

495 Apex Valley Rd.  
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Black Hawk, CO 80422



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## Gilpin Ambulance Authority Board of Directors

### Regularly Scheduled Meeting

Wednesday, December 10th, 2025 @ 09:00 am

Gilpin County Court House Commissioners Chambers

1. Call to Order
2. Roll Call
3. Conflicts of Interest
4. Consideration of Minutes: November 12, 2025, minutes
5. Financial Report
  - a. Balance Sheet November 2025.
  - b. Profit & Loss Statement: Budget to Actual (01/01/2025-12/31/2025)
  - c. Billing Summary and Accounts Receivable (through November 2025)
  - d. List of Bills (11/01/2025-11/31/2025)
6. Administration/Operations Report
  - a. Administration Report-Bobby Putnam
    - i. RFP for annual audit
    - ii. RFP for Accountant Services
  - b. Operations Report – Jonathan Link
    - i. Vehicle Maintenance Status
    - ii. General Operations Update
7. Activity Summary  
None
8. Old Business
  - a. Fraud Update- no new updates.
  - b. Boulder/Clear Creek Responses- Boulder Financial Update
  - c. South 119 corridor responses
  - d. Forensic Accounting Investigation
  - e. Policy and procedure manual update
  - f. Revision of captain job descriptions
  - g. iSolved Contract-Update
  - h. Airgas Contract
  - i. Sharp Billing Contract
9. New Business
  - a. Signature Audit – Proposal
  - b. CORA Requests
  - c. CORA request resolution
10. Action Items  
Director Woolley and Director Hailey to meet with DC Putnam
11. Executive Session
  - a. None
12. Public Comment – Limit to 3 minutes
13. Board Member Comments
14. Next Meeting to be held on January 14<sup>th</sup>, 2026 at 9:00 AM
15. Adjourn Meeting

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## Gilpin Ambulance Authority Board of Directors

### Regular Meeting Minutes

Wednesday, November 12<sup>th</sup>, 2025

Gilpin County Court House Commissioners Chambers

#### Call to Order/Roll Call

The board of director's meeting for the Gilpin Ambulance Authority was called to order at 09:00am

Board members present were Buddy Schmalz, Lynnette Hailey, Christopher Woolley, Zane Plsek, Susan Berumen.

#### Additions or Amendments to the Agenda

None

#### Conflict of Interest

None

#### Consideration of Minutes

**MOTION:** A motion was made by Director Hailey to approve the meeting minutes from October 8<sup>th</sup> and October 13<sup>th</sup> (Special Meeting), 2025, seconded by Director Woolley. The motioned passed unanimously.

#### Financial Report

Balance Sheet, P&L, List of Bills

DC Putnam readdressed a concern from previous board meeting about a new line item being used in QuickBooks by GJ Davis Holdings, LLC, called "doubtful accounts". GJ Davis Holdings, LLC, advised that line item was being used for "bad debt" even though a bad debt category already exists. DC Putnam will work on correcting that. DC Putnam advised by the Board it was ok to rectify this once a new accountant was in place.

Director Woolley advised that under account services, we currently are at \$18575.00. He advised there are two invoices of approximately \$1300.00 and \$1275.00 that were not the standard \$2000.00 payment that was typically made to GJ Davis Holdings, LLC. He stated those amounts were from 2024 and should be classified as such. He advised there was still approximately \$6000.00 owed to GJ Davis Holdings, LLC, for the remaining 2025 agreement that was terminated.

Medicare derived payments still show around \$44,000.00, which is not consistent with the reports provided by Sharp Billing. A discussion about issues found on the "back end" of the billing process that were found and have never appeared to be addressed with Sharp Billing. Sharp Billing states previous administration had never advised them on any concerns or issues. Also, previous administration had never secured a signed agreement with Sharp Billing once the original agreement expired in 2023. DC Putnam asked the BOD to withdraw the current RFP for Ambulance Billing Services that is currently open on BIDNETDIRECT.com, until he had the opportunity to work with Sharp Billing to correct any current issues.

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Director Hailey asked that we do not sign another multi-year agreement as we do annual appropriations. Director Plsek brought the concern of Sharp not bringing to our attention that the contract had expired. After much discussion it was decided they could have contacted the previous Chief, and he did not follow up on it.

**MOTION:** Director Hailey made a motion to withdraw the Ambulance Billing Services RFP, seconded by Director Woolley. Motion passed unanimously.

DC Putnam will work with Sharp to draft a one-year agreement between Sharp and GAA.

Director Woolley asked that DC Putnam continue to work on the billing summary report from Sharp Billing to remove some of the “clutter” in the report.

**List of Bills** - Director Woolley had a question about the list of bills and asked what Lexipol was. DC Putnam advised it was GAA's learning management system for continuing education.

**MOTION:** Director Woolley made motion to approve the list of bills for October 2025 with a second from Director Hailey. The motion passed unanimously.

#### **Administration/Operations Report**

DC Putnam advised the final draft for the FY2026 budget is complete and ready for a vote.

Creation of a shared drive for the BOD's has been created on Drop Box, and all board members have access to the drive, please let DC Putnam know if there are any issues.

No discussion on the Ambulance Service Billing RFP as it has been voted to withdraw that RFP.

GAA received a HIPAA complaint from the State of Colorado, believed to be linked to a recent HIPAA complaint from Gilpin resident Robert Unhruh. Captain Link had completed the request from the State, and all information was submitted as requested. The information requested was GAA's HIPAA training process, policies and how GAA trains new employees.

**MOTION:** RFP for annual audit has been completed with the help of the attorney. Director Haily made a motion to approve the RFP for the Annual Audit so it can be placed on BIDNETDIRECT.COM. Director Woolley seconded the motion; the motion passed with a unanimous vote.

**MOTION:** RFP for Accountant Services was presented to the BODs. The document had been approved and created by the attorney. A motion to approve the RFP to be placed on BIDNETDIRECT.COM was made by Director Hailey. A second was made by Director Berumen. Motion was approved unanimously.

Captain Link gave a brief discussion about renewing GAA's service contract with the City of Black Hawk Fleet Maintenance. Director Hailey made a motion to approve the contract. A second was made by Director Plsek. Motion passed unanimously.

Captain Link gave an update on the fleet and the ongoing issues of repeat maintenance issues and having to take ambulances to Denver for repair. Discussion about why these issues are ongoing were had and it was discussed that vehicles having to be left outside during frigid temperatures was an issue. Also, the two chassis for the newest ambulances sat for a year in the Texas heat prior to being joined to the ambulance box. Director Hailey suggested the DC Putnam and Captain Link look into the cost of some type of two ambulance garage, whether temporary or permanent. Captain Link has

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met with Black Hawk Fleet Maintenance to go over and reestablish confidence with Fleet Maintenance to ensure items are being addressed properly and timely.

#### **Old Business:**

DC Putnam advised there are no new updates to the ongoing fraud investigation from earlier in the year.

A brief discussion about the update of the GAA self-reported signature discrepancy issue was discussed. DC Putnam has been working with the attorney and all requests from the Office of the Inspector General has been submitted as they requested.

**Boulder / Clear Creek Responses:** DC Putnam advised he met with the Boulder County Sheriffs Department regarding the responses to Boulder County that are currently non-subsidized. GAA was given a few different options to seek reimbursement as Boulder County does not want to lose the relationship and services that GAA provides. GAA has pursued reimbursement through Timberline Fire Department under referendum 1B in Boulder County. Award should be made by December 31<sup>st</sup>, 2025. DC Putnam will continue to work with Boulder County Sheriff's Department to establish a process for future reimbursement. GAA has responded to Clear Creek for standby 109 times since January 2024 and have transported 26 patients during the same time frame. A mil levy increase has been approved in Clear Creek County so there appears to be discussion that Clear Creek EMS will be adding resources to their organization hopefully resulting the use of GAA for standby.

As requested, the south corridor of 119 responses have been broken out to reflect as a Gilpin County response versus a City of Black Hawk response.

#### **New Business**

Director Woolley suggested that a more formal investigation into the fraud issue from earlier in the year may be necessary. He suggested a forensic accounting investigation. DC Putnam was directed to investigate the process and the cost and bring it back to the December 2025 Board Meeting.

Fleet Maintenance Contract – addressed in the Operational report.

**MOTION:** The 2026 Board of Directors meeting calendar was presented for approval. Director Woolley made a motion to approve the 2026 calendar. Director Hailey made a second. The motion approved unanimously.

**MOTION:** Director Woolley discussed the current “emergency overtime policy” that exists and wants to see that policy immediately rescinded until a better solution could be presented. His concern is that GAA is mandating employees to pick up on call shifts without reimbursement. Director Woolley made a motion to rescind the emergency overtime policy as it is currently written and for DC Putnam and Captain Link bring a new revised policy for board review to the December 2025, board meeting. Director Hailey seconded the motion. The motion approved unanimously.

**MOTION:** Director Woolley discussed another policy in the policy and procedure manual that allows for GAA employees to carry a concealed weapon on their person while on duty in the station. This is against the county policy from whom GAA rents the Apex Facility from. Director Hailey made a motion to revoke/remove that policy effective immediately and Director Woolley seconded the motion. The motion was approved unanimously.

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Directory Hailey made a motion to approve the request for a copy machine for the Apex facility. Director Woolley seconded the motion. The motion approved unanimously.

DC Putnam went over the changes made to the budget to the PTO contribution line item and the 457 (b) line item. The budget was changed to coincide with the trends being seen versus budgeting for 100% utilization of the funds.

**Annual Budget Hearing:**

Director Schmalz opened the annual budget hearing for the FY2026 up for public comment at 10:05am. The hearing was closed at 10:05am as members of the public were not present.

**MOTION:** Director Hailey made a motion to approve the FY2026 budget. Director Woolley seconded the motion. The motion was approved unanimously.

**MOTION:** Director Hailey made a motion to ratify an email poll of the BODs for the annual audit RFP. Director Woolley seconded the motion. The motion was approved unanimously.

**General Discussion:**

Director Hailey discussed a previous item of former Chief Cody Caroll's request for his PTO payout after his termination. She states she provided Carroll with the request board had to for him to provide proof of what he was owed. As of this meeting Director Hailey had not received a response from Carroll. She asked the attorney if there needs to be a deadline placed on this request. Director Hailey states she will continue to handle this situation if Carroll responds.

Director Hailey asked if the remaining board members had the time to review the job posting for the open Chief position. It was decided DC Putnam would post the job internally only at this point, until December 9<sup>th</sup>, 2025. The board will then review and proceed from there.

**Executive Session:**

At 10:11 am the BODs were adjourned into Executive session pursuant to C.R.S. §24-6-402(4)(f) for discussion of a matter related to the Chief recruitment process.

The board resumed regular session at 10:42am.

