacy and Compliance**

- Acts as HIPPA privacy and compliance officer
- Acts as quality assurance officer for field documentation and compliance



- Responsible for developing and maintaining documentation, billing, HIPPA, Medicare, compliance policies and procedures
- Maintains contractual documentation with Medicare, Medicaid, VA, and any other billing related required memberships or agreements
- Develops and submits required cost data collection information to Medicare and Medicaid

**Other Essential Duties**

- Develops and maintains professional relationships with employees, board members, customers, and outside agencies/vendors
- Attends trainings related to financial, documentation compliance, HIPAA, HR practices, or others as appropriate to maintain essential job functions
- Make decisions for the good of the organization
- Maintains other confidential information as may be required by other applicable law.
- Interprets and applies laws, rules, and regulations applicable to the organization.
- **Maintains patient confidentiality at all times in accordance with HIPAA regulations**

**EDUCATION and/or EXPERIENCE:**

- A bachelor's degree in accounting, business, management, or any combination of education and experience equivalent to a bachelor's degree
- One year of governmental, nonprofit or business accounting functions and reporting
- Experience with grant writing
- Experience and comfort with QuickBooks software
- Two to three years of medical billing experience,
- One to two years of experience in the healthcare industry – EMS preferred
- Working knowledge of data and statistical analysis and reporting
- Experience in customer relations
- Advanced working knowledge and experience with all MS Office applications including Access, Word, Excel, PowerPoint, Publisher and Outlook

**ABILITIES, SKILLS AND KNOWLEDGE:**

- Able to read and interpret business documents, technical procedures, medical compliance guidelines and/or governmental regulations
- Prepare reports, business correspondence and presentations.
- Effectively present information and respond to questions from EMS crews, billing staff, Manager and Board of Directors
- Apply statistical and analytical concepts to practical situations.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Advanced skills in communications, problem solving, accounting, and computing
- Ability to establish and maintain effective working relationships with employees, the public, Manager and Board of Directors
- Self-motivating and responsible

**PHYSICAL REQUIREMENTS:**

- Ability to frequently stand, walk, sit, and reach with hands and arms.
- Ability to occasionally climb or balance and stoop, kneel, crouch, or crawl
- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to spend long amounts of time in front of a computer

**TRAVEL:**

- The employee is occasionally required to travel out of town with overnight stays for training

**COMMENTS:**

- The intent of this classification is to describe the types of job tasks and level of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.
- The Gilpin Ambulance Authority is an equal opportunity employer pursuant to the Immigrations Reform and Control Act, it is the Authority's intention to hire only individuals who are United States Citizens or aliens who are authorized to work and live in the United States.



495 Apex Valley Rd. / PO Box 638

Black Hawk, CO 80422

Phone: (303) 582-5499

Fax: (303) 582-3390

## **Full-Time Paramedic**

Gilpin Ambulance Authority maintains job descriptions for each position in the department's organizational structure. Upon hiring or promotion, all employees will be provided with the description of the position into which they have entered. Job descriptions will contain, but will not be limited to:

- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required qualifications, knowledge, skills, and physical and mental abilities

All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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## Full-Time Paramedic

<b>Supervisor</b>	Assigned Captain
<b>Directs</b>	N/A
<b>FLSA Status</b>	Non-Exempt

### Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- Current AHA BLS for Healthcare Providers Provider or Instructor Certification
- No less than two years of previous experience in the provision of prehospital medical care on an ambulance (three or more years preferred)
- Advanced Cardiac Life Support (ACLS) Certification

### Additional Qualifications

- Pediatric Advanced Life Support (PALS) Certification
- Emergency Pediatric Care (EPC) Certification
- PreHospital Trauma Life Support (PHTLS) Certification
- Advanced Medical Life Support (AMLS) Certification
- VFIS EVOC Certification
- FEMA NIMS ICS 100, 200, 700, and 800
- Completion of credentialing interview at close of probationary period

### Essential Duties, Functions, and Responsibilities

*(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

Under the direction of their assigned Captain, the employee in this classification is expected to provide high-quality prehospital medical services, including response, assessment, treatment of injuries and illnesses, and transportation as authorized by the adopted GAA Medical Protocols and Standard Operating Guidelines. The employee is expected to follow all policies as outlined in the GAA Employee Handbook and Standard Operating Guidelines. The employee will perform related duties as assigned by their assigned Captain or any on-duty supervisor. The employee will maintain all continuing education hours required to maintain the certifications outlined in the minimum qualifications for the position.

