

GILPIN AMBULANCE AUTHORITY
NOTICE OF MEETING AND AGENDA
Wednesday, August 16, 2023, 09:00 a.m.
Gilpin County Court House Commissioners Chambers

- I) Call to Order
- II) Roll Call
- III) Additions/Amendments to the Agenda
- IV) Conflicts of Interest
- V) Consideration of Minutes: August 26, 2023
- VI) Financial Report
 - a) Balance Sheet July 2023
 - b) P&L Budget to Actual July 2023
 - c) List of Bills – 07/24 – 8/10/2023
- VII) Authority Manager Report
 - a) Activity Summary
- VIII) Administrative Officer’s Report
 - a) Billing summary July 2023
 - b) Call Summary July 2023
- IX) Old Business
 - a) 2024 Budget Discussion
 - b) Pay Structure/Bonuses
 - c) Vehicle Replacement Schedule
- X) New Business
 - a) None
- XI) Action Items
 - a) None
- XII) Public Comment
- XIII) Executive Session: As Needed
- XIV) Board Comment
- XV) Next Meeting September 13, 2023 – 9 am
- XVI) Adjourn Meeting

Gilpin Ambulance Authority

Regular Monthly Meeting

July 26, 2023

Call to Order/Roll Call

The board of director's meeting for Gilpin Ambulance Authority was called to order at 09:00 AM July 26, 2023, in the Gilpin County Commissioner's Chambers by President Buddy Schmalz.

Board members present were Marcia Enloe, Lynnette Hailey, Buddy Schmalz and Chris Woolley with Ray Rears
Absent

Others present were Manager Cody Carroll and Administrative Officer Erin Gibbs

Additions or Amendments to the Agenda

None

Conflict of Interest

None

Budget Work Session 09:00-10:10

A draft 2024 budget was presented to the board for discussion. The board would like to see that contributions decrease or stay the same, not increase for 2024. The board would like to receive a bonus proposal for employee compensation for 2023 vs giving raises in 2023. There was discussion on raises for 2024 related to the salary survey. The board would like to see the impact of pay scale raises for Paramedics at 4% and Captains at 7%. EMTs will only be receiving raises based on fixing compression and longevity. Cody will be putting together proposed pay schedules and 2023 bonus recommendations for the August board meeting. Cody will also have a capital replacement schedule available in August.

Consideration of Minutes

A motion was made by Lynnette Hailey to approve the minutes from 06/14/2023, seconded by Chris Woolley
Motion carries unanimously.

Financial Report

Balance Sheet/P&L

Review and discussion of financials from June 30, 2023

Presentation of Bills

Bills were reviewed. A motion was made by Lynnette Hailey, seconded by Chris Woolley to approve the list of bills from June 9 – July 24, 2023, in the amount of \$130,881.65. Motion carries unanimously.

Authority Manager Report

Activity Summary

Review and Discussion of the manager's activity.

Administrative Officer's Report

Billing Summary

Review and discussion of the billing summary for June 2023.

Call Summary

Review and discussion of the call summary for June 2023.

Old Business

Financial Audit

The 2022 draft audit is completed. Erin will send out the final audit to the board once received.

Gilpin Ambulance Authority

Regular Monthly Meeting

July 26, 2023

New Business

None

Action items

Pay Structure – Adjustments/Approval – Tabled for changes to be made at the August Board Meeting

Public Comment

None.

Executive Session – As Needed

None

Board Comment

None

Next meeting

August 16, 2023 @ 09:00 am.

Meeting adjourned @ 10:22 AM

Ray Rears, Secretary/Treasurer

Erin Gibbs, Recording Secretary

Gilpin Ambulance Authority
Balance Sheet
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
BOK Operating Account	572,933.79
BOK EFT account	159,682.43
BOK HRA Account Restricted	38,578.47
BOK Supply Account	2,612.73
Total Checking/Savings	773,807.42
Other Current Assets	
AR - Net	
Allowance for Doubtful Accounts	-211,105.00
AR - Net - Other	446,955.32
Total AR - Net	235,850.32
Prepaid Expenses	675.00
Inventory Asset	9,486.21
Total Other Current Assets	246,011.53
Total Current Assets	1,019,818.95
Fixed Assets	
Accumulated Depreciation	-915,741.00
Vehicles and Equipment	1,328,756.66
Total Fixed Assets	413,015.66
TOTAL ASSETS	1,432,834.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-5,297.42
Total Accounts Payable	-5,297.42
Credit Cards	
Credit Card at Elan Financial	1,025.60
Total Credit Cards	1,025.60
Other Current Liabilities	
Accrued PTO	46,447.33
HRA liability	38,095.45
Total Other Current Liabilities	84,542.78
Total Current Liabilities	80,270.96
Total Liabilities	80,270.96
Equity	
Investment in Fixed Assets	413,215.00
Net Income	939,348.65
Total Equity	1,352,563.65
TOTAL LIABILITIES & EQUITY	1,432,834.61

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

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Beginning Funds Available	710,506.36	511,793.93	198,712.43	138.83%
Contributions				
IGA Black Hawk	249,994.71	428,562.29	-178,567.58	58.33%
IGA Central City	89,562.20	153,535.16	-63,972.96	58.33%
IGA Gilpin County	382,136.79	655,091.61	-272,954.82	58.33%
Total Contributions	<u>721,693.70</u>	<u>1,237,189.06</u>	<u>-515,495.36</u>	<u>58.33%</u>
Call Revenue				
Income Patient and Insurance	236,518.09	375,000.00	-138,481.91	63.07%
Medicare-derived payments	81,151.87	100,000.00	-18,848.13	81.15%
Collections-derived payments	24,887.46	20,000.00	4,887.46	124.44%
Total Call Revenue	<u>342,557.42</u>	<u>495,000.00</u>	<u>-152,442.58</u>	<u>69.2%</u>
Grant Revenue				
DOLA Grant Revenue				
DOLA operating	811,888.00	811,888.00		100.0%
Total DOLA Grant Revenue	<u>811,888.00</u>	<u>811,888.00</u>		<u>100.0%</u>
Colorado EMTS Grants	93,779.00	93,779.00		100.0%
Other grant revenue	5,000.00			
Total Grant Revenue	<u>910,667.00</u>	<u>905,667.00</u>	<u>5,000.00</u>	<u>100.55%</u>
Other Revenue				
Other Revenue	15,502.00			
Total Other Revenue	<u>15,502.00</u>			
Total Income	<u>2,700,926.48</u>	<u>3,149,649.99</u>	<u>-448,723.51</u>	<u>85.75%</u>
Gross Profit	2,700,926.48	3,149,649.99	-448,723.51	85.75%
Expense				
To Be Categorized	919.03			
Capital Expenditures				
Ambulance purchase	276,253.58	200,000.00	76,253.58	138.13%
Capital (misc)	37,082.83	285,000.00	-247,917.17	13.01%
Total Capital Expenditures	<u>313,336.41</u>	<u>485,000.00</u>	<u>-171,663.59</u>	<u>64.61%</u>
Administration				
Reimbursable Expenses				
Accounting	7,960.81	12,000.00	-4,039.19	66.34%
Legal	15,778.00	10,000.00	5,778.00	157.78%
Other				
Admin Training	245.20	5,000.00	-4,754.80	4.9%
Discretionary	2,197.69	5,000.00	-2,802.31	43.95%
licensing/memberships	6,263.50	6,500.00	-236.50	96.36%
Manager Development	400.00	5,000.00	-4,600.00	8.0%
Professional Services	3,450.00	3,000.00	450.00	115.0%
Total Other	<u>12,556.39</u>	<u>24,500.00</u>	<u>-11,943.61</u>	<u>51.25%</u>
Total Administration	<u>38,003.00</u>	<u>46,500.00</u>	<u>-8,497.00</u>	<u>81.73%</u>

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

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Operations and Maintenance				
Property Maintenance	6,571.86	35,000.00	-28,428.14	18.78%
Communications R&M	2,138.51	5,000.00	-2,861.49	42.77%
Crew Quarters supplies	5,580.09	12,000.00	-6,419.91	46.5%
Disposable Medical Supplies	25,119.29	35,000.00	-9,880.71	71.77%
Durable Medical Equipment	7,531.39	6,000.00	1,531.39	125.52%
Office Supplies/Postage/Fees	3,462.45	5,000.00	-1,537.55	69.25%
Property Lease	36,059.33	86,000.00	-49,940.67	41.93%
Property Liability Insurance	19,432.04	22,050.00	-2,617.96	88.13%
Public Education/PR	1,554.65	2,000.00	-445.35	77.73%
Safety Gear		3,000.00	-3,000.00	
Service Contracts/Equip Lease	43,352.62	50,000.00	-6,647.38	86.71%
Technology/Hardware/Software	6,255.84	7,000.00	-744.16	89.37%
Telephone/TV/Internet	8,650.44	15,000.00	-6,349.56	57.67%
Training	9,557.24	7,000.00	2,557.24	136.53%
Uniforms	16,887.09	12,000.00	4,887.09	140.73%
Utilities	3,688.11	4,000.00	-311.89	92.2%
Vehicle expense				
Fuel	17,147.18	32,000.00	-14,852.82	53.59%
Insurance	9,800.96	11,550.00	-1,749.04	84.86%
Maintenance	42,167.58	40,000.00	2,167.58	105.42%
Tires	1,890.54	9,000.00	-7,109.46	21.01%
Total Vehicle expense	71,006.26	92,550.00	-21,543.74	76.72%
Total Operations and Maintenance	266,847.21	398,600.00	-131,752.79	66.95%
Personnel Expense				
Salaries				
Salaries Admin	100,389.67	192,000.00	-91,610.33	52.29%
Salaries Regular	717,672.53	1,320,000.00	-602,327.47	54.37%
PTO	48,200.26	62,000.00	-13,799.74	77.74%
Holiday stipends	4,000.00	8,000.00	-4,000.00	50.0%
Total Salaries	870,262.46	1,582,000.00	-711,737.54	55.01%
Employee Benefits and Payroll				
457(b) Admin Fess	1,747.32	3,000.00	-1,252.68	58.24%
457(b) employee contribution	-3,742.22			
457(b) employer match	25,157.21	56,000.00	-30,842.79	44.92%
Benefits HRA	17,703.04	27,600.00	-9,896.96	64.14%
Benefits Life AD& D STD LTD	8,600.79	18,000.00	-9,399.21	47.78%
Employee Wellness	56.00	1,000.00	-944.00	5.6%
Health Insurance	106,667.71	240,350.00	-133,682.29	44.38%
Payroll Service Fees	3,827.13	7,000.00	-3,172.87	54.67%
Payroll & Unemployment Taxes	76,047.74	130,000.00	-53,952.26	58.5%
Worker's Comp	36,145.00	54,600.00	-18,455.00	66.2%
Total Employee Benefits and Payroll	272,209.72	537,550.00	-265,340.28	50.64%
Total Personnel Expense	1,142,472.18	2,119,550.00	-977,077.82	53.9%
Total Expense	1,761,577.83	3,049,650.00	-1,288,072.17	57.76%
Net Income	939,348.65	99,999.99	839,348.66	939.35%