**Executive Session Action Items:**

**MOTION:** The BODs agreed to provide Captain Link and DC Putnam both with a \$5000.00 net bonus for the work that has been completed since the termination of Cody Carroll. Director Hailey made a motion to approve this decision. Director Berumen seconded the motion. The motion passed unanimously.

Director Woolley commented that the job descriptions for the captains needs to change to a single job description with other duties as assigned versus the current iteration where there is a job description for the three disciplines that are assigned to each captain: QA/QI, Logistics and Training.

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**Public Comment**

No public present

**Board Comments**

None

**Next Meeting**

December 10<sup>th</sup>, 2025, at 09:00 am.

Meeting was adjourned at 10:50am.

**Balance Sheet**  
**Gilpin Ambulance Authority**  
As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Bank Accounts	
BOK EFT account	377,330.55
BOK HRA Account Restricted	17,090.40
BOK Operating Account	\$251,124.36
Restricted for Capital	0.00
<b>Total for BOK Operating Account</b>	<b>\$251,124.36</b>
BOK Supply Account	165.15
<b>Total for Bank Accounts</b>	<b>\$645,710.46</b>
Accounts Receivable	
Accounts Receivable	\$731,936.68
Allowance for Doubtful Accounts	-209,642.50
<b>Total for Accounts Receivable</b>	<b>\$522,294.18</b>
<b>Total for Accounts Receivable</b>	<b>\$522,294.18</b>
Other Current Assets	
AR Adj to cash basis Asset	0.00
Due from other entities	0.00
Inventory Asset	13,115.02
Prepaid Expenses	\$3,873.68
Capital	0.00
<b>Total for Prepaid Expenses</b>	<b>\$3,873.68</b>
Undeposited Funds	0.00
<b>Total for Other Current Assets</b>	<b>\$16,988.70</b>
<b>Total for Current Assets</b>	<b>\$1,184,993.34</b>
Fixed Assets	
Accumulated Depreciation	-889,199.00
Construction in Progress	0.00
Vehicles and Equipment	1,888,424.42
<b>Total for Fixed Assets</b>	<b>\$999,225.42</b>
Other Assets	
Amortization of Right to Use Lease	0.00
Right to Use Lease Asset	0.00
<b>Total for Other Assets</b>	<b>\$0.00</b>
<b>Total for Assets</b>	<b>\$2,184,218.76</b>

**Balance Sheet**  
**Gilpin Ambulance Authority**  
As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-59.00
Accounts Payable (A/P)	15,988.97
<b>Total for Accounts Payable</b>	<b>\$15,929.97</b>
Credit Cards	
Credit Card at Elan Financial	95.95
Fuel	-4,129.81
Ramp Credit Card	843.09
<b>Total for Credit Cards</b>	<b>-\$3,190.77</b>
Other Current Liabilities	
Accrued Expenses	16,397.21
Accrued PTO	65,592.43
Accrued wages	87,999.14
HRA liability	31,491.53
Payroll Tax Liability	-5,062.35
<b>Total for Other Current Liabilities</b>	<b>\$196,417.96</b>
<b>Total for Current Liabilities</b>	<b>\$209,157.16</b>
Long-term Liabilities	
Lease Liability	0.00
Lease Purchase Liability	93,567.95
<b>Total for Long-term Liabilities</b>	<b>\$93,567.95</b>
<b>Total for Liabilities</b>	<b>\$302,725.11</b>
Equity	
Investment in Fixed Assets	\$596,625.66
Capital Outlay	0.00
<b>Total for Investment in Fixed Assets</b>	<b>\$596,625.66</b>
Reserve for Capital Improvement	0.00
Retained Earnings	1,190,218.65
Net Income	94,649.34
<b>Total for Equity</b>	<b>\$1,881,493.65</b>
<b>Total for Liabilities and Equity</b>	<b>\$2,184,218.76</b>

**Gilpin Ambulance Authority**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
January - December 2025

	Total				% of Budget
	Budget	Actual	over Budget		
<b>Income</b>					
Beginning Funds Available	524,195.00		-524,195.00		0.00%
Call Revenue			0.00		
Collections-derived payments	14,400.00	21,005.69	6,605.69	145.87%	
Income Patient and Insurance	554,400.00	586,909.32	32,509.32	105.86%	
Medicare-derived payments	151,200.00	45,833.44	-105,366.56	30.31%	
Total Call Revenue	<b>\$ 720,000.00</b>	<b>\$ 653,748.45</b>	-\$	<b>66,251.55</b>	<b>90.80%</b>
Contributions			0.00		
IGA Black Hawk	424,484.00	389,110.37	-35,373.63	91.67%	
IGA Central City	129,576.00	118,778.00	-10,798.00	91.67%	
IGA Gilpin County	595,680.00	546,040.00	-49,640.00	91.67%	
Total Contributions	<b>\$ 1,149,740.00</b>	<b>\$ 1,053,928.37</b>	-\$	<b>95,811.63</b>	<b>91.67%</b>
Grant Revenue			0.00		
Colorado EMTS Grants	73,390.00	152,920.87	79,530.87	208.37%	
DOLA Grant Revenue	1,126,416.00	1,126,416.00	0.00	100.00%	
Other grant revenue		10,727.08	10,727.08		
Total Grant Revenue	<b>\$ 1,199,806.00</b>	<b>\$ 1,290,063.95</b>	\$	<b>90,257.95</b>	<b>107.52%</b>
Other Revenue			0.00		
CAID Supplemental		247,862.59	247,862.59		
Other Revenue		37,718.55	37,718.55		
Sale of Vehicles	6,000.00	7,500.00	1,500.00	125.00%	
Total Other Revenue	<b>\$ 6,000.00</b>	<b>\$ 293,081.14</b>	\$	<b>287,081.14</b>	<b>4884.69%</b>
Total Income	<b>\$ 3,599,741.00</b>	<b>\$ 3,290,821.91</b>	-\$	<b>308,919.09</b>	<b>91.42%</b>
Gross Profit	<b>\$ 3,599,741.00</b>	<b>\$ 3,290,821.91</b>	-\$	<b>308,919.09</b>	<b>91.42%</b>
<b>Expenses</b>					
Administration			0.00		
Accounting - Audit	10,000.00	6,900.00	-3,100.00	69.00%	
Accounting - Contract Services	24,000.00	20,575.00	-3,425.00	85.73%	
Legal	10,000.00	66,575.96	56,575.96	665.76%	
Other			0.00		
Bank Service Charges		4,502.40	4,502.40		
Discretionary	2,500.00	2,097.62	-402.38	83.90%	
Employee Recognition & Retention	10,000.00	2,014.45	-7,985.55	20.14%	
Licensing/Memberships	6,500.00	2,403.98	-4,096.02	36.98%	
Professional Services	9,000.00	8,676.28	-323.72	96.40%	
Total Other	<b>\$ 28,000.00</b>	<b>\$ 19,694.73</b>	-\$	<b>8,305.27</b>	<b>70.34%</b>
Reimbursable Expenses			567.07		567.07

<b>Total Administration</b>	<b>\$ 72,000.00</b>	<b>\$ 114,312.76</b>	<b>\$ 42,312.76</b>	<b>158.77%</b>
<b>Capital Expenditures</b>			<b>0.00</b>	
<b>Ambulance Lease</b>	66,802.00	50,141.26	-16,660.74	75.06%
<b>Ambulance purchase</b>	0.00		0.00	
<b>Capital (misc)</b>	162,380.00	186,951.50	24,571.50	115.13%
<b>Equipment Lease</b>	32,463.00	32,462.60	-0.40	100.00%
<b>Total Capital Expenditures</b>	<b>\$ 261,645.00</b>	<b>\$ 269,555.36</b>	<b>\$ 7,910.36</b>	<b>103.02%</b>
<b>Operations and Maintenance</b>			<b>0.00</b>	
<b>Communications R&amp;M</b>	5,000.00	9,471.61	4,471.61	189.43%
<b>Crew Quarters supplies</b>	12,000.00	7,906.21	-4,093.79	65.89%
<b>Disposable Medical Supplies</b>	50,000.00	41,063.29	-8,936.71	82.13%
<b>Durable Medical Equipment</b>	6,000.00	9,762.63	3,762.63	162.71%
<b>Office Supplies/Postage/Fees</b>	6,000.00	5,238.67	-761.33	87.31%
<b>Credit Card fees</b>		6,122.76	6,122.76	
<b>Total Office Supplies/Postage/Fees</b>	<b>\$ 6,000.00</b>	<b>\$ 11,361.43</b>	<b>\$ 5,361.43</b>	<b>189.36%</b>
<b>Property Lease</b>	79,594.00	71,560.27	-8,033.73	89.91%
<b>Property Liability Insurance</b>	34,000.00	34,454.75	454.75	101.34%
<b>Property Maintenance</b>	20,000.00	3,949.87	-16,050.13	19.75%
<b>Public Education/PR</b>	8,000.00	1,428.67	-6,571.33	17.86%
<b>Safety Gear</b>	3,000.00	1,398.41	-1,601.59	46.61%
<b>Service Contracts/Equip Lease</b>	71,081.00	49,965.52	-21,115.48	70.29%
<b>Technology/Hardware/Software</b>	12,000.00	46,163.10	34,163.10	384.69%
<b>Telephone/TV/Internet</b>	14,500.00	12,580.47	-1,919.53	86.76%
<b>Training</b>	66,000.00	34,781.97	-31,218.03	52.70%
<b>Uniforms</b>	20,000.00	27,667.07	7,667.07	138.34%
<b>Utilities</b>	8,000.00	4,881.52	-3,118.48	61.02%
<b>Vehicle expense</b>			<b>0.00</b>	
<b>Fuel</b>	35,000.00	24,418.53	-10,581.47	69.77%
<b>Insurance</b>	25,000.00	41,322.70	16,322.70	165.29%
<b>Tires</b>	8,000.00	6,299.82	-1,700.18	78.75%
<b>Vehicle Maintenance</b>	54,000.00	76,515.87	22,515.87	141.70%
<b>Vehicle Repair</b>		41,414.16	41,414.16	
<b>Total Vehicle expense</b>	<b>\$ 122,000.00</b>	<b>\$ 189,971.08</b>	<b>\$ 67,971.08</b>	<b>155.71%</b>
<b>Total Operations and Maintenance</b>	<b>\$ 537,175.00</b>	<b>\$ 558,367.87</b>	<b>\$ 21,192.87</b>	<b>103.95%</b>
<b>Personnel Expense</b>			<b>0.00</b>	
<b>Employee Benefits and Payroll</b>		9,148.00	9,148.00	
<b>457(b) Admin Fees</b>	3,500.00	2,081.26	-1,418.74	59.46%
<b>457(b) Employee Contribution</b>		-9,144.56	-9,144.56	
<b>457(b) Employer Match</b>	121,004.00	56,053.30	-64,950.70	46.32%
<b>457(b) Loan</b>		-2,246.30	-2,246.30	
<b>Benefits HRA</b>	27,600.00	12,115.32	-15,484.68	43.90%
<b>Benefits Life AD&amp; D STD LTD</b>	14,722.00	7,587.20	-7,134.80	51.54%
<b>Employee Wellness</b>	5,000.00	553.18	-4,446.82	11.06%
<b>Health Insurance</b>	249,504.00	21,347.00	-228,157.00	8.56%

