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Gilpin Ambulance Authority Board of Directors

Agenda and Notice of Meeting

Wednesday, August 13, 2025 at 9:00 A.M.

Gilpin County Court House: Commissioners Chambers

1. Call to Order
2. Roll Call
3. Additions / Amendments to the Agenda
4. Conflicts of Interest
5. Consideration of Minutes: July 9, 2025
6. Executive Session
 - a. None
7. Financial Report
 - a. Balance Sheet (July 2025)
 - b. Profit & Loss Statement: Budget to Actual (July 2025)
 - c. List of Bills (July 2025)
 - d. Billing and Accounts Receivable Summary (through July 2025)
8. Chief's Report
9. Activity Summary
10. Old Business
 - a. Medicaid / Medicare Update
 - b. Credit Card Fees
 - c. Fraud Investigation Update
 - d. Boulder and Clear Creek Responses
 - e. Oxygen Tank Rental Program
11. New Business
 - a. 2026 Budget Discussion
12. Action Items
 - a. Purchasing & Bidding and Disposal Policies
 - b. Private Investigator Retainer (Rocky Mountain Eagle Eye, LLC)
13. Public Comment
14. Board Member Comment
15. Next Meeting: September 10, 2025 at 9:00 AM
16. Adjourn



Gilpin Ambulance Authority Board of Directors

Meeting Minutes

Wednesday, July 9, 2025 at 9:00 A.M.

Gilpin County Court House: Commissioners Chambers

1. Call to Order at 9:00 AM

2. Roll Call

President Schmaltz was absent, so Vice President Hailey was the meeting chair. Directors Woolley, Berumen, and Enloe were also present.

3. Additions / Amendments to the Agenda

Director Woolley requested that Boulder County responses and Clear Creek run data be added.

4. Conflicts of Interest

None

5. Consideration of Minutes: Jun 11, 2025

Director Enloe made a motion to approve the minutes for the June 11 meeting. Director Berumen Seconded the motion. The motion was approved unanimously.

6. Executive Session

a. None

7. Financial Report

a. Balance Sheet (June 2025)

No comments or questions on the balance sheet

b. Profit & Loss Statement: Budget to Actual (June 2025)

Chief Carroll reported that the P&L report is slightly different. It is the report prepared by the contract accountant based on reconciled transactions. Director Woolley asked about the changes in Medicare and if this would be discussed at some point. Chief Carroll reported that there is no reliable information due to unknown changes at the state and federal level. Director Woolley asked where Sharp data falls into revenue. Chief Carroll reported that Sharp data does not match the P&L due to some transactions not being reconciled. Director Woolley requested that grant spending be separated into expenditures and reimbursements. Director Woolley expressed concern about the legal expenditures and wanted to ensure that sufficient funds are devoted to that in future budgets. Director Woolley expressed concern about credit card fees. Chief Carroll reported that he is in the process of addressing that issue with the billing company. Director Woolley also requested that insurance reimbursements be categorized as revenue in the future.

c. List of Bills (June 2025)

Director Hailey asked about Gourmet for Good transactions. Chief Carroll reported that those transactions were to pay for catering for the FTO training and were covered by charging tuition for other agencies to send people to the class.

d. Billing and Accounts Receivable Summary (through June 2025)

Chief Carroll has spoken with the billing company about the changes in collections. Director Woolley expressed concern about the decrease in collections. Sharp has reported that the overall transport volume is down, so billing collections are down. He also reported that the proportion of Medicare runs is down, so Medicare collections are down. However, overall collections are only slightly under anticipated.



Director Woolley would like to see recommendations for savings by the end of the year.

8. Chief's Report

9. Activity Summary

Director Woolley asked where calls on 119 between Black Hawk and the Hwy 6 & 119 junction are zoned. Chief Carroll reported that they are currently zoned as Black Hawk because they are dispatched by Black Hawk. Director Woolley advised that those should be coded to the county. The board expressed concern about the significant number of Mutual Aid calls, specifically because of the budget shortfalls. The board is entertaining the possibility of stopping the primary responses into Boulder County. Chief Carroll reported that he is planning to set up a meeting with the Boulder County Sheriff to discuss the issue.

10. Old Business

a. Medicaid / Medicare Update

Chief Carroll has informed the billing company that we need an update on changes as soon as information is available.

b. Fraud Investigation Update

Chief Carroll reported that there are no relevant updates except that the transaction for the Chief's vehicle has come up in an investigation at the federal level.

c. Purchasing Policy

Chief Carroll and Chief Woolley are still working on a purchasing and competitive bidding policy. Chief Carroll will also work on an overtime policy and a disposal of assets policy.

d. Boulder and Clear Creek Responses

Discussed during activity summary.

11. New Business

a. Cybersecurity Services

Chief Carroll reported that while it would be best to have something in place, the threats seem to have been mitigated for now, so no expenditure is necessary.

b. Disposal of Assets Policy

See Old Business

12. Action Items

a. Private Investigator Retainer (Rocky Mountain Eagle Eye, LLC)

Chief Carroll is working on the approval process and will have the finalized version for Board approval next meeting

13. Public Comment

None

14. Board Member Comment

Deputy Chief Putnam asked that the board take action regarding the oxygen loaner program. Chief Carroll proposed the charging of a deposit and a fee that will cover the cost of replacing cylinders that are not returned. The board directed Chief Carroll to develop a program to charge the deposit and fee and report back to the board at the next meeting.

15. Next Meeting: August 13, 2025 at 9:00 AM

16. Adjourned at 10:00 AM

Gilpin Ambulance Authority
Balance Sheet
As of August 8, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
BOK EFT account	426,048.09
BOK HRA Account Restricted	18,760.56
BOK Operating Account	304,167.55
BOK Supply Account	245.15
Total Bank Accounts	\$ 749,221.35
Accounts Receivable	
Accounts Receivable	759,246.32
Allowance for Doubtful Accounts	-489,165.82
Total Accounts Receivable	\$ 270,080.50
Total Accounts Receivable	\$ 270,080.50
Other Current Assets	
Inventory Asset	\$18,944.17
Prepaid Expenses	-73,905.00
Capital	73,905.00
Total Prepaid Expenses	\$ 0.00
Total Other Current Assets	\$ 18,944.17
Total Current Assets	\$ 1,038,246.02
Fixed Assets	
Accumulated Depreciation	-1,050,607.00
Vehicles and Equipment	1,647,231.78
Total Fixed Assets	\$ 596,624.78
TOTAL ASSETS	\$ 1,634,870.80
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	14,307.41
Total Accounts Payable	\$ 14,307.41
Credit Cards	
Credit Card at Elan Financial	95.95
Ramp Credit Card	3,623.92
Total Credit Cards	\$ 3,719.87
Other Current Liabilities	
Accrued Expenses	12,048.24
Accrued PTO	34,715.55
HRA liability	21,046.37
Payroll Tax Liability	-5,062.35
Total Other Current Liabilities	\$ 62,747.81
Total Current Liabilities	\$ 80,775.09
Total Liabilities	\$ 80,775.09
Equity	
Investment in Fixed Assets	596,625.66
Retained Earnings	636,326.97
Net Income	315,313.93
Total Equity	\$ 1,548,266.56
TOTAL LIABILITIES AND EQUITY	\$ 1,629,041.65

