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## **Gilpin Ambulance Authority Board of Directors**

### **Agenda and Notice of Meeting**

**Wednesday, March 12, 2025 at 9:00 A.M.**

**Gilpin County Court House: Commissioners Chambers**

- 1. Call to Order**
- 2. Roll Call**
- 3. Additions / Amendments to the Agenda**
- 4. Conflicts of Interest**
- 5. Consideration of Minutes: February 12, 2025**
- 6. Executive Session - None**
- 7. Financial Report**
  - a. Balance Sheet (February 2025)
  - b. Profit & Loss Statement: Budget to Actual (through February 2025)
  - c. List of Bills (February 2025)
  - d. Billing and Accounts Receivable Summary (through February 2025)
- 8. Chief's Report**
- 9. Activity Summary**
- 10. Old Business**
  - a. Staffing Update
  - b. Employee Manual and Job Descriptions
  - c. Capital Projects Update
- 11. New Business**
- 12. Action Items**
  - a. Possible action regarding the approval of the Gilpin Ambulance Authority Employee Manual
- 13. Public Comment**
- 14. Board Member Comment**
- 15. Next Meeting:** April 9, 2025 at 9:00 AM
- 16. Adjourn**



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## Gilpin Ambulance Authority Board of Directors

### Meeting Minutes

Wednesday, February 12, 2025 at 9:00 A.M.

Gilpin County Court House: Commissioners Chambers

1. **Call to Order: 09:05**
2. **Roll Call**
3. **Additions / Amendments to the Agenda**
  - a. Chief Carroll requested changes to the agenda that are typed below in red.
4. **Conflicts of Interest**
5. **Consideration of Minutes:** December 11, 2024 and January 8, 2025
  - a. Director Hailey made a motion to approve the minutes from the December 11, 2024 and January 8, 2025 meetings. The motion was seconded by Director Enloe. The motion was unanimously approved.
6. **Executive Session**
  - a. Meeting recessed for Executive Session at 09:10
  - b. Pursuant to C.R.S. §24-6-402(4)(b), to receive the advice of legal counsel concerning a billing matter.
  - c. Pursuant to C.R.S. §24-6-402(4)(g), for consideration of information protected by the mandatory nondisclosure provisions of the Open Records Act, including medical records.
  - d. Returned from Executive Session at 09:19
7. **Financial Report**
  - a. Balance Sheet (January 2025)
  - b. Profit & Loss Statement: Budget to Actual (January 2025)
  - c. List of Bills (January 2025)
  - d. Billing and Accounts Receivable Summary (January 2025)
  - e. Director Hailey moved to approve the Balance Sheet, Profit & Loss Statement: Budget to Actual, and List of Bills for January 2025. Director Enloe seconded the motion. The motion was unanimously approved.
8. **Chief's Report**
  - a. Chief Carroll reported that there has been a lot of hiring and interviewing going on. A Captain candidate was selected and offered the position, but the offer was withdrawn. The position is being offered to an internal candidate. There are currently two paramedic openings.
  - b. New HR software called iSolved is being implemented.
  - c. ePCR software is being changed from ESO to Firstdue
9. **Activity Summary**
  - a. Activity summary was limited due to a malfunction with Insights.
10. **Old Business**
  - a. Staffing Update
    - i. Covered during the Chief's report
  - b. Employee Manual and Job Descriptions
    - i. Chief Carroll reported that all edits have been sent out to the board. Director Woolley requested that the vote for approval be moved to the next meeting.
  - c. Capital Projects
    - i. Chief Carroll is concerned that if we do not move forward on the capital projects that are on pause from the billing issue, we may lose grant funding for the projects. Chief Carroll requested that he be allowed to move forward on the capital projects, particularly the projects that are part of the EMTS



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grant. Chief Carroll was directed to move forward by a consensus from the board.

**d. 2025 Audit Update**

- i. Bobby will be meeting with Lorna from Gilpin County to get the audit RFP out on bidnet.