### Required Knowledge, Skills, and Abilities

- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to process information and complete tasks in a timely manner

### Work Environment, Physical Demands

- **Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.
- **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.



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#### **ADA Compliance Statement**

The human-resources goal of GAA is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for GAA or pose a safety risk to the applicant, employee, or others. GAA complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact Human Resources.

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## Job Description Acknowledgement

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Cody Carroll  
Chief

\_\_\_\_\_  
Chief Signature

\_\_\_\_\_  
Date of Issue

### Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am willing and able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate Supervisor or the Chief.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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## **Full-Time Emergency Medical Technician (EMT)**

Gilpin Ambulance Authority maintains job descriptions for each position in the department's organizational structure. Upon hiring or promotion, all employees will be provided with the description of the position into which they have entered. Job descriptions will contain, but will not be limited to:

- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required qualifications, knowledge, skills, and physical and mental abilities

Job descriptions are not to be construed as a contract, except as required by law, and do not function as a limit to the duties which can be assigned to the employee.

All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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## Full-Time Emergency Medical Technician (EMT)

<b>Supervisor</b>	Assigned Captain
<b>Directs</b>	N/A
<b>FLSA Status</b>	Non-Exempt

### Job Qualifications

- CDPHE EMT Certification
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- AHA BLS for Healthcare Providers Provider or Instructor Certification
- No less than one year of previous experience in the provision of prehospital medical care on an ambulance (two or more years preferred)

### Additional Qualifications

- Advanced Cardiac Life Support (ACLS) Certification
- Pediatric Advanced Life Support (PALS) Certification
- Emergency Pediatric Care (EPC) Certification
- PreHospital Trauma Life Support (PHTLS) Certification
- Advanced Medical Life Support (AMLS) Certification
- VFIS EVOC Certification
- FEMA NIMS ICS 100, 200, 700, and 800
- Completion of credentialing interview at close of probationary period

### Essential Duties, Functions, and Responsibilities

*(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

Under the direction of their assigned Captain, the employee in this classification is expected to provide high-quality prehospital medical services, including response, assessment, treatment of injuries and illnesses, and transportation as authorized by the adopted GAA Medical Protocols and Standard Operating Guidelines. The employee is expected to follow all policies as outlined in the GAA Employee Handbook and Standard Operating Guidelines. The employee will perform related duties as assigned by their assigned Captain or any on-duty supervisor. The employee will maintain all continuing education hours required to maintain the certifications outlined in the minimum qualifications for the position.

### Required Knowledge, Skills, and Abilities

- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to process information and complete tasks in a timely manner

### Work Environment, Physical Demands

- **Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.
- **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.



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#### **ADA Compliance Statement**

The human-resources goal of GAA is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for GAA or pose a safety risk to the applicant, employee, or others. GAA complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact Human Resources.

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## Job Description Acknowledgement

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Cody Carroll  
Chief

\_\_\_\_\_  
Chief Signature

\_\_\_\_\_  
Date of Issue

### Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am willing and able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate Supervisor or the Chief.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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Black Hawk, CO 80422

Phone: (303) 582-5499

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## Training Captain

Gilpin Ambulance Authority maintains job descriptions for each position in the department's organizational structure. Upon hiring or promotion, all employees will be provided with the description of the position into which they have entered. Job descriptions will contain, but will not be limited to:

- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required knowledge, skills, and physical and mental abilities

Job descriptions are not to be construed as a contract, except as required by law, and do not function as a limit to the duties which can be assigned to the employee.

All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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Fax: (303) 582-3390

## Training Captain

<b>Supervisor</b>	Chief
<b>Directs</b>	Full-time and PRN EMTs, AEMTs, and Paramedics
<b>FLSA Status</b>	Non-Exempt

### Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
- Current CDPHE EMS Instructor Certification
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- No less than 5 years of previous experience in the provision of prehospital medical care at the Paramedic level in a 911 transport setting
- AHA BLS for Healthcare Providers Certification (Instructor preferred)
- Advanced Cardiac Life Support (ACLS) Certification (Instructor preferred)
- NAEMT Affiliate Faculty preferred
- Bachelor's degree in a healthcare or business-related discipline preferred

### Additional Qualifications

- CDPHE Instructor Certification
- AHA BLS Instructor Certification
- Pediatric Advanced Life Support (PALS) Instructor Certification
- Emergency Pediatric Care (EPC) Instructor Certification
- PreHospital Trauma Life Support (PHTLS) Instructor Certification
- Advanced Medical Life Support (AMLS) Instructor Certification
- EVOC Instructor Certification
- FEMA NIMS ICS 100, 200, 300, 400, 700, and 800