Gilpin Ambulance Authority

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

			TOTAL	
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
Beginning Funds Available		524,195.00	524,195.00	
Call Revenue				
Collections-derived payments	17,853.50	14,400.00	-3,453.50	123.98 %
Income Patient and Insurance	417,842.76	554,400.00	136,557.24	75.37 %
Medicare-derived payments	30,307.13	151,200.00	120,892.87	20.04 %
Total Call Revenue	466,003.39	720,000.00	253,996.61	64.72 %
Contributions				
IGA Black Hawk	282,989.36	424,484.00	141,494.64	66.67 %
IGA Central City	75,586.00	129,576.00	53,990.00	58.33 %
IGA Gilpin County	347,480.00	595,680.00	248,200.00	58.33 %
Total Contributions	706,055.36	1,149,740.00	443,684.64	61.41 %
Grant Revenue				
Colorado EMTS Grants	152,920.87	73,390.00	-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	1,290,063.95	1,199,806.00	-90,257.95	107.52 %
Other Revenue				
Other Revenue	100.00		-100.00	
Sale of Vehicles	7,500.00	6,000.00	-1,500.00	125.00 %
Total Other Revenue	7,600.00	6,000.00	-1,600.00	126.67 %
Total Income	\$2,469,722.70	\$3,599,741.00	\$1,130,018.30	68.61 %
GROSS PROFIT	\$2,469,722.70	\$3,599,741.00	\$1,130,018.30	68.61 %
Expenses				
Administration				
Accounting - Audit	6,900.00	10,000.00	3,100.00	69.00 %
Accounting - Contract Services	14,575.00	24,000.00	9,425.00	60.73 %
Legal	33,667.00	10,000.00	-23,667.00	336.67 %
Other				
Bank Service Charges	2,917.77		-2,917.77	
Discretionary	968.41	2,500.00	1,531.59	38.74 %
Employee Recognition & Retention	1,691.02	10,000.00	8,308.98	16.91 %
Licensing/Memberships	1,599.98	6,500.00	4,900.02	24.62 %
Professional Services	5,484.71	9,000.00	3,515.29	60.94 %
Total Other	12,661.89	28,000.00	15,338.11	45.22 %
Reimbursable Expenses	567.07		-567.07	
Total Administration	68,370.96	72,000.00	3,629.04	94.96 %
Capital Expenditures				
Ambulance Lease	50,141.26	66,802.00	16,660.74	75.06 %
Ambulance purchase		0.00	0.00	
Capital (misc)	187,391.26	162,380.00	-25,011.26	115.40 %
Equipment Lease		32,463.00	32,463.00	

Gilpin Ambulance Authority

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

		TOTAL		
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Total Capital Expenditures	237,532.52	261,645.00	24,112.48	90.78 %
Operations and Maintenance				
Communications R&M	3,116.76	5,000.00	1,883.24	62.34 %
Crew Quarters supplies	5,906.33	12,000.00	6,093.67	49.22 %
Disposable Medical Supplies	30,035.24	50,000.00	19,964.76	60.07 %
Durable Medical Equipment	10,814.55	6,000.00	-4,814.55	180.24 %
Office Supplies/Postage/Fees	4,621.44	6,000.00	1,378.56	77.02 %
Credit Card fees	5,591.22		-5,591.22	
Total Office Supplies/Postage/Fees	10,212.66	6,000.00	-4,212.66	170.21 %
Property Lease	48,632.24	79,594.00	30,961.76	61.10 %
Property Liability Insurance	14,468.00	34,000.00	19,532.00	42.55 %
Property Maintenance	4,994.72	20,000.00	15,005.28	24.97 %
Public Education/PR	3,211.25	8,000.00	4,788.75	40.14 %
Safety Gear	2,385.97	3,000.00	614.03	79.53 %
Service Contracts/Equip Lease	46,992.30	71,081.00	24,088.70	66.11 %
Technology/Hardware/Software	16,260.64	12,000.00	-4,260.64	135.51 %
Telephone/TV/Internet	8,943.24	14,500.00	5,556.76	61.68 %
Training	32,374.85	66,000.00	33,625.15	49.05 %
Uniforms	18,794.20	20,000.00	1,205.80	93.97 %
Utilities	3,358.76	8,000.00	4,641.24	41.98 %
Vehicle expense				
Fuel	15,621.52	35,000.00	19,378.48	44.63 %
Insurance	47,022.45	25,000.00	-22,022.45	188.09 %
Tires	5,051.82	8,000.00	2,948.18	63.15 %
Vehicle Maintenance	45,492.54	54,000.00	8,507.46	84.25 %
Vehicle Repair	32,148.24		-32,148.24	
Total Vehicle expense	145,336.57	122,000.00	-23,336.57	119.13 %
Total Operations and Maintenance	405,838.28	537,175.00	131,336.72	75.55 %
Personnel Expense				
Employee Benefits and Payroll	3,096.08		-3,096.08	
457(b) Admin Fees	728.70	3,500.00	2,771.30	20.82 %
457(b) Employee Contribution	-15,401.69		15,401.69	
457(b) Employer Match	43,040.75	121,004.00	77,963.25	35.57 %
457(b) Loan	-2,944.85		2,944.85	
Benefits HRA		27,600.00	27,600.00	
Benefits Life AD& D STD LTD	2,653.78	14,722.00	12,068.22	18.03 %
Employee Wellness	32.04	5,000.00	4,967.96	0.64 %
Health Insurance	0.00	249,504.00	249,504.00	0.00 %
Dental Ins	-2,398.50		2,398.50	
Medical Ins	136,463.18		-136,463.18	
Other	2,767.94		-2,767.94	
Vision Ins	-352.55		352.55	

Gilpin Ambulance Authority

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Total Health Insurance	136,480.07	249,504.00	113,023.93	54.70 %
Payroll & Unemployment Taxes	91,635.27	177,553.00	85,917.73	51.61 %
Payroll Service Fees	8,448.20	7,000.00	-1,448.20	120.69 %
Worker's Comp	61,079.00	64,697.00	3,618.00	94.41 %
Total Employee Benefits and Payroll	328,847.35	670,580.00	341,732.65	49.04 %
Salaries				
Employee Bonuses	524.48		-524.48	
Holiday stipends	4,059.20	7,500.00	3,440.80	54.12 %
PTO	30,473.59	153,028.00	122,554.41	19.91 %
Salaries Admin	154,332.22	250,517.00	96,184.78	61.61 %
Salaries Field Staff	934,459.73	1,547,296.00	612,836.27	60.39 %
Total Salaries	1,123,849.22	1,958,341.00	834,491.78	57.39 %
Total Personnel Expense	1,452,696.57	2,628,921.00	1,176,224.43	55.26 %
Unapplied Cash Bill Payment Expense	-567.53		567.53	
Uncategorized Expenses	90,749.03		-90,749.03	
Total Expenses	\$2,254,619.83	\$3,499,741.00	\$1,245,121.17	64.42 %
NET OPERATING INCOME	\$215,102.87	\$100,000.00	\$ -115,102.87	215.10 %
NET INCOME	\$215,102.87	\$100,000.00	\$ -115,102.87	215.10 %