**11. New Business**

**a. Board Member Officer Elections**

- i. Buddy Schmalz was elected unanimously to remain President.
- ii. Lynnette Hailey was elected unanimously to remain Vice President.
- iii. Susan Berumen was elected unanimously as the Secretary/Treasurer.

**b. Fees for Service**

- i. Chief Carroll proposed a fee schedule for mutual aid calls based on a per-hour cost referred to in the Fee Schedule attachment. Based on the attached fee schedule, bills will be sent for calls on which we perform advanced treatments.
- ii. Director Woolley moved that the fee schedule be adjusted as presented by Chief Carroll. Director Hailey seconded the motion. The motion was unanimously approved.

**c. EMTS Grant FY2026**

- i. Chief Carroll reported that he is applying for an ambulance, three transport ventilators, and a training manikin.

**12. Action Items**

- a. See New Business for Officer Election Results
- b. Action regarding Fee Schedules notated in New Business

**13. Public Comment**

**14. Board Member Comment**

**15. Next Meeting: March 12, 2025 at 9:00 AM**

**16. Adjourn: 09:41**

# Gilpin Ambulance Authority

## Balance Sheet

As of February 28, 2025

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BOK EFT account	88,787.11
BOK HRA Account Restricted	27,153.95
BOK Operating Account	129,475.42
Restricted for Capital	0.00
Total BOK Operating Account	<b>\$ 129,475.42</b>
BOK Supply Account	920.15
EFT	293,629.41
HRA	29,603.08
Operating	154,222.66
Supply	1,055.15
Total Bank Accounts	<b>\$ 724,846.93</b>
Accounts Receivable	
Accounts Receivable	698,808.32
Allowance for Doubtful Accounts	-489,165.82
Total Accounts Receivable	<b>\$ 209,642.50</b>
Total Accounts Receivable	<b>\$ 209,642.50</b>
Other Current Assets	
AR Adj to cash basis Asset	0.00
Due from other entities	0.00
Inventory Asset	15,796.98
Prepaid Expenses	-73,905.00
Capital	73,905.00
Total Prepaid Expenses	<b>\$ 0.00</b>
Undeposited Funds	0.00
Total Other Current Assets	<b>\$ 15,796.98</b>
Total Current Assets	<b>\$ 950,286.41</b>
Fixed Assets	
Accumulated Depreciation	-1,050,607.00
Vehicles and Equipment	1,647,231.78
Total Fixed Assets	<b>\$ 596,624.78</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,546,911.19</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-59.00
Total Accounts Payable	<b>-\$ 59.00</b>
Credit Cards	
Credit Card at Elan Financial	95.95
Ramp Credit Card	11,323.85

Total Credit Cards	\$	11,419.80
Other Current Liabilities		
Accrued Expenses		0.00
Accrued PTO		34,715.55
Accrued wages		0.00
HRA liability		29,439.76
Total Other Current Liabilities	\$	64,155.31
Total Current Liabilities	\$	75,516.11
Total Liabilities	\$	75,516.11
Equity		
Investment in Fixed Assets		596,625.66
Capital Outlay		0.00
Total Investment in Fixed Assets	\$	596,625.66
Opening Balance Equity		478,510.30
Reserve for Capital Improvement		0.00
Retained Earnings		690,466.44
Net Income		-296,889.28
Total Equity	\$	1,468,713.12
TOTAL LIABILITIES AND EQUITY	\$	1,544,229.23