<b>Dental Ins</b>		-1,057.99	-1,057.99	
<b>Medical Ins</b>		176,248.13	176,248.13	
<b>Other</b>		4,322.45	4,322.45	
<b>Vision Ins</b>		-151.82	-151.82	
<b>Total Health Insurance</b>	<b>\$ 249,504.00</b>	<b>\$ 200,707.77</b>	<b>-\$ 48,796.23</b>	<b>80.44%</b>
<b>Payroll &amp; Unemployment Taxes</b>	177,553.00	114,460.49	-63,092.51	64.47%
<b>Payroll Service Fees</b>	7,000.00	9,516.26	2,516.26	135.95%
<b>Worker's Comp</b>	64,697.00	79,385.00	14,688.00	122.70%
<b>Total Employee Benefits and Payroll</b>	<b>\$ 670,580.00</b>	<b>\$ 480,216.92</b>	<b>-\$ 190,363.08</b>	<b>71.61%</b>
<b>Salaries</b>		0.00		
<b>Employee Bonuses</b>		10,524.48	10,524.48	
<b>Holiday stipends</b>	7,500.00	5,215.60	-2,284.40	69.54%
<b>PTO</b>	153,028.00	33,821.43	-119,206.57	22.10%
<b>Salaries Admin</b>	250,517.00	192,873.26	-57,643.74	76.99%
<b>Salaries Field Staff</b>	1,547,296.00	1,424,014.17	-123,281.83	92.03%
<b>Total Salaries</b>	<b>\$ 1,958,341.00</b>	<b>\$ 1,666,448.94</b>	<b>-\$ 291,892.06</b>	<b>85.09%</b>
<b>Total Personnel Expense</b>	<b>\$ 2,628,921.00</b>	<b>\$ 2,146,665.86</b>	<b>-\$ 482,255.14</b>	<b>81.66%</b>
<b>Unapplied Cash Bill Payment Expense</b>		12,432.47	12,432.47	
<b>Uncategorized Expenses</b>		94,440.44	94,440.44	
<b>Total Expenses</b>	<b>\$ 3,499,741.00</b>	<b>\$ 3,195,774.76</b>	<b>-\$ 303,966.24</b>	<b>91.31%</b>
<b>Net Operating Income</b>	<b>\$ 100,000.00</b>	<b>\$ 95,047.15</b>	<b>-\$ 4,952.85</b>	<b>95.05%</b>
<b>Net Income</b>	<b>\$ 100,000.00</b>	<b>\$ 95,047.15</b>	<b>-\$ 4,952.85</b>	<b>95.05%</b>

Wednesday, Dec 03, 2025 01:39:59 PM GMT-8 - Cash Basis

### Gilpin Ambulance -Sharp Billing Report

#### Monthly Financials By Date of Service (Detail)

Month	Trips	Charges	Payments	Write Offs	Bad Debt	Other	Avg Payment	Prnt%	Gross%
24-Jun	71	\$179,841.02	\$56,561.04	\$88,317.10	\$23,104.91	\$0.00	\$796.63	31.45%	80.56%
24-Jul	78	\$196,791.63	\$63,989.41	\$75,471.73	\$47,497.61	\$0.00	\$820.33	32.52%	70.87%
24-Aug	66	\$163,624.78	\$44,661.65	\$79,970.86	\$25,151.01	\$0.00	\$676.69	27.30%	76.17%
24-Sep	70	\$171,557.78	\$57,809.28	\$66,868.36	\$33,211.40	\$0.00	\$825.85	33.70%	72.67%
24-Oct	78	\$190,659.82	\$56,355.50	\$65,852.15	\$46,995.67	\$0.00	\$722.51	29.56%	64.10%
24-Nov	78	\$194,132.29	\$55,689.76	\$78,862.09	\$45,260.69	\$0.00	\$713.97	28.69%	69.31%
24-Dec	65	\$161,881.47	\$35,655.61	\$58,597.93	\$56,061.29	\$0.00	\$548.55	22.03%	58.22%
25-Jan	55	\$145,342.48	\$37,455.61	\$66,965.25	\$20,854.72	\$0.00	\$681.01	25.77%	71.84%
25-Feb	75	\$199,915.18	\$58,218.97	\$82,271.42	\$40,636.66	\$0.00	\$776.25	29.12%	70.27%
25-Mar	85	\$220,952.54	\$67,481.86	\$95,065.55	\$22,975.49	\$0.00	\$793.90	30.54%	73.57%
25-Apr	56	\$147,086.89	\$38,473.32	\$76,981.02	\$13,773.11	\$0.00	\$687.02	26.16%	78.49%
25-May	94	\$247,807.45	\$72,066.57	\$113,685.79	\$20,314.97	\$0.00	\$766.67	29.08%	74.96%
25-Jun	72	\$188,596.77	\$56,785.57	\$94,010.08	\$0.00	\$0.00	\$788.69	30.11%	79.96%
25-Jul	66	\$173,125.44	\$54,950.62	\$63,738.16	\$0.00	\$0.00	\$832.59	31.74%	68.56%
25-Aug	77	\$202,144.27	\$62,984.75	\$97,859.03	\$0.00	\$0.00	\$817.98	31.16%	79.57%
25-Sep	44	\$112,249.48	\$20,616.68	\$42,367.51	\$0.00	\$0.00	\$468.56	18.37%	56.11%
25-Oct	48	\$123,035.60	\$11,227.40	\$25,926.73	\$0.00	\$0.00	\$233.90	9.13%	30.20%
25-Nov	63	\$162,681.09	\$56,636.08	\$18,829.26	\$0.00	\$0.00	\$89.46	3.46%	15.04%

#### Rolling 12 Months Assignments by [ ]

	25-Dec	25-Nov	25-Oct	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24
Imp - New	1	0	0	0	0	0	0	0	0	0	0	0	0
Bad Address	0	0	0	0	2	2	1	4	0	1	1	0	1
Coding Needs Info	0	3	7	3	0	0	2	0	0	0	0	0	0
Collections - Bad Address	0	0	0	1	0	2	4	2	1	2	0	0	1
Cov Detection Bad Addr	0	0	2	0	0	3	0	2	0	0	1	3	1
Followup - Review	0	0	1	0	0	0	0	0	0	0	0	0	0
QA - Pending	0	0	0	0	0	0	0	0	0	0	1	0	0
Refunds - Need to Send to Provider	0	0	0	0	0	0	0	0	1	0	0	0	0
Refunds - Request sent to Provider	0	0	0	0	0	0	0	0	1	0	2	1	0
Req Hosp Facesheet	0	4	4	0	0	0	0	0	0	0	0	0	0
Waiting Hospital	0	3	4	0	0	0	0	0	0	0	0	0	0
Billed	0	46	18	20	23	22	17	18	8	15	8	7	5
Closed	0	7	12	19	52	37	48	66	47	64	64	45	57
DNB Open	0	0	0	0	0	0	0	0	0	0	0	0	1
Totals	1	63	48	43	77	66	72	94	56	85	75	55	66

#### Outstanding Receivables

Payer Group	Receivables	Expected Collection %	Expected Write Offs	Expected Receivables
Patient	\$371,513.29	5.41%	\$351,423.71	\$20,089.58
Commercial Insurance	\$90,935.86	56.20%	\$39,828.36	\$51,107.50
Medicare Advantage - Managed Care	\$77,181.05	23.86%	\$58,764.57	\$18,164.48
Medicaid - Fee for Service	\$37,466.98	20.90%	\$29,638.22	\$7,828.76
Medicare	\$35,774.93	30.11%	\$25,002.00	\$10,772.73
Workers Comp	\$30,121.87	14.61%	\$25,720.64	\$4,491.23
Auto Insurance	\$29,083.02	7.16%	\$27,000.38	\$2,082.64
Facility - Sharp Billed	\$5,177.11	15.67%	\$4,365.68	\$811.43
Veteran's Administration/Tricare	\$2,663.23	80.06%	\$531.06	\$2,132.17
Other	\$1,802.00	0.00%	\$1,802.00	\$0.00
<b>Total</b>	<b>\$681,719.34</b>	<b>17.26%</b>	<b>\$564,076.82</b>	<b>\$117,542.52</b>

#### Top Payer Payment - 6-12 months DOS

Payer	Charges	Payments	Tickets	Average payment
Medicaid Colorado	\$256,036.96	\$53,552.93	99	\$540.94
Self Pay	\$188,049.87	\$11,053.49	73	\$151.42
Medicare B Colorado	\$108,415.37	\$31,782.78	41	\$775.19
United Healthcare Medicare Advantage	\$78,479.30	\$19,891.60	30	\$663.05
Blue Cross Blue Shield	\$65,897.03	\$32,172.37	24	\$1,340.52
Kaiser Permanente Medicare	\$64,282.94	\$16,891.31	24	\$703.80
Humana Medicare	\$36,865.23	\$7,725.50	14	\$551.82
VA Claims	\$29,261.70	\$24,084.34	11	\$2,189.49
Cigna	\$28,380.25	\$16,617.69	11	\$1,510.70
Kaiser Permanente - Reliance	\$26,815.36	\$24,346.88	10	\$2,434.69
United Healthcare Group Mcare Adv	\$18,470.92	\$4,860.31	7	\$694.33
United Healthcare	\$17,994.98	\$8,889.94	7	\$1,289.99
Aetna Medicare Advantage	\$17,831.24	\$4,267.11	7	\$609.59
Umc	\$17,249.38	\$10,271.57	6	\$1,711.93
Law Enforcement - Gilpin	\$14,947.89	\$0.00	6	\$0.00

