

GILPIN AMBULANCE AUTHORITY
NOTICE OF MEETING AND AGENDA
Wednesday, November 8, 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: October 6, 2023 Special Meeting and October 18, 2023
- VI) Financial Report
 - a) Balance Sheet October 2023
 - b) P&L Budget to Actual October 2023
 - c) List of Bills – 10/16 – 11/2/2023
- VII) Authority Manager Report
 - a) Activity Summary
- VIII) Administrative Officer's Report
 - a) Billing summary October 2023
 - b) Call Summary October 2023
- IX) Old Business
 - a) Vehicles
 - b) Policy Manual
- X) New Business
 - a) Staffing
- XI) Action Items
 - a) None
- XII) Public Comment
- XIII) Executive Session – Pursuant to §24-6-402(4)(f), C.R.S., for discussion of a personnel matter involving the evaluation of the Chief/Manager, who was previously informed of the meeting.
- XIV) Board Comment
- XV) Next Meeting December 13, 2023 – 9 am
- XVI) Adjourn Meeting

Gilpin Ambulance Authority

Special Virtual Zoom Meeting

October 6, 2023

Call to Order/Roll Call

The board of director's special virtual zoom meeting for Gilpin Ambulance Authority was called to order at 09:00 AM October 6, 2023, by President Buddy Schmalz. The special meeting was due to the urgency and lead time needed for the special meeting.

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

Others present were Manager Cody Carroll and Administrative Officer Erin Gibbs

Additions or Amendments to the Agenda

None.

Conflict of Interest

None

Vehicle Chassis and Lease Purchase Discussion

Ray asked what the years of the current ambulances are. Cody said that they include 2011, 2013, 2016, 2019 & 2023 ambulances.

Cody said that the vehicle replacement plan shows that an ambulance would be replaced in 2024 and one in 2025. This would replace a 2011 and a 2013 Ambulance both over 100,000 miles. Other ambulances include two 2016, 2019, and 2022. The reason for replacing both ambulances now is to secure 2 chassis. One would be partially covered by the 2024 EMTS Grant and the other would be a lease purchase deferred to the 2025 Budget. The new chassis are F550s and are more expensive than the lighter Chassis.

Request to expend funds for one chassis in 2023 as a prepaid expense applied to the 2024 budget for the EMTS awarded 2024

As of 10/06/2023 we have \$769,100 in the bank and the chassis for the grant ambulance is \$73,905.00. Wanting to purchase it now to secure the chassis. We have the PO that specifies that we can start moving forward on the project starting 9/21/2023. The cost of the completed ambulance is \$275,078.58. The state allowed maximum reimbursement for an ambulance and associated equipment is \$224,473.58 with a maximum state contribution at \$112,236.79 making GAA's responsibility \$162,841.79. The chassis is eligible with partial funding from the EMTS Grant. The board requested that the information that was provided was confusing and should be spelled out in the future when applying for future grants, to clarify how much the state would be reimbursing for the purchase of the equipment and/or ambulances since they are not reimbursing for the full half of the total purchase price of the ambulance and associated equipment.

Ray moved to approve of the purchase of the chassis in the amount of \$73,905 that is partially funded by the EMTS grant seconded by Chris Woolley, motion passes unanimously.

Gilpin Ambulance Authority

Special Virtual Zoom Meeting

October 6, 2023

Review of Leasing 2 lease financing proposal with payment deferral to the 2025 budget

There is no penalty for paying the lease finance early. Ray moved to approve the purchase of \$264,015 with 7-year financing at the 6.12% interest rate at \$48,372.24 per month starting in 2025. The cost will be reflected in the 2025 budget with the preference and intent to pay the loan off at a 5-year schedule of \$64,239.84 per month. Seconded by Chris Woolley. Motion passes unanimously for resolution 02-2023

Action items

Vote to approve to expend funds for one chassis in 2023 as a prepaid expense applied to the 2024 budget. Moved by Ray Rears, seconded by Chris Woolley, passes unanimously.

Resolution 02-2023 – The Gilpin Ambulance Authority Board of Directors authorizes Chief Cody Carroll to enter into a 7-year Lease Purchase Agreement with Leasing 2, Inc. to finance the purchase of a new ambulance in the amount of \$264,015 from Frazer. Moved by Ray Rears, seconded by Chris Woolley, Motion passes unanimously.

Public Comment

None

Board Comment

None

Next meeting

October 18, 2023 @ 9:00 am.

Meeting adjourned @ 9:30 AM

Ray Rears, Secretary/Treasurer

Erin Gibbs, Recording Secretary

Gilpin Ambulance Authority

Regular Monthly Meeting

October 18, 2023

Call to Order/Roll Call

The board of director's meeting for Gilpin Ambulance Authority was called to order at 09:00 AM October 18, 2023, in the Gilpin County Commissioner's Chambers by President Buddy Schmalz.

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

Others present were Manager Cody Carroll and Administrative Officer Erin Gibbs

Additions or Amendments to the Agenda

Request by Ray Rears to add Ambulance Licensing and Chief's Review.

Conflict of Interest

None

Consideration of Minutes

A motion was made by Lynnette Hailey to approve the minutes from September 27, 2023, seconded by Chris Woolley Motion carries unanimously.