Monday, Mar 10, 2025 07:35:35 PM GMT-7 - Cash Basis

**Bill Payment List**  
**Gilpin Ambulance Authority**  
February 2025

DATE	NUM	VENDOR	AMOUNT
BOK Operating Account			
02/10/2025	99546856	CEBT	-\$19,507.30
02/12/2025	8975	Santander	-\$50,141.26
02/12/2025	8976	CNC Technical Services LLC	-\$678.28
02/12/2025	8977	Timberline Fire Protection District	-\$1,723.16
02/12/2025	8978	Timberline Fire Protection District	-\$7,237.28
02/01/2025	99546858	Sharp Ambulance Billing	-\$671.42
02/11/2025	99546859	Colorado Natural Gas	-\$535.53
02/13/2025		Sill-Terhar Motors, INC	-\$72,646.00
02/19/2025		GilpinCounty	-\$4,375.00
02/13/2025		ONE WAY, INC.	-\$164.42
02/12/2025		Jolind F Davis	-\$1,300.00
02/14/2025		Diversified Body & Paint Shop	-\$18,403.63
02/14/2025		Bound Tree Medical, LLC	-\$7,863.23
<b>Total for BOK Operating Account</b>			<b>-\$185,246.51</b>
02/12/2025		Sill-Terhar Motors, INC	\$0.00
02/18/2025		GilpinCounty	\$0.00
<b>Total for --</b>			<b>\$0.00</b>
<b>TOTAL</b>			<b>-\$185,246.51</b>