Gilpin Ambulance Authority
List of Bills Detail
06/09 - 07/24/2023

Bills Paid Since Last Board Meeting	Date	Check #	Amount	Description
Airgas USA	7/24/2023	Auto Pay	-\$1,354.04	O2 Rental/Delivery
Elan Financial	7/24/2023	Auto Pay	-\$3,520.46	Credit Card Payment
Bound Tree Medical, LLC	7/25/2023	8674	-\$3,609.04	Disposable
Collins Cole Flynn Winn & Ulmer, PLLC	7/25/2023	8675	-\$916.00	Legal
GilpinCounty	7/25/2023	8676	-\$4,166.67	Apex Rent August
Green & Associates	7/25/2023	8677	-\$6,400.00	FY2022 Financial Audit
Office Depot	7/25/2023	8678	-\$505.31	Office Supplies
Sharp Ambulance Billing	7/25/2023	8679	-\$3,691.82	Medical Billing
Timberline Fire Protection District	7/25/2023	8680	-\$1,723.16	Medic1 Rent August
Wall, Dan	7/25/2023	8681	-\$122.63	Boot Reimbursement
United Power	7/26/2023	Auto Pay	-\$128.92	Utilities Medic1
Colorado Natural Gas	7/26/2023	Auto Pay	-\$103.95	Utilities Medic1
ADP	7/28/2023	Auto Pay	-\$204.02	Payroll Service Fees
Netflix	7/28/2023	Auto Pay	-\$15.49	Netflix
EMSAC	7/31/2023	Elec	-\$675.00	2023/2024 Membership Renewal
indeed	8/1/2023	Elec	-\$98.27	Job Postings
Hulu	8/1/2023	Elec	-\$16.32	HULU
DRS	8/2/2023	Elec	-\$5,314.09	457(b) Contribution/Match
Express Toll	8/3/2023	Elec	-\$26.30	Toll Roads
Century Link2	8/4/2023	Auto Pay	-\$108.16	Phones Apex
DRS	8/9/2023	Auto Pay	-\$5,473.55	457(b) Contribution/Match
CEBT	8/10/2023	Elec	-\$18,939.96	Health, Life, STD & LTD insurance
TOTAL BILLS			-\$57,113.16	

Credit Card Transactions 3/28 - 4/27/2023	Date	Check #	Amount	Description
Elan Financial	5/31/2023		\$99.00	Annual Membership Fee
Amazon.com	6/2/2023		\$25.53	Vehicle Maintenance
PGT Technoloties	6/2/2023		\$21.64	PGT Technologies
Red Dolly	6/2/2023		\$87.74	Meeting with Fire Chiefs
Costco	6/5/2023		\$26.30	Station Supplies
Home Depot	6/8/2023		\$1,753.72	Station Supplies
Amazon.com	6/12/2023		\$19.97	Station Supplies
Amazon.com	6/12/2023		\$3.99	Station Supplies
Miscellaneous expenses	6/20/2023		\$46.62	Fuel 119
Great Plains Communications	6/20/2023		\$373.48	Internet/TV Apex
Wolfco	6/20/2023		\$175.00	Exterminator
Miscellaneous expenses	6/21/2023		\$40.66	Fuel 119
Miscellaneous expenses	6/21/2023		\$103.66	Fuel 119
Miscellaneous expenses	6/21/2023		\$128.34	BKG Hotel
Miscellaneous expenses	6/22/2023		\$77.11	Fuel 119
Miscellaneous expenses	6/22/2023		\$86.89	Fuel 119
Miscellaneous expenses	6/22/2023		\$72.08	Fuel 119
Miscellaneous expenses	6/22/2023		\$60.04	Fuel 119
Miscellaneous expenses	6/23/2023		\$51.27	Fuel 119
Miscellaneous expenses	6/23/2023		\$95.09	Fuel 119
Miscellaneous expenses	6/26/2023		\$67.78	Airport Parking
Costco	6/26/2023		\$54.81	Station Supplies
Miscellaneous expenses	6/26/2023		\$49.74	Vehicle Maintenance
TOTAL CREDIT CARD TXN			\$3,520.46	



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Chief's Report

Date: August 16, 2023

Report by: Cody Carroll

- Move to ESO Scheduler
- Bonus Proposal
- 2024 Pay Scale
- Began new oxygen contract
- Insurance set up for UTV
- Minor rework of budget items
- Assist with vehicle maintenance
- Met with Captain Putnam and the rep from an AHA training center to begin building an AHA training program
- Set dates for employee meetings in October
- Continued work on SOGs and Employee Manual with Kathryn
 - I hope to have the Employee Manual completed for Board approval in September. We have run into multiple issues with changing laws in the HR world that have caused delays. I will send the final out to the entire Board for review as soon as it is completed so there is enough time before the meeting.
- Schedule Pack Burro Race Standby
- Assisted with several backcountry calls and multiple UTV deployments

Accounts Receivable Summary 2023

<i>AR Balance Date</i>	Beginning Balance	Charges	Credits	Remaining Balance	Old Account Credits	Cash Payments
<i>1/31/2023</i>	\$446,955.32	\$180,944.00	\$141,804.42	\$486,094.90	\$1,685.51	\$47,018.59
<i>2/28/2023</i>	\$486,094.90	\$130,546.00	\$84,126.66	\$532,514.24	\$3,789.40	\$46,902.62
<i>3/31/2023</i>	\$532,514.24	\$156,384.00	\$153,353.14	\$535,545.10	\$1,086.34	\$51,357.35
<i>4/30/2023</i>	\$535,545.10	\$171,758.00	\$59,090.90	\$648,212.20	\$1,295.29	\$35,601.62
<i>5/31/2023</i>	\$648,212.20	\$176,228.00	\$112,188.13	\$712,252.07	\$3,347.95	\$56,549.20
<i>6/30/2023</i>	\$712,252.07	\$127,826.43	\$350,965.26	\$489,113.24	\$1,846.32	\$52,283.60
<i>7/31/2023</i>	\$489,113.24	\$259,803.39	\$186,369.28	\$562,547.35	\$4,821.40	\$53,699.59
<i>8/31/2023</i>	\$562,547.35	\$0.00	\$0.00	\$562,547.35	\$0.00	\$0.00
<i>9/30/2023</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>10/31/2023</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>11/30/2023</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>12/31/2023</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 2023		\$1,203,489.82	\$1,087,897.79		\$17,872.21	\$343,412.57

<i>AR Balance Date</i>	Beginning Balance	Charges	Sharp Credits	Remaining Balance	Old Account Credits	Cash Payments
<i>1/31/2022</i>	\$296,612.16	\$76,296.90	\$105,851.70	\$267,057.36	\$2,806.57	\$36,476.10
<i>2/28/2022</i>	\$267,057.36	\$115,342.00	\$100,068.16	\$282,331.20	\$1,131.24	\$31,846.06
<i>3/31/2022</i>	\$282,331.20	\$135,760.00	\$97,445.51	\$320,645.69	\$744.08	\$43,834.59
<i>4/30/2022</i>	\$320,645.69	\$79,887.00	\$118,758.05	\$281,774.64	\$806.70	\$43,300.67
<i>5/31/2022</i>	\$281,774.64	\$97,414.00	\$47,458.87	\$331,729.77	\$1,172.26	\$22,909.44
<i>6/30/2022</i>	\$331,729.77	\$180,411.00	\$140,474.17	\$371,666.60	\$761.98	\$45,195.80
<i>7/31/2022</i>	\$371,666.60	\$75,470.00	\$140,983.30	\$306,153.30	\$2,545.63	\$33,254.64
<i>8/31/2022</i>	\$306,153.30	\$283,807.00	\$103,522.98	\$486,437.32	\$2,364.10	\$55,746.89
<i>9/30/2022</i>	\$486,437.32	\$120,412.00	\$130,355.58	\$476,493.74	\$920.12	\$65,400.50
<i>10/31/2022</i>	\$476,493.74	\$178,316.00	\$191,336.43	\$463,473.31	\$2,590.45	\$39,142.83
<i>11/30/2022</i>	\$463,473.31	\$128,954.00	\$171,442.73	\$420,984.58	\$1,578.81	\$53,960.35
<i>12/31/2022</i>	\$420,984.58	\$135,142.00	\$109,171.26	\$446,955.32	\$2,542.92	\$45,073.02
Total 2022		\$1,607,211.90	\$1,456,868.74		\$19,964.86	\$516,140.89