Special meeting minutes from October 6, 2023 were reviewed with additions to the minutes to include changes requested by Ray Rears in a previous email and that the meeting was virtual, via Zoom due to the lead time of the special meeting. He also wanted to make sure that there was a PO and that the purchase was eligible for reimbursement from the EMTS grant.

Chris Woolley made a motion to table the October 6 minutes, seconded by Lynnette Hailey

Financial Report

Balance Sheet/P&L

Review and discussion of financials from September 30, 2023. Chris Woolley asked about when the contribution were paid. Contributions are paid monthly.

Presentation of Bills

Bills were reviewed. A motion was made by Lynnette Hailey, seconded by Ray Rears to approve the list of bills from September 25 – October 16, 2023, in the amount of \$77,960.10. 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 September 2023.

Call Summary

Review and discussion of the call summary for September 2023.

Old Business

None

Gilpin Ambulance Authority

Regular Monthly Meeting

October 18, 2023

New Business

Policy Manual

Chris Woolley had several items to bring up.

3.1.3 – Administrative schedule at Chief's discretion as long as employees are working 40 hours per week.

3.1.1 – Change shifts to 2 X 24 hour shifts

In some of the areas mention his/her, said that it would be better to refer to the employee

3.7.2.2 Change to Preceding the work day

4.2.1 Change Pay Scale will be adjusted to may be adjusted

4.3.1 Expenses on behalf of the authority should be approved by the Chief only

4.3.2 Change to the Chief or Chief's approved design

State requirement for Public Health Emergency Policy, requested to provide the specific number of hours. Ray mentioned that the requirements are more broad and will send the county's policy manual to Cody and Kathryn

9.22.1 change to hours not days

The Board requested to have time to review and make comments. Cody will send the manual out to the board to allow them to make comments or changes with track changed turned on. Then to be discussed at the next meeting.

Ambulance Licensing

The commissioners approved the licensing, with concern about the missing decals on the last 2 ambulances. Corrections related to the registrations were mailed in the previous week. The license was retroactive to January 1, 2023 through June 30, 2024. Inspections were done by Zane. Previously regional inspectors were used to inspect the ambulances, however there weren't any other inspectors available so Zane was asked if he would do them. Inspections were started late in 2023. Starting July 1, 2024, the state will be doing inspections and licensing. Lynnette asked Cody to find out if the state will be charging for future inspections.

Chief's Review

Add Chief's review to the November board meeting in executive session. Erin will send out the survey that was done for the previous chief's reviews.

2024 Budget Review and discussion

Board Discussion

Chris asked about the budgeted EMTS grant funding to be clear if the number listed was the full reimbursement amount. The grant funding number is what was awarded and what we will receive from the state for requested purchases. One of the notes in the budget summary was increasing the projected 2023 call revenue. He mentioned that we are below budgeted now and wanted to be sure that the projected 2023 numbers for patient and insurance revenue would be collected. Erin said that she believes that we will make up the \$52,000 still outstanding from budgeted for 2023 and received an additional \$25,000 on top of that. Erin explained that we do not budget for accrual on call revenue, only cash in.

Ray mentioned that per the Establishing Contract that the budget must be voted for unanimously. With Marcia absent and Daniel not available there was no representation from Central City. This was confirmed to be the case by Kathryn, but that Central City could vote by phone. Marcia was called to have Central City represented for the budget approval.

Contributions for the 3 governing entities are as follows. \$442,369.43 for the City of Black Hawk, \$151,026.26 for Central City and \$623,576.60 for Gilpin County

Gilpin Ambulance Authority

Regular Monthly Meeting

October 18, 2023

Public Hearing for 2024 Budget

Public Hearing was opened at 9:57 and closed at 9:57 with no public present.

Action items

Resolution 03-2023 – 2024 Budget Resolution all voting directors were present with Marcia Enloe on speaker phone. Ray moved to approve the 2024 Budget as presented, seconded by Chris Woolley voted unanimously by all voting directors.

Public Comment

None

Executive Session – As needed

None

Board Comment

Mentioned that the website has not been updated with the board agendas, packets, meeting schedule, list of board members and any other information that would need to be presented to the public when our meetings take place. Erin said that the website is being revamped but that she will get the site updated before the next board meeting. Ray also mentioned that he has not signed any minutes for the year, Erin will bring them to the November meeting to be signed.

Next meeting

November 8, 2023 @ 09:00 am.

Meeting adjourned @ 9:58 AM

Ray Rears, Secretary/Treasurer

Erin Gibbs, Recording Secretary

Gilpin Ambulance Authority

Balance Sheet

11/03/23

As of October 31, 2023

Accrual Basis

| | Oct 31, 23 |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| BOK Operating Account | 575,977.96 |
| BOK EFT account | 115,307.88 |
| BOK HRA Account Restricted | 36,127.52 |
| BOK Supply Account | 3,786.84 |
| Total Checking/Savings | 731,200.20 |
| 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 | 75,929.68 |
| Inventory Asset | 9,486.21 |
| Total Other Current Assets | 321,266.21 |
| Total Current Assets | 1,052,466.41 |
| Fixed Assets | |
| Accumulated Depreciation | -915,741.00 |
| Vehicles and Equipment | 1,328,756.66 |
| Total Fixed Assets | 413,015.66 |
| TOTAL ASSETS | 1,465,482.07 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | -6,048.39 |
| Total Accounts Payable | -6,048.39 |
| Other Current Liabilities | |
| Accrued PTO | 46,447.33 |
| HRA liability | 36,127.52 |
| Total Other Current Liabilities | 82,574.85 |
| Total Current Liabilities | 76,526.46 |
| Total Liabilities | 76,526.46 |
| Equity | |
| Investment in Fixed Assets | 413,215.00 |
| Net Income | 975,740.61 |
| Total Equity | 1,388,955.61 |
| TOTAL LIABILITIES & EQUITY | 1,465,482.07 |

