

Alamosa County Ambulance District Directors Meeting
Wednesday, April 23, 2025, 12:15 pm
SLVRMC Education Center, 1919 Main Street, Alamosa, CO

Minutes

1. Call to Order-

The meeting was called to order at 12:19 p.m. by Mr. Javier Martinez, *President*.

2. Roll Call

Mr. Javier Martinez, *President*; Mr. Bill Brinton, *Vice President*;
Mr. Jeff Motz *Treasurer*; Mr. Dale Salazar, *Secretary*;
Mr. Jason McGinnis, *Board Director*; Mr. Derrick Garcia, *SLV Ambulance Director*

Guest: Mr. Shane Mortensen, *Chief Financial Officer Administration*; Mr. Frank Worth, *Fire Chief*; Ms. Arieana Khoketkham, *Foundation Assistant*;

3. Additions to the Agenda/Approval of the Agenda

An added item was added to the agenda under New Business, item b. Request for Parametric Funding. Mr. Kyle Nye submitted a letter, which was received the previous evening April 22, 2025.

The Financial Reports, including financials for San Luis Valley Health and the Alamosa County Ambulance District, will be tabled for the next meeting, scheduled for July 23, 2025. Ms. Shelia Hicks, the representative from Wall, Smith, Bateman, Inc., has been asked to contact either Mr. Brinton or Mr. Martinez directly if any discrepancies are identified in the first-quarter data. Otherwise, full financials will be provided at the July meeting.

Mr. McGinnis made a motion to approve the agenda, seconded by Mr. Salazar. Motion carried.

4. Review Board Minutes for January 27, 2025

Mr. Motz made a motion to approve the January Minutes, seconded by Mr. Salazar. Motion carried.

5. Financial Reports

- a. San Luis Valley Health- Tabled for July's meeting.
- b. Alamosa County Ambulance District- Tabled for July's meeting.

6. Old Business

- a. Transparency Notice

Mr. Martinez addressed the Transparency Notice, which was updated by Mr. Brinton prior to the due date on January 15th. Mr. Brinton stated that the additional updates will be completed following the conclusion of the election, scheduled for May 6th. As the election has not yet occurred, the updates cannot be submitted at this time.

The Board also discussed the current authorized signatories on the Alamosa County Ambulance District's checking account. The authorized signatories are Mr. Martinez, Mr. Motz, Mr. Salazar, and Mr. McGinnis.

Further discussion was held regarding the need for an additional meeting to administer oaths of office following the election. It was determined that if the Board granted Mr. Brinton the necessary authority, a separate meeting would not be required, and the matter could be managed administratively. It was noted that the July agenda will include an informational item confirming the completion and filing dates of board members oaths of office.

Mr. Salazar made a motion to authorize Mr. Brinton to proceed with the oaths for Mr. Javier and Mr. Motz. Mr. McGinnis seconded the motion. Motion carried.

b. Directors and Officers insurance

Mr. Martinez moved on to the topic of Directors and Officers Insurance. It was noted that during the previous meeting, there was discussion regarding the annual cost of the policy, which was \$2,100 per year. At that time, the Board approved the payment.

Mr. Brinton explained that the item was placed back on the agenda for follow-up. He confirmed that, to the best of his knowledge, the policy has been kept up to date since October 2024. He also stated that he has been in communication with Mountain West, and all board member names have been correctly updated on the policy. Mr. Brinton requested that the insurer send formal notice for our records.

c. Bond Update

Mr. Brinton informed the Board that the bond process is more complex and requested feedback or ideas from the board members with experience in bonding. He provided the following updates on bond expiration dates:

- Mr. Martinez – valid through May 29, 2026
- Mr. McGinnis – valid through May 25, 2026
- Mr. Brinton – expires August 2, 2025
- Mr. Salazar – expires June 5, 2025
- Mr. Motz – valid for two additional years

The Board also discussed the differences between Directors and Officers (D&O) Insurance and Bond Insurance. D&O Insurance protects board members from unintentional decisions made in good faith, while Bond Insurance protects the organization against financial loss from dishonest acts or failure to fulfill obligations.