List of Bills 11/01/2025-11/30/2025

Date	Type	Payee	Category	Total
11/29/2025	Expense	adobe	Technology/Hardware/Software	\$19.99
11/28/2025	Expense	Edco Awards & Specialties	Employee Recognition & Retention	\$323.43
11/28/2025	Expense	Netflix	Telephone/TV/Internet	\$17.99
11/25/2025	Bill Payment (Check)	Bound Tree Medical, LLC	Disposable Medical Supplies	\$529.78
11/25/2025	Bill Payment (Check)	Bound Tree Medical, LLC	Disposable Medical Supplies	\$286.37
11/25/2025	Expense	United Power	Utilities	\$212.91
11/25/2025	Expense	Keavney & Streger, LLC	Legal	\$400.00
11/23/2025	Expense	Amazon	Crew Quarters supplies	\$187.18
11/21/2025	Bill Payment (Check)	Collins Cole Flynn Winn & Ulmer, PLLC	Legal	\$7,635.00
11/21/2025	Bill Payment (Check)	GJ Davis Legacy Holdings, LLC	Accounting - Contract Services	\$2,000.00
11/21/2025	Expense	saasant	Technology/Hardware/Software	\$15.00
11/21/2025	Expense	Zagg	Technology/Hardware/Software	\$244.89
11/21/2025	Expense	ONE WAY, INC.	Service Contracts/Equip Lease	\$493.26
11/21/2025	Bill Payment (Check)	July	Retirement	\$653.78
11/20/2025	Bill Payment (Check)	Verathon	Disposable Medical Supplies	\$70.54
11/20/2025	Expense	The Honey Baked Ham Company	Discretionary	\$156.50
11/20/2025	Expense	Great Plains Communications	Telephone/TV/Internet	\$365.00
11/20/2025	Bill Payment (Check)	ONE WAY, INC.	Property Maintenance	\$164.42
11/20/2025	Check	Dan Knox	Benefits HRA	\$360.00
11/20/2025	Check	LInk, Jonathan	Benefits HRA	\$541.46
11/19/2025	Expense	eFax	Technology/Hardware/Software	\$12.50
11/19/2025	Expense	AFLAC	Other	\$577.50
11/18/2025	Expense	Ace Hardware	Public Education/PR	\$14.42
11/17/2025	Expense	Ramp	Ramp Credit Card	\$12,673.91
11/17/2025	Expense	BOK	Bank Service Charges	\$25.00
11/14/2025	Expense	Eldorado Artesian Springs, Inc.	Service Contracts/Equip Lease	\$135.20
11/14/2025	Expense	Eldorado Artesian Springs, Inc.	Service Contracts/Equip Lease	\$48.45
11/13/2025	Expense	Hi Market	Discretionary	\$52.23
11/12/2025	Bill Payment (Check)	Bound Tree Medical, LLC	Disposable Medical Supplies	\$238.78

11/12/2025	Expense	Intuit	Technology/Hardware/Software	\$130.00
11/12/2025	Expense	Amazon	Office Supplies/Postage/Fees	\$177.93
11/12/2025	Check	Bobby R Putnam	Employee Bonuses	\$5,000.00
11/12/2025	Check	Llnk, Jonathan	Employee Bonuses	\$5,000.00
11/11/2025	Expense	Wolfco Pest Control	Property Maintenance	\$100.00
11/11/2025	Expense	Wolfco Pest Control	Property Maintenance	\$75.00
11/11/2025	Expense	Hi Market	Discretionary	\$18.56
11/11/2025	Bill	Diversified Body & Paint Shop	Vehicle Repair	\$8,821.52
11/10/2025	Expense	Phil Long Ford Parts	Vehicle Maintenance	\$517.00
11/09/2025	Expense	Teleflex	Disposable Medical Supplies	\$550.00
11/07/2025	Expense	Airgas	Service Contracts/Equip Lease	\$4,719.59
11/06/2025	Expense	Amazon	Crew Quarters supplies	\$65.82
11/06/2025	Expense	Payroll	Salaries Field Staff	\$69,344.19
11/05/2025	Expense	Red Dolly Casino	Discretionary/Lunch Meeting	\$56.96
11/05/2025	Expense	Amazon	Vehicles and Equipment	\$88.85
11/05/2025	Bill	ONE WAY, INC.	Service Contracts/Equip Lease	\$164.42
11/05/2025	Expense	AT&T	Telephone/TV/Internet	\$384.38
11/04/2025	Bill Payment (Check)	City of Black Hawk - Maintenance	Vehicle Maintenance-Two month	\$15,945.49
11/04/2025	Expense	Galls	Uniforms	\$4,264.23
11/04/2025	Expense	SaneBox	Technology/Hardware/Software	\$36.00
11/04/2025	Expense	Go Daddy	Technology/Hardware/Software	\$21.99
11/04/2025	Bill	City of Black Hawk - Maintenance	Vehicle Maintenance	\$4,397.92
11/03/2025	Expense	Santiago's Mexican Restaurant	Discretionary/Food for Training	\$65.54
11/03/2025	Expense	Merchant Services	Credit Card fees	\$365.45
Total				\$148,766.33

Zone (Responding From)	Incidents by Zone										Oct	Nov	Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept				
Black Hawk (Gaming)	84	85	104	89	101	89	87	84	55	67	39	884	99
Black Hawk (Non-Gaming)	10	11	8	10	10	9	10	13	6	8	4	4	43
Boulder County	2	2	3	4	3	3	4	4	5	3	3	2	24
Centennial City (Gaming)	5	16	6	4	8	6	7	7	8	6	2	4	86
Centennial City (Non-Gaming)	7	6	12	8	11	9	10	6	6	7	2	1	39
Clear Creek County	9	13	8	9	4	6	5	13	6	11	1	1	85
Gilpin County (Gaming)	3	3	1	1	3	1	3	1	1	11	2	2	29
Gilpin County (Non-Gaming)	31	38	27	28	42	40	54	68	35	32	13	13	408
Jefferson County			1							0	1	0	2
South 119 Corridor											1	1	2
Other (listed zones not applicable)								1	1			0	2
<b>Total</b>	<b>150</b>	<b>171</b>	<b>172</b>	<b>152</b>	<b>187</b>	<b>163</b>	<b>177</b>	<b>197</b>	<b>122</b>	<b>146</b>	<b>70</b>	<b>1,707</b>	

Incidents by Run Type												
Run Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sent	Oct	Nov	Total
Emergency Response (Mutual Aid)	3	4	6	6	9	6	5	9	9			48
Emergency Response (Primary Response Area)	135	153	156	134	169	150	167	170	70			1,234
Law Enforcement Assist	1		1	2	2			6	0			14
Mtg/Visit	1	1	1	1	1	1	1	0				5
Public Assistance/Other Not Listed	2		1	1	4	1		1	0			10
Standby	8	11	6	7	3	6	3	7	2			51
Support Services		2	2	1		1	2	3	0			11
Total	150	171	172	152	187	165	178	198	81			1,373

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# Emergency On-Call Policy Proposal

## POLICY MANUAL

<b>SECTION</b>	Operations	<b>NUMBER</b>	17.1
<b>TITLE</b>	Emergency On-Call		
<b>POLICY SUMMARY</b>			
The governing charter of the Gilpin Ambulance Authority states that the Authority must always provide at minimum level of service of three ALS ambulances. This guideline is intended to provide a mechanism by which the Authority can maintain that level of service.			
<b>PROCEDURE</b>			
<p>1) Expectations</p> <p>1.1 The Authority needs EOC coverage 7 days a week, 365 days a year with the exceptions of Thanksgiving, Christmas Eve and Christmas Day. There will be one person coverage Sunday through Thursday (Off-peak day) and two-person coverage Friday and Saturday (Peak day).</p> <p>1.2 Employees must be available for contact to respond to the station from 0800-1200 the day they are scheduled for EOC. Employees scheduled will be contacted as soon as the need arises but will not be held accountable for the EOC shift if the need arises after 1200. The on-duty supervisor may still call the on-call person to see if there is an interest to work, however, the employee will not be held accountable if they cannot, if the need is after 1200 of the day of the on-call shift.</p> <p>1.3 Employees are not permitted to work more than 96 hours in a row. If the on-call need will place the employee over the 96-hour cap, the on-duty supervisor will attempt to make other arrangements to cover the shift.</p> <p>1.4 Every attempt will be made to notify the on-call employee ASAP of any potential need for their time.</p> <p>1.5 If the need arises for emergency on-call, the on-call employee will have two hours to respond to the request for them to report to the station.</p> <p>1.6 When scheduled for EOC, the employee will refrain from using any medication or other substances that may impair their ability to work.</p>			

## POLICY MANUAL

1.7 The expectation is that the employee will arrive at the assigned station as soon as possible after notification, one hour is the optimal response time.

2) Scheduling

2.1 EOC will be scheduled the month prior for the following month.

2.2 All shift selections should be made no later than the 15<sup>th</sup> of the month prior to the month being scheduled.

2.2 Shifts will be assigned on a first come first service basis, per the time the request was submitted in First Due.

2.3 Employees that have not completed this process, by the required date will be assigned shifts by the scheduling coordinator.

3) Compensation

3.1 Employees called in for EOC will be compensated based on their regular pay for all hours on call and hours worked for that shift.

3.2 Employees will be compensated \$5.00 (Negotiable) an hour for on call time that did not result in a EOC call in.

Failure to comply with the policy as written may result in progressive discipline.

<b>NEVER EVENTS</b>	
<b>COMPLIANCE REFERENCES</b>	

Original Publication Date	Effective Date	Authorized Signature
Review or Revision Date	Effective Date	Authorized Signature
Review or Revision Date	Effective Date	Authorized Signature
Review or Revision Date	Effective Date	Authorized Signature

**On Call Expense:**

On Call hourly Rate:	\$ 5.00
7 day a week coverage:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	365      365      365
Employee daily on call earnings:	\$ 45.00      \$ 40.00      \$ 20.00
Yearly On Call Expense:	\$ 16,425.00      \$ 14,600.00      \$ 7,300.00

**On Call Expense:**

On Call hourly Rate:	\$ 6.00
7 day a week coverage:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	365      365      365
Employee daily on call earnings:	\$ 54.00      \$ 48.00      \$ 24.00
Yearly On Call Expense:	\$ 19,710.00      \$ 17,520.00      \$ 8,760.00

**On Call Expense:**

On Call hourly Rate:	\$ 7.00
7 day a week coverage:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	365      365      365
Employee daily on call earnings:	\$ 63.00      \$ 56.00      \$ 28.00
Yearly On Call Expense:	\$ 22,995.00      \$ 20,440.00      \$ 10,220.00

**On Call Expense:**

On Call hourly Rate:	\$ 8.00
7 day a week coverage:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	365      365      365
Employee daily on call earnings:	\$ 72.00      \$ 64.00      \$ 32.00
Yearly On Call Expense:	\$ 26,280.00      \$ 23,360.00      \$ 11,680.00

**On Call Expense:**

On Call hourly Rate:	\$ 9.00
7 day a week coverage:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	365      365      365
Employee daily on call earnings:	\$ 81.00      \$ 72.00      \$ 36.00
Yearly On Call Expense:	\$ 29,565.00      \$ 26,280.00      \$ 13,140.00