**Credit Card Transactions 02/01/25 through 02/28/25**

<b>Date</b>	<b>Amount</b>	<b>Merchant Name</b>	<b>City</b>	<b>State</b>	<b>Line Memo</b>
2/3/25	\$ 27.85	Red Dolly Casino	Black Hawk	CO	Bobby Putnam - Discretionary administrative outing
2/3/25	\$ 137.99	Amazon	Seattle	WA	Bobby Putnam - Workstation monitor mounting hardware
2/4/25	\$ 15.10	Ace Hardware	Arvada	CO	Jonathan Link - property maintenance
2/5/25	\$ 29.99	Amazon	Seattle	WA	Jonathan Link - North station supplies
2/7/25	\$ 247.00	Review of Management	Aurora	CO	Cody Carroll - Background screening services
2/7/25	\$ 934.95	ACI	Orange Beach	AL	Cody Carroll - Tuition
2/8/25	\$ 25.98	Amazon	Seattle	WA	Jonathan Link - North station supplies
2/9/25	\$ 159.99	Amazon	Seattle	WA	Cody Carroll - Pens and creeper for ambulances
2/10/25	\$ 23.20	Amazon	Seattle	WA	Cody Carroll - Pens
2/10/25	\$ 39.64	Amazon	Seattle	WA	Cody Carroll - Team training materials
2/10/25	\$ 101.11	Fedex	Denver	CO	Cody Carroll - Print captain packets
2/10/25	\$ 29.26	Fedex	Denver	CO	Cody Carroll - Reference materials
2/11/25	\$ 32.70	Fyxr AI	LONDON		Bobby Putnam - Organizational software
2/12/25	\$ 114.00	Intuit	Mountain View	CA	Bobby Putnam - QuickBooks software subscription
2/12/25	\$ 18.68	Uber	San Francisco	CA	Cody Carroll - Transportation to dealership to pick up truck
2/13/25	\$ 138.95	WeatherTech	Broomfield	CO	Cody Carroll - Truck floor mats
2/14/25	\$ 101.90	S & S #721	Denver	CO	Cody Carroll - Odometer 75.2
2/14/25	\$ 42.21	Uber Eats	San Francisco	CA	Cody Carroll - Accidental transaction...bill to C. Carroll
2/15/25	\$ 129.99	Amazon	Seattle	WA	Cody Carroll - Hitch for truck
2/18/25	\$ 1,400.00	Frazier	Houston	TX	Cody Carroll - Business card printing service
2/18/25	\$ 107.31	Zoom	San Jose	CA	Bobby Putnam - Office phone for Sean Sullivan
2/19/25	\$ 150.00	Traininng Llc	Fremont	CA	Bobby Putnam - Online lecture
2/19/25	\$ 222.20	Amazon	Seattle	WA	Cody Carroll - Snow cables for truck
2/19/25	\$ 278.10	Amazon	Seattle	WA	Cody Carroll - Label-maker
2/19/25	\$ 228.00	Badgeandwallet	Armonk	NY	Cody Carroll - Sully's badge
2/19/25	\$ 209.98	Amazon	Seattle	WA	Cody Carroll - Truck equipment
2/19/25	\$ 90.38	Hulu	Santa Monica	CA	Bobby Putnam - Television for stations
2/19/25	\$ 12.50	eFax	Los Angeles	CA	Bobby Putnam - Online fax service renewal
2/19/25	\$ 263.43	Adobe	San Jose	CA	Bobby Putnam - Software subscription
2/20/25	\$ 96.98	Amazon	Seattle	WA	Bobby Putnam - Fire stick for station 7
2/20/25	\$ 151.96	Amazon	Seattle	WA	Cody Carroll - Bay squeegees
2/20/25	\$ 11.49	Amazon	Seattle	WA	Cody Carroll - Captains office
2/20/25	\$ 78.42	Office Depot	Golden	CO	Bobby Putnam - Computer cables
2/21/25	\$ 19.98	Amazon	Seattle	WA	Cody Carroll - Business card holders
2/21/25	\$ 850.41	Amazon	Seattle	WA	Cody Carroll - Sully Computer
2/21/25	\$ 209.98	Amazon	Seattle	WA	Cody Carroll - Traction Devices
2/21/25	\$ 75.00	Wolfco Pest Control	Englewood	CO	Bobby Putnam - Pest control maintenance
2/21/25	\$ 1,050.00	National Academy of Automotive	Mechanicsville	PA	Josh Harrison - Professional certification training
2/21/25	\$ 400.00	ASMGMD	Red Rock	TX	Josh Harrison - DICO course
2/22/25	\$ 450.00	Review of Management	Aurora	CO	Cody Carroll - Workers compensation investigation
2/22/25	\$ (129.99)	Amazon	Seattle	WA	Cody Carroll - Refund for Hitch for truck
2/22/25	\$ 223.84	Costco	Louisville	CO	Jonathan Link - Diesel exhaust fluid for vehicles
2/23/25	\$ 14.15	Apple Services	Cupertino	CA	Bobby Putnam - Project management software
2/24/25	\$ 50.00	Facebook Ads	Menlo Park	CA	Cody Carroll - Recruiting
2/24/25	\$ 50.00	Mc Job Post	Atlanta	GA	Bobby Putnam - Job recruitment platform
2/25/25	\$ 79.13	Amazon	Seattle	WA	Jonathan Link - North station supplies
2/25/25	\$ 597.92	TireChainsOnline.com	Greensboro	NC	Jonathan Link - Emergency vehicle tire chains
2/25/25	\$ 312.00	Colorado Cardiac CPR	Aurora	CO	Sean Sullivan - CPR certification program
2/25/25	\$ 35.00	ACI	Orange Beach	AL	Cody Carroll - Fees
2/25/25	\$ 52.25	Amazon	Seattle	WA	Jonathan Link - South station supplies
2/26/25	\$ 59.00	Amazon	Seattle	WA	Jonathan Link - Flashlights for ambulances
2/26/25	\$ 14.09	Co Motor Veh Serv Em	Denver	CO	Bobby Putnam
2/27/25	\$ 19.99	Adobe	San Jose	CA	Bobby Putnam
2/28/25	\$ 50.00	Facebook Ads	Menlo Park	CA	Cody Carroll - Recruiting
2/28/25	\$ 19.98	Amazon	Seattle	WA	Cody Carroll - Ratchet
2/28/25	\$ 17.99	Netflix	Los Gatos	CA	Bobby Putnam - Station Subscription
2/28/25	\$ 2.86	Facebook Ads	Menlo Park	CA	Cody Carroll - Recruiting
2/28/25	\$ 2,483.04	Purcell Tire and Service	Denver	CO	Jonathan Link - Tires for ambulances - Purcell Tire and Service Center