### Essential Duties Functions and Responsibilities

*(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

Under the direction of the Chief, the responsibilities of employees in this classification include, but are not limited to:

- All functions listed in the Full-Time Paramedic job description
- Supervision of the assigned shift and all operational functions of GAA while on duty
- Respond to select calls for service as an additional provider per GAA Standard Operating Guidelines
- Serve as a productive member of the leadership team
- Promote a sense of camaraderie and goodwill amongst the employees, leadership, and partner organizations
- Serve as a liaison between partner agencies and GAA
- Coordination, scheduling, instruction, and documentation of training for all GAA employees and partner organizations including the maintenance of the electronic learning management system
- Onboarding of new employees
- Coordination and management of the Field Training Officer program
- In cooperation with the Clinical Captain, develop, coordinate, and maintain a credentialing process for new providers coming into the organization
- Tracking of all staff licensures and certifications as required by their respective job descriptions



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- Evaluation and incorporation of new assessment and treatment methodologies, equipment, and technology into clinical practice
- In cooperation with the Clinical Captain, Medical Director, and hospital EMS Coordinators, develop an education and training plan based on trends in QA/QI and new research
- Related duties as assigned by the Chief

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#### **Required Knowledge, Skills, and Abilities**

- Requires effective verbal and written communication skills as well as the ability to convey information clearly to large groups
- Requires the ability to maintain confidentiality regarding internal processes
- Requires the ability to function in a supervisory capacity for a group of workers including the ability to make decisions on procedural and technical levels
- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to resolve conflicts between personnel and conflicts with other individuals with which the Captain may have disagreements or differences
- Requires the ability to follow the proper chain of command when addressing internal and external issues
- Requires the ability to accept constructive criticism and correction from leaders, peers, and subordinates without taking offense or taking criticism personally
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to demonstrate critical thinking and strong organizational skills
- Requires the ability to process information and complete tasks in a timely manner
- Requires the development of a service mindset regarding leadership

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#### **Work Environment, Physical Demands**

- **Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.
- **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.

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#### **ADA Compliance Statement**

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## Job Description Acknowledgement

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Cody Carroll  
Chief

\_\_\_\_\_  
Chief Signature

\_\_\_\_\_  
Date of Issue

### Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am willing and able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate Supervisor or the Chief.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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## Logistics Captain

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- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required knowledge, skills, and physical and mental abilities

Job descriptions are not to be construed as a contract, except as required by law, and do not function as a limit to the duties which can be assigned to the employee.

All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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## Logistics Captain

<b>Supervisor</b>	Chief
<b>Directs</b>	Full-time and PRN EMTs, AEMTs, and Paramedics
<b>FLSA Status</b>	Non-Exempt

### Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
- Current CDPHE EMS Instructor Certification
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- No less than 5 years of previous experience in the provision of prehospital medical care at the Paramedic level in a 911 transport setting
- AHA BLS for Healthcare Providers Certification
- Advanced Cardiac Life Support (ACLS) Certification (Instructor preferred)
- Bachelor's degree in a healthcare or business-related discipline preferred

### Additional Qualifications

- Pediatric Advanced Life Support (PALS) Certification (Instructor preferred)
- Emergency Pediatric Care (EPC) Certification (Instructor preferred)
- PreHospital Trauma Life Support (PHTLS) Certification (Instructor preferred)
- Advanced Medical Life Support (AMLS) Certification (Instructor preferred)
- EVOC Certification
- FEMA NIMS ICS 100, 200, 300, 400, 700, and 800

### Essential Duties, Functions, and Responsibilities

*(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

Under the direction of the Chief, the responsibilities of employees in this classification include, but are not limited to:

- All functions listed in the Full-Time Paramedic job description
- Supervision of the assigned shift and all operational functions of GAA while on duty
- Respond to select calls for service as an additional provider per GAA Standard Operating Guidelines
- Serve as a productive member of the leadership team
- Promote a sense of camaraderie and goodwill amongst the employees, leadership, and partner organizations
- Serve as a liaison between partner agencies and GAA
- Ordering, stocking, and inventory of all supplies and equipment
- Maintenance of the electronic inventory and maintenance tracking platform (OperativeIQ)
- Assist the Chief with purchasing of capital items
- Monitoring and coordination of all maintenance for company vehicles and equipment
- Coordinate the ordering of uniforms and equipment for incoming and current employees
- Coordinate committees for equipment selection
- In cooperation with the Training Captain, develop educational materials for the use of all department equipment
- Related duties as assigned by the Chief