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

| | <u>Jan - Oct 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------|---------------------|---------------------|-----------------------|--------------------|
| Income | | | | |
| Beginning Funds Available | 710,348.70 | 511,793.93 | 198,554.77 | 138.8% |
| Contributions | | | | |
| IGA Black Hawk | 357,135.30 | 428,562.29 | -71,426.99 | 83.33% |
| IGA Central City | 127,946.00 | 153,535.16 | -25,589.16 | 83.33% |
| IGA Gilpin County | 545,909.70 | 655,091.61 | -109,181.91 | 83.33% |
| Total Contributions | <u>1,030,991.00</u> | <u>1,237,189.06</u> | <u>-206,198.06</u> | <u>83.33%</u> |
| Call Revenue | | | | |
| Income Patient and Insurance | 357,517.27 | 375,000.00 | -17,482.73 | 95.34% |
| Medicare-derived payments | 113,402.91 | 100,000.00 | 13,402.91 | 113.4% |
| Collections-derived payments | 33,569.61 | 20,000.00 | 13,569.61 | 167.85% |
| Total Call Revenue | <u>504,489.79</u> | <u>495,000.00</u> | <u>9,489.79</u> | <u>101.92%</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 | | | |
| CAID Supplemental | 241,287.46 | | | |
| Total Other Revenue | <u>256,789.46</u> | | | |
| Total Income | <u>3,413,285.95</u> | <u>3,149,649.99</u> | <u>263,635.96</u> | <u>108.37%</u> |
| Gross Profit | 3,413,285.95 | 3,149,649.99 | 263,635.96 | 108.37% |
| Expense | | | | |
| Uncategorized Expenses | 2,549.88 | | | |
| Capital Expenditures | | | | |
| Ambulance purchase | 276,253.58 | 200,000.00 | 76,253.58 | 138.13% |
| Capital (misc) | 42,221.54 | 285,000.00 | -242,778.46 | 14.82% |
| Total Capital Expenditures | <u>318,475.12</u> | <u>485,000.00</u> | <u>-166,524.88</u> | <u>65.67%</u> |
| Administration | | | | |
| Reimbursable Expenses | | | | |
| Accounting | 8,487.58 | 12,000.00 | -3,512.42 | 70.73% |
| Legal | 24,722.50 | 10,000.00 | 14,722.50 | 247.23% |
| Other | | | | |
| Admin Training | 263.20 | 5,000.00 | -4,736.80 | 5.26% |
| Discretionary | 3,890.79 | 5,000.00 | -1,109.21 | 77.82% |
| licensing/memberships | 6,263.50 | 6,500.00 | -236.50 | 96.36% |
| Manager Development | 4,004.73 | 5,000.00 | -995.27 | 80.1% |
| Professional Services | 3,450.00 | 3,000.00 | 450.00 | 115.0% |
| Total Other | <u>17,872.22</u> | <u>24,500.00</u> | <u>-6,627.78</u> | <u>72.95%</u> |
| Total Administration | <u>52,790.10</u> | <u>46,500.00</u> | <u>6,290.10</u> | <u>113.53%</u> |