Gilpin Ambulance Authority
Fiscal YTD Summary - 01/01/23 to 07/31/23

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Totals
Beginning AR	\$446,955.32	\$486,094.90	\$532,514.24	\$535,545.10	\$648,212.20	\$712,252.07	\$489,113.24	\$446,955.32
Charges/Invoices	\$180,944.00	\$130,546.00	\$156,384.00	\$171,758.00	\$176,228.00	\$127,826.43	\$259,803.39	\$1,203,489.82
Contractual Adjustments	-\$86,327.26	-\$46,512.35	-\$94,225.88	-\$34,689.52	-\$63,913.58	#####	-\$68,497.30	-\$495,580.47
Allowed Charges	\$94,616.74	\$84,033.65	\$62,158.12	\$137,068.48	\$112,314.42	\$26,411.85	\$191,306.09	\$707,909.35
Patient Discounts	-\$1,803.23	-\$250.00	-\$3,149.72	\$0.00	\$0.00	-\$2,788.00	\$0.00	-\$7,990.95
Bad Debt	\$250.00	\$0.00	\$0.00	\$1,813.00	\$0.00	#####	-\$68,821.42	-\$260,004.02
Bad Debt Recovery	\$6,239.81	\$274.79	\$6,148.29	\$0.00	\$4,951.08	\$2,443.98	\$3,189.13	\$23,247.08
Bankruptcy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc Adjustments	-\$1,428.36	-\$29.57	\$0.00	\$0.00	\$0.00	-\$1,275.00	\$0.00	-\$2,732.93
Total Adjustments	\$3,258.22	-\$4.78	\$2,998.57	\$1,813.00	\$4,951.08	#####	-\$65,632.29	-\$247,480.82
Medicare Payments	-\$6,117.88	-\$3,897.53	-\$6,361.29	-\$4,261.70	-\$3,940.47	-\$9,585.61	-\$2,877.11	-\$37,041.59
Medicaid Payments	-\$9,863.33	-\$4,879.13	-\$12,283.61	-\$1,031.64	-\$9,883.08	-\$11,448.84	-\$7,413.78	-\$56,803.41
Insurance Payments	-\$23,129.69	-\$14,304.89	-\$31,452.55	-\$11,826.61	-\$31,471.73	-\$23,473.05	-\$29,376.52	-\$165,035.04
Patient Payments	-\$19,624.48	-\$15,302.23	-\$12,028.38	-\$9,094.43	-\$7,930.35	-\$10,322.23	-\$12,572.28	-\$86,874.38
Total Payments	-\$58,735.38	-\$38,383.78	-\$62,125.83	-\$26,214.38	-\$53,225.63	-\$54,829.73	-\$52,239.69	-\$345,754.42
Insurance Refunds	\$0.00	\$183.12	\$0.00	\$0.00	\$0.00	\$143.67	\$0.00	\$326.79
Patient Refunds	\$0.00	\$591.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$591.13
Returned Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Refunds	\$0.00	\$774.25	\$0.00	\$0.00	\$0.00	\$143.67	\$0.00	\$917.92
Change in A/R	\$39,139.58	\$46,419.34	\$3,030.86	\$112,667.10	\$64,039.87	#####	\$73,434.11	\$115,592.03
Total Credits	#####	-\$84,126.66	#####	-\$59,090.90	#####	#####	#####	#####
Ending A/R	\$486,094.90	\$532,514.24	\$535,545.10	\$648,212.20	\$712,252.07	\$489,113.24	\$562,547.35	\$562,547.35
BAD DEBT ACTIVITY								
Beginning Bad Debt	#####	#####	#####	#####	#####	#####	#####	-\$307,170.86
Accounts Sent to Bad Debt	\$250.00	\$0.00	\$0.00	\$1,813.00	\$0.00	#####	-\$68,821.42	-\$260,004.02
Bad Debt Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bad Debt Recovery	\$6,239.81	\$274.79	\$6,148.29	\$0.00	\$4,951.08	\$2,443.98	\$3,189.13	\$23,247.08
Ending Bad Debt	#####	#####	#####	#####	#####	#####	#####	-\$543,927.80

Gilpin Ambulance Authority AR Summary Report

January through July 2023

	<u>Jan 23</u>	<u>Feb 23</u>	<u>Mar 23</u>	<u>Apr 23</u>	<u>May 23</u>	<u>Jun 23</u>	<u>Jul 23</u>	<u>TOTAL</u>
Patient Pay	11,937.08	9,094.82	6,358.66	9,862.14	3,140.50	5,342.90	15,913.92	61,650.02
Collections	1,389.46	6,455.41	1,980.73	1,991.80	6,061.18	3,129.96	3,878.92	24,887.46
Insurance Providers								
Auto Ins	0.00	2,102.00	0.00	0.00	0.00	847.08	0.00	2,949.08
Commercial Ins	15,228.03	13,874.03	13,774.22	11,836.28	25,401.06	8,809.45	14,286.73	103,209.80
Medicaid	6,631.01	6,467.84	13,927.22	1,031.64	9,883.08	11,448.84	4,184.66	53,574.29
Medicare	11,833.01	8,908.52	13,532.59	9,105.97	10,504.48	16,746.58	9,975.85	80,607.00
Worker's Comp	0.00	0.00	1,783.93	1,773.79	1,558.90	5,103.64	5,459.51	15,679.77
Total Insurance Providers	<u>33,692.05</u>	<u>31,352.39</u>	<u>43,017.96</u>	<u>23,747.68</u>	<u>47,347.52</u>	<u>42,955.59</u>	<u>33,906.75</u>	<u>256,019.94</u>
TOTAL	<u><u>47,018.59</u></u>	<u><u>46,902.62</u></u>	<u><u>51,357.35</u></u>	<u><u>35,601.62</u></u>	<u><u>56,549.20</u></u>	<u><u>51,428.45</u></u>	<u><u>53,699.59</u></u>	<u><u>342,557.42</u></u>

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	2
Call Cancelled	5	7	5	1	14	6	8	2	7	7	10	8	8	2	1	7	7	6
Dead On Scene	2	3	0	2	0	1	0	1	4	2	0	3	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	3	4	5	3	10	4	3
No Transport	68	54	52	40	77	57	55	56	75	54	65	69	89	72	29	77	83	79
Standby	22	6	18	6	3	9	16	5	9	5	5	4	10	3	6	9	5	4
Treated, Transferred Care	3	0	0	0	0	2	0	0	1	0	0	1	0	0	0	0	0	1
Treated, Transported	57	66	58	56	51	61	56	43	61	41	48	76	64	70	25	55	80	62
Totals	166	147	148	117	154	139	140	117	166	119	131	164	186	167	69	163	183	157

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	6	9	6	6	2	2	3
Call Cancelled	4	13	1	3	8	4	8	11	2	3	11	10	5	9	3	3	11	1
Dead On Scene	1	1	2	1	3	1	2	3	0	0	1	0	1	0	4	2	0	1
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	6	4	0	2	10	3	5	2	5	2	14	7	5
No Transport	73	67	13	58	55	58	54	57	10	92	80	65	62	65	29	87	61	57
Standby	9	2	0	3	4	5	10	2	1	6	3	5	6	2	3	4	7	7
Treated, Transferred Care	2	0	0	0	0	0	1	0	1	0	3	3	0	0	2	0	1	0
Treated, Transported	69	58	9	58	43	61	73	46	26	48	68	71	59	57	38	56	72	90
Totals	175	145	26	133	117	135	163	125	42	167	172	165	145	146	87	168	161	164

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	9	8	0	8	3	7	0	3	8	4	12	5	0
Dead On Scene	2	5	2	2	2	1	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	5	0	4	2	10	6	0	4	4	3	3	6	0
No Transport	82	73	58	64	84	94	62	67	55	73	77	0	78	69	58	76	84	0
Standby	6	6	4	7	6	9	7	3	4	2	2	0	9	9	8	8	5	0
Treated, Transferred Care	0	0	2	0	1	3	0	1	2	0	2	0	0	2	0	0	1	0
Treated, Transported	67	65	51	56	77	73	69	55	56	86	80	0	69	41	53	78	64	0
Totals	169	169	126	147	181	194	157	141	138	178	186	0	168	142	129	185	171	0

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
Totals	196	168	118	162	183	0	171	132	129	134	142	0	196	139	113	153	164	0

Year To Date Comparison	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Blood Draw	37	27	24	24	57	45	22	30	15	11
Call Cancelled	31	38	33	48	44	53	24	27	59	44
Dead On Scene	9	13	10	9	11	16	13	13	8	7
Life Alert	0	0	3	1	2	2	0	0	0	0
No Patient Found	0	24	29	25	17	25	24	63	25	30
No Transport	416	394	469	431	483	444	266	468	505	479
Standby	84	88	56	70	79	26	41	40	43	43
Treated, Transferred Care	4	0	3	1	6	0	6	3	6	10
Treated, Transported	445	452	432	487	445	405	268	370	438	494
Totals	1026	1036	1059	1096	1144	1016	664	1014	1099	1118

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	904
Standby	121	64	77	77	68
Treated, Transferred Care	6	7	9	6	11
Treated, Transported	747	677	497	696	771
Totals	1905	1738	1291	1824	1945

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	50	55	48	54	43	40	0	0	0	0	0	332
Average	47	43	50	40	45	45	50	44	41	41	38	41	537

Standby	2018	2019	2020	2021	2022
Clear Creek	68	37	60	57	55
Other	53	27	17	20	12
Total	121	64	77	77	67

2023 Standby	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Clear Creek	8	3	4	4	4	6	7						36
GCSO	1			1									2
Timberline		1			1								2
Event						1	2						3
Total	9	4	4	5	5	7	9	0	0	0	0	0	43

Gilpin Ambulance Authority
 2023 Projected 2024 Proposed Budget
 Presented August 16, 2023