**On Call Expense:**

On Call hourly Rate:	\$ 10.00
7 day a week coverage:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	365      365      365
Employee daily on call earnings:	\$ 90.00      \$ 80.00      \$ 40.00
Yearly On Call Expense:	\$ 32,850.00      \$ 29,200.00      \$ 14,600.00

On Call hourly Rate:	\$ 5.00
7 day a week coverage w/ 2 people on weekends:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	469      469      469
Employee daily on call earnings:	\$ 45.00      \$ 40.00      \$ 20.00
Yearly On Call Expense:	\$ 21,105.00      \$ 18,760.00      \$ 9,380.00

On Call hourly Rate:	\$ 6.00
7 day a week coverage w/ 2 people on weekends:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	469      469      469
Employee daily on call earnings:	\$ 54.00      \$ 48.00      \$ 24.00
Yearly On Call Expense:	\$ 25,326.00      \$ 22,512.00      \$ 11,256.00

On Call hourly Rate:	\$ 7.00
7 day a week coverage w/ 2 people on weekends:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	469      469      469
Employee daily on call earnings:	\$ 63.00      \$ 56.00      \$ 28.00
Yearly On Call Expense:	\$ 29,547.00      \$ 26,264.00      \$ 13,132.00

On Call hourly Rate:	\$ 8.00
7 day a week coverage w/ 2 people on weekends:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	469      469      469
Employee daily on call earnings:	\$ 72.00      \$ 64.00      \$ 32.00
Yearly On Call Expense:	\$ 33,768.00      \$ 30,016.00      \$ 15,008.00

On Call hourly Rate:	\$ 9.00
7 day a week coverage w/ 2 people on weekends:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	469      469      469
Employee daily on call earnings:	\$ 81.00      \$ 72.00      \$ 36.00
Yearly On Call Expense:	\$ 37,989.00      \$ 33,768.00      \$ 16,884.00

On Call hourly Rate:	\$ 10.00
7 day a week coverage w/ 2 people on weekends:	8 to 5      8 to 4      8 to 12
Hours on call:	9      8      4
On Call days per year:	469      469      469
Employee daily on call earnings:	\$ 90.00      \$ 80.00      \$ 40.00
Yearly On Call Expense:	\$ 42,210.00      \$ 37,520.00      \$ 18,760.00

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# Captain Job Description Proposed Changes

The following job description outlines the duties and qualifications for an **Operations Captain** role with the Gilpin Ambulance Authority (GAA), drawing on typical responsibilities for this position within the organization and the broader EMS field. GAA Captains work a 48-on/96-off shift rotation and are expected to respond to high-risk incidents and provide on-scene leadership.

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## **Gilpin Ambulance Authority Job Description: Operations Captain**

### **General Summary**

The Operations Captain is a full-time commanding officer responsible for the direct and indirect management, supervision, and support of day-to-day emergency medical services (EMS) operations for an assigned shift. This position involves active field response to high-acuity calls, providing advanced life support (ALS) care when necessary, and ensuring that all shift personnel adhere to established protocols, policies, and quality assurance standards. The captain serves as a role model, mentor, and on-scene leader, reporting to a superior officer such as the Chief or Deputy Chief.

### **Essential Duties & Responsibilities**

- **Operational Oversight:** Manages daily shift operations, including staffing levels, crew assignments, and resource deployment, to ensure efficient and effective emergency response.
- **Emergency Response:** Responds to emergency calls, provides efficient and immediate patient care (ALS/BLS), and serves as the incident commander on major incidents, coordinating with partner agencies (e.g., fire departments, law enforcement).
- **Personnel Management & Supervision:** Supervises, directs, and evaluates assigned staff (Paramedics, EMTs, FTOs), including conducting performance appraisals, addressing complaints, and recommending personnel actions (hiring, promotions, discipline).
- **Administrative Functions:** Completes required reports and documentation accurately and on time, manages inventory (e.g., using OperativeIQ), and attends management meetings to relay information to shift staff.
- **Policy Enforcement:** Enforces standard operating procedures (SOPs) and administrative policies to ensure department-wide efficiency, safety, and compliance with all applicable local, state, and federal laws and regulations.

- **Shift Coverage:** Will fill open ambulance shifts as needed.
- **Additional duties as assigned to fulfill the needs and goals of the Authority. Which may include:**
  - **Quality Assurance:** Conducts quality assurance (QA) reviews of patient care records (e.g., using ESO EHR), ensures compliance with medical standards and protocols, and supports the training of department personnel.
  - **Equipment & Fleet Readiness:** Ensures all apparatus (e.g., ambulances, command vehicles) and medical equipment (e.g., Stryker PowerPro stretchers, Lifepak 15 monitors) are fully stocked, operational, clean, and maintained according to safety and quality standards.
  - **Training:** Will ensure the organization has a robust continuing education training program as well as ongoing departmental specific training. Will facilitate training as needed for GAA and for our response partners as requested.

### **Required Qualifications**

- **Experience:** A minimum of three (3) to five (5) years of full-time experience as a Paramedic, with experience in a supervisory or command role strongly preferred.
- **Certifications & Licensure:**
  - Current certification as a Paramedic (State of Colorado certification or ability to obtain).
  - Valid Driver's License and ability to safely operate emergency vehicles in all conditions.
  - Current CPR certification.
  - Current ACLS
  - PALS, NRP are preferred
  - Relevant officer or instructor certifications may be required or preferred.
  - ICS 100, 200, 300, 400, 700, 800 are strongly preferred
- **Knowledge, Skills, & Abilities:**
  - Extensive knowledge of advanced emergency medical theories, principles, and practices.
  - Strong leadership, interpersonal, and communication skills (verbal and written).
  - Ability to exercise sound judgment, make effective decisions under pressure, and manage people in stressful situations.

- Proficiency in using relevant technology and software for patient records, inventory, and communication.

### **Physical Demands & Work Environment**

The position requires working a non-standard shift schedule (48/96 rotation) and involves performing duties in potentially hazardous environments. This role may demand strenuous physical exertion, including lifting and moving heavy objects (up to 100 pounds), bending, climbing, and working in confined spaces and various weather conditions.

495 Apex Valley Rd.  
PO Box 638  
Black Hawk, CO 80422



Main: (303) 582-5499  
Fax: (303) 582-3390  
[admin@gilpinambulance.com](mailto:admin@gilpinambulance.com)

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# iSolved Contract Termination

December 4, 2025

**VIA EMAIL**

iSolved inc.  
11215 N. Community House Rd. Suite 800  
Charlotte, NC 28277  
Chief Legal Officer  
Email – legal@isolvedhcm.com

**RE: Termination Notice and Notice of Breach of Agreement**

To Whom It May Concern,

Pursuant to the Order Form and associated Terms and Conditions executed December 19, 2024 (collectively, the “Agreement”) between iSolved Inc. (“iSolved”) and Gilpin Ambulance Authority (the “Authority”), this letter serves as formal written notice of the Authority’s intent to terminate the Agreement.

As you know per the Notice of Breach dated August 25, 2025 (“Notice of Breach”), GAA has encountered numerous issues with the services provided by iSolved that have negatively impacted the operations of GAA. iSolved rejected the Notice of Breach and denied the material issues contained therein in their letter on September 24, 2025. GAA has continued to experience these material issues and has been unable to utilize most of iSolved’s services as a result.

In addition to these issues, the Agreement is void as it violates Article X, Section 20 of the Colorado Constitution (“TABOR”) and Section 29-1-110, C.R.S. by entering GAA, a governmental entity, into a multi-year fiscal obligation without addressing the annual appropriation of funds necessary to do so.

Due to the above, GAA does not intend to continue with iSolved’s services and will terminate the Agreement, effective December 31, 2025. Thank you for your time and attention to this matter.

Sincerely,



Bobby Putnam

Deputy Chief

December 4, 2025

*Via Email*

iSolved inc.  
11215 N. Community House Rd. Suite 800  
Charlotte, NC 28277  
Attn: Chief Legal Officer  
Email – [legal@isolvedhcm.com](mailto:legal@isolvedhcm.com)

**Re:** Notice of Termination and Nonrenewal of Agreement

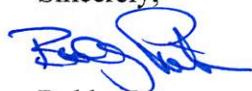
To Whom It May Concern,

Pursuant to the Order Form and associated Terms and Conditions executed February 5, 2025 (collectively, the “Agreement”) between iSolved Inc. (“iSolved”) and Gilpin Ambulance Authority (the “Authority”), this letter serves as formal written notice of the Authority’s intent to terminate the Agreement.

Accordingly, this notice provides more than sixty (60) days advance written notice before the February 5, 2026 renewal. The Authority no longer requires the services provided under the Agreement.

Please let us know of any outstanding invoices or administrative matters requiring attention prior to the termination date so that all contractual obligations can be concluded in an orderly and timely manner.

Sincerely,



Bobby Putnam  
Deputy Chief

495 Apex Valley Rd.  
PO Box 638  
Black Hawk, CO 80422



Main: (303) 582-5499  
Fax: (303) 582-3390  
[admin@gilpinambulance.com](mailto:admin@gilpinambulance.com)

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# Airgas Contract

**From:** [MANERBINO, Dawna](#)  
**To:** [Bobby Putnam](#)  
**Subject:** Re: Airgas Contact  
**Date:** 29 October 2025, 11:48:24

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Hi Bobby,

Here is your current pricing. This is a significant savings for a long term commitment.

Rent Large Medical		0.46/day
Rent Small Medical Wobs		0.35/day
OX USP200	OXYGEN USP MEDICAL PURE 200 CGA 540	52.49
OX USP125	OXYGEN USP 125 CGA 540	34.99
OX USPDAWBEMS	OXYGEN USP DA MED CGA WOB EMS	29.16
OX USPDAWB	OXYGEN USP DA MED CGA WOB	30.06
OX USPDAWBDSEMS	OXYGEN USP DA MED CGA WOB EMS	30.06

**Dawna Manerbino**

**Life Science and Healthcare Specialist (Intermountain Region) | Airgas, an Air Liquide company**

305 Air Park Drive Ste 2 | Ft. Collins, CO 80524 | 303.681.5049

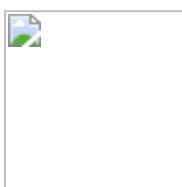
[dawna.manerbino@airgas.com](mailto:dawna.manerbino@airgas.com) | [Airgas.com](http://Airgas.com)

*Fill Your Potential.™*

On Wed, Oct 29, 2025 at 11:11 AM Bobby Putnam <[bputnam@gilpinambulance.com](mailto:bputnam@gilpinambulance.com)> wrote:

Hi Dawna,

This is no pricing listed in this current document. One of our board members would like to see what we pay now versus what's in the proposal. Do you have something I could pass along to them? Thank you for your help!