Bill Payment List
Gilpin Ambulance Authority
 July 1-31, 2025

DATE	NUM	VENDOR	AMOUNT
BOK Operating Account			
07/08/2025	8991	CNC Technical Services LLC	-6,342.75
07/08/2025	8992	Timberline Fire Protection District	-5,428.03
07/08/2025	8998	Stryker	-751.70
07/08/2025	8999	West Metro Fire	-1,144.82
07/08/2025	9000	Evergreen Fire Rescue	-658.23
07/14/2025		Sharp Ambulance Billing	-2,997.99
07/01/2025		GJ Davis Legacy Holdings, LLC	-2,000.00
07/02/2025		City of Black Hawk - Maintenance	-4,687.43
07/02/2025		City of Black Hawk - Maintenance	-7,440.18
07/02/2025		Collins Cole Flynn Winn & Ulmer, PLLC	-13,386.50
07/22/2025		Bound Tree Medical, LLC	-6,828.48
07/24/2025		Skaggs	-942.61
Total for BOK Operating Account			-\$52,608.72
TOTAL			-\$52,608.72

Transaction	Amount	User	Merchant Name	City	State
7/1/25	\$ 30.00	Bobby Putnai	ExpressToll	Aurora	CO
7/2/25	\$ 1,591.35	Bobby Putnai	ESO	Austin	TX
7/3/25	\$ 20.00	Sean Sullivar	OpenAI	San Francisco	CA
7/3/25	\$ 34.95	Jonathan Linl	Costco	Arvada	CO
7/4/25	\$ 69.16	Cody Carroll	King Soopers	Broomfield	CO
7/4/25	\$ 73.99	Bobby Putnai	Amazon	Seattle	WA
7/7/25	\$ 55.96	Bobby Putnai	Amazon	Seattle	WA
7/7/25	\$ 158.36	Bobby Putnai	Amazon	Seattle	WA
7/9/25	\$ 75.00	Bobby Putnai	Wolfco Pest Control	Englewood	CO
7/9/25	\$ 100.00	Bobby Putnai	Wolfco Pest Control	Englewood	CO
7/10/25	\$ 123.50	Cody Carroll	R M E E	Aurora	CO
7/10/25	\$ 56.75	Jonathan Linl	Office Depot	Arvada	CO
7/10/25	\$ (285.00)	Cody Carroll	ASMGMD	Red Rock	TX
7/10/25	\$ 39.08	Jonathan Linl	Amazon	Seattle	WA
7/10/25	\$ 74.85	Bobby Putnai	Eforce Software	Logan	UT
7/10/25	\$ 262.81	Bobby Putnai	Office Depot	Golden	CO
7/12/25	\$ (601.54)	Cody Carroll	Gourmet for Good	Englewood	CO
7/12/25	\$ 130.00	Bobby Putnai	Intuit	San Diego	CA
7/15/25	\$ 223.65	Bobby Putnai	Big O Tires	Evergreen	CO
7/16/25	\$ 39.95	Bobby Putnai	cleverbridge	Chicago	IL
7/17/25	\$ 99.99	Bobby Putnai	Amazon	Seattle	WA
7/18/25	\$ 16.00	Jonathan Linl	Spur Name Tapes	Waynesville	MO
7/19/25	\$ 63.46	Jonathan Linl	Amazon	Seattle	WA
7/19/25	\$ 101.26	Bobby Putnai	Hulu	Santa Monica	CA
7/19/25	\$ 12.50	Bobby Putnai	eFax	Los Angeles	CA
7/20/25	\$ 34.21	Jonathan Linl	Amazon	Seattle	WA
7/22/25	\$ 608.19	Bobby Putnai	CDW	Chicago	IL
7/25/25	\$ 80.94	Jonathan Linl	Amazon	Seattle	WA
7/26/25	\$ 13.80	Jonathan Linl	Amazon	Seattle	WA
7/28/25	\$ 17.99	Bobby Putnai	Netflix	Los Gatos	CA
7/30/25	\$ 19.99	Bobby Putnai	Adobe	San Jose	CA
7/30/25	\$ 372.67	Jonathan Linl	Mobile Electric Power Sc	Garland	TX
7/30/25	\$ 50.00	Bobby Putnai	Mc Job Post	Atlanta	GA
7/30/25	\$ 521.52	Cody Carroll	UPrinting	Van Nuys	CA

Memo
Toll Road Charge
Quarterly Fee
Open Ai chat gpt access.
Crew Quarters supplies
Commissary
fire prevention cannula
2025 Fair giveaways
Fair PR Items

Humphries Background
Vehicle maintenance expense
Disputed Transaction Refund
North station supplies
Software service subscription

Refund for Catering for NEMSMA Class

CH 12 alignment/tires balance
WinZip software subscription.
Office supplies purchase
Uniform Item
Station supplies
Streaming media service fee

Station supplies
New computer equipment purchase
Vehicle Maintenance Supplies
Crew Quarter Supplies
Streaming service subscription