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

| | <u>Jan - Oct 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|--------------------------|-------------------------|--------------------------|-----------------------|
| Operations and Maintenance | | | | |
| Property Maintenance | 7,096.86 | 35,000.00 | -27,903.14 | 20.28% |
| Communications R&M | 2,707.46 | 5,000.00 | -2,292.54 | 54.15% |
| Crew Quarters supplies | 9,016.12 | 12,000.00 | -2,983.88 | 75.13% |
| Disposable Medical Supplies | 37,967.01 | 35,000.00 | 2,967.01 | 108.48% |
| Durable Medical Equipment | 10,471.71 | 6,000.00 | 4,471.71 | 174.53% |
| Office Supplies/Postage/Fees | 5,646.02 | 5,000.00 | 646.02 | 112.92% |
| Property Lease | 53,728.82 | 86,000.00 | -32,271.18 | 62.48% |
| Property Liability Insurance | 24,889.80 | 22,050.00 | 2,839.80 | 112.88% |
| Public Education/PR | 3,215.04 | 2,000.00 | 1,215.04 | 160.75% |
| Safety Gear | | 3,000.00 | -3,000.00 | |
| Service Contracts/Equip Lease | 90,722.60 | 50,000.00 | 40,722.60 | 181.45% |
| Technology/Hardware/Software | 10,199.07 | 7,000.00 | 3,199.07 | 145.7% |
| Telephone/TV/Internet | 10,248.21 | 15,000.00 | -4,751.79 | 68.32% |
| Training | 12,985.01 | 7,000.00 | 5,985.01 | 185.5% |
| Uniforms | 20,637.28 | 12,000.00 | 8,637.28 | 171.98% |
| Utilities | 4,441.90 | 4,000.00 | 441.90 | 111.05% |
| Vehicle expense | | | | |
| Fuel | 26,469.54 | 32,000.00 | -5,530.46 | 82.72% |
| Insurance | 13,059.20 | 11,550.00 | 1,509.20 | 113.07% |
| Maintenance | 79,852.17 | 40,000.00 | 39,852.17 | 199.63% |
| Tires | 1,890.54 | 9,000.00 | -7,109.46 | 21.01% |
| Total Vehicle expense | <u>121,271.45</u> | <u>92,550.00</u> | <u>28,721.45</u> | <u>131.03%</u> |
| Total Operations and Maintenance | <u>425,244.36</u> | <u>398,600.00</u> | <u>26,644.36</u> | <u>106.68%</u> |
| Personnel Expense | | | | |
| Salaries | | | | |
| Salaries Admin | 144,310.15 | 192,000.00 | -47,689.85 | 75.16% |
| Salaries Regular | 1,037,213.51 | 1,320,000.00 | -282,786.49 | 78.58% |
| PTO | 64,951.12 | 62,000.00 | 2,951.12 | 104.76% |
| Holiday stipends | 4,800.00 | 8,000.00 | -3,200.00 | 60.0% |
| Employee Bonuses | 5,050.01 | | | |
| Total Salaries | <u>1,256,324.79</u> | <u>1,582,000.00</u> | <u>-325,675.21</u> | <u>79.41%</u> |
| Employee Benefits and Payroll | | | | |
| 457(b) Admin Fess | 2,369.47 | 3,000.00 | -630.53 | 78.98% |
| 457(b) employee contribution | -502.77 | | | |
| 457(b) employer match | 39,023.64 | 56,000.00 | -16,976.36 | 69.69% |
| Benefits HRA | 17,703.04 | 27,600.00 | -9,896.96 | 64.14% |
| Benefits Life AD& D STD LTD | 12,215.94 | 18,000.00 | -5,784.06 | 67.87% |
| Employee Wellness | 136.00 | 1,000.00 | -864.00 | 13.6% |
| Health Insurance | 154,029.77 | 240,350.00 | -86,320.23 | 64.09% |
| Payroll Service Fees | 5,498.99 | 7,000.00 | -1,501.01 | 78.56% |
| Payroll & Unemployment Taxes | 105,648.01 | 130,000.00 | -24,351.99 | 81.27% |
| Worker's Comp | 46,039.00 | 54,600.00 | -8,561.00 | 84.32% |
| Total Employee Benefits and Payroll | <u>382,161.09</u> | <u>537,550.00</u> | <u>-155,388.91</u> | <u>71.09%</u> |
| Total Personnel Expense | <u>1,638,485.88</u> | <u>2,119,550.00</u> | <u>-481,064.12</u> | <u>77.3%</u> |
| Total Expense | <u>2,437,545.34</u> | <u>3,049,650.00</u> | <u>-612,104.66</u> | <u>79.93%</u> |
| Net Income | <u><u>975,740.61</u></u> | <u><u>99,999.99</u></u> | <u><u>875,740.62</u></u> | <u><u>975.74%</u></u> |

**Gilpin Ambulance Authority
List of Bills Detail
10/16/2023 - 11/7/2023**

| Bills Paid Since Last Board Meeting | Date | Check # | Amount | Description |
|--|-------------|----------------|---------------------|--------------------------------|
| DirecTV2 | 10/16/2023 | Auto Pay | -\$168.99 | TV Med1 |
| AFLAC | 10/18/2023 | Auto Pay | -\$951.39 | Employee Paid Insurance |
| DRS | 10/19/2023 | Auto Pay | -\$5,502.72 | 457b Contribtuions & Match |
| Eldorado Artesian Springs, Inc. | 10/20/2023 | Auto Pay | -\$231.65 | Water |
| ADP | 10/20/2023 | Auto Pay | -\$225.11 | Payroll Fees |
| Beck Auto Group | 10/23/2023 | 8744 | -\$73,905.00 | Chassis on EMTS Grant |
| Emergency Service Marketing Corp., Inc | 10/23/2023 | 8745 | -\$860.00 | IAM Responding |
| Elan Financial | 10/24/2023 | Auto Pay | -\$2,451.62 | Credit Card Payment |
| United Power | 10/25/2023 | Auto Pay | -\$168.68 | Power Utilities Med1 |
| Colorado Natural Gas | 10/27/2023 | Auto Pay | -\$102.93 | Gas Utilities Med1 |
| Netflix | 10/30/2023 | Auto Pay | -\$15.49 | TV |
| United Airlines | 10/30/2023 | Debit Card | -\$674.84 | Flight Cody for ESO Conference |
| United Airlines | 10/30/2023 | Debit Card | -\$674.84 | Flight DJ for ESO Conference |
| Amazon.com | 10/31/2023 | 99659540 | -\$1,162.54 | Various Expenses |
| DRS | 11/1/2023 | Auto Pay | -\$5,128.81 | 457b Contribtuions & Match |
| indeed | 11/1/2023 | Auto Pay | -\$204.00 | Hiring |
| Hulu | 11/1/2023 | Auto Pay | -\$19.59 | TV |
| TOTAL BILLS | | | -\$92,448.20 | |

