



**SAN LUIS VALLEY RETAC
COMMITTEE MEETING MINUTES**

Zoom Meeting

DATE: March 24, 2022

TIME: 18:00

PRESENT: See sign in sheet

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION	FOLLOW-UP
Order	The SLV RETAC Committee was called to order by Chair Julie Ramstetter. The agenda was approved by committee with no changes or additions.	Julie, Mathew, Eric, Jon, Dr. Hurley, Dr. Thompson, Amber, Ernest, Carla, Tyler	
Special Guest	No guests present		Ongoing
Old Business	CPA or Bookkeeper position	Board to meet and interview potential applicants after discussion with Leslie. Progress report to be discussed at next meeting. Discussion of duties and job description. Full list of duties outlined in the "Current Financial Duties of CPA" document provided by Julie via email. Oversight of bookkeeping duties by board including writing of checks. Transition document to be drafted by current CPA to be given to the new bookkeeper. Updates to current duties should align with state	Continue

		requirements. Mathew and Eric to help provide guidance. Board to review bookkeeping fees. Dr. Thompson requests complete applications prior to interview. He also requests an exact job description and exact charge rate. Job description to be completed by next board meeting with bid. Decision made by May to transition bookkeeper by June. Chris, Julie, Amber, Dr. Thompson to participate in selection and development of duties.	
	IGA	Dr. Hurley reports working with Jason Kelly to get bylaws in line with the Colorado codes and CDPHE. Proposal to be available for review by next meeting. Dr. Hurley will submit to board as soon as it is available.	Ongoing
	Record keeping and scanning	Jon was able to scan documents onto a drive but does not have a fireproof safe to store items. Paper documents are stored in file cabinets. Documents to be kept for 7 years. All approve fireproof safe purchase and storage is at monte vista ambulance base. Dr. Hurley to ask Monte Vista Ambulance for approval and discuss costs.	Ongoing
New Business	EMS Funding-RETAC Funds	SLV RETAC Funds-\$7,500.00 All services need to account for money and provide receipts. Moving forward money will need to be tracked and accounted for. Money is to be used to improve EMS services. Julie suggests money to be distributed as a grant that is	Continue

		<p>approved by board. Another suggestion is to have funds divided equally. Option to hold money for bigger purchases. EMS subcommittee to discuss at next meeting with the guidance of Mathew and Eric. Mathew suggests grant or reimbursement program. Decision needs to be within what CDPHE requests. Dr. Hurley makes a motion to move to next meeting, Dr. Thompson 2nd. All in favor. All directors must be present at meetings and active in RETAC to receive funds.</p>	
	Biennial Plan Update	<p>Updated plan need to go out by the end of June. Julie requests input from everyone. Discuss goals and communicate with Jon. Jon added the accounting transition item as a goal into the biennial plan. Jon to send updates via email.</p>	Continue
	C-DOT task force	<p>Jon has no additional updates or information.</p>	Closed.
	Yearly Evaluation for coordinator and percentage scale	<p>Julie recommends pay scale incorporated into yearly performance evaluation. Mathew to provide information at next meeting.</p>	Continue
	Outside grants	<p>Julie recommends outside grants go through board for approval prior to grant exploration.</p>	Continue
RETAC Coordinator Report	Jon Montano	<p>Financial symposium is coming up soon and Jon is looking for grants to send directors. It is highly encouraged that agencies attend symposium. Possible use of reserve funds. Tyler and Ernest to push other EMS directors to attend.</p>	Ongoing

		Registration is March 29 th . Fall dates to come.	
	Other issues or concerns	None	
Biennial Plan Goals	<ol style="list-style-type: none"> 1. Education Training 2. Expand EMS Program 3. Injury Prevention 4. Increase Participation in CARES 5. Continue RQI 6. School Training-CPR, Stop the Bleed 7. Agency Communication & Resources 	Jon is working on CPR classes and is planning on pulling agencies together to monitor persons listed on RQI.	Ongoing

**Adjourned @ 1942. Dr. Thompson motioned to adjourn and Dr. Hurley 2nd. All agree. Next meeting on April 21st.