	2021 Actual/Audited	2022 Adopted	2022 Actual/Audited	2023 Adopted	2023 Projected 08/16/2023	2024 Proposed 08/16/2023	Change from 2023 Adopted	% Change
Beginning Fund Balance	410,567.31	351,635.62	387,947.85	511,793.93	374,656.24	319,607.68	-192,186.25	-60.1%
<i>Restricted Reserve (Capital)</i>								
Beginning Funds Available for Operations (Cash)	410,567.31	351,635.62	387,947.85	511,793.93	374,656.24	319,607.68	-192,186.25	-60.1%
Revenue								
Contributions								
IGA Black Hawk	416,277.26	476,097.63	476,097.72	428,562.29	428,562.29	491,182.92	62,620.63	12.7%
IGA Central City	151,904.60	237,000.14	237,000.12	153,535.16	153,535.16	167,691.34	14,156.18	8.4%
IGA Gilpin County	631,134.70	900,245.60	900,245.60	655,091.61	655,091.61	692,385.50	37,293.89	5.4%
Total Contributions	1,199,316.56	1,613,343.37	1,613,343.44	1,237,189.06	1,237,189.06	1,351,259.76	114,070.70	8.4%
Call Revenue								
Income Patient and Insurance (Cash)	293,234.79	350,000.00	371,497.83	375,000.00	385,000.00	400,000.00	25,000.00	6.3%
Medicare-derived payments (Cash)	93,257.23	90,000.00	125,908.17	100,000.00	130,000.00	130,000.00	30,000.00	23.1%
Collections-derived payments (Cash)	35,996.03	30,000.00	18,734.89	20,000.00	35,000.00	35,000.00	15,000.00	42.9%
Total Call Revenue	422,488.05	470,000.00	516,140.89	495,000.00	550,000.00	565,000.00	70,000.00	12.4%
Grant Revenue								
Colorado EMTS Grants		93,779.00		93,779.00	93,779.00	243,662.42	149,883.42	61.5%
DOLA LGGF Grant Revenue								
DOLA Operating Expenses	95,096.00	95,000.00	95,096.00	811,888.00	811,888.00	890,000.00	78,112.00	8.8%
Other Grant Revenue	2,585.00		5,000.00		5,000.00			
Total Grant Revenue	97,681.00	188,779.00	100,096.00	905,667.00	910,667.00	1,133,662.42	227,995.42	20.1%
Other Revenue								
Sale of Ambulance								
Other Revenue	25,111.71		2,242.16		15,502.00		0.00	
CAID Supplemental	188,030.85		218,664.82		200,000.00		0.00	
COVID Relief	15,222.03		1,333.01				0.00	
Total Other Revenue	228,364.59	0.00	222,239.99	0.00	215,502.00	0.00	0.00	
Total Revenue	2,358,417.51	2,623,757.99	2,839,768.17	3,149,649.99	3,288,014.30	3,369,529.86	219,879.87	6.5%
Total Cash Revenue for Formula	748,533.64	658,779.00	838,476.88	1,400,667.00	1,676,169.00	1,698,662.42	297,995.42	17.5%

Gilpin Ambulance Authority
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Expense	2021 Actual/Audited	2022 Adopted	2022 Actual/Audited	2023 Adopted	2023 Projected 08/16/2023	2024 Proposed 08/16/2023	Change from 2023 Adopted	% Change
Capital Expenditures								
Capital (Misc)			97,331.66	285,000.00	85,000.00	287,139.85	2,139.85	0.7%
Ambulance Purchase		187,558.00		200,000.00	276,253.58	250,790.00	50,790.00	20.3%
Total Capital Expenditures	0.00	187,558.00	97,331.66	485,000.00	361,253.58	537,929.85	52,929.85	9.8%
Uncategorized Expense			17,000.00					
Administration								
Other								
Reimbursable Expenses	85.50							
Admin Training	856.36	1,000.00	2,940.86	5,000.00	3,000.00	5,000.00	0.00	0.0%
Discretionary	2,492.46	5,000.00	4,562.00	5,000.00	5,000.00	5,000.00	0.00	0.0%
licensing/memberships	6,634.55	6,000.00	5,553.00	6,500.00	6,500.00	6,500.00	0.00	0.0%
Manager Development	761.80	3,000.00	1,540.72	5,000.00	3,000.00	5,000.00	0.00	0.0%
Professional Services			10,397.50	3,000.00	3,450.00		-3,000.00	
Total Other	10,830.67	15,000.00	24,994.08	24,500.00	20,950.00	21,500.00	-3,000.00	-14.0%
Accounting	8,152.23	10,000.00	9,691.27	12,000.00	10,000.00	10,000.00	-2,000.00	-20.0%
Legal	6,510.10	10,000.00	30,382.00	10,000.00	20,000.00	20,000.00	10,000.00	50.0%
Total Administration	25,493.00	35,000.00	65,067.35	46,500.00	50,950.00	51,500.00	5,000.00	9.7%

Gilpin Ambulance Authority
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	2021 Actual/Audited	2022 Adopted	2022 Actual/Audited	2023 Adopted	2023 Projected 08/16/2023	2024 Proposed 08/16/2023	Change from 2023 Adopted	% Change
Operations and Maintenance								
Vehicle Expense								
Fuel	19,515.60	19,000.00	33,887.01	32,000.00	34,000.00	35,000.00	3,000.00	8.6%
Insurance	9,644.99	11,000.00	8,390.80	11,550.00	11,000.00	13,000.00	1,450.00	11.2%
Maintenance	26,986.33	30,000.00	34,642.92	40,000.00	60,000.00	50,000.00	10,000.00	20.0%
Tires	6,075.94	9,000.00	6,469.48	9,000.00	8,000.00	8,000.00	-1,000.00	-12.5%
Total Vehicle expense	62,222.86	69,000.00	83,390.21	92,550.00	113,000.00	106,000.00	13,450.00	12.7%
Communications R&M	7,455.35	5,000.00	3,514.94	5,000.00	5,000.00	5,000.00	0.00	0.0%
Crew Quarters supplies	22,644.12	12,000.00	9,851.02	12,000.00	12,000.00	12,000.00	0.00	0.0%
Disposable Medical Supplies	29,742.99	25,000.00	40,837.95	35,000.00	50,000.00	40,000.00	5,000.00	12.5%
Durable Medical Equipment	4,047.49	6,000.00	4,415.29	6,000.00	12,000.00	6,000.00	0.00	0.0%
Office Supplies/Postage/Credit Card Fees	4,746.91	6,000.00	5,033.93	5,000.00	5,000.00	5,000.00	0.00	0.0%
Property Lease				86,000.00	66,000.00	71,000.00	-15,000.00	-21.1%
Property Liability Insurance	19,323.01	21,000.00	20,583.04	22,050.00	22,000.00	24,000.00	1,950.00	8.1%
Property Maintenance	11,053.99	30,000.00	17,032.81	35,000.00	25,000.00	20,000.00	-15,000.00	-75.0%
Public Education/PR	712.69	1,000.00	1,099.67	2,000.00	2,000.00	2,000.00	0.00	0.0%
Safety Gear		3,000.00	854.35	3,000.00	3,000.00	3,000.00	0.00	0.0%
Service Contracts/Equipment lease	48,758.96	40,000.00	52,421.35	50,000.00	68,000.00	70,000.00	20,000.00	28.6%
Technology/Hardware/Software	4,034.22	8,000.00	7,128.94	7,000.00	7,000.00	10,000.00	3,000.00	30.0%
Telephone/TV/Internet	13,947.04	15,000.00	13,672.55	15,000.00	15,000.00	17,000.00	2,000.00	11.8%
Training	1,539.00	7,000.00	6,247.72	7,000.00	10,000.00	21,000.00	14,000.00	66.7%
Uniforms	6,705.83	12,000.00	13,082.06	12,000.00	25,000.00	15,000.00	3,000.00	20.0%
Utilities	3,163.40	3,500.00	3,162.05	4,000.00	8,000.00	8,000.00	4,000.00	50.0%
Total Operations and Maintenance	240,097.86	263,500.00	282,327.88	398,600.00	440,000.00	435,000.00	36,400.00	8.4%

Gilpin Ambulance Authority
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	2021 Actual/Audited	2022 Adopted	2022 Actual/Audited	2023 Adopted	2023 Projected 08/16/2023	2024 Proposed 08/16/2023	Change from 2023 Adopted	% Change
Personnel Expense								
Salaries								
Salaries Admin	218,249.20	181,000.00	175,460.43	192,000.00	192,000.00	200,000.00	8,000.00	4.0%
Salaries Regular	1,008,481.64	1,270,000.00	1,208,889.95	1,320,000.00	1,315,000.00	1,400,000.00	80,000.00	5.7%
PTO	50,504.01	60,000.00	69,006.72	62,000.00	65,000.00	70,000.00	8,000.00	11.4%
Employee Bonuses	8,588.00		5,950.00		28,000.00			
Holiday stipends	6,190.00	8,200.00	6,500.00	8,000.00	7,500.00	10,000.00	2,000.00	20.0%
Total Salaries	1,292,012.85	1,519,200.00	1,465,807.10	1,582,000.00	1,607,500.00	1,680,000.00	98,000.00	5.8%
Employee Benefits and Payroll Taxes								
457(b) Admin Fess	2,607.52	3,000.00	2,773.60	3,000.00	3,500.00	3,500.00	500.00	14.3%
457(b) employee contribution	2,576.66							
457(b) employer match	33,870.45	42,000.00	34,931.37	56,000.00	56,000.00	56,000.00	0.00	0.0%
Benefits HRA	23,633.50	27,600.00	20,415.12	27,600.00	17,703.04	27,600.00	0.00	0.0%
Benefits Life AD& D STD LTD	14,723.42	22,400.00	15,205.58	18,000.00	18,000.00	18,000.00	0.00	0.0%
Employee Wellness	308.00	1,000.00	294.00	1,000.00	500.00	1,000.00	0.00	0.0%
Health Insurance	193,652.32	230,000.00	199,757.60	240,350.00	225,000.00	250,000.00	9,650.00	3.9%
Payroll & Unemployment Taxes	95,310.23	130,000.00	107,729.99	130,000.00	131,000.00	144,000.00	14,000.00	9.7%
Payroll Service Fees	5,201.85	6,500.00	5,423.68	7,000.00	7,000.00	7,000.00	0.00	0.0%
Workers Comp	40,982.00	56,000.00	51,047.00	54,600.00	50,000.00	58,000.00	3,400.00	5.9%
Total Employee Benefits and Payroll Taxes	412,865.95	518,500.00	437,577.94	537,550.00	508,703.04	565,100.00	27,550.00	4.9%
Total Personnel Expense	1,704,878.80	2,037,700.00	1,903,385.04	2,119,550.00	2,116,203.04	2,245,100.00	125,550.00	5.6%
Total Expense	1,970,469.66	2,523,758.00	2,365,111.93	3,049,650.00	2,968,406.62	3,269,529.85	219,879.85	6.7%
Total Profit/Loss	-1,221,936.02	-1,864,979.00	-1,526,635.05	-1,648,983.00	-1,292,237.62	-1,570,867.43	78,115.57	-5.0%