| Credit Card Transactions 8/29/2023-9/27/2023 | Date | Amount | Description |
|---|-------------|-------------------|-------------------------|
| Colorgraphic | 8/29/2023 | \$740.00 | Vehicle Striping |
| The Studio | 8/30/2023 | \$187.20 | Badges |
| Adobe | 8/31/2023 | \$14.99 | Adobe Software |
| Red Dolly | 9/1/2023 | \$71.55 | Lunch Meeting |
| Amazon.com | 9/5/2023 | \$15.61 | Station Supplies |
| Jotform | 9/5/2023 | \$39.00 | Form Software |
| PGT Technoloties | 9/5/2023 | \$21.64 | GPS Vehicle Software |
| Amazon.com | 9/7/2023 | \$13.96 | Station Supplies |
| Costco | 9/8/2023 | \$111.92 | Station Supplies |
| Salamander | 9/11/2023 | \$27.98 | Narc Boxes |
| Evergreen Towing | 9/11/2023 | \$161.00 | Ambulance Tow |
| Colorado Rockies | 9/14/2023 | \$460.00 | Emergency Responder Day |
| Uber | 9/15/2023 | \$8.12 | Travel |
| Cases by Source | 9/15/2023 | \$40.32 | Narc Boxes |
| Uber | 9/15/2023 | \$32.51 | Travel |
| Iron Cactus Mexican Grill | 9/18/2023 | \$77.79 | Training Meal |
| Uber | 9/18/2023 | \$27.70 | Travel |
| Costco | 9/21/2023 | \$111.03 | Station Supplies |
| Great Plains Communications | 9/25/2023 | \$114.30 | Internet/TV Apex |
| Wolfco | 9/27/2023 | \$75.00 | Exterminator Med 1 |
| Wolfco | 9/27/2023 | \$100.00 | Exterminator Apex |
| TOTAL CREDIT CARD TXN | | \$2,451.62 | |



495 Apex Valley Rd. / PO Box 638

Black Hawk, CO 80422

Phone: (303) 582-5499

Fax: (303) 582-3390

Chief's Report

Date: November 8, 2023

Report by: Cody Carroll

- Facilitated purchase, transport, and storage of ambulance chassis.
- Attended EMS Financial Symposium
- Attended EMSAC Conference along with 6 of our employees (so did our new ambulance)
- Assigned new Workers Comp broker who will be better able to monitor for available discounts.
- Worked with Timberline FD, Gilpin SO, Clear Creek EMS, and Clear Creek Fire on the preplanning for the ACA camp on Swamp Angel Ln.
- Set the groundwork for further talks with Clear Creek County agencies on auto-aid agreements based on ease and safety of access.
- Working toward finalizing the Employee Manual (implementation deadline 01/01/2024)
- Continued work on Standard Operating Guidelines (implementation deadline 01/01/2024)
- Started background checks for current employees
- Interviewed candidates for two paramedic positions

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 | \$51,428.45 |
| <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 | \$196,869.04 | \$177,006.56 | \$582,409.83 | \$3,748.78 | \$75,631.62 |
| <i>9/30/2023</i> | \$582,409.83 | \$166,340.42 | \$163,698.15 | \$585,052.10 | \$1,465.39 | \$43,178.82 |
| <i>10/31/2023</i> | \$585,052.10 | \$215,478.71 | \$147,556.94 | \$652,973.87 | \$618.33 | \$43,121.93 |
| <i>11/30/2023</i> | \$652,973.87 | \$0.00 | \$0.00 | \$652,973.87 | \$0.00 | \$0.00 |
| <i>12/31/2023</i> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total 2023 | | \$1,782,177.99 | \$1,576,159.44 | | \$23,704.71 | \$504,489.79 |