Billing Summary (Jan 2025-Feb 2025)			
	Jan-25	Feb-25	Totals
Beginning AR	\$731,936.68	\$711,763.23	<b>\$731,936.68</b>
Charges/Invoices	\$2,608.67	\$573,557.31	\$576,165.98
Medicare Contractual	(\$1,124.31)	(\$15,462.79)	(\$16,587.10)
Medicaid Contractual	(\$3,893.43)	(\$67,513.56)	(\$71,406.99)
Insurance Contractual	(\$3,031.87)	(\$19,102.93)	(\$22,134.80)
Facility Contractual	\$0.00	\$0.00	\$0.00
Patient Contractual	\$0.00	\$0.00	\$0.00
Total Contractual	(\$8,049.61)	(\$102,079.28)	<b>(\$110,128.89)</b>
Allowed Charges	(\$5,440.94)	\$471,478.03	<b>\$466,037.09</b>
Patient Discounts	\$0.00	(\$2,222.09)	(\$2,222.09)
Bad Debt	\$0.00	\$0.00	\$0.00
Bad Debt Recovery	\$3,285.95	\$0.00	\$3,285.95
Bankruptcy	\$0.00	\$0.00	\$0.00
Misc Adjustments	\$0.00	(\$1,204.48)	(\$1,204.48)
Total Adjustments	\$3,285.95	(\$3,426.57)	<b>(\$140.62)</b>
Medicare Payments	(\$611.53)	(\$5,462.33)	(\$6,073.86)
Medicaid Payments	(\$553.25)	(\$18,763.89)	(\$19,317.14)
Insurance Payments	(\$8,578.94)	(\$19,565.06)	(\$28,144.00)
Facility Payments	\$0.00	\$0.00	\$0.00
Patient Payments	(\$8,274.74)	(\$6,637.93)	(\$14,912.67)
Total Payments	(\$18,018.46)	(\$50,429.21)	<b>(\$68,447.67)</b>
Insurance Refunds	\$0.00	\$0.00	\$0.00
Patient Refunds	\$0.00	\$0.00	\$0.00
Returned Checks	\$0.00	\$0.00	\$0.00
Total Refunds	\$0.00	\$0.00	<b>\$0.00</b>
Change in A/R	(\$20,173.45)	\$417,622.25	<b>\$397,448.80</b>
Ending A/R	\$711,763.23	\$1,129,385.48	<b>\$1,129,385.48</b>
Beginning Bad Debt	(\$955,130.91)	(\$951,844.96)	<b>(\$955,130.91)</b>
Accounts Sent to Bad Debt	0	0	0
Bad Debt Adjustments	0	0	0
Bad Debt Recovery	\$3,285.95	\$0.00	\$3,285.95
Ending Bad Debt	(\$951,844.96)	(\$951,844.96)	<b>(\$951,844.96)</b>
<b>OPERATING RATIOS</b>			
Total # of Tickets	1	223	224
Total # of Bills Sent	8	143	151
Gross Days in AR	299.67	181.20	
Avg Charge / Transport	\$2,608.67	\$2,572.01	\$2,572.17
Avg Revenue / Transport	\$18,018.46	\$226.14	\$305.57
A0425 Mileage	30.3	6218.7	6249.0
A0427 ALS Emergency Transport, Level 1	\$1.00	\$159.00	\$160.00
A0429 BLS Emergency Transport	\$0.00	\$61.00	\$61.00
A0433 ALS - Level 2	\$0.00	\$3.00	\$3.00



Mutual Aid Received						
Entity	Standbys	Calls	Standbys	Calls	Standbys	Calls
	January		February		2025	
Clear Creek EMS	2		6		8	
Stadium Ambulance						
AMR Boulder						

Incidents by Zone			
Zone (Responding From)	Jan	Feb	2025
Black Hawk (Gaming)	84	85	169
Black Hawk (Non-Gaming)	10	11	21
Central City (Gaming)	5	16	21
Central City (Non-Gaming)	7	6	13
Gilpin County (Gaming)	3		3
Gilpin County (Non-Gaming)	31	38	69
Boulder County	4	2	6
Clear Creek County	9	13	22
<b>Grand Total</b>	<b>152</b>	<b>171</b>	<b>324</b>