Gilpin Ambulance Authority
 2023 Projected 2024 Proposed Budget
 Presented August 16, 2023

	2021 Actual/Audited	2022 Adopted	2022 Actual/Audited	2023 Adopted	2023 Projected 08/16/2023	2024 Proposed 08/16/2023	Change from 2023 Adopted	% Change
Contributions								
IGA Black Hawk	416,277.26	476,097.64	476,097.72	428,562.29	428,562.29	491,182.92	62,620.63	12.7%
IGA Central City	151,904.60	237,000.14	237,000.12	153,535.16	153,535.16	167,691.34	14,156.18	8.4%
IGA Gilpin County	631,134.70	900,245.60	900,245.60	655,091.61	655,091.61	692,385.50	37,293.89	5.4%
Total Contributions	1,199,316.56	1,613,343.38	1,613,343.44	1,237,189.06	1,237,189.06	1,351,259.76	114,070.70	8.4%
Ending Fund Balance	387,947.85	100,000.00	474,656.24	99,999.99	319,607.68	100,000.01		
<i>Restricted Reserve (Capital)</i>		0.00	100,000.00	0.00		0.00		
Ending Funds Available for Operations (Cash)	387,947.85	100,000.00	374,656.24	99,999.99	319,607.68	100,000.01		

	Allocations with Base Amounts for Each Member							
	Expense Balance	Less Ending Unrestricted Balance in Excess of \$100,000 (Net)	County Base 33% of Net	City Base 5% of Net	Remaining Net Balance	Call Volume Allocation	Total Contributions	% Total Contributions
Black Hawk				67,562.99		423,619.93	491,182.92	36%
Central City				67,562.99		100,128.35	167,691.34	12%
Gilpin			445,915.72			246,469.78	692,385.50	51%
Total	1,570,867.43	1,351,259.75	445,915.72	135,125.98	770,218.05	770,218.06	1,351,259.76	

Gilpin Ambulance Authority
 2023 Projected 2024 Proposed Budget
 Presented August 16, 2023

	2021 Actual/Audited	2022 Adopted	2022 Actual/Audited	2023 Adopted	2023 Projected 08/16/2023	2024 Proposed 08/16/2023	Change from 2023 Adopted	% Change
% of Calls	2021 Calls	% of Calls	2022 Calls	% of Calls				
Black Hawk	955	52%	1039	55%				
Central City	230	13%	237	13%				
Gilpin County	639	35%	614	32%				
Total	1,824		1,890					
	2021-2022 Call Volume Changes		2023-2024					
Changes Applied to 2021 Budget	% Call Increase	Change in % of	Contribution Changes					
	/Decrease	calls						
Black Hawk	9%	3.0%	12.7%					
Central City	3%	0.0%	8.4%					
Gilpin County	-4%	-3.0%	5.4%					
Total	4%		8.4%					

**2024 Draft Budget Summary
Presented August 16, 2023**

Changes to the Budget and Explanations

Revenue

- **Call Revenue**
 - **2023** – We are predicting to collect more than budgeted for all call revenue.
 - **2024** – Call revenue proposed for 2024 shows projected increases due to fee schedule and payment changes.

- **Grant Revenue**
 - **2023**
 - Other Grant Income – Includes reimbursement for county RETAC
 - **2024**
 - DOLA Operating – We have applied for this grant, however, will not receive final awards until later this year. The amount entered is based on if we receive all that we requested during the application process.
 - Other possible grants include RETAC mini grant, County RETAC funding and Alan Green – however we cannot apply for these yet so are not budgeted.
 - The EMTS grant for reimbursement funding in 2024 was awarded for use on equipment and vehicles.

- **Other Revenue**
 - **2023 – Not budgeted**
 - Other revenue includes dividend returns from our health insurance and work comp providers.
 - CAID Supplemental – We have applied for and expect to receive supplemental CAID funding, however, will not know the amount until September. The amount entered is an estimate.
 - **2024 – Not budgeted**
 - Other Revenue is unknowns and not budgeted for
 - CAID Supplemental Payments are not guaranteed so is not included in the budget.

- **Total Proposed Budgeted Revenue less contributions for 2024 reflects an increase of 17.5%**

Expenses

Capital

- **2023**
 - Misc Capital: Purchase of Power Cot, Radios and Leasing Monitors \$200,000 savings from budget due to not purchasing monitors – Savings used to cover unexpected expenses. Total increased expenses from budgeted in 2023 were \$81,243 which is covered by misc capital savings
 - Purchase of Ambulance
- **2024 – EMTS Grant for Capital and Ambulance – Awarded Match \$243,662.42**
 - Misc Capital – Radios, Power Cots, Stair Chair
 - Purchase of Ambulance

Administration – 9.7% Increase from 2023 Budget

- **2023**
 - Legal: Over budget due to legal usage in 2023
 - Professional Services: Salary Survey
- **2024**
 - Increase to Legal

Operations and Maintenance – 8.4% Increase from 2023 Budget

- **Vehicle Expenses**
 - **2023**
 - Fuel costs and maintenance expected to be higher than budgeted due to increased fuel and supply costs.
 - **2024**
 - Vehicle Insurance – projecting an increase of 5% from the 2023 projected amount – we have not heard from VFIS of actual expected increases. Additional increase to number of covered vehicles
 - Fuel and Maintenance estimated increases due to aging ambulances, increased call volume and labor increases
- **Disposable Medical Supplies** – expecting to spend more than budgeted in 2023 and more in 2024 due to supply shortages and increased costs
- **Durable Medical Equipment** – 2023 purchase of Laryngoscopes
- **Property Lease** – 2023 didn't pay for the full year on the Timberline lease. Timberline lease is \$21,000. Apex Lease is \$50,000.
- **Liability insurance** – Increase includes an estimated annual increase and increase in liability coverage
- **Training** – 2024 increase to \$1,000/full time employee
- **Service Contracts/Equipment Lease** – 2024 increase for monitors

Personnel Expenses

- **2024 Salaries – 5.8% Increase**
 - **Admin Salaries – 4% increase**
 - A raise for the Administrative Officer.
 - **Salaries Regular – 5.7% increase**
 - A 4% grade adjustment for Paramedics and 7% for Captains.
 - Fixing compression for all field employees.
 - **2023 Employee Bonuses - \$35,000** to cover \$20/month of full time employment. \$15,502 of this comes from 2023 dividend returns from work comp and health insurance.

- **2024 PTO – Increased** due to employee raises

- **2024 Employee Benefits – 4.9% Increase**
 - **457(b) Retirement** – changes made to have tiers for retirement matches. 1-4 years 3%. 5-9 years 4% and 10+ years 5%
 - **Health Insurance** – Health Insurance rates for 2024 will be 4.5%.
 - Payroll & Unemployment Taxes
 - **Workers Comp** – Workers' comp rates for 2024 are not available yet. An estimated 5% increase was made

- **Total 2024 personnel expenses – 5.6% Increase**

Total Expenses

- **Total 2024 proposed expenses – 6.7% Increase**

Contributions

- Total 2022 call volume increased 4% from 2021.
 - Black Hawk had an increase of 9% in call volume
 - Central City had an increase of 3% in call volume
 - Gilpin County had a decrease of 4% in call volume
- Total contributions are proposed to increase by 8.4%
 - Black Hawk’s contribution would increase 12.7%
 - Central City’s contribution would increase 8.4%
 - Gilpin County’s contribution would increase 5.4%

Call Volume/Percentage of Calls

% of Calls	2021 Calls	% Of Calls	2022 Calls	% Of Calls
Black Hawk	955	52%	1039	55%
Central City	230	13%	237	13%
Gilpin County	639	35%	614	32%
Total	1,234		1,824	

Changes Applied to 2024 Budget	2021-2022 Call Volume Changes		2023-2024
	% Call Increase /Decrease	Change in % of calls	Contribution Changes
Black Hawk	9%	3%	12.7%
Central City	3%	0%	8.4%
Gilpin County	-4%	-3%	5.4%
Total	4%		8.4%

GAA Vehicle Replacement Plan

- Vehicle Service Duration Goals
 - Support Vehicles
 - Frontline Service: 10 years
 - Reserve Service: 5 years
 - Total Service: 15 years
 - Ambulances
 - Frontline Service: 6 years
 - Reserve Service: 6 years
 - Total Service: 12 years
- Purchasing/Budgeting Goals
 - Support vehicle purchase every 5 years
 - Ambulance purchase or remount every other year

Model year is the year the unit is put into service, not the chassis date of manufacture. Years of service also begin when the vehicle is put into service.

Items in **GREEN** are purchases for that year.

Remounted ambulances will be sent off for remount in the year of purchase, so it is assumed they will not be put into service until the following year. The remount cost can be offset slightly with the sale of the old chassis, and remounts are also eligible for grant funding.