| <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 10/31/23

| | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-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 | \$562,547.35 | \$582,409.83 | \$585,052.10 | \$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 | \$196,869.04 | \$166,340.42 | \$215,478.71 | \$1,782,177.99 |
| Contractual Adjustments | -\$86,327.26 | -\$46,512.35 | -\$94,225.88 | -\$34,689.52 | -\$63,913.58 | -\$101,414.58 | -\$68,497.30 | -\$108,168.39 | -\$66,125.46 | -\$90,382.85 | -\$760,257.17 |
| Allowed Charges | \$94,616.74 | \$84,033.65 | \$62,158.12 | \$137,068.48 | \$112,314.42 | \$26,411.85 | \$191,306.09 | \$88,700.65 | \$100,214.96 | \$125,095.86 | \$1,021,920.82 |
| Patient Discounts | -\$1,803.23 | -\$250.00 | -\$3,149.72 | \$0.00 | \$0.00 | -\$2,788.00 | \$0.00 | \$0.00 | -\$391.30 | -\$2,165.47 | -\$10,547.72 |
| Bad Debt | \$250.00 | \$0.00 | \$0.00 | \$1,813.00 | \$0.00 | -\$193,245.60 | -\$68,821.42 | \$0.00 | -\$58,229.89 | \$0.00 | -\$318,233.91 |
| Bad Debt Recovery | \$6,239.81 | \$274.79 | \$6,148.29 | \$0.00 | \$4,951.08 | \$2,443.98 | \$3,189.13 | \$2,709.28 | \$842.39 | \$0.00 | \$26,798.75 |
| Bankruptcy | \$0.00 | \$0.00 | \$0.00 | \$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 | \$0.00 | \$0.00 | \$0.00 | -\$2,732.93 |
| Total Adjustments | \$3,258.22 | -\$4.78 | \$2,998.57 | \$1,813.00 | \$4,951.08 | -\$194,864.62 | -\$65,632.29 | \$2,709.28 | -\$57,778.80 | -\$2,165.47 | -\$304,715.81 |
| Medicare Payments | -\$6,117.88 | -\$3,897.53 | -\$6,361.29 | -\$4,261.70 | -\$3,940.47 | -\$9,585.61 | -\$2,877.11 | -\$7,955.07 | -\$4,812.40 | -\$2,536.20 | -\$52,345.26 |
| Medicaid Payments | -\$9,863.33 | -\$4,879.13 | -\$12,283.61 | -\$1,031.64 | -\$9,883.08 | -\$11,448.84 | -\$7,413.78 | -\$14,408.68 | -\$7,389.49 | -\$16,185.14 | -\$94,786.72 |
| Insurance Payments | -\$23,129.69 | -\$14,304.89 | -\$31,452.55 | -\$11,826.61 | -\$31,471.73 | -\$23,473.05 | -\$29,376.52 | -\$40,248.23 | -\$19,366.88 | -\$29,188.18 | -\$253,838.33 |
| Facility Payments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Patient Payments | -\$19,624.48 | -\$15,302.23 | -\$12,028.38 | -\$9,094.43 | -\$7,930.35 | -\$10,322.23 | -\$12,572.28 | -\$8,935.47 | -\$8,225.39 | -\$7,099.10 | -\$111,134.34 |
| Total Payments | -\$58,735.38 | -\$38,383.78 | -\$62,125.83 | -\$26,214.38 | -\$53,225.63 | -\$54,829.73 | -\$52,239.69 | -\$71,547.45 | -\$39,794.16 | -\$55,008.62 | -\$512,104.65 |
| Insurance Refunds | \$0.00 | \$183.12 | \$0.00 | \$0.00 | \$0.00 | \$143.67 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$326.79 |
| Patient Refunds | \$0.00 | \$591.13 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.27 | \$0.00 | \$591.40 |
| Returned Checks | \$0.00 | \$0.00 | \$0.00 | \$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 | \$0.00 | \$0.27 | \$0.00 | \$918.19 |
| Change in A/R | \$39,139.58 | \$46,419.34 | \$3,030.86 | \$112,667.10 | \$64,039.87 | -\$223,138.83 | \$73,434.11 | \$19,862.48 | \$2,642.27 | \$67,921.77 | \$206,018.55 |
| Ending A/R | \$486,094.90 | \$532,514.24 | \$535,545.10 | \$648,212.20 | \$712,252.07 | \$489,113.24 | \$562,547.35 | \$582,409.83 | \$585,052.10 | \$652,973.87 | \$652,973.87 |
| Total Credits | -\$141,804.42 | -\$84,126.66 | -\$153,353.14 | -\$59,090.90 | -\$112,188.13 | -\$350,965.26 | -\$186,369.28 | -\$177,006.56 | -\$163,698.15 | -\$147,556.94 | -\$1,576,159.44 |
| BAD DEBT ACTIVITY | | | | | | | | | | | |
| Beginning Bad Debt | -\$307,170.86 | -\$300,681.05 | -\$300,406.26 | -\$294,257.97 | -\$292,444.97 | -\$287,493.89 | -\$478,295.51 | -\$543,927.80 | -\$541,218.52 | -\$598,606.02 | -\$307,170.86 |
| Accounts Sent to Bad Debt | \$250.00 | \$0.00 | \$0.00 | \$1,813.00 | \$0.00 | -\$193,245.60 | -\$68,821.42 | \$0.00 | -\$58,229.89 | \$0.00 | -\$318,233.91 |
| Bad Debt Adjustments | \$0.00 | \$0.00 | \$0.00 | \$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 | \$2,709.28 | \$842.39 | \$0.00 | \$26,798.75 |
| Ending Bad Debt | -\$300,681.05 | -\$300,406.26 | -\$294,257.97 | -\$292,444.97 | -\$287,493.89 | -\$478,295.51 | -\$543,927.80 | -\$541,218.52 | -\$598,606.02 | -\$598,606.02 | -\$598,606.02 |