**Bobby Putnam, P-CP**

Deputy Chief | Community Paramedic / **Gilpin Ambulance Authority**

**A:** 495 Apex Valley RD PO BOX 638 Black Hawk, CO 80422

**P:** (303) 582-5499 ext 102 **M:** (720) 327-1617 **F:** (303) 582-3390

**E:** [bputnam@gilpinambulance.com](mailto:bputnam@gilpinambulance.com) **W:** [www.gilpinambulance.com](http://www.gilpinambulance.com)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

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**From:** MANERBINO, Dawna <[dawna.manerbino@airgas.com](mailto:dawna.manerbino@airgas.com)>

**Date:** Friday, October 17, 2025 at 10:43 AM

**To:** Bobby Putnam <[bputnam@gilpinambulance.com](mailto:bputnam@gilpinambulance.com)>

**Cc:** Paul Ondr <[pvondr@timberlinefire.com](mailto:pvondr@timberlinefire.com)>, Gary Allen <[GAllen@centralcityfire.org](mailto:GAllen@centralcityfire.org)>, Christopher Woolley <[cwoolley@cityofblackhawk.org](mailto:cwoolley@cityofblackhawk.org)>

495 Apex Valley Rd.  
PO Box 638  
Black Hawk, CO 80422



Main: (303) 582-5499  
Fax: (303) 582-3390  
[admin@gilpinambulance.com](mailto:admin@gilpinambulance.com)

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# Sharp Billing Contract

**AGREEMENT FOR PROFESSIONAL AMBULANCE BILLING SERVICES  
BETWEEN GILPIN AMBULANCE AUTHORITY AND OOSOSHARP, LLC dba  
SHARP AMBULANCE BILLING**

This AGREEMENT FOR PROFESSIONAL AMBULANCE BILLING SERVICES (hereinafter "Agreement"), is made and entered into this 1 Jan 2026 , by **GILPIN AMBULANCE AUTHORITY, 495 APEX VALLEY RD BLACK HAWK CO 80422** (hereinafter "Provider") and Oososharp, LLC, a California Limited Liability Company doing business as SHARP AMBULANCE BILLING (hereinafter referred to as "SHARP.").

**NOW, THEREFORE**, in consideration of the mutual covenants set forth in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged and intending to be legally bound, Provider and SHARP agree as follows:

**1. TERM:** This Agreement shall commence on the date set forth above and shall continue in full force and in effect for an initial term of Twelve (12) months ("Initial Term"). During the Initial Term: (i) Provider may terminate this Agreement, with or without cause, by giving SHARP sixty (60) days advance written notice; and (ii) SHARP may terminate this Agreement only for cause by giving Provider sixty (60) days advance written notice. For purposes of termination of this Agreement "for cause" during the Initial Term, "for cause" shall mean Provider's intentional breach of a material provision of this Agreement. After expiration of the Initial Term, either party to this Agreement may terminate this Agreement, with or without cause, by giving the other party thirty (30) days advance written notice.

**2. SCOPE OF SERVICES:** SHARP will perform the Services as set forth in Appendix "A" of this Agreement. SHARP may rely upon the documents provided to SHARP by Provider's employees when making claims to governmental agencies and other third party payers under Appendix "A" of this Agreement. All Services provided pursuant to this Agreement shall be subject to the terms and conditions of Provider's HIPAA Agreement which SHARP agrees to execute concurrent with this Agreement. To this extent, if there is any conflict between the provisions of this Agreement and the provisions of the HIPAA Agreement, the HIPAA Agreement will control.

**3. COMPENSATION AND PAYMENT:** SHARP will provide the Services, as stated, for the fee as outlined in Appendix "A." SHARP shall invoice Provider on the first (1<sup>st</sup>) day of the month for the payments received by the Provider for the previous month. Payment to SHARP is due by the fifteenth (15<sup>th</sup>) day of the month and invoices not paid by the end of the

month shall bear a service fee of one and one half percent (1.5%) per month until paid. Provider's failure to make payment of any invoice within forty-five (45) days shall be considered a material breach of this Agreement and SHARP's obligations to perform services under this Agreement shall be terminated.

**4. AGENCY RELATIONSHIP:** SHARP is an independent contractor billing service. SHARP and Provider agree that the intermediaries for Medicare and Medicaid and other payers may accept claims prepared and submitted by SHARP on behalf of Provider only so long as this Agreement remains in effect.

**5. COMPLYING WITH THE LAW:** SHARP shall comply with all applicable state, federal and local laws, rules and regulations in effect during the term of this Agreement.

**6. INSURANCE:** SHARP will maintain in force throughout the term of this Agreement the following insurance:

A.	General Liability Insurance	\$2,000,000.00 aggregate
B.	Worker's Compensation Insurance	\$1,000,000.00
C.	Errors and Omissions	\$1,000,000

The insurance provided by these policies shall not be suspended, voided, canceled, modified or reduced in coverage or in limits except after thirty (30) days written notice has been received by the Provider.

**7. INDEMNIFICATION AND HOLD HARMLESS:** SHARP agrees to indemnify, defend and hold harmless the Provider and its officers, employees, agents and volunteers from and against all claims, demands, actions, injuries, liabilities, losses, costs or damages, direct or indirect or asserted, and any and all attorneys' fees and other expenses which Provider or its officers, employees, agents or volunteers may sustain or incur as a consequence of or in any way related to SHARP's or its employees', agents' and subcontractors' performance of responsibilities and obligations to be performed by SHARP under this Agreement or its failure to perform or comply with any of its obligations or responsibilities contained in this Agreement. This indemnification shall survive the termination of this Agreement.

Provider agrees to indemnify, defend and hold harmless SHARP and its officers, members, employees and agents from and against all claims, demands, actions, injuries,

liabilities, losses, costs or damages, direct or indirect or asserted and any and all attorneys' fees and other expenses which SHARP or its officers, members, employees or agents may sustain or incur as a consequence of or in any way related to Provider's or its employees', agents' and subcontractors' performance of the responsibilities and obligations to be performed by Provider under this Agreement or its failure to perform or comply with any of its obligations or responsibilities contained in this Agreement. This indemnification shall survive the termination of this Agreement.

**8. SHARP SERVICES AND RESPONSIBILITIES:** SHARP shall perform the following Services for Provider, and as more fully set forth in Appendix "A," including, without limitation:

- (a) Screen, prepare and submit claims to any and all payers including, but not limited to, individual persons, Medicare intermediaries, insurance carriers, companies, government and quasi-government agencies and any other source of payment of ambulance Services;
- (b) Track and trace all claims submitted;
- (c) Resubmit and resolve denied or disallowed claims;
- (d) Retain all source documents for seven years;
- (e) Provide adequate precautions to protect confidentiality of patient records in accordance with applicable federal, state and local law and the HIPAA Agreement;
- (f) Time submit claims, during normal business hours and subject to any cause or causes beyond the control of SHARP; and
- (g) Conduct all contact and correspondence with beneficiaries, responsible parties and payers.

**9. PROVIDER RESPONSIBILITIES:** Provider shall have the following responsibilities to SHARP:

- (a) Provide SHARP with the proper documentation necessary to prepare claims and reach final adjudication;
- (b) Provide SHARP with any correspondence from the fiscal intermediaries, insurance, attorneys, patients in order for SHARP to perform proper follow up of outstanding billings and proper posting and tracking of accounts receivable; and

(c) Obtain patient signature or patient representative signature on trip ticket, or indicate why unable to obtain signature.

**10. EXCUSE OF NON-PERFORMANCE:** Neither party shall be liable for damages to the other party for failure of performance under the terms of this Agreement in the event that party's performance is prevented or made unreasonably difficult or costly by any labor dispute beyond control of the party, war, governmental action, looting, vandalism, earthquake, fire, flood, or any other natural occurrence.

**11. DISENGAGEMENT AGREEMENT:** Upon termination of this Agreement, SHARP will continue to perform the Services to the date agreed upon as the termination date. SHARP will return to Provider all previously retained source documents, along with a full accounting of outstanding accounts receivable at the Provider's expense. Provider shall pay SHARP all moneys owed at the time of the termination.

**12. EQUAL OPPORTUNITY EMPLOYMENT:** SHARP represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

**13. COMPLIANCE WITH LAWS:** SHARP shall use the proper standard of care in performing the Services and shall comply with all applicable federal, state and local laws, codes, ordinances and regulations and shall perform all Services in accordance with all applicable federal and state laws, rates and regulations.

**14. AUTHORITY TO ENTER AGREEMENT:** SHARP and Provider represent and warrant that they have all requisite power and authority to conduct the business anticipated herein and to execute, deliver and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

**15. NOTICES:** Any notices required or permitted to be given under this Agreement by either party to the other shall be given in writing: (1) by personal delivery; (2) by electronic facsimile with confirmation sent by United States first class registered or certified mail, postage prepaid, return receipt requested; (3) by a nationally recognized overnight delivery service; or (4) by United States first class registered or certified mail, postage prepaid, return receipt requested, in each case, addressed to:

If to SHARP:	If to Provider:
Oososharp, LLC 5006 Sunrise Blvd #100 Fair Oaks CA 95628	Gilpin Ambulance Authority 495 Apex Valley Rd PO BOX 638 Black Hawk, CO 80422
Copy to:  Richard D. Sopp, Esq. Wheatley, Sopp & Madsen, LLP 81 Blue Ravine Road, Suite 230 Folsom, CA 95630	Copy to:  Gilpin Ambulance Authority 495 Apex Valley Rd PO BOX 638 Black Hawk, CO 80422

or to such other addresses as the parties may request in writing by notice given pursuant to this Section 15. Notices shall be deemed received on the earliest of personal delivery; upon delivery by electronic facsimile with confirmation from the transmitting machine that the transmission was completed; twenty-four (24) hours following deposit with an overnight delivery service; or seventy-two (72) hours following deposit in the U.S. Mail as required herein.

**16. MODIFICATION OF AGREEMENT:** No alteration, amendment, or modification of the terms of this Agreement shall be valid or effective unless in writing and signed by SHARP and Provider.

**17. NON-WAIVER:** A failure of any party to enforce at any time any term, provision or condition of this Agreement, or to exercise any right or option herein, shall in no way operate as a waiver thereof, nor shall any single or partial exercise preclude any other right or option herein. In no way whatsoever shall a waiver of any term, provision or condition of this Agreement be valid unless in writing, signed by the waiving party, and only to the extent set forth in such writing.

**18. AGREEMENT DRAFTED BY ALL PARTIES:** This Agreement is the result of arm's length negotiations between the parties and shall be construed to have been drafted by all parties such that any ambiguities in this Agreement shall not be construed against either party.

**19. SEVERABILITY:** If any provision of this Agreement is found to be invalid or unenforceable by any court, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provisions hereof.