### Required Knowledge, Skills, and Abilities

- Requires effective verbal and written communication skills as well as the ability to convey information clearly to large groups



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- Requires the ability to maintain confidentiality regarding internal processes
- Requires the ability to function in a supervisory capacity for a group of workers including the ability to make decisions on procedural and technical levels
- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to resolve conflicts between personnel and conflicts with other individuals with which the Captain may have disagreements or differences
- Requires the ability to follow the proper chain of command when addressing internal and external issues
- Requires the ability to accept constructive criticism and correction from leaders, peers, and subordinates without taking offense or considering it a personal attack
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to demonstrate critical thinking and strong organizational skills
- Requires the ability to process information and complete tasks in a timely manner
- Requires the development of a service mindset regarding leadership

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#### **Work Environment: Physical Demands**

**Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.

- **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.

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Cody Carroll  
Chief

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Chief Signature

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Date of Issue

### Employee Acknowledgment

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Employee Signature

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## Clinical Captain

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- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required knowledge, skills, and physical and mental abilities

Job descriptions are not to be construed as a contract, except as required by law, and do not function as a limit to the duties which can be assigned to the employee.

All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA may be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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## Clinical Captain

<b>Supervisor</b>	Chief
<b>Directs</b>	Full-time and PRN EMTs, AEMTs, and Paramedics
<b>FLSA Status</b>	Non-Exempt

### Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- No less than 5 years of previous experience in the provision of prehospital medical care at the Paramedic level in a 911 transport setting
- Current AHA BLS for Healthcare Providers Instructor Certification
- Current Advanced Cardiac Life Support (ACLS) Certification (Instructor preferred)
- Bachelor's degree in a healthcare or business-related discipline preferred

### Additional Qualifications

- Pediatric Advanced Life Support (PALS) Certification (Instructor preferred)
- Emergency Pediatric Care (EPC) Certification (Instructor preferred)
- PreHospital Trauma Life Support (PHTLS) Certification (Instructor preferred)
- Advanced Medical Life Support (AMLS) Certification (Instructor preferred)
- VFIS EVOC Certification
- FEMA NIMS ICS 100, 200, 300, 400, 700, and 800

### Essential Duties, Functions, and Responsibilities

*(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

Under the direction of the Chief, the responsibilities of employees in this classification include, but are not limited to:

- All functions listed in the Full-Time Paramedic job description
- Supervision of the assigned shift and all operational functions of GAA while on duty
- Respond to select calls for service as an additional provider per GAA Standard Operating Guidelines
- Serve as a productive member of the leadership team
- Promote a sense of camaraderie and goodwill amongst the employees, leadership, and partner organizations
- Serve as a liaison between partner agencies and GAA
- Build and publish the schedule
- In cooperation with the Training Captain, develop, coordinate, and maintain a credentialing process for new providers coming into the organization
- Develop, coordinate, and implement a Quality Assurance plan in conjunction with the Medical Director
- Perform chart review, provide constructive feedback to field providers, and refer cases to the Medical Director as needed
- In conjunction with the Training Captain, Medical Director, and hospital EMS Coordinators, develop an education and training plan based on trends in QA and new research
- Schedule and perform clinical incident reviews alongside the Medical Director



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### Required Knowledge, Skills, and Abilities

- Requires effective verbal and written communication skills as well as the ability to convey information clearly to large groups
- Requires the ability to maintain confidentiality regarding internal processes
- Requires the ability to function in a supervisory capacity for a group of workers including the ability to make decisions on procedural and technical levels
- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to resolve conflicts between personnel and conflicts with other individuals with which the Captain may have disagreements or differences
- Requires the ability to follow the proper chain of command when addressing internal and external issues
- Requires the ability to accept constructive criticism and correction from leaders, peers, and subordinates without taking offense or taking criticism personally
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to demonstrate critical thinking and strong organizational skills
- Requires the ability to process information and complete tasks in a timely manner
- Requires the development of a service mindset regarding leadership

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### Work Environment, Physical Demands

- **Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.
- **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.