- 2022
 - Support Vehicles
 - EMS 1 – 2015 Ram 2500 (105)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2008 Chevrolet 2500 (101)
 - Frontline Ambulances
 - Medic 1 – 2019 Wheeled Coach (117)
 - Medic 2 – 2013 Wheeled Coach (112)
 - Medic 3 – 2016 Wheeled Coach (115)
 - Reserve Ambulances
 - 2016 Wheeled Coach (114)
 - 2009 Wheeled Coach (109)
- 2023
 - Support Vehicles
 - EMS 1 – 2015 Ram 2500 (105)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2008 Chevrolet 2500 (101)
 - Frontline Ambulances
 - Medic 1 – 2019 Wheeled Coach (117)
 - Medic 2 – 2023 Frazer (119) (Technically 2021 budget item)
 - Medic 3 – 2016 Wheeled Coach (115)
 - Reserve Ambulances
 - 2016 Wheeled Coach (114)
 - 2013 Wheeled Coach (112)
 - 2009 Wheeled Coach (109)
- 2024
 - Support Vehicles
 - EMS 1 – 2015 Ram 2500 (105)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2008 Chevrolet 2500 (101)
 - Frontline Ambulances
 - Medic 1 – 2019 Wheeled Coach (117)
 - Medic 2 – 2023 Frazer (119)
 - Medic 3 – 2024 Frazer (113)
 - Reserve Ambulances
 - 2016 Wheeled Coach (115)
 - 2016 Wheeled Coach (114)
 - 2013 Wheeled Coach (112)
 - Traded/Sold
 - 2009 Wheeled Coach (109)

- 2025
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2015 Ram 2500 (105)
 - Frontline Ambulances
 - Medic 1 – 2025 Frazer (112)
 - Medic 2 – 2023 Frazer (119)
 - Medic 3 – 2024 Frazer (113)
 - Reserve Ambulances
 - 2019 Wheeled Coach (117)
 - 2016 Wheeled Coach (115)
 - 2016 Wheeled Coach (114)
 - Traded/Sold
 - 2013 Wheeled Coach (112)
 - 2008 Chevrolet 2500 (101)
- 2026
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2015 Ram 2500 (105)
 - Frontline Ambulances
 - Medic 1 – 2025 Frazer (112)
 - Medic 2 – 2023 Frazer (119)
 - Medic 3 – 2024 Frazer (113)
 - Reserve Ambulances
 - 2019 Wheeled Coach (117)
 - 2016 Wheeled Coach (115)
 - 2016 Wheeled Coach (114)
- 2027
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2015 Ram 2500 (105)
 - Frontline Ambulances
 - Medic 1 – 2025 Frazer (112)
 - Medic 2 – 2027 Frazer (114)
 - Medic 3 – 2024 Frazer (113)
 - Reserve Ambulances
 - 2023 Frazer (119)
 - 2019 Wheeled Coach (117)
 - 2016 Wheeled Coach (115)

- Traded/Sold
 - 2016 Wheeled Coach (114)
- 2028
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2015 Ram 2500 (105)
 - Frontline Ambulances
 - Medic 1 – 2025 Frazer (112)
 - Medic 2 – 2027 Frazer (114)
 - Medic 3 – 2024 Frazer (113)
 - Reserve Ambulances
 - 2023 Frazer (119)
 - 2019 Wheeled Coach (117)
 - 2016 Wheeled Coach (115)
- 2029
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2015 Ram 2500 (105)
 - Frontline Ambulances
 - Medic 1 – 2025 Frazer (112)
 - Medic 2 – 2027 Frazer (114)
 - Medic 3 – 2029 Frazer (115)
 - Reserve Ambulances
 - 2024 Frazer (113)
 - 2023 Frazer (119)
 - 2019 Wheeled Coach (117)
 - Traded/Sold
 - 2016 Wheeled Coach (115)
- 2030
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2015 Ram 2500 (105)
 - Frontline Ambulances
 - Medic 1 – 2025 Frazer (112)
 - Medic 2 – 2027 Frazer (114)
 - Medic 3 – 2029 Frazer (115)
 - Reserve Ambulances
 - 2024 Frazer (113)
 - 2023 Frazer (119)
 - 2019 Wheeled Coach (117)

- 2031
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2022 Ram 2500 (108)
 - Reserve – 2015 Ram 2500 (105)
 - Frontline Ambulances
 - Medic 1 – 2031 Frazer (117)
 - Medic 2 – 2027 Frazer (114)
 - Medic 3 – 2029 Frazer (115)
 - Reserve Ambulances
 - 2024 Frazer (113)
 - 2023 Frazer (119)
 - 2025 Frazer (112)
 - Traded/Sold
 - 2019 Wheeled Coach (117)
- 2032
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2022 Ram 2500 (108)
 - Frontline Ambulances
 - Medic 1 – 2031 Frazer (117)
 - Medic 2 – 2027 Frazer (114)
 - Medic 3 – 2029 Frazer (115)
 - Reserve Ambulances
 - 2024 Frazer (113)
 - 2023 Frazer (119)
 - 2025 Frazer (112)
 - Traded/Sold
 - 2015 Ram 2500 (105)
- 2033
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2022 Ram 2500 (108)
 - Frontline Ambulances
 - Medic 1 – 2031 Frazer (117)
 - Medic 2 – 2027 Frazer (114)
 - Medic 3 – 2029 Frazer (115)
 - Reserve Ambulances
 - 2024 Frazer (113)
 - 2025 Frazer (112)

- Remount
 - 2023 Frazer (119)
- 2034
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2022 Ram 2500 (108)
 - Frontline Ambulances
 - Medic 1 – 2031 Frazer (117)
 - Medic 2 – 2034 Frazer R1 (119)
 - Medic 3 – 2029 Frazer (115)
 - Reserve Ambulances
 - 2024 Frazer (113)
 - 2025 Frazer (112)
 - 2027 Frazer (114)
- 2035
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2022 Ram 2500 (108)
 - Frontline Ambulances
 - Medic 1 – 2031 Frazer (117)
 - Medic 2 – 2034 Frazer R1 (119)
 - Medic 3 – 2029 Frazer (115)
 - Reserve Ambulances
 - 2025 Frazer (112)
 - 2027 Frazer (114)
 - Remount
 - 2024 Frazer (113)
- 2036
 - Support Vehicles
 - EMS 1 – 2025 Ford F250 (101)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2022 Ram 2500 (108)
 - Frontline Ambulances
 - Medic 1 – 2031 Frazer (117)
 - Medic 2 – 2034 Frazer R1 (119)
 - Medic 3 – 2036 Frazer R1 (113)
 - Reserve Ambulances
 - 2029 Frazer (115)
 - 2025 Frazer (112)
 - 2027 Frazer (114)
 - Traded/Sold
 - 2022 Ram 3500 (108)

- 2037
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2025 Ford F250 (101)
 - Frontline Ambulances
 - Medic 1 – 2031 Frazer (117)
 - Medic 2 – 2034 Frazer R1 (119)
 - Medic 3 – 2036 Frazer R1 (113)
 - Reserve Ambulances
 - 2029 Frazer (115)
 - 2027 Frazer (114)
 - Remount
 - 2025 Frazer (112)
 - Traded/Sold
 - 2022 Ram 2500 (108)
- 2038
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2025 Ford F250 (101)
 - Frontline Ambulances
 - Medic 1 – 2038 Frazer R1 (112)
 - Medic 2 – 2034 Frazer R1 (119)
 - Medic 3 – 2036 Frazer R1 (113)
 - Reserve Ambulances
 - 2029 Frazer (115)
 - 2027 Frazer (114)
 - 2031 Frazer (117)
- 2039
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2025 Ford F250 (101)
 - Frontline Ambulances
 - Medic 1 – 2038 Frazer R1 (112)
 - Medic 2 – 2034 Frazer R1 (119)
 - Medic 3 – 2036 Frazer R1 (113)
 - Reserve Ambulances
 - 2029 Frazer (115)
 - 2031 Frazer (117)
 - Remount

- 2027 Frazer (114)
- 2040
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2025 Ford F250 (101)
 - Frontline Ambulances
 - Medic 1 – 2038 Frazer R1 (112)
 - Medic 2 – 2040 Frazer R1 (114)
 - Medic 3 – 2036 Frazer R1 (113)
 - Reserve Ambulances
 - 2029 Frazer (115)
 - 2031 Frazer (117)
 - 2034 Frazer R1 (119)
- 2041
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2032 Ford F250 (105)
 - Reserve – 2025 Ford F250 (101)
 - Frontline Ambulances
 - Medic 1 – 2038 Frazer R1 (112)
 - Medic 2 – 2040 Frazer R1 (114)
 - Medic 3 – 2036 Frazer R1 (113)
 - Reserve Ambulances
 - 2031 Frazer (117)
 - 2034 Frazer R1 (119)
 - Remount
 - 2029 Frazer (115)
- 2042
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2042 Ford F250 (101)
 - Reserve – 2032 Ford F250 (105)
 - Frontline Ambulances
 - Medic 1 – 2038 Frazer R1 (112)
 - Medic 2 – 2040 Frazer R1 (114)
 - Medic 3 – 2042 Frazer R1 (115)
 - Reserve Ambulances
 - 2031 Frazer (117)
 - 2036 Frazer R1 (113)
 - 2034 Frazer R1 (119)
 - Traded/Sold
 - 2025 Ford F250 (101)

- 2043
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2042 Ford F250 (101)
 - Reserve – 2032 Ford F250 (105)
 - Frontline Ambulances
 - Medic 1 – 2038 Frazer R1 (112)
 - Medic 2 – 2040 Frazer R1 (114)
 - Medic 3 – 2042 Frazer R1 (115)
 - Reserve Ambulances
 - 2036 Frazer R1 (113)
 - 2034 Frazer R1 (119)
 - Remount
 - 2031 Frazer (117)
- 2044
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2042 Ford F250 (101)
 - Reserve – 2032 Ford F250 (105)
 - Frontline Ambulances
 - Medic 1 – 2044 Frazer R1 (117)
 - Medic 2 – 2040 Frazer R1 (114)
 - Medic 3 – 2042 Frazer R1 (115)
 - Reserve Ambulances
 - 2036 Frazer R1 (113)
 - 2034 Frazer R1 (119)
 - 2038 Frazer R1 (112)
- 2045
 - Support Vehicles
 - EMS 1 – 2037 Ford F250 (108)
 - EMS 5 – 2042 Ford F250 (101)
 - Reserve – 2032 Ford F250 (105)
 - Frontline Ambulances
 - Medic 1 – 2044 Frazer R1
 - Medic 2 – 2040 Frazer R1
 - Medic 3 – 2042 Frazer R1
 - Reserve Ambulances
 - 2036 Frazer R1 (113)
 - 2038 Frazer R1 (112)
 - Remount
 - 2034 Frazer R1 (119)