Gilpin Ambulance Authority AR Summary Report

January through October 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> |
|----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Patient Pay | 11,937.08 | 9,094.82 | 6,358.66 | 9,862.14 | 3,140.50 | 5,342.90 |
| Collections | 1,389.46 | 6,455.41 | 1,980.73 | 1,991.80 | 6,061.18 | 3,129.96 |
| Insurance Providers | | | | | | |
| Auto Ins | 0.00 | 2,102.00 | 0.00 | 0.00 | 0.00 | 847.08 |
| Commercial Ins | 15,228.03 | 13,874.03 | 13,774.22 | 11,836.28 | 25,401.06 | 8,809.45 |
| Medicaid | 6,631.01 | 6,467.84 | 13,927.22 | 1,031.64 | 9,883.08 | 11,448.84 |
| Medicare | 11,833.01 | 8,908.52 | 13,532.59 | 9,105.97 | 10,504.48 | 16,746.58 |
| Worker's Comp | 0.00 | 0.00 | 1,783.93 | 1,773.79 | 1,558.90 | 5,103.64 |
| 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> |
| 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>Jul 23</u> | <u>Aug 23</u> | <u>Sep 23</u> | <u>Oct 23</u> | <u>TOTAL</u> |
|----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| Patient Pay | 15,913.92 | 8,772.07 | 7,438.00 | 7,639.85 | 85,499.94 |
| Collections | 3,878.92 | 2,892.09 | 1,620.01 | 3,580.09 | 32,979.65 |
| Insurance Providers | | | | | |
| Auto Ins | 0.00 | 0.00 | 0.00 | 0.00 | 2,949.08 |
| Commercial Ins | 14,286.73 | 25,269.39 | 20,481.95 | 18,695.16 | 167,656.30 |
| Medicaid | 4,184.66 | 18,733.64 | 5,037.45 | 7,817.42 | 85,162.80 |
| Medicare | 9,975.85 | 19,964.43 | 8,601.41 | 5,389.41 | 114,562.25 |
| Worker's Comp | 5,459.51 | 0.00 | 0.00 | 0.00 | 15,679.77 |
| Total Insurance Providers | <u>33,906.75</u> | <u>63,967.46</u> | <u>34,120.81</u> | <u>31,901.99</u> | <u>386,010.20</u> |
| TOTAL | <u><u>53,699.59</u></u> | <u><u>75,631.62</u></u> | <u><u>43,178.82</u></u> | <u><u>43,121.93</u></u> | <u><u>504,489.79</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 | 7 | 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 | 163 | 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 | 9 | 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 | 6 | 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 | 4 |
| Call Cancelled | 6 | 9 | 5 | 3 | 8 | 9 | 8 | 0 | 8 | 3 | 7 | 6 | 3 | 8 | 4 | 12 | 5 | 4 |
| Dead On Scene | 2 | 5 | 2 | 2 | 2 | 1 | 0 | 0 | 1 | 2 | 5 | 0 | 0 | 1 | 1 | 2 | 2 | 4 |
| 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 | 4 | 4 | 4 | 3 | 3 | 6 | 7 |
| No Transport | 82 | 73 | 58 | 64 | 84 | 94 | 62 | 67 | 55 | 73 | 77 | 73 | 78 | 69 | 58 | 76 | 84 | 65 |
| Standby | 6 | 6 | 4 | 7 | 6 | 9 | 7 | 3 | 4 | 2 | 2 | 5 | 9 | 9 | 8 | 8 | 5 | 7 |
| Treated, Transferred Care | 0 | 0 | 2 | 0 | 1 | 3 | 0 | 1 | 2 | 0 | 2 | 4 | 0 | 2 | 0 | 0 | 1 | 2 |
| Treated, Transported | 67 | 65 | 51 | 56 | 77 | 73 | 69 | 55 | 56 | 86 | 80 | 71 | 69 | 41 | 53 | 78 | 64 | 75 |
| Totals | 169 | 169 | 126 | 147 | 181 | 194 | 157 | 141 | 138 | 178 | 186 | 163 | 168 | 142 | 129 | 185 | 171 | 168 |

| 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 | 5 | 7 | 3 | 4 | 2 | 0 | 0 | 4 | 7 | 1 | 0 | 0 | 0 |
| Call Cancelled | 7 | 2 | 2 | 14 | 3 | 9 | 0 | 1 | 7 | 8 | 4 | 0 | 5 | 5 | 6 | 9 | 10 | 0 |
| Dead On Scene | 0 | 3 | 1 | 3 | 3 | 2 | 0 | 3 | 1 | 1 | 3 | 0 | 4 | 1 | 3 | 2 | 2 | 0 |
| Life Alert | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No Patient Found | 71 | 5 | 7 | 5 | 8 | 7 | 60 | 1 | 4 | 2 | 4 | 0 | 60 | 2 | 6 | 9 | 6 | 0 |
| No Transport | 54 | 78 | 51 | 61 | 99 | 59 | 49 | 58 | 64 | 60 | 61 | 0 | 44 | 59 | 54 | 76 | 77 | 0 |
| Standby | 8 | 12 | 8 | 8 | 3 | 5 | 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 | 60 | 42 | 61 | 42 | 50 | 65 | 0 | 74 | 55 | 33 | 48 | 61 | 0 |
| Totals | 196 | 168 | 118 | 162 | 183 | 156 | 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 | 47 | 44 | 36 | 36 | 81 | 69 | 38 | 43 | 28 | 20 |
| Call Cancelled | 44 | 51 | 43 | 68 | 62 | 63 | 38 | 55 | 73 | 61 |
| Dead On Scene | 11 | 17 | 13 | 18 | 11 | 20 | 16 | 20 | 18 | 13 |
| Life Alert | 0 | 6 | 3 | 8 | 2 | 2 | 0 | 0 | 0 | 9 |
| No Patient Found | 0 | 39 | 46 | 35 | 26 | 38 | 36 | 81 | 45 | 48 |
| No Transport | 594 | 622 | 682 | 617 | 694 | 658 | 430 | 677 | 767 | 676 |
| Standby | 106 | 145 | 105 | 110 | 103 | 50 | 61 | 58 | 53 | 61 |
| Treated, Transferred Care | 6 | 1 | 5 | 1 | 6 | 6 | 8 | 5 | 10 | 16 |
| Treated, Transported | 662 | 653 | 648 | 673 | 631 | 561 | 422 | 598 | 645 | 700 |
| Totals | 1470 | 1578 | 1581 | 1566 | 1616 | 1467 | 1049 | 1537 | 1639 | 1604 |