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### ADA Compliance Statement

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Cody Carroll  
Chief

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Chief Signature

\_\_\_\_\_  
Date of Issue

### Employee Acknowledgment

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Employee Signature

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Print Name

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Date



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## PRN Paramedic

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- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required qualifications, knowledge, skills, and physical and mental abilities

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All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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## PRN Paramedic

<b>Supervisor</b>	Assigned Captain
<b>Directs</b>	N/A
<b>FLSA Status</b>	Non-Exempt

### Job Qualifications

- Current CDPHE Paramedic Certification or Licensure
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- Current AHA BLS for Healthcare Providers Provider or Instructor Certification
- No less than three years of previous experience in the provision of prehospital medical care on an ambulance
- Advanced Cardiac Life Support (ACLS) Certification

### Additional Qualifications

- Pediatric Advanced Life Support (PALS) Certification
- Emergency Pediatric Care (EPC) Certification preferred
- PreHospital Trauma Life Support (PHTLS) Certification preferred
- Advanced Medical Life Support (AMLS) Certification preferred
- VFIS EVOC Certification
- FEMA NIMS ICS 100, 200, 700, and 800
- Completion of credentialing interview within one year of employment

### Essential Duties, Functions and Responsibilities

*(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

Under the direction of their assigned Captain, the employee in this classification is expected to provide high-quality prehospital medical services, including response, assessment, treatment of injuries and illnesses, and transportation as authorized by the adopted GAA Medical Protocols and Standard Operating Guidelines. The employee is expected to follow all policies as outlined in the GAA Employee Handbook and Standard Operating Guidelines. The employee will perform related duties as assigned by their assigned Captain or any on-duty supervisor. The employee will maintain all continuing education hours required in order to maintain the certifications outlined in the minimum qualifications for the position.

### Required Knowledge, Skills, and Abilities

- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to process information and complete tasks in a timely manner

### Work Environment, Physical Demands

- **Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.
- **Environmental Factors:** Performing the functions of this position may risk exposure to extreme heat, extreme cold, other extreme weather conditions, strong odors, smoke, strong and/or toxic chemicals, and dust or pollen.



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Cody Carroll  
Chief

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Chief Signature

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Date of Issue

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\_\_\_\_\_  
Employee Signature

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Print Name

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Date



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## PRN Emergency Medical Technician (EMT)

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- Position title
- Description of basic position functions and duties
- Reporting relationships and authorities
- Required qualifications, knowledge, skills, and physical and mental abilities

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All qualifications listed in the "Additional Qualifications" section must be obtained within one year of hiring or promotion unless otherwise indicated. Employees who fail to obtain all "Additional Qualifications" within the appropriate timeframe or fail to maintain those certifications throughout the duration of their employment with GAA will be subject to disciplinary action up to and including termination for failure to meet the requirements of their position.



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## PRN Emergency Medical Technician (EMT)

<b>Supervisor</b>	Assigned Captain
<b>Directs</b>	N/A
<b>FLSA Status</b>	Non-Exempt

### Job Qualifications

- Current CDPHE EMT Certification
- Current Colorado Driver's License
- Must not appear on CMS exclusion list
- Current AHA BLS for Healthcare Providers Provider or Instructor Certification
- No less than one year of previous experience in the provision of prehospital medical care on an ambulance (two or more years preferred)

### Additional Qualifications

- Advanced Cardiac Life Support (ACLS) Certification
- Pediatric Advanced Life Support (PALS) Certification preferred
- Emergency Pediatric Care (EPC) Certification preferred
- PreHospital Trauma Life Support (PHTLS) Certification preferred
- Advanced Medical Life Support (AMLS) Certification preferred
- VFIS EVOC Certification
- FEMA NIMS ICS 100, 200, 700, and 800
- Completion of credentialing interview at close of probationary period

### Essential Duties, Functions, and Responsibilities

*(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)*

Under the direction of their assigned Captain, the employee in this classification is expected to provide high-quality prehospital medical services, including response, assessment, treatment of injuries and illnesses, and transportation as authorized by the adopted GAA Medical Protocols and Standard Operating Guidelines. The employee is expected to follow all policies as outlined in the GAA Employee Handbook and Standard Operating Guidelines. The employee will perform related duties as assigned by their assigned Captain or any on-duty supervisor. The employee will maintain all continuing education hours required to maintain the certifications outlined in the minimum qualifications for the position.

### Required Knowledge, Skills, and Abilities

- Requires the ability to read, speak, perform basic mathematics, and operate and control the actions of equipment and machinery
- Requires the ability to use computer software for operational and clinical tasks
- Requires the ability to process information and complete tasks in a timely manner

### Work Environment, Physical Demands

- **Physical Ability:** The tasks involved in this position require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of walking, climbing, balancing, stooping, kneeling, crouching, crawling, and the lifting, carrying, pushing, and pulling of heavy objects and materials up to and sometimes above 100 lbs in weight.
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Cody Carroll  
Chief

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Chief Signature

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Employee Signature

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Print Name

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