**20. SECTION HEADINGS:** The section headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

**21. NO THIRD PARTY BENEFICIARIES:** There are no third party beneficiaries to this Agreement.

**22. COUNTERPARTS:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such time as all the signatories hereto have signed a counterpart of this Agreement.

**23. APPLICABLE LAW AND VENUE:** This Agreement shall be governed by and construed in accordance with the internal laws of the State of California (without regard to principles of conflicts of laws). The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state or federal (if permitted by law and a party elects to file an action in federal court) courts located in Sacramento County, California. This choice of venue is intended by the parties to be mandatory and not permissive in nature, and to preclude the possibility of litigation between the parties with respect to, or arising out of, this Agreement in any jurisdiction other than that specified in this Section 23. Each party waives any right it may have to assert the doctrine of forum non-convenience or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this Section 23.

**24. SOLE AND ONLY AGREEMENT:** This Agreement supersedes any and all other agreements, either oral or in writing between the parties hereto with respect to the matters set forth in this Agreement and contains all of the covenants and agreements between the parties regarding said matters.

**25. ATTORNEYS' FEES:** If an action at law or in equity or in arbitration is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs and necessary disbursements in addition to any other reasonable relief to which he may be entitled.

**26. ASSIGNMENT AND DELEGATION:** Neither SHARP nor Provider may assign or delegate this Agreement in whole or in part without prior written consent of the other party which consent shall not be unreasonably withheld. Any attempted assignment or delegation in violation of this Section will be void.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement the day and year first herein above written.

Oososharp, LLC  
A California Limited Liability Company  
Doing business as Sharp Ambulance Billing  
5006 Sunrise Blvd Suite 100  
Fair Oaks Ca 95628

844-259-4003

By: Barry Christian



Chief Executive Officer

**PROVIDER:**  
Gilpin Ambulance Authority  
495 Apex Valley Rd  
PO Box 638  
Black Hawk, CO 80422

303-582-5499

By: Signed by

\_\_\_\_\_  
Title of Signature: \_\_\_\_\_

Attest: IF REQUIRED

\_\_\_\_\_  
TITLE \_\_\_\_\_

# **OOSOSHARP, LLC**

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5006 Sunrise Blvd Suite 100 Fair Oaks CA 95628  
844-259-4003

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## Appendix "A"

### **I. Private and Facilities Billing**

Oososharp, LLC doing business as Sharp Ambulance Billing (hereinafter "SHARP") to prepare all invoices and follow-up mailings. Initial invoicing with instructions will be on 8X11 billings and will be placed in envelopes, sealed and mailed, postage prepaid. Initial invoicing or Billing if insurance occurs within three (3) business days of receipt of transport tickets. Toll Free 844-259-4003 telephone number provided to patients. An initial letter will also be sent at this time to elicit any insurance information from the patient or patient's family. If we receive no answer on this letter, SHARP will use a number of methods to determine insurance eligibility including phone calls, electronic sources, and inquiries to the hospital or other facility where the patient was transported as well as sending an additional inquiry letter to the patient. This process can be modified for Provider. The standard bill schedule is as follows:

#### Private Bill Schedule (Or as determine by Client)

1. Invoice	Immediately
2. Statement	30, 60 and 90 days with statement
3. Final Demand	120 days

Self Pay will also include processing of the Membership program as instructed by Provider and may change over time. Currently Members pay a yearly fee and are discounted on the fees owed for Self Pay, Non-Transports, and co-insurance/co-pays from insurance payers.

Provider will supply more details and discussions on their exact programs.

### **II. Medicare, Medicaid**

SHARP to prepare all bills and electronically convey to Medicare and Medicaid fiscal intermediaries. SHARP to assist with and/or prepare any new pre-authorization documents required by the Provider to be paid by Medicare for Non-Emergent transports. Documents such as Medical Necessity from Facilities or patient Doctors and Medical records should be obtained by provider.

All secondary and coinsurance billing transferred to the appropriate secondary pay source and promptly billed to that source.

Screen, prepare and submit claims to any and all payers including, but not limited to, individual persons, Medicare intermediaries, insurance carriers, companies, government and quasi-government agencies and any other source of payment of ambulance Services;

Track and trace all claims submitted;  
Resubmit and resolve denied or disallowed claims;  
Retain all source documents for seven years;

### **III. Workers' Compensation and Private (COMERCIAL) Insurance**

SHARP to bill private insurance, supplemental insurance, secondary insurance and Workers' Compensation billed according to specific requirements. Electronic billing of insurance companies is performed where possible and appropriate. Any correspondence for additional information or follow up necessary to secure insurance payments will be performed by SHARP.

Track and trace all claims submitted;  
Resubmit and resolve denied or disallowed claims;  
Retain all source documents for seven years;

### **IV. Delinquent Claim Handling**

If patient claims age over forty-five (45) days from date when first invoiced as primary or as secondary co-pay Sharp will attempt telephone contact for payment arrangements. Telephone contact will be attempted several times and follow up will continue until payment in full is received or account is assigned to an outside collection agency by Provider. Information and data will be provided to Provider's outside collection agency at the request of Provider.

SHARP will utilize installment billing as allowed by the Provider in cases of financial hardship.

SHARP will provide for credit card payments either one time or installment for an additional cost, which is the actual cost billed by the merchant processing the credit cards direct to the PROVIDER or if allowed in some states and requested direct to the patient payers. If requested SHARP will provide a credit card portal for direct payment by patients. SHARP will provide a method for Provider to enter Patient Payments by Credit Card through a Web Portal at Provider request.

### **V. Receipts Processing**

SHARP or Provider shall maintain a separate account for the depositing of payments it receives for services rendered by Provider. If SHARP provides the account then within three business days of receipt, receipts shall be deposited into Provider's account less SHARP's fees as set forth below.

## **VI. Reports**

If contract is the result of a response to an RFP any and all reports required in the RFP. Sharp can customize and report or add any report supported by the Data from the Ambulance Billing software.

Reports can be printed – Published on the Sharp Web Portal or run by Provider on the Sharp Web Access portal. Along with reports Sharp Web Access Portal provides a Dashboard of important analysis data.

Monthly, SHARP will perform accurate month end close procedures that will result in the minimum (SHARP and Provider will define a set of reports at the request of Provider) of the following reports to the Provider:

Custom Invoice and Statements for Patient, and Facility billing or any non-insurance per Provider sample and any adjustments requested

Monthly Ticket Survey – List in various sort and grouping

Monthly Sales Journal – Detail and Summary

Monthly Cash Receipts Journal – Detail and Summary

Monthly Receivables Aging – Detail and Summary

Management A/R Analysis – Detail and Summary

Monthly Closing Balance Summary of all AR and beginning and ending AR

Statistical Reports customized to client needs

Year to Date – Fiscal Year monthly totals and statistics, and Avg. Days in AR

Annual collections statistics with graphs and percent collected

Additional Daily, Weekly and Monthly reports as requested, examples are:

Weekly report of Transports Billed compared to Actual Transports performed

Transports unable to be Billed and why

Transports reject by Insurance and why

Open and Unpaid Transports by DOS

Tracking reports as requested

The cost of responding to requests for information from third parties shall be billed to the party making the request.

## **VII. Provider Responsibilities**

- Submit necessary transport information, including pay source information and patient condition, to SHARP for billing purposes. SHARP accepts manual forms, but if later required by the State to use Electronic forms Sharp can handle all the current vendors using NEMSIS II and NEMSIS III standards. information electronically from any EPCR vendor that provides NEMESIS data and documents. Examples are Angel Tracks Software, ESO Solutions, EMS Charts, Image Trend, Zoll, TriTech, Sansio, High plains and many others. These vendors have functionality to provide NEMSIS data and documents- but may also require purchase of additional modules by Provider for this function. SHARP will also provide such software products and hardware for an additional monthly percent as indicated below.
- Forward to SHARP all necessary information relating to patient transports services, payments and patient eligibility, if known and, if possible, coordinate with SHARP and EPCR vendor to provide the information electronically.
- Notify SHARP of any accounts that require special attention.

- Obtain signature of patient or guardian.
- Provide patient's name, date of birth, Social Security Number, Insurance and Group-Member ID if known and needed to Bill Insurance. SHARP will incorporate to the degree possible tools to determine Eligibility for insurance.
- Designate personnel to help identify missing information such as scene location, mileage, proper documentation etc. to complete billing process.
- Provide list of Transports per day (paper or electronic) that should be billed for comparison to what was billed and, if possible, the expected level of service, and emergency or non-emergency status expected for comparison.

### **VIII. Source Documents**

SHARP will retain all source documents including attachments for seven (7) years. When service contracted is terminated, all source documents are returned to Provider at the SHARP's expense.

### **IX. Fees**

#### **IX. Fees**

Provider shall pay SHARP Four percent (4%) of the gross receipts it receives through SHARP's billing including accounts assigned to outside collection agencies by Sharp.

Credit Card Payment option- PROVIDER can use its current Merchant account for the PROVIDER or Sharp can provide a separate (Merchant Account). If a Sharp only account is chosen then **The Merchant account and transaction fees for a credit card are billed by the credit card services direct to Provider (or if allowed and requested the Patient) and all funds directly deposited to Provider Account.**

## ADDENDUM TO AGREEMENT FOR PROFESSIONAL AMBULANCE BILLING SERVICES

THIS ADDENDUM TO AGREEMENT FOR PROFESSIONAL AMBULANCE BILLING SERVICES (“Addendum”) modifies the Agreement for Professional Ambulance Billing Services (“Agreement”) between Oososharp, LLC dba Sharp Ambulance Billing (“Sharp”) and Gilpin Ambulance Authority, a quasi-municipal corporation and political subdivision of the State of Colorado (“Authority,” and together with Sharp, the “Parties,” or either of the Parties individually, the “Party”), and is effective as of the same date as the Agreement.

In consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Authority and Sharp hereby modify the Agreement as follows:

1. Terms of Addendum Controlling. The Parties expressly intend and agree that this Addendum is hereby incorporated into the Agreement and the terms herein shall modify and control the terms in the Agreement. Any inconsistency between the terms of this Addendum and the terms of the Agreement shall be resolved in favor of the terms contained in this Addendum.

2. Workers Compensation Insurance. During the Term of the Agreement, Sharp shall maintain in full force and effect a policy of workers compensation insurance to the extent required by law for Sharp’s employees.

3. Independent Contractor. The services to be performed by Sharp are those of an independent contractor and not of an employee or partner of the Authority. **Sharp is obligated to pay federal and state income tax on any moneys earned pursuant to the Agreement. Neither Sharp nor its employees, if any, are entitled to workers’ compensation benefits from the Authority for the performance of the services specified in the Agreement.**

4. Limitation on Authority Indemnity. Notwithstanding any provision in the Agreement, the Authority does not waive and shall retain all of the immunities, protections, rights, procedures, and limitations provided to the Authority under the Colorado Governmental Immunity Act, Section 24-10-101, *et seq.*, C.R.S.