MEPS Unit PM
Job Posting
Oxygen Rental Forms

Fiscal YTD Summary - 01/01/25 to 07/31/25

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Totals	Annualized
Beginning AR	\$731,936.68	\$711,763.23	\$1,129,385.48	\$909,204.08	\$861,283.73	\$916,660.72	\$1,002,972.01	\$731,936.68	
Charges/Invoices	\$2,608.67	\$573,557.31	\$222,051.17	\$107,410.27	\$190,737.94	\$293,010.86	\$191,290.23	\$1,580,666.45	
Medicare Contractual	(\$1,124.31)	(\$15,462.79)	(\$22,865.47)	(\$9,346.21)	(\$10,832.25)	(\$27,269.04)	(\$12,299.07)	(\$99,199.14)	
Medicaid Contractual	(\$3,893.43)	(\$67,513.56)	(\$56,846.40)	(\$43,268.19)	(\$34,001.24)	(\$73,218.56)	(\$34,211.14)	(\$312,952.52)	
Insurance Contractual	(\$3,031.87)	(\$19,102.93)	(\$37,585.53)	(\$34,653.63)	(\$33,919.88)	(\$27,355.39)	(\$36,855.34)	(\$192,504.57)	
Facility Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,976.02)	\$0.00	(\$1,976.02)	
Patient Contractual	\$0.00	\$0.00	\$0.00	(\$215.86)	\$0.00	\$0.00	\$0.00	(\$215.86)	
Total Contractual	(\$8,049.61)	(\$102,079.28)	(\$117,297.40)	(\$87,483.89)	(\$78,753.37)	(\$129,819.01)	(\$83,365.55)	(\$606,848.11)	
Allowed Charges	(\$5,440.94)	\$471,478.03	\$104,753.77	\$19,926.38	\$111,984.57	\$163,191.85	\$107,924.68	\$973,818.34	
Patient Discounts	\$0.00	(\$2,222.09)	(\$2,334.59)	\$0.00	(\$4,959.76)	(\$5,431.46)	(\$5,612.61)	(\$20,560.51)	
Bad Debt	\$0.00	\$0.00	(\$260,625.37)	\$0.00	\$0.00	\$0.00	\$0.00	(\$260,625.37)	
Bad Debt Recovery	\$3,285.95	\$0.00	\$818.55	\$1,557.80	\$1,480.13	\$3,500.62	\$1,964.27	\$12,607.32	
Bankruptcy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Misc Adjustments	\$0.00	(\$1,204.48)	\$0.00	(\$2,352.05)	(\$536.76)	\$0.00	\$0.00	(\$4,093.29)	
Total Adjustments	\$3,285.95	(\$3,426.57)	(\$262,141.41)	(\$794.25)	(\$4,016.39)	(\$1,930.84)	(\$3,648.34)	(\$272,671.85)	
Medicare Payments	(\$611.53)	(\$5,462.33)	(\$7,879.39)	(\$3,155.73)	(\$3,496.62)	(\$9,114.07)	(\$4,147.36)	(\$33,867.03)	
Medicaid Payments	(\$553.25)	(\$18,763.89)	(\$14,657.49)	(\$9,944.81)	(\$8,932.57)	(\$18,787.30)	(\$7,138.88)	(\$78,778.19)	
Insurance Payments	(\$8,578.94)	(\$19,565.06)	(\$29,012.12)	(\$34,866.85)	(\$30,418.16)	(\$33,357.14)	(\$73,071.31)	(\$228,869.58)	
Facility Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$618.95)	\$0.00	(\$618.95)	
Patient Payments	(\$8,274.74)	(\$6,637.93)	(\$11,244.76)	(\$19,085.09)	(\$9,743.84)	(\$13,072.26)	(\$11,252.10)	(\$79,310.72)	
Total Payments	(\$18,018.46)	(\$50,429.21)	(\$62,793.76)	(\$67,052.48)	(\$52,591.19)	(\$74,949.72)	(\$95,609.65)	(\$421,444.47)	(\$722,889.31)
Insurance Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Patient Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Returned Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Change in A/R	(\$20,173.45)	\$417,622.25	(\$220,181.40)	(\$47,920.35)	\$55,376.99	\$86,311.29	\$8,666.69	\$279,702.02	
Ending A/R	\$711,763.23	\$1,129,385.48	\$909,204.08	\$861,283.73	\$916,660.72	\$1,002,972.01	\$1,011,638.70	\$1,011,638.70	
BAD DEBT ACTIVITY									
Beginning Bad Debt	(\$955,130.91)	(\$951,844.96)	(\$951,844.96)	(\$1,211,651.78)	(\$1,210,093.98)	(\$1,208,613.85)	(\$1,205,113.23)	(\$955,130.91)	
Accounts Sent to Bad	\$0.00	\$0.00	(\$260,625.37)	\$0.00	\$0.00	\$0.00	\$0.00	(\$260,625.37)	
Bad Debt Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bad Debt Recovery	\$3,285.95	\$0.00	\$818.55	\$1,557.80	\$1,480.13	\$3,500.62	\$1,964.27	\$12,607.32	
Ending Bad Debt	(\$951,844.96)	(\$951,844.96)	(\$1,211,651.78)	(\$1,210,093.98)	(\$1,208,613.85)	(\$1,205,113.23)	(\$1,203,148.96)	(\$1,203,148.96)	
OPERATING RATIOS									
Total # of Tickets	\$1.00	\$223.00	\$85.00	\$41.00	\$72.00	\$112.00	\$73.00	\$607.00	
Total # of Bills Sent	\$8.00	\$151.00	\$108.00	\$78.00	\$66.00	\$113.00	\$71.00	\$595.00	
Gross Days in AR	\$299.67	\$181.20	\$102.51	\$85.84	\$158.59	\$152.70	\$136.51		
Avg Charge / Transport	\$2,608.67	\$2,572.01	\$2,612.37	\$2,619.76	\$2,649.14	\$2,616.17	\$2,620.41	\$2,604.06	
Avg Revenue / Transport	\$18,018.46	\$226.14	\$738.75	\$1,635.43	\$730.43	\$669.19	\$1,309.72	\$694.31	
A0425 Mileage	\$30.30	\$6,218.70	\$2,318.00	\$1,094.40	\$1,982.00	\$3,109.40	\$2,023.60	\$16,776.40	
A0427 ALS Emergency	\$1.00	\$159.00	\$61.00	\$29.00	\$48.00	\$75.00	\$54.00	\$427.00	
A0429 BLS Emergency	\$0.00	\$61.00	\$24.00	\$11.00	\$21.00	\$36.00	\$19.00	\$172.00	
A0433 ALS - Level 2	\$0.00	\$3.00	\$0.00	\$1.00	\$3.00	\$1.00	\$0.00	\$8.00	

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admin@gilpinambulance.com

Chief's Report

Date: July 9, 2025

Report by: Cody Carroll

- Firstdue implementation including ePCR buildout
- Meeting with contracted counsel for ePCR configuration
- Multiple meetings with counsel regarding open records requests
- Multiple interviews with potential employees
- Submit additional reimbursement requests for 2025 EMTS grant
- Developed oxygen loaner program
- Development of expense, bidding, and disposal policies
- HR issues
- Assist with vehicle transports
- Budget development
- Meeting with billing company regarding credit card fees

Chief Ambulance Hours											
Year	Jan	Feb	Mar	Apr	May	Jun	Nov	Dec	Total	Avg Medic/Hr	Annual
2025	89	63.75	24	23	144	0			343.75	\$ 33.56	\$11,536.25
2024	36	186	229	139	144	24	24	53	835	\$ 31.94	\$ 26,669.90

Incidents by Zone								
Zone (Responding From)	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
Black Hawk (Gaming)	84	85	104	89	101	89	86	638
Black Hawk (Non-Gaming)	10	11	8	10	10	9	10	68
Boulder County	2	2	3	4	9	4	4	28
Central City (Gaming)	5	16	6	4	8	6	7	52
Central City (Non-Gaming)	7	6	12	8	11	9	10	63
Clear Creek County	9	13	8	9	4	6	5	54
Gilpin County (Gaming)	3		3	1	1	3	1	12
Gilpin County (Non-Gaming)	31	38	27	28	42	39	53	257
Gilpin County (SOI)					1			1
Jefferson County			1					1
Other (listed zones not applicable)							1	1
Total	150	171	172	152	187	163	175	1,167

Incidents by Run Type								
Run Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
Emergency Response (Mutual Aid)	3	4	6	6	9	6	5	39
Emergency Response (Primary Response Area)	135	153	156	134	169	150	165	1,062
Law Enforcement Assist	1		1	2	2			6
MIH Visit	1	1		1		1	1	5
Public Assistance/Other Not Listed	2		1	1	4	1		9
Standby	8	11	6	7	3	5	3	43
Support Services		2	2	1		1	2	8
Total	150	171	172	152	187	164	176	1,172

Incidents by Unit Disposition								
Unit Disposition	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
Canceled Prior to Arrival at Scene	14	16	6	11	13	9	11	80
Canceled on Scene		1	6	4	1		1	13
No Patient Contact	1	3		1	2	3	1	11
No Patient Found	12	9	6	9	10	4	9	59
Non-Patient Incident (Not Otherwise Listed)	19	9	11	9	5	5	6	64
Patient Contact Made	115	135	147	120	157	145	150	969
Grand Total	161	173	176	154	188	166	178	1,196

Incidents by Patient Evaluation/Care Disposition								
Patient Evaluation/Care Disposition	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
Patient Evaluated and Care Provided	77	100	109	89	110	112	121	718
Patient Evaluated and Refused Care	33	31	30	19	38	30	28	209
Patient Evaluated, No Care Required	3	4	9	11	9	4	1	41
Patient Refused Evaluation and Care	3		1	2			2	8
Patient Support Services Provided					1			1
N\A	44	37	28	34	30	21	28	222
Grand Total	160	172	177	155	188	167	180	1,199