Annual Incidents by Zone					
Zone (Responding From)	2021	2022	2023	2024	2025
Black Hawk (Gaming)	922	1,013	1,004	1,064	169
Black Hawk (Non-Gaming)	60	47	80	91	21
Central City (Gaming)	128	114	85	91	21
Central City (Non-Gaming)	78	101	93	83	13
Gilpin County (Gaming)	59	34	36	41	3
Gilpin County (Non-Gaming)	472	527	531	451	69
Boulder County	40	39	49	45	6
Clear Creek County	47	44	44	107	22
Jefferson County	10	4	1	6	
Other	2		1		
N\A	1	3	6	1	
<b>Total</b>	<b>1,819</b>	<b>1,926</b>	<b>1,930</b>	<b>1,980</b>	<b>324</b>

Incidents by Unit Disposition (2025)			
Disposition	Jan	Feb	Total
Canceled Prior to Arrival at Scene	14	16	30
Canceled on Scene		1	1
No Patient Contact	1	3	4
No Patient Found	12	9	21
Non-Patient Incident (Not Otherwise Listed)	19	9	27
Patient Contact Made	115	135	250
<b>Grand Total</b>	<b>155</b>	<b>171</b>	<b>324</b>

Incidents by Patient Evaluation/Care Disposition			
Disposition	Jan	Feb	Total
Patient Evaluated and Care Provided	77	100	177
Patient Evaluated and Refused Care	33	31	64
Patient Evaluated, No Care Required	3	4	7
Patient Refused Evaluation and Care	3		3
N\A	44	37	79
<b>Grand Total</b>	<b>155</b>	<b>171</b>	<b>324</b>

Incidents by Crew Disposition			
Disposition	Jan	Feb	Total
Assumed Primary Care from Another EMS Crew	2		2
Back in Service, Care or Support Services Refused	34	34	68
Back in Service, No Care or Support Services Required	28	23	51
Incident Support Services Provided (Including Standby)	17	11	26
Initiated Primary Care and Transferred to Another EMS Crew	1		1
Initiated and Continued Primary Care	75	97	172
N\A	3	8	11
<b>Grand Total</b>	<b>155</b>	<b>171</b>	<b>324</b>

Incident by Transport Disposition						
Transport Disposition (billable in green)	Jan		Feb		2025	
	Incidents	%	Incidents	%	Incidents	%
No Transport	32	20.65%	23	13.45%	54	16.67%
Patient Refused Transport	43	27.74%	47	27.49%	90	27.78%
Transport by Another EMS Unit	1	0.65%			1	0.31%
Transport by This EMS Unit (This Crew Only)	57	36.77%	74	43.27%	131	40.43%
N\A	29	18.71%	30	17.54%	58	17.90%
<b>Grand Total</b>	<b>155</b>	<b>100.00%</b>	<b>171</b>	<b>100.00%</b>	<b>324</b>	<b>100.00%</b>

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## Chief's Report

Date: March 12, 2025

Report by: Cody Carroll

- Multiple meetings with counsel regarding billing and personnel matters
- Assisted DC Putnam with the implementation of iSolved Human Capital Management Software for payroll, HR, and the management of employee benefits
- Contract revisions for FirstDue
- Multiple interviews for EMT and Paramedic positions. Hired 1 EMT.
- Promoted Training Captain Sean Sullivan
- Continued revision of Clinical Operating Guidelines
- FY2026 EMTS Grant application submitted
- Developed documentation training with assistance from the contracted Healthcare Attorney
- Made purchases for FY2025 EMTS Grant (Truck, LUCAS, Video Laryngoscopes, Computers)
- Eliminated PRN staff
- Research alternative staffing solutions (ongoing)