2023 Salary Survey

Agency Name	Captain			Paramedic		
	Base	Median	Cap	Base	Median	Cap
Clear Creek EMS	\$85,000.00	\$102,500.00	\$120,000.00	\$61,368.32	\$68,300.16	\$75,232.00
Grand County EMS	\$81,942.65	\$96,033.36	\$110,124.06	\$62,981.00	\$66,933.00	\$70,885.00
Leadville				\$73,216.00	\$78,208.00	\$83,200.00
South Park	\$72,000.00	\$75,000.00	\$78,000.00	\$62,000.00	\$65,000.00	\$68,000.00
South West Teller County				\$66,427.00	\$76,211.00	\$85,995.00
Evergreen Fire	\$78,000.00	\$87,360.00	\$96,720.00	\$65,000.00	\$65,000.00	
Eagle County	\$97,342.00	\$102,791.00	\$108,240.00	\$65,298.00	\$83,144.50	\$100,991.00
Thompson Valley EMS	\$66,000.00	\$93,000.00	\$120,000.00	\$59,400.00	\$76,700.00	\$94,000.00
Adjusted Average	\$79,235.66		\$108,771.02	\$63,845.72		\$81,862.40
Gilpin Ambulance	\$69,592.64	\$79,809.60	\$90,026.56	\$61,738.56	\$70,790.72	\$79,842.88

2023 Administrative Staff Base Pay Salary Survey

Position	Current GAA	25th	50th	75th
Chief	\$118,000.00	\$129,749.00	\$139,922.00	\$155,330.00
Administrative Officer	\$72,322.00	\$93,257.00	\$104,514.00	\$117,981.00

Position	2023 Step	2023 Reg Rate	2023 OT Rate	2023 Annual Salary	2024 Proposed Step	2024 Proposed Reg Rate	2024 Proposed OT Rate	2024 Proposed Annual Salary	2024 Proposed % Increase	457(b) %	457(b) Annual
		2080	832			2080	832	2912			
Captain	5	\$23.08	\$34.62	\$76,810.24	5	\$24.71	\$37.07	\$82,239.04	7.0%	4%	\$3,289.56
Captain	3	\$22.19	\$33.29	\$73,852.48	4	\$24.23	\$36.35	\$80,641.60	9.0%	4%	\$3,225.66
Captain	8	\$24.50	\$36.75	\$81,536.00	8	\$26.21	\$39.32	\$87,231.04	7.0%	3%	\$2,616.93
EMT	2	\$15.08	\$22.62	\$50,186.24	3	\$15.38	\$23.07	\$51,184.64	2.0%	3%	\$1,535.54
EMT	1	\$14.78	\$22.17	\$49,187.84	2	\$15.08	\$22.62	\$50,186.24	2.0%	3%	\$1,505.59
EMT	1	\$14.78	\$22.17	\$49,187.84	2	\$15.08	\$22.62	\$50,186.24	2.0%	3%	\$1,505.59
EMT	0	\$14.49	\$21.74	\$48,226.88	1	\$14.78	\$22.17	\$49,187.84	2.0%	3%	\$1,475.64
EMT	3	\$15.38	\$23.07	\$51,184.64	4	\$15.69	\$23.54	\$52,220.48	2.0%	3%	\$1,566.61
EMT	1	\$14.78	\$22.17	\$49,187.84	2	\$15.08	\$22.62	\$50,186.24	2.0%	3%	\$1,505.59
EMT	3	\$15.38	\$23.07	\$51,184.64	5	\$16.00	\$24.00	\$53,248.00	4.0%	4%	\$2,129.92
EMT	1	\$14.78	\$22.17	\$49,187.84	1	\$14.78	\$22.17	\$49,187.84	0.0%	3%	\$1,475.64
EMT	2	\$15.08	\$22.62	\$50,186.24	3	\$15.38	\$23.07	\$51,184.64	2.0%	3%	\$1,535.54
Paramedic	8	\$21.75	\$32.63	\$72,388.16	9	\$23.05	\$34.58	\$76,714.56	6.0%	3%	\$2,301.44
Paramedic	13	\$24.00	\$36.00	\$79,872.00	14	\$25.45	\$38.18	\$84,701.76	6.0%	5%	\$4,235.09
Paramedic	5	\$20.48	\$30.72	\$68,157.44	6	\$21.73	\$32.60	\$72,321.60	6.0%	3%	\$2,169.65
Paramedic	2	\$19.30	\$28.95	\$64,230.40	3	\$20.47	\$30.71	\$68,128.32	6.0%	3%	\$2,043.85
Paramedic	5	\$20.47	\$30.71	\$68,128.32	6	\$21.73	\$32.60	\$72,321.60	6.0%	3%	\$2,169.65
Paramedic	4	\$20.27	\$30.41	\$67,462.72	6	\$21.73	\$32.60	\$72,321.60	7.0%	3%	\$2,169.65
Paramedic	13	\$24.00	\$36.00	\$79,872.00	14	\$25.45	\$38.18	\$84,701.76	6.0%	5%	\$4,235.09
Paramedic	8	\$22.60	\$33.90	\$75,212.80	9	\$23.05	\$34.58	\$76,714.56	2.0%	3%	\$2,301.44
Paramedic	13	\$24.00	\$36.00	\$79,872.00	14	\$25.45	\$38.18	\$84,701.76	6.0%	5%	\$4,235.09
		Total Field Salaries		\$1,313,452.34		Total Field Salaries		\$1,399,511.36		457 Match	\$45,939.20
						5% Added for Unscheduled OT and PRN		\$1,469,486.93			
						2024 Proposed PTO		\$70,000.00			
						Annual Salary Less PTO		\$1,399,486.93			
		2023 Budgeted/Projected Field Salaries		\$1,320,000.00		2024 Budgeted Field Salary		\$1,400,000.00	5.7%		
		2023		2023		2024 Proposed		2024 Proposed			
Position		Salary/PP		Annual Salary		Salary/PP		Annual Salary			
Chief/Manager		\$4,538.46		\$118,000.00		\$4,538.46		\$118,000.00	0.0%	3%	\$3,540.00
Administrative Officer		\$2,781.62		\$72,322.07	6	\$3,132.55		\$81,446.40	13.0%	5%	\$3,616.10
		\$7,320.08		\$190,322.07		\$7,671.01		\$199,446.40		457 Match	\$7,156.10
						2024 Admin Salaries		\$200,000.00		Total 457 Match	\$53,095.30
						2024 Proposed Salaries		\$1,600,000.00		2024 457 Match	\$55,000.00
						Taxes 9% of Total Salaries		\$144,000.00			

Step	0	1			2			3			4			5		
Degree	2024	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A
EMT																
Annual	\$48,226.88	\$48,692.80	\$49,187.84	\$49,653.76	\$49,691.20	\$50,186.24	\$50,652.16	\$50,689.60	\$51,184.64	\$51,688.00	\$51,688.00	\$52,220.48	\$52,715.52	\$52,752.96	\$53,248.00	\$53,780.48
Hourly (2080)	\$ 14.49	\$ 14.63	\$ 14.78	\$ 14.92	\$ 14.93	\$ 15.08	\$ 15.22	\$ 15.23	\$ 15.38	\$ 15.53	\$ 15.53	\$ 15.69	\$ 15.84	\$ 15.85	\$ 16.00	\$ 16.16
Overtime (832)	\$ 21.74	\$ 21.95	\$ 22.17	\$ 22.38	\$ 22.40	\$ 22.62	\$ 22.83	\$ 22.85	\$ 23.07	\$ 23.30	\$ 23.30	\$ 23.54	\$ 23.76	\$ 23.78	\$ 24.00	\$ 24.24
Paramedic																
Annual	\$64,203.78	\$64,829.44	\$65,495.04	\$66,131.52	\$66,160.64	\$66,797.12	\$67,462.72	\$67,462.72	\$68,128.32	\$68,793.92	\$68,793.92	\$69,488.64	\$70,154.24	\$70,191.68	\$70,886.40	\$71,589.44
Hourly (2080)	\$ 19.29	\$ 19.48	\$ 19.68	\$ 19.87	\$ 19.88	\$ 20.07	\$ 20.27	\$ 20.27	\$ 20.47	\$ 20.67	\$ 20.67	\$ 20.88	\$ 21.08	\$ 21.09	\$ 21.30	\$ 21.51
Overtime (832)	\$ 28.94	\$ 29.22	\$ 29.52	\$ 29.81	\$ 29.82	\$ 30.11	\$ 30.41	\$ 30.41	\$ 30.71	\$ 31.01	\$ 31.01	\$ 31.32	\$ 31.62	\$ 31.64	\$ 31.95	\$ 32.27
Captain																
Annual	\$74,459.67	\$75,212.80	\$75,944.96	\$76,677.12	\$76,714.56	\$77,475.84	\$78,208.00	\$78,245.44	\$79,044.16	\$79,805.44	\$79,842.88	\$80,641.60	\$81,402.88	\$81,440.32	\$82,239.04	\$83,066.88
Hourly (2080)	\$ 22.37	\$ 22.60	\$ 22.82	\$ 23.04	\$ 23.05	\$ 23.28	\$ 23.50	\$ 23.51	\$ 23.75	\$ 23.98	\$ 23.99	\$ 24.23	\$ 24.46	\$ 24.47	\$ 24.71	\$ 24.96
Overtime (832)	\$ 33.56	\$ 33.90	\$ 34.23	\$ 34.56	\$ 34.58	\$ 34.92	\$ 35.25	\$ 35.27	\$ 35.63	\$ 35.97	\$ 35.99	\$ 36.35	\$ 36.69	\$ 36.71	\$ 37.07	\$ 37.44
Administrative Officer																
Annual	\$72,322.07	\$73,045.29	\$73,768.51	\$74,491.73	\$74,506.20	\$75,243.88	\$75,981.57	\$75,996.32	\$76,748.76	\$77,501.20	\$77,516.25	\$78,283.74	\$79,051.22	\$79,066.58	\$79,849.41	\$80,632.25