Incidents by Crew Disposition								
Crew Disposition	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
Assumed Primary Care from Another EMS Crew	2			2		1		5
Back in Service, Care or Support Services Refused	34	34	30	22	36	33	29	218
Back in Service, No Care or Support Services Required	28	23	24	32	28	19	22	176
Incident Support Services Provided (Including Standby)	17	11	12	9	7	5	6	67
Initiated Primary Care and Transferred to Another EMS Crew	1		2	1		3	1	8
Initiated and Continued Primary Care	75	97	107	84	113	103	119	698
Provided Care Supporting Primary EMS Crew					1			1
N\A	3	8	3	5	4	3	3	29
Grand Total	160	173	178	155	189	167	180	1,202

Incidents by Transport Disposition																
Transport Disposition	Jan		Feb		Mar		Apr		May		Jun		Jul		2025	
	Incidents	%	Incidents	%												
No Transport	32	19.75%	23	13.22%	20	11.24%	25	16.13%	14	7.45%	16	9.64%	15	8.29%	145	12.04%
Patient Refused Transport	43	26.54%	47	27.01%	54	30.34%	51	32.90%	58	30.85%	63	37.95%	57	31.49%	373	30.98%
Transport by Another EMS Unit	1	0.62%		0.00%	1	0.56%	1	0.65%		0.00%	1	0.60%	1	0.55%	5	0.42%
Transport by Another EMS Unit, with a Member of This Crew		0.00%		0.00%	1	0.56%		0.00%		0.00%		0.00%		0.00%	1	0.08%
Transport by This EMS Unit (This Crew Only)	57	35.19%	74	42.53%	82	46.07%	53	34.19%	90	47.87%	69	41.57%	87	48.07%	512	42.52%
Transport by This EMS Unit, with a Member of Another Crew		0.00%		0.00%		0.00%		0.00%	1	0.53%		0.00%		0.00%	1	0.08%
N\A	29	17.90%	30	17.24%	20	11.24%	25	16.13%	25	13.30%	17	10.24%	21	11.60%	167	13.87%
Grand Total	162	100.00%	174	100.00%	178	100.00%	155	100.00%	188	100.00%	166	100.00%	181	100.00%	1,204	100.00%

Expenses and Reimbursement

This policy establishes consistent guidelines and procedures for addressing the expenses incurred by the Authority and for reimbursement of reasonable and necessary expenses incurred by employees, contractors, and board members while conducting official business on behalf of Gilpin Ambulance Authority. This policy promotes responsible financial management and ensures compliance with all applicable laws and organizational standards.

Scope

This policy applies to all Authority personnel, contractors, and members of the Board of Directors who incur expenses, make purchases, or commit Authority funds in performing their official duties.

Terms and Definitions

1. **Authorized Expenditures** – the amount approved by the Board of Directors for the purchase of a specific item, execution and/or continuation of a contract, or other commitment of Authority funds, including authorized contingency amounts that may differ from the budgeted or original purchase agreement amount.
2. **Authorized Personnel** – any Authority employee or Board member designated by the Board or the Chief who is permitted to make minor purchases under this policy.
3. **Bids** – proposals submitted in response to a written invitation for bids or a written request for proposals (RFP).
4. **Capital Items** – Major assets or equipment purchases that typically involve significant expenditure and are capitalized by the department
5. **Chief** – The appointed Chief of Gilpin Ambulance Authority or their specifically-named designee
6. **Professional Services** – Architectural, Engineering, Legal, Accounting, Auditing, Consulting, or other services that primarily involve the furnishing of skilled labor, time, or expense
7. **Quotes** – an informal solicitation process for fulfilling a need for a specific product or service

General Expense Policies

1. All expenses must be directly related to Authority business and documented adequately with itemized receipts, invoices, or other transaction records. Expenses that are acceptable include, but are not limited to:
 - Company-approved travel (see Business Travel Policy)
 - Meals while on assignment
 - Station or vehicle supplies
 - Fuel for company vehicles (when regular fuel source is not available)
 - Uniform or equipment items

Any other expenses not related directly to Authority business are prohibited unless approved by the Board of Directors or the Chief and explicitly reported in a meeting of the Board of Directors.

2. Expenses incurred by a member of the Board of Directors will generally be the responsibility of the entity they represent. Any Authority expenses incurred by a Board Member in the course of their official duties must be approved by a majority vote at a Board of Directors meeting, whether incurred before or after approval.

3. Spending Limits by Rank

Expenses may be incurred by employees who are issued a company card, provided they meet the criteria in this policy. The expense amount that does not require approval will correspond to the employee's rank as follows:

Field Employee	\$100
Lieutenant	\$500
Captain	\$5000
Deputy Chief	\$10,000
Chief	\$20,000

Any expense that exceeds the spending limit for an employee's rank will require approval by the Chief or Deputy Chief. Any transactions that exceed the Chief's limit will require approval by the Board of Directors and may be subject to bidding requirements (see *Major Expenditures and Capital Commitments*).

- Employees shall not commit the Authority to fund any project, item, or other expense without the Chief's approval, except as stated above.
- Whenever possible, expenses shall be paid using an Authority credit card or check.
- To receive reimbursement for authorized expenses, employees must submit a receipt to the Authority administrator for approval by the Chief or their designee and subsequent payment as approved.
- Reimbursements will be paid with the biweekly payroll via direct deposit, check, or the Authority-designated employee reimbursement system (Ramp).

Major Expenditures and Capital Commitments

- Major Expenditures are defined as any financial commitment greater than \$20,000.00 or commitments to payments that span a timeframe of greater than one year. Major Expenditures may include, but are not limited to:
 - Purchase or lease of vehicles, equipment, facilities, or property
 - Facility or vehicle improvements or repairs
 - Long-term contracts or agreements
- All Major Expenses will require Board approval before purchase, contract execution, or financial commitment and should be included on the board agenda.
- General Requirements and Thresholds**
 - A written or electronic document shall evidence every purchase agreement.
 - A purchase agreement for materials, equipment, supplies, or services to be provided on an ongoing basis shall contain a maximum amount payable under the agreement or a termination date.
 - Purchases under \$20,000**
Items and services in this category that are used on a daily basis may be purchased without competitive bidding on each item. However, even on these items, periodic telephone and/or online checks should be made to ensure that items or services are purchased at the lowest cost for the quality desired.
 - Purchases of \$20,000 to \$50,000**

Purchases or Contracts for Services that are equal to a total cost between \$20,000 and \$50,000 shall be secured on a competitive bid basis. This must be accomplished by soliciting at least three written, informal quotes. All quotes must be itemized and shall be attached to the winning contract or invoice for future reference. If the recommended quote is not also the lowest cost, a detailed explanation of the decision must accompany the contract or invoice. Bids for professional services are exempt from this requirement. If less than three quotes are obtained, Board approval is required.

e. Purchases over \$50,000

Purchases or contracts in this category shall be purchased through a formal bid process. Formal bids shall be secured by advertisement. The responsibility for the advertising of formal bids will be that of the Chief or their designee assigned for the purchase. Bids for professional services are exempt from this requirement. Advertisement for a formal bid process must be solicited for at least ten days prior to the opening of bidding.

- f. A purchase agreement in an amount of \$10,000 or less per fiscal year, and appropriated in the annual budget for that year, may be approved by the Chief without action from the Board.
- g. Any purchase agreement in an amount exceeding \$50,000 in a single fiscal year must be presented to the Board for approval prior to execution. The only exemption is the purchase of utilities or employee services when appropriate budget expenditures have been preapproved.