| 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 | 49 | 51 | 38 | 0 | 0 | 470 |
| Average | 47 | 43 | 50 | 40 | 45 | 45 | 50 | 49 | 46 | 45 | 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 |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| BHPD | | | | | | | | | 1 | | | | |
| Clear Creek | 8 | 3 | 4 | 4 | 4 | 6 | 7 | 4 | 5 | 2 | | | 47 |
| GCSO | 1 | | | 1 | | | | | | | | | 2 |
| Timberline | | 1 | | | 1 | | | | | 1 | | | 3 |
| Event | | | | | 1 | 1 | 2 | 1 | 2 | 2 | | | 9 |
| Total | 9 | 4 | 4 | 5 | 6 | 7 | 9 | 5 | 7 | 5 | 0 | 0 | 61 |

GILPIN AMBULANCE AUTHORITY

**CHIEF PARAMEDIC/MANAGER
PERFORMANCE REVIEW**

Chief Paramedic/Manager: Cody Carroll

Date of Hire: October 17, 2022

Evaluation period: October 17, 2022 – October 17, 2023

INSTRUCTIONS

This evaluation form contains eight categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager’s performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above Average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below Average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

___ Diligent and thorough in the discharge of duties: “self-starter”.

___ Exercises good judgment.

___ Displays enthusiasm, cooperation, and will to adapt.

___ Exhibits composure, appearance and attitude appropriate for position.

___ Exhibits the proper skills to be easy to talk to; listens to what is being said; responds in a thoughtful, clear and pointed manner.

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

2. PROFESSIONAL SKILLS AND STATUS

___ Maintains knowledge of current developments affecting the practice of EMS Services.

___ Demonstrates a capacity for innovation and creativity.

___ Anticipates and analyzes problems to develop effective approaches for solving them.

___ Willing to try new ideas proposed by the Board of Directors and/or staff.

___ Sets a professional example by handling affairs of the service in a fair and impartial manner.

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category.

3. RELATIONS WITH ELECTED MEMBERS OF THE BOARD OF DIRECTORS

___ Maintains effective communication, verbal and written, to keep the Board of Directors informed of items and events they want and need to be aware of to effectively represent their municipalities.

___ Sets meeting agendas that reflect the guidance of the Board of Directors.

___ Disseminates complete and accurate information to the Board of Directors in a timely manner.

___ Maintains a reporting system to the Board of Directors for current and planned activities.

___ Effectively communicates with the Board of Directors about their concerns and delegates, or follows through, to see that appropriate actions are implemented.

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category.

4. POLICY EXECUTION

___ Implements Board of Directors actions in accordance with the intent of the Board.

___ Supports the actions of the Board of Directors after a decision has been reached, both inside and outside the organization.

___ Understands, supports and enforces local government's laws, policies and ordinances.

___ Reviews policy procedures periodically to suggest improvements to their effectiveness.

___ Offers workable alternatives to the Board of Directors for changes in policy when an existing policy is no longer practical.

Add the values from above and enter the subtotal ___ \div 5 = ___ score for this category.

5. CUSTOMER RELATIONS

___ Responsive to requests from customers (patients, outside agencies, municipalities, businesses and/or members of the EMS community)

___ Meets with and listens to customers to discuss their concerns and strives to understand their interests.

___ Gives an appropriate effort to maintain satisfaction with services.

___ Maintains to the public an agency image that represents service, vitality and professionalism.

___ Maintains sufficient visibility, identity and availability in the community.

Add the values from above and enter the subtotal ___ \div 5 = ___ score for this category.

6. EMPLOYEE RELATIONSHIPS AND DEVELOPMENT

___ Recruits and retains competent personnel for staff positions.

___ Maintains positive employee-employer relations and guides people so they work toward common objectives.

___ Applies an appropriate level of supervision to improve any areas of substandard performance.

___ Stays accurately informed and appropriately concerned about employee relations.

___ Addresses personnel issues and takes appropriate action when warranted.

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category.

7. INTERGOVERNMENTAL RELATIONS

___ Positively and effectively represents GAA and its interest with other governmental jurisdictions and agencies.

___ Maintains effective communications and relationships with other governmental jurisdictions and agencies.

___ Keeps the Board of Directors advised of new and pending legislation and developments.

___ Cooperates with other regional, state and federal government agencies.

___ Helps the Board of Directors address future needs and develop adequate plans to address long term trends.

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category.

8. FISCAL MANAGEMENT

___ Prepares a balanced budget to provide services at a level directed by the Board of Directors.

___ Makes the best possible use of available funds, conscious of the need to operate the agency efficiently and effectively.

___ Demonstrates innovation in reducing expenses.

___ Appropriately monitors and manages fiscal activities of the organization.

___ Provides a system of reports to the Board of Directors with sufficient information on the organization's current financial status.

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category.

NARRATIVE EVALUATION

How effective was the manager in achieving the short-term goals he was assigned for this rating period?

What would you identify as the manager's strength(s), expressed in terms of the main results achieved during the rating period?

What performance area(s) would you identify as an area for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance his performance? _____

What other comments do you have for the manager: e.g., priorities, expectations, goals or objectives for the new rating period? _____