Mr. Salazar suggested that Mr. Brinton reach out to CIA to explore the possibility of handling bond renewals in a more streamlined manner or to inquire about available

options. Mr. Brinton acknowledged that this has been discussed previously with the CIA and agreed to follow up on the suggestion. Mr. Martinez also plans to contact another insurance agency, not with the intention of changing providers, but to gather additional insights. A discussion followed regarding what other companies are using for bond coverage.

7. Ambulance Service Director report- Derrick Garcia

a. Ambulance update including ambulance 106 status.

Mr. Garcia provided an update on the 106 status.

b. Equipment update

Mr. Garcia had no updates to report.

c. Grant update

Mr. Garcia reported that a regional grant hearing was held on April 8, 2025, with a state-level hearing scheduled for May 8, 2025. There was discussion on whether it would be beneficial for a board member to attend the upcoming state hearing. Mr. Garcia advised that attendance by a board member would not likely impact on the outcome.

He also provided an update on the applications, noting that a misunderstanding occurred last year due to not properly distinguishing the hospital and ambulance district as two separate entities. This led to questions such as, "If they are not separate entities, why doesn't the Alamosa Ambulance District just purchase the equipment directly?" Mr. Garcia confirmed that this year, the two entities will be clearly separated in the application process to avoid further confusion.

8. New Business:

a. 2024 Audit

Mr. Martinez introduced the topic of the 2024 audit, noting that with the start of a new calendar year, it is time to begin the process. Mr. Brinton stated that Mr. Ronnie Farmer, who conducted the audit last year, has been requested to perform the audit again this year. Mr. Brinton also mentioned that the district may need to file for an extension. It was noted that a full audit is required if the Alamosa County Ambulance District's spends a certain amount on federal funds. Previously, the threshold was \$750,000, but it has increased to \$1 million. Mr. Martinez stated that we will need to follow up with Wall, Smith, Bateman, Inc. to confirm the exact dollar amount.

Mr. Brinton shared that he received an email on January 8, 2025, from Mr. Brandon Brooks, an internal auditor, and presented it to the Board. Mr. Martinez explained that the email concerned the requirement to notify auditors if we were subject to a single audit and had spent more than \$75,000 on federal funds. He clarified that marking the appropriate box on the form confirms whether the threshold was exceeded. Mr. Brinton will forward the email to Mr. Martinez for follow-up.

b. Request for Parametric Funding

Mr. Martinez introduced a letter from Mr. Kyle Nye requesting support for paramedic school funding. He asked Mr. Garcia if a general cost estimate was known. Mr. Garcia said he is working with TSJC to explore having one of his staff oversee the program locally. A dollar amount was mentioned during the discussion. The Board also noted that TSJC does not currently offer paramedic classes, and the nearest program may be elsewhere.

The Board discussed potential scholarship funding and whether to include it in the 2026 budget, as it is not currently budgeted for 2025. Members expressed interest in contributing partial tuition support as a way to invest in ambulance staff.

Mr. Mortensen noted that San Luis Valley Health has an existing scholarship program requiring a two-year employment commitment or repayment of funds.

Mr. McGinnis will follow up with Mr. Nye to invite him to the next meeting, provide an update, and share that Mr. Garcia is actively working on the issue. Mr. McGinnis had also been working on gathering resources for Mr. Nye prior to the meeting and shared those with him as part of the outreach.

9. **Upcoming meetings: Meeting dates for the 2025 calendar year are changed to Wednesdays: April 23, July 23, Oct. 8, and Dec 10. All meeting times are 12:15 pm, Grizzly Education Center at 1919 Main Street, in Alamosa unless otherwise specified. The designated posting on Website and 106 Blanca motion was made by Board member Salazar and seconded by Board member Martinez. Motion carried.**
10. **Adjourn:** There being no further business, Mr. Brinton made a motion for adjournment which was seconded by Mr. McGinnis. Motion carried. Time 1:15 p.m.

Attested by:

Board President

Board Secretary