4. Principles and Ethics

Employees and representatives of Gilpin Ambulance Authority are prohibited from knowingly:

- a. Accepting gifts of any sort in connection to the assignment, negotiation, approval, or completion of a purchase agreement;
- b. Underestimating or exaggerating the requirements of a bid to a prospective bidder for the purpose of influencing bidder selection;
- c. Misrepresenting the quality of a bidder's products or services;
- d. Influencing the Authority to enter into a purchase agreement that results in a benefit to the employee or representative;
- e. Approving a purchase agreement or contract for services in which there exists a conflict of interests or that benefits the employee or representative without the Board's approval
- f. Subdividing a single purchase transaction for the purpose of circumventing the provisions of this policy.

5. Formal Bidding Requirement

- a. Formal bidding procedures shall be followed when the amount of a purchase agreement exceeds \$50,000.00 unless:
 - i. The Board determines that a joint purchase with another entity is appropriate for the acquisition in question; or
 - ii. The Board determines that the Authority's best interest is served by the utilization of a specific vendor or contractor; or
 - iii. The expenditure is for the purchase of utilities or employee services, purchase or lease of real property, acquisition of water or other rights as deemed necessary by the Board, is part of an intergovernmental agreement, or is for an expenditure for which there is no competitive alternative; or
 - iv. The expenditure is necessary for the resolution of a declared or pronounced emergency that affects the ability of the Authority to provide services. In such cases, the Chief may direct the emergency procurement needs via informal, open-market procedures as expeditiously as possible. Such an event shall require the Chief to submit a full report of the circumstances necessitating the emergency action to the Board at the meeting following the event. The Board shall maintain

the right to extend the waiver of formal bidding requirements as deemed appropriate.

6. Formal Bidding Procedures and Selection Criteria

- a. When formal bidding is required pursuant to this policy, a request or invitation for sealed bids shall be distributed to no less than three appropriate vendors or contractors. Bidders will be allowed no less than 10 days to submit bids.
- b. Bidders will be informed of the time and location at which bids will be opened and considered. Sealed bids shall be opened at a Board meeting and shall be included with the posted minutes for that meeting.
- c. In most cases, the lowest bid will be approved. However, in the event that the Board determines the lowest bidder does not serve the best interests of the Authority, the following factors shall be considered:
 - i. The vendor or contractor's ability and capacity to perform the services or provide the product in question;
 - ii. Whether the bidder can perform the services or provide the purchased items promptly;
 - iii. The bidder's character, integrity, reputation, judgment, experience, and efficiency;
 - iv. The quality of the bidder's performance on previous purchase agreements or contracts;
 - v. The bidder's current compliance with statutes, ordinances, and rules relating to the purchase;
 - vi. The sufficiency of the bidder's financial resources related to the execution of the agreement;
 - vii. The bidder's ability to provide future maintenance, service, and/or product support;
 - viii. The number and nature of any conditions attached to the bid.
- d. The Chief will provide recommendations to the Board based on the above criteria.
- e. The Board may reject all bids in the event they determine that none of the bids serve the Authority's best interest.

7. Comparative Price Quotations

- a. When the amount of a purchase agreement does not exceed \$50,000.00, formal bidding is not required. However, at least three comparative price quotes from separate contractors or vendors must still be obtained.
- b. Comparative price quotes may be given in person, via mail, or via electronic mail.
- c. Comparative price quotes will not be required in the event that:
 - i. The Chief or Board determines that the Authority's best interest is served by contracting with a specific vendor or contractor; or
 - ii. The Chief or Board determines that a joint purchase with another entity is in the Authority's best interest; or
 - iii. The Chief or Board determines that the Authority's best interest would be served by utilizing the formal bidding process.

8. Amendments to Contracts and Purchase Agreements

- a. The Chief shall have the authority to approve amendments to purchase agreements and service contracts provided they do not commit the Authority to any financial commitment greater than one year or adjust any contracted amount by more than 10% or exceed the appropriated amount for the contracted purchase or service.
- b. Any other amendments to purchase agreements or contracts for service will require Board approval prior to ratification.

Oxygen Rental Program

This policy establishes the terms under which Gilpin Ambulance Authority (GAA) may rent a temporary oxygen cylinder to individuals who are prescribed supplemental oxygen and who experience an interruption in access while present in Gilpin County. The goal of the program is to ensure short-term oxygen support while the individual arranges for a return to their primary residence or oxygen supplier for replacement or repair of their device.

Eligibility:

This program is available only to individuals who:

- Have a current prescription for supplemental oxygen
- Are present in Gilpin County on a temporary basis (e.g., traveling or visiting); and
- Are experiencing a temporary lack of access to their prescribed oxygen therapy due to a depletion of their supply or failure of their equipment

Terms of Use:

1. Loan Limitation

Only *one* portable oxygen cylinder will be provided per qualifying occurrence. The cylinder is intended as a *temporary* supplement and not a replacement for durable medical equipment or a long-term oxygen supply.

2. Fee Structure

A total fee of \$300.00 shall be assessed at the time of the request and must be paid using an electronic or physical credit or debit card before the tank is provided to the requesting individual. This includes:

- A \$100.00 non-refundable service and equipment usage fee; and
- A \$200.00 refundable deposit, contingent upon the timely and undamaged return of the oxygen cylinder.

3. Refunds

The refundable portion of the fee (\$200.00) will be returned to the individual upon return of the loaned cylinder to Gilpin Ambulance Authority in good working condition within 10 calendar days of issue. Refunds may take up to 90 days to be completed. Failure to return the cylinder within this time frame, or return of a damaged or depleted tank, will result in forfeiture of the \$200 deposit.

4. Required Action by Recipient

Individuals receiving a loaned oxygen cylinder are required to immediately make arrangements to leave and obtain replacement oxygen or repair their primary oxygen device. This program is not intended for local or long-term use.

5. Recordkeeping

A loan agreement form must be completed at the time of issuance, including:

- Patient's name, date of birth, and contact information;
- Copy of oxygen prescription (if available);
- Description of the issue causing the loss of oxygen access;
- Acknowledgment of receipt of the cylinder and agreement to the terms of the program.

6. Enforcement and Exceptions

Any exceptions to this policy must be approved in writing by the Chief or designee. Misuse of the loaner program may result in denial of future service.

Effective Date

This policy is effective as of [Insert Date] and remains in force until modified or rescinded by Gilpin Ambulance Authority leadership.

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



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

Oxygen Cylinder Safety, Use, and Return Instructions

Oxygen Cylinders are classified as hazardous materials by the U.S. Department of Transportation and pose fire, explosion, and suffocation hazards if misused.

While Oxygen itself is not flammable, it greatly accelerates and increases the potential for combustion. Even materials that are normally non-flammable (such as clothing or hair) can burst into flame in an oxygen-rich environment.

No smoking, open flames, sparks, stoves, ovens, heaters, or other heat or flame sources near the oxygen cylinder.

Oxygen cylinders are under high pressure. A damaged or improperly handled cylinder can become a projectile. Never drop, strike, or roll a cylinder. Always ensure the cylinder is in a secure location to prevent damage and secure it if positioned upright.

Overuse of inhaled Oxygen can result in respiratory depression, especially in people with Chronic Obstructive Pulmonary Disorder and other respiratory conditions. Use Oxygen only as prescribed by your physician.