5. Limitation on Damages. Under no circumstances shall the Authority be liable to Sharp for special, punitive, indirect or consequential damages suffered by Sharp arising out of or in connection with the Agreement including, without limitation, lost profits, loss of use, or loss of opportunity.

6. Governing Law and Venue. The laws of the State of Colorado, without regard to Colorado laws regarding conflicts of law, shall govern the construction,

interpretation, execution and enforcement of the Agreement. Venue for any dispute arising out of or relating to the Agreement shall be in the State of Colorado District Court Gilpin County.

7. Annual Appropriation. Pursuant to Article X, Section 20 of the Colorado Constitution and Section 29-1-110, C.R.S., the Authority's obligations hereunder are subject to the annual appropriation of funds necessary for the performance thereof, which appropriations will be made in the sole discretion of the Authority's Board of Directors.

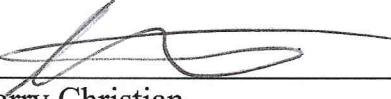
8. Illegal Aliens. Sharp certifies that Sharp shall comply with the provisions of Section 8-17.5-101, *et seq.*, C.R.S. Sharp shall not knowingly employ or contract with an illegal alien to perform work under the Agreement or enter into an agreement with a subcontractor that knowingly employs or contracts with an illegal alien. Sharp represents, warrants and agrees that it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program or the Department Program described in Section 8-17.5-101, C.R.S. Sharp shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed. If Sharp obtains actual knowledge that a subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, Sharp shall: (i) notify the subcontractor and the Authority within three (3) days that Sharp has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and (ii) terminate the subcontract with the subcontractor if within three (3) days of receiving such notice, the subcontractor does not stop employing or contracting with the illegal alien, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien. Sharp shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If Sharp fails to comply with any requirement of Section 8-17.5-102(2), C.R.S., the Authority may terminate the Agreement for breach, and Sharp shall be liable for actual and consequential damages to the Authority. If Sharp participates in the Department Program, Sharp shall provide the affirmation required under Section 8-17.5-102(5)(c)(II), C.R.S., to the Authority.

9. Counterparts, Electronic Signatures and Electronic Records. This Addendum may be executed in two counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument. The Parties consent to the use of electronic signatures and agree that the transaction may be conducted electronically pursuant to the Uniform Electronic Transactions Act, § 24-71.3-101 *et seq.*, C.R.S. The Agreement, and any other documents requiring a signature, may be signed electronically by either Party. The Parties agree not to deny the legal effect or enforceability of the Agreement, solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the

admissibility of the Agreement in the form of an electronic record, a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature on the grounds that it is an electronic record or an electronic signature or that it is not in its original form or is not an original.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum to be effective as of the date first set forth above.

Oososharp, LLC dba Sharp Ambulance Billing:

By: 

Name: Barry Christian

Title: CEO

Date: 24 FEB 2021

GILPIN AMBULANCE AUTHORITY  
subdivision of the State of Colorado

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

495 Apex Valley Rd.  
PO Box 638  
Black Hawk, CO 80422



Main: (303) 582-5499  
Fax: (303) 582-3390  
[admin@gilpinambulance.com](mailto:admin@gilpinambulance.com)

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# CORA Request Resolution

**GILPIN AMBULANCE AUTHORITY**

**RESOLUTION DESIGNATING THE**

**OFFICIAL CUSTODIAN OF RECORDS AND ADOPTING A**

**POLICY ON RESPONDING TO OPEN RECORDS REQUESTS**

WHEREAS, the Board of Directors of the Gilpin Ambulance Authority (“Authority”) is responsible for the management, control and supervision of all of the business and affairs of the Authority; and

WHEREAS, the Board has determined that it is appropriate to designate an official custodian of the Authority’s records for the protection of such records and in order to permit their inspection by persons entitled to examine and copy such records in a clean orderly fashion; and

WHEREAS, the Board of Directors of the Authority has determined that it is appropriate to adopt a policy on responding to open records requests; and

WHEREAS, the Board of Directors fully supports, and complies with, all Federal and State laws relating to the retention, protection and disclosure of Authority records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. (“CORA”), the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA; and

WHEREAS, it is the policy of the Authority that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and

WHEREAS, public records are defined by CORA as all writings made or maintained by the Authority, regardless of the format or medium of the records, subject to certain exceptions and public records expressly include e-mail communications.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Gilpin Ambulance Authority that:

1. Official Custodian.

(a) The Chief of the Authority or their designee is hereby designated as the Official Custodian responsible for the maintenance, care and keeping of all records of the Authority, except as provided herein.

(b) The Official Custodian shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this Resolution.

2. Policy on Responding to Open Records Request. The following are general policies concerning the release of records:

(a) All public records of the Authority shall be open for inspection at the times designated herein, unless prohibited by the provisions of CORA or policies adopted by the Board of Directors in conformance with CORA.

(b) Every request to inspect and/or copy any Authority record (a "Records Request") shall be submitted to the Authority's Official Custodian in writing and be specific as to the information desired. If not submitted to the Official Custodian, any Authority employee or Board Member that receives the Records Request shall immediately send the Records Request to the Official Custodian. To assist the Official Custodian in responding to requests in a timely and complete manner, the Official Custodian may require records requests to be submitted on a form developed by the Official Custodian.

(c) If any question arises as to the propriety of fully complying with a Records Request, the Official Custodian shall immediately forward it to the Authority's legal counsel.

(d) The Authority's legal counsel shall determine the Authority's obligations under the applicable Federal and/or State law(s). If the Authority is permitted to make records available for inspection in whole or in part, the Authority's legal counsel will so notify the Authority's Official Custodian, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law.

(e) If the Authority's legal counsel determines the Authority is not permitted by Federal or State law to make records available for inspection in whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

(f) Following the denial of a request for record, upon receipt of the required written notice from the requesting individual that he or she will seek relief from

the Authority Court, the Official Custodian will attempt to meet in-person or speak by telephone with the requesting individual. Authority personnel are encouraged to utilize all means to attempt to resolve the dispute during this time period and will provide a written summary of the Authority's position at the end of that period to the requestor and to the Authority's Board of Directors. No phone or in-person conference is required if the written notice indicates that the requestor needs access to the record on an expedited basis.

(g) Pursuant to CORA, all records must be made available for inspection within three (3) working days from the Official Custodian's receipt of the request, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within three (3) working days of the Official Custodian's receipt of the request. The Official Custodian may set the time, which shall be during normal office hours, and the place for records to be inspected, and require that the Official Custodian or a delegated employee be present while the records are examined.

(h) Any public record that is stored in a digital format will be provided in a digital format. A public record stored in a digital format that is searchable will be provided in searchable format and a public record stored in sortable format will be provided in sortable format. A public record that is in a searchable or sortable format shall not be produced if:

(i) producing the record in the requested format would violate the terms of any copyright or licensing agreement between the Authority and a third party;

(ii) producing the record would result in the release of a third party's proprietary information; or

(iii) after making reasonable inquiries:

(1) it is not technologically or practically feasible to permanently remove information that the custodian is required or allowed to withhold within the requested format;

(2) it is not technically or practically feasible to provide a copy of the record in a searchable or sortable format; or

(3) the Official Custodian would be required to purchase software or create additional programming or functionality in its existing software to remove the information required or allowed to be withheld.

(iv) A public record stored in digital format shall be provided in digital format by electronic mail, unless the size prevents email transmission, in which

case they shall be transmitted by another method, as agreed on by the requesting individual and the Official Custodian.

(v) Altering an existing digital public record, or excising fields of information that the Official Custodian is either required or permitted to withhold under this subsection, does not constitute the creation of a new public record under Section (2)(i)(iv) of this Resolution.

(i) The Custodian may charge the following fees (collectively, the “Fees”) for responding to a Records Request:

(i) Printouts, photographs, and copies, when requested, will be provided at a cost of twenty-five cents (\$0.25) per standard page, and at the actual costs of production for any non-standard page (the “Copying Fee”), except that no per-page fee will be charged for providing records in a digital or electronic format. A standard page shall mean an 8.5-inch by 11-inch black and white copy.

(ii) When it is impractical to make the copy, printout, or photograph of the requested record at the place where the record is kept, the Official Custodian may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities and the cost of providing the requested records will be paid by the person making the request (the “Outside Copying Fee”).

(iii) If a copy, printout or photograph of a public record is necessary or requested to be provided in a format other than a standard page, the costs will be assessed at the actual cost of production (the “Production Fee”).

(iv) If data must be manipulated in order to generate a record in a form not otherwise used by the Authority, such data manipulation will be assessed at the actual costs to the Authority (the “Manipulation Fee”); however, the Authority is in no way obligated to generate a record that is not otherwise kept, made, or maintained by the Authority.

(v) The cost for transmitting the requested records will be charged at the actual cost of such delivery (the “Transmission Fee”). Transmission Fees will not be charged for transmitting any record via electronic mail, when requested.

(vi) When the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed forty-one dollars and thirty-seven cents (\$41.37) per hour, or the maximum amount allowed by the Executive Committee of the State Legislative Council, whichever is greater (the “Research and Retrieval Fee”).

(vii) If any requested records are protected by a privilege (for example, but not limited to, the work product or attorney-client privileges) the Authority may charge the actual costs of creating a privilege log identifying the privileged records (the “Privilege Fee”). If legal assistance or review is necessary to create the privilege log, the Privilege Fee may include the actual costs for such legal assistance.

(j) The Authority may require a deposit of the estimated Fees prior to commencing work to produce the records. Payment of the deposit is required before the request is deemed complete so as to begin the time periods noted in subsection (g) of this section. Payment of the remainder of the Fees, including all actual costs exceeding the estimated amount, must be made prior to the time of inspection or release of the final work product or copies. All payments of Fees, including deposits, may be made via check, credit card, debit card, or electronic payment.

(k) No person shall be permitted to inspect or copy any records of the Authority if, in the opinion of the Official Custodian after consultation with the Authority’s legal counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in CORA.

(l) Except as required by Section 24-72-204(3.5)(g), C.R.S. and except when a requested record is confidential and accessible only on the basis that the requester is the person in interest, no form of identification shall be required to request or inspect public records.

3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board of Directors of the Authority.

The foregoing Resolution was approved and adopted this 10<sup>th</sup> day of December, 2025.

GILPIN AMBULANCE AUTHORITY

By: \_\_\_\_\_  
Buddy Schmalz, President

Attest:

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Susan Berumen, Secretary