	Starting/Hr				
Pay Scale	2023	2024 Raise	Degree	% Raise	Multiple
EMT	\$ 14.49	0%	A	3%	103%
Paramedic	\$ 18.55	4%	B	2%	102%
Captain	\$ 20.91	7%	C	1%	101%

Step Degree	6			7			8			9			10		
	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A
EMT															
Annual	\$53,780.48	\$54,312.96	\$54,845.44	\$54,845.44	\$55,415.36	\$55,947.84	\$55,976.96	\$56,509.44	\$57,079.36	\$57,079.36	\$57,640.96	\$58,210.88	\$58,210.88	\$58,809.92	\$59,371.52
Hourly (2080)	\$ 16.16	\$ 16.32	\$ 16.48	\$ 16.48	\$ 16.65	\$ 16.81	\$ 16.82	\$ 16.98	\$ 17.15	\$ 17.15	\$ 17.32	\$ 17.49	\$ 17.49	\$ 17.67	\$ 17.84
Overtime (832)	\$ 24.24	\$ 24.48	\$ 24.72	\$ 24.72	\$ 24.98	\$ 25.22	\$ 25.23	\$ 25.47	\$ 25.73	\$ 25.73	\$ 25.98	\$ 26.24	\$ 26.24	\$ 26.51	\$ 26.76
Paramedic															
Annual	\$71,589.44	\$72,321.60	\$73,016.32	\$73,053.76	\$73,748.48	\$74,480.64	\$74,480.64	\$75,212.80	\$75,944.96	\$75,982.40	\$76,714.56	\$77,475.84	\$77,475.84	\$78,245.44	\$79,006.72
Hourly (2080)	\$ 21.51	\$ 21.73	\$ 21.94	\$ 21.95	\$ 22.16	\$ 22.38	\$ 22.38	\$ 22.60	\$ 22.82	\$ 22.83	\$ 23.05	\$ 23.28	\$ 23.28	\$ 23.51	\$ 23.74
Overtime (832)	\$ 32.27	\$ 32.60	\$ 32.91	\$ 32.93	\$ 33.24	\$ 33.57	\$ 33.57	\$ 33.90	\$ 34.23	\$ 34.25	\$ 34.58	\$ 34.92	\$ 34.92	\$ 35.27	\$ 35.61
Captain															
Annual	\$83,066.88	\$83,865.60	\$84,701.76	\$84,701.76	\$85,529.60	\$86,394.88	\$86,394.88	\$87,231.04	\$88,096.32	\$88,096.32	\$88,961.60	\$89,856.00	\$89,856.00	\$90,721.28	\$91,624.00
Hourly (2080)	\$ 24.96	\$ 25.20	\$ 25.45	\$ 25.45	\$ 25.70	\$ 25.96	\$ 25.96	\$ 26.21	\$ 26.47	\$ 26.47	\$ 26.73	\$ 27.00	\$ 27.00	\$ 27.26	\$ 27.53
Overtime (832)	\$ 37.44	\$ 37.80	\$ 38.18	\$ 38.18	\$ 38.55	\$ 38.94	\$ 38.94	\$ 39.32	\$ 39.71	\$ 39.71	\$ 40.10	\$ 40.50	\$ 40.50	\$ 40.89	\$ 41.30
Administrative Officer															
Annual	\$80,647.90	\$81,446.40	\$82,244.89	\$82,260.86	\$83,075.33	\$83,889.79	\$83,906.08	\$84,736.84	\$85,567.59	\$85,584.21	\$86,431.58	\$87,278.95	\$87,295.90	\$88,160.21	\$89,024.53

Step	11			12			13			14			15		
Degree	C	B	A	C	B	A	C	B	A	C	B	A	C	B	A
EMT															
Annual	\$59,408.96	\$59,970.56	\$60,569.60	\$60,569.60	\$61,168.64	\$61,767.68	\$61,767.68	\$62,404.16	\$63,003.20	\$63,032.32	\$63,668.80	\$64,267.84	\$64,296.96	\$ 64,933.44	\$ 65,561.60
Hourly (2080)	\$ 17.85	\$ 18.02	\$ 18.20	\$ 18.20	\$ 18.38	\$ 18.56	\$ 18.56	\$ 18.75	\$ 18.93	\$ 18.94	\$ 19.13	\$ 19.31	\$ 19.32	\$ 19.51	\$ 19.70
Overtime (832)	\$ 26.78	\$ 27.03	\$ 27.30	\$ 27.30	\$ 27.57	\$ 27.84	\$ 27.84	\$ 28.13	\$ 28.40	\$ 28.41	\$ 28.70	\$ 28.97	\$ 28.98	\$ 29.27	\$ 29.55
Paramedic															
Annual	\$79,044.16	\$79,805.44	\$80,604.16	\$80,604.16	\$81,402.88	\$82,201.60	\$82,201.60	\$83,037.76	\$83,836.48	\$83,865.60	\$84,701.76	\$85,529.60	\$85,529.60	\$ 86,394.88	\$ 87,231.04
Hourly (2080)	\$ 23.75	\$ 23.98	\$ 24.22	\$ 24.22	\$ 24.46	\$ 24.70	\$ 24.70	\$ 24.95	\$ 25.19	\$ 25.20	\$ 25.45	\$ 25.70	\$ 25.70	\$ 25.96	\$ 26.21
Overtime (832)	\$ 35.63	\$ 35.97	\$ 36.33	\$ 36.33	\$ 36.69	\$ 37.05	\$ 37.05	\$ 37.43	\$ 37.79	\$ 37.80	\$ 38.18	\$ 38.55	\$ 38.55	\$ 38.94	\$ 39.32
Captain															
Annual	\$91,624.00	\$92,555.84	\$93,450.24	\$93,487.68	\$94,419.52	\$95,313.92	\$95,351.36	\$96,312.32	\$97,244.16	\$97,281.60	\$98,242.56	\$99,211.84	\$99,240.96	\$ 100,210.24	\$ 101,208.64
Hourly (2080)	\$ 27.53	\$ 27.81	\$ 28.08	\$ 28.09	\$ 28.37	\$ 28.64	\$ 28.65	\$ 28.94	\$ 29.22	\$ 29.23	\$ 29.52	\$ 29.81	\$ 29.82	\$ 30.11	\$ 30.41
Overtime (832)	\$ 41.30	\$ 41.72	\$ 42.12	\$ 42.14	\$ 42.56	\$ 42.96	\$ 42.98	\$ 43.41	\$ 43.83	\$ 43.85	\$ 44.28	\$ 44.72	\$ 44.73	\$ 45.17	\$ 45.62
Administrative Officer															
Annual	\$89,041.81	\$89,923.41	\$90,805.02	\$90,822.64	\$91,721.88	\$92,621.11	\$92,639.10	\$93,556.32	\$94,473.54	\$94,491.88	\$95,427.45	\$96,363.01	\$96,381.72	\$ 97,336.00	\$ 98,290.27



495 Apex Valley Rd. / PO Box 638

Black Hawk, CO 80422

Phone: (303) 582-5499

Fax: (303) 582-3390

Administrative Officer

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.



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Administrative Officer

Supervisor	Chief
Directs	N/A
FLSA Status	Exempt

Job Qualifications

- Bachelor's degree in accounting, business, management, or equivalent experience
- Two years of governmental, non-profit, or business accounting experience
- Experience applying for grants and other forms of non-traditional project funding
- Two years of medical billing experience
- Two years of experience in healthcare administration (EMS preferred)

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:

- Read and interpret business documents, technical procedures, medical compliance guidelines and/or governmental regulations.
- Prepare and present reports, business correspondence, and presentations.
- Assist in the application of statistical data to improve the efficiency of the organization.
- Maintain effective working relationships with the Chief, other Authority employees, and members of partner organizations.

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
- Requires the ability to resolve conflicts between personnel and conflicts with other individuals with which the employee may have disagreements or differences
- 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 demonstrate critical thinking and strong organizational skills
- Requires the ability to process information and complete tasks in a timely manner
- Working knowledge of data analysis and statistics reporting
- Advanced proficiency with Microsoft Office and QuickBooks
-

Work Environment, Physical Demands

- **Physical Ability:** 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 extended amounts of time viewing screens and performing detailed computer functions
- **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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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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Phone: (303) 582-5499

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Clinical Captain

Supervisor	Chief
Directs	Full-time and PRN EMTs, AEMTs, and Paramedics
FLSA Status	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 EVOG 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
- Supervise and regularly audit certification status for all department providers
- 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
-

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.
-

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

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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

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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Phone: (303) 582-5499

Fax: (303) 582-3390

Logistics Captain

Supervisor	Chief
Directs	Full-time and PRN EMTs, AEMTs, and Paramedics
FLSA Status	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

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.

ADA Compliance Statement:

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Job Description Acknowledgement

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Cody Carroll
Chief

Chief Signature

Date of Issue

Employee Acknowledgment

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Employee Signature

Print Name

Date



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Training 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

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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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Training Captain

Supervisor	Chief
Directs	Full-time and PRN EMTs, AEMTs, and Paramedics
FLSA Status	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
-

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
-

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

Chief Signature

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Full-Time Paramedic

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- 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

Supervisor	Assigned Captain
Directs	N/A
FLSA Status	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 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

Chief Signature

Date of Issue

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Employee Signature

Print Name

Date



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Full-Time Emergency Medical Technician (EMT)

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Full-Time Emergency Medical Technician (EMT)

Supervisor	Assigned Captain
Directs	N/A
FLSA Status	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 preferred
- Emergency Pediatric Care (EPC) Certification preferred
- PreHospital Trauma Life Support (PHTLS) 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.
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Cody Carroll
Chief

Chief Signature

Date of Issue

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Employee Signature

Print Name

Date



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PRN Paramedic

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- Required qualifications, knowledge, skills, and physical and mental abilities

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PRN Paramedic

Supervisor	Assigned Captain
Directs	N/A
FLSA Status	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

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Required Knowledge, Skills, and Abilities

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Work Environment, Physical Demands

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PRN Emergency Medical Technician (EMT)

Supervisor	Assigned Captain
Directs	N/A
FLSA Status	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 preferred
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