Use of Oxygen Cylinder and Regulator

The oxygen cylinder is equipped with a fixed, constant-flow regulator. The flow of oxygen is adjusted using the black knob located at the top of the cylinder. The current flow rate of oxygen can be seen in the small window on the side of the regulator.

The amount of oxygen in the cylinder is limited. Therefore, it should only be used to transition to a more consistent oxygen supply.

Return Requirements

Return Location:

All oxygen cylinders **must be returned in person** to:

**Gilpin Ambulance Authority
495 Apex Valley Rd
Black Hawk, CO 80422**

As stated above, Oxygen cylinders are classified as hazardous materials and **cannot be shipped** under any circumstances. **Do not attempt to return the cylinder by mail or courier.**

For safety and tracking purposes, cylinders **must not be left at**:

- Casinos
- Fire stations
- Hotels or lodging facilities
- Any other public or private locations

Returns must be made directly to Gilpin Ambulance Authority headquarters only. Cylinders not returned to the proper location will result in forfeiture of the \$200 refund.

Condition of Equipment:

The oxygen cylinder and any related equipment must be returned **undamaged and in usable condition** to be eligible for the **\$200 refund**. Any missing, broken, or tampered equipment may result in forfeiture of the refund.

After-Hours or Locked Facility Access:

If you arrive at the station and no one answers the door, **please call the on-duty Supervisor at (720) 216-4088.**

THANK YOU FOR YOUR COOPERATION.

Your compliance ensures this service remains available to others in need.

If you have any questions regarding return logistics, please contact Gilpin Ambulance Authority at admin@gilpinambulance.com or at (303) 582-5499.

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



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

Oxygen Cylinder Rental Agreement

Name		Date of Rental	
Address		Date of Birth	
City, State		Phone	

Rental Terms and Acknowledgments

1. I acknowledge that I am renting portable oxygen equipment from **Gilpin Ambulance Authority** for temporary, emergency use while traveling from Gilpin County, Colorado.
2. I understand that **I will not be provided with an additional oxygen cylinder if the oxygen cylinder I rented becomes empty.**
3. I agree to pay a **\$300.00 charge** using a secure electronic card processing service. This charge will be placed on the credit card I provide below.
4. I understand that upon return of the oxygen cylinder and any related equipment in **usable and undamaged condition**, as stated in the instructions provided to me, I will receive a **\$200.00 refund** to the same credit card used at the time of rental.
5. I understand that failure to properly return the equipment to:

Gilpin Ambulance Authority
495 Apex Valley Rd.
Black Hawk, CO 80422

within 14 days from the rental date, or returning it in damaged, incomplete, or unusable condition, will result in **forfeiture of the \$200 refund**.

6. I acknowledge that Gilpin Ambulance Authority makes no warranties, express or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose regarding the oxygen cylinder or related equipment. The renter accepts the equipment "as is" and assumes all risks associated with its use.
7. I agree to indemnify and hold harmless Gilpin Ambulance Authority, its officers, employees, and agents from any and all claims, damages, or liabilities arising out of or connected with the use, misuse, transport, or storage of the oxygen cylinder or related equipment.
8. I have been provided with instructions related to the proper use, transport, storage, and return of the oxygen cylinder and understand those instructions as they are written.
9. I acknowledge that the oxygen provided is **not a substitute for medical evaluation or ongoing care**, and is intended solely to temporarily supplement prescribed oxygen needs while away from home.
10. I certify that I have been **prescribed supplemental oxygen by a licensed physician** and that this rental is consistent with that prescription.

Prescription Attestation

Initial Here: _____

By my initial above, I hereby affirm that I have a current medical prescription for the use of supplemental oxygen. I understand that Gilpin Ambulance Authority is not responsible for confirming the validity of this prescription and is relying on my truthful representation.

Payment Authorization

I authorize Gilpin Ambulance Authority to charge the total amount of \$300.00 to the credit card I provide. I understand that \$200.00 will be refunded to the same card upon timely return of the equipment in good condition.

Cardholder Name: _____

Signature: _____

Payment will be processed through a secure electronic service. No card information is stored by Gilpin Ambulance Authority.

Acknowledgment of Terms

By signing below, I acknowledge that I have read, understood, and agree to all terms and conditions stated above.

Renter's Signature: _____

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



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

**THIS IS A RELEASE OF LIABILITY.
READ IT CAREFULLY AND COMPLETELY BEFORE SIGNING!**

OXYGEN RENTAL PROGRAM WAIVER AND RELEASE OF LIABILITY

In consideration of being permitted to rent a temporary oxygen cylinder (the "Oxygen Rental Program"), the undersigned does hereby represent that he/she is 18 years of age or above and holds a valid driver's license. The undersigned agrees to abide by the rules of Gilpin Ambulance Authority and the Oxygen Rental Program.

The undersigned acknowledges that the Oxygen Rental Program involves the use of oxygen cylinders, which may cause injury if handled incorrectly or because of a malfunction of the oxygen cylinder. The undersigned has independently evaluated and reviewed the risks and has determined to engage in the Oxygen Rental Program with full knowledge and acceptance of the risk. Fully understanding these risks, the undersigned, for himself/herself, his/her spouse, his/her legal representatives, heirs, and assigns, hereby agrees to assume full responsibility and liability for the risk of bodily injury (including death) or property damage which may result from participation in the Oxygen Rental Program.

The undersigned, for himself/herself, his/her spouse, his/her legal representatives, heirs and assigns, hereby waives, releases, and discharges the Gilpin Ambulance Authority, its officials, employees, volunteers, attorneys, and agents (collectively, "GAA") from any and all liability to the undersigned, his/her spouse, his/her legal representatives, heirs, and assigns, for any and all losses or damages resulting therefrom, on account of any injury to the undersigned (including death) or to the property of the undersigned, whether caused by negligence of GAA or otherwise, which claims, losses, and demands arise during or result directly or indirectly from participation in the Oxygen Rental Program.

The undersigned agrees to fully indemnify and hold harmless GAA, from any, and all losses, liabilities, damages, or costs, including reasonable attorney's fees, which may be incurred as a result of injuries to the undersigned which arise from his/her participation in the Oxygen Rental Program, whether any such loss or liability was caused by the negligence of GAA or otherwise. The undersigned further agrees to indemnify and hold harmless GAA for any acts or conduct of the undersigned, of whatever kind or nature whatsoever, while participating in the Oxygen Rental Program.

The undersigned expressly agrees that this Assumption of Risk, Release, Waiver, and Discharge is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado; if any portion is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned has carefully read the foregoing provisions and knows and understands fully the contents of said provisions. No oral representations, statements or inducements, other than the foregoing written agreement, have been made.

Signature

Name (Please Print)

Date

Disposal of Assets

Purpose

This policy establishes a uniform process for the identification, approval, and disposal of surplus, obsolete, or unusable assets owned by Gilpin Ambulance Authority, ensuring transparency, accountability, and compliance with Colorado law.

Scope

This policy applies to all employees of Gilpin Ambulance Authority and governs the disposal of any capital or non-capital tangible property, including but not limited to vehicles, computers, tools, communications equipment, machinery, and materials.

Definitions

1. **Asset:** Any item of value owned by the District, whether capitalized or non-capitalized, and whether currently in use or not.
2. **Surplus Property:** Assets no longer needed for current or foreseeable operations.
3. **Obsolete Property:** Assets that are outdated and cannot support current functions or software.
4. **Non-Repairable/Damaged Property:** Assets that are no longer functioning for which repair is not economically feasible.
5. **Capital Asset:** Property with a useful life over one year and an acquisition cost over \$5,000.

Authority to Dispose

Disposal of any asset must be authorized as follows:

1. Original Cost under \$1,000: Authorized by the Chief
2. Original Cost Under \$5,000: Authorized by the Chief with written notification to the Board.
3. Original Cost \$5,000 or more: Chief must request a resolution from the Board.
4. All Real Property: Must be disposed of by formal Board resolution and public notice per C.R.S. § 32-1-1001(1)(h) and/or C.R.S. § 24-90-109(2).

Methods of Disposal

1. **Public Auction or Sealed Bid:** Surplus assets must be offered to the public through competitive sale whenever feasible.
2. **Donation:** Subject to Board approval and documentation. Must comply with Colorado Constitution Article XI.
3. **Trade-In:** Assets may be traded in toward new purchases where economically advantageous.
4. **Recycling or Disposal:** Items with no market value must be disposed of responsibly and with documentation.

Documentation and Accounting

All disposals must be recorded. Evidence of proper disposal must be included in the documentation, including copies of resolutions or board minutes related to the disposal, auction or sale postings, receipts, estimates, invoices, or other related documents.

Compliance

All disposals must comply with:

1. C.R.S. Title 29 (Local Government)
2. C.R.S. Title 32 (Special Districts Act)
3. C.R.S. Title 24 (State Property/Procurement)
4. Grant Guidelines (if grant-funded asset)
5. Applicable GASB standards (e.g., GASB 34, GASB 87 if leased)
6. Violations of this policy may result in disciplinary action and/or legal consequences.

Conflicts of Interest

No employee or official involved in asset disposal may benefit personally from the transaction. Any sale to employees must be disclosed, approved by the Board, and conducted through competitive bidding or public sale to ensure transparency and fairness.

Record Retention

All disposal records must be retained for at least three (3) years after disposal, or longer if required by grant, audit, or legal standards.

ADDENDUM TO RETAINER AGREEMENT

THIS ADDENDUM TO RETAINER AGREEMENT (“Addendum”) modifies the Retainer Agreement (“Agreement”) between Eagle Eye Solutions, LLC, a Colorado limited liability corporation (“Contractor”) and Gilpin Ambulance Authority, a quasi-municipal corporation and political subdivision of the State of Colorado (“Client,” and together with Contractor, the “Parties,” or either of the Parties individually, the “Party”), and is effective as of the same date as the Agreement.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Client and Contractor 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. **Independent Contractor.** The services to be performed by Contractor are those of an independent contractor and not of an employee or partner of the Client. **Contractor is obligated to pay federal and state income tax on any moneys earned pursuant to the Agreement. Neither Contractor nor its employees, if any, are entitled to workers' compensation benefits from the Client for the performance of the services specified in the Agreement.**

3. **Ownership of Work.** The Client shall own all work product for which it has paid.

4. **Insurance.**

(a) During the term of this Agreement, the Contractor shall purchase and maintain, at its own cost and expense, the following:

(i) Workers' compensation insurance for its employees, if any, as required by Colorado law with limits of at least \$500,000 per injury or illness an employee suffers as a result of providing the services hereunder, with a \$500,000 aggregate per occurrence.

(ii) Employer's liability insurance with limits of at least \$500,000 per employee/accident and \$1,000,000 aggregate.

(iii) Commercial general liability insurance covering, without limitation, premises operations, products-completed operations, contractual liability

insuring the obligations assumed by the Contractor under this Agreement, personal and advertising injury, and broad form property damage, with limits of at least \$2,000,000 per occurrence for bodily injury, death or damage to property; \$2,000,000 per occurrence for personal and advertising injury; \$2,000,000 products-completed operations; and \$2,000,000 general aggregate; and

(iv) Automobile liability insurance covering all owned, hired and non-owned vehicles used in the performance of the Contractor's services under this Agreement with a limit of at least \$1,000,000 combined per accident for bodily injury and property damage; and

(b) The insurance required herein may be satisfied through any combination of primary and excess/umbrella liability policies.

(c) The insurance required herein shall be written by an insurance company or companies that (i) have an A.M. Best Company rating of "A-VII" or better, and (ii) are authorized to issue insurance in the State of Colorado.

(d) The Client, the Client Representative, and the Client's directors, officers, and employees shall be endorsed as "Additional Insureds" under the (i) commercial general liability insurance policy for both ongoing and completed services for a period of one (1) year; and (ii) automobile liability policy.

(e) The Contractor shall provide a waiver of subrogation endorsement, or its equivalent, under the (i) workers' compensation; (ii) commercial general liability; and (iii) automobile liability insurance policies in favor of the Client, its directors, officers, agents, and employees.

(f) All liability insurance policies required herein shall provide that the coverage is primary and non-contributory to other insurance available to the Client and its directors, officers, agents, and employees. Any insurance maintained by the Client and its directors, officers, agents, and employees shall be excess of and shall not contribute with the Contractor's insurance.

(g) Prior to commencement of performance, the Contractor shall provide certificates of insurance satisfactory to the Client that clearly evidence all insurance coverages required herein, including but not limited to endorsements (individually and collectively, "Certificates of Insurance"). The Contractor agrees that, until the Client is supplied with Certificates of Insurance, no payment under this Agreement will be made by the Client. The Contractor will provide the Client with updated Certificates of Insurance within ten (10) calendar days of the anniversary of the effective date of coverage should that date fall during the term of this Agreement. Failure of the Client to require Certificates of Insurance or to identify a deficiency in coverage shall not relieve

the Contractor of its responsibility to provide the specific insurance coverages set forth herein.

(h) The insurance policies afforded hereunder shall not be cancelled or allowed to expire unless at least thirty (30) days' prior written notice has been delivered to the Client, except in the event of cancellation due to non-payment of a premium, in which case notice shall be given to the Client no later than ten (10) days prior to cancellation of the policy. Upon receipt of any notice of cancellation or non-renewal, the Contractor shall, within five (5) days, procure other policies of insurance as necessary and provide Certificates of Insurance evidencing the same to the Client. If the Contractor fails to procure the required insurance or provide the Client with Certificates of Insurance within the timeframe provided, the Client may terminate or suspend this Agreement upon written notice to the Contractor.

5. Indemnification. The following language in the Indemnification Section of the Agreement is modified by adding the double-underlined, capitalized language and deleting the stricken language as follows:

CONTRACTOR shall indemnify and hold CLIENT harmless from any claims arising from their own negligence or misconduct. Contractor assumes no liability for tools or services selected by GAA or its vendors.

6. Colorado Governmental Immunity Act. Notwithstanding any provision in the Agreement, the Client is relying on and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, defenses, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to the Client or its officers or employees.

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

8. Venue. Notwithstanding the terms of the Agreement, venue for any dispute arising out of or relating to the Agreement shall be in the State of Colorado District Court for Gilpin County.

9. Annual Appropriation. Pursuant to Article X, Section 20 of the Colorado Constitution and Section 29-1-110, C.R.S., the Client'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 Client's Board of Directors.

10. Taxes. The Client is a governmental entity and is therefore exempt from state and local sales and use tax. The Client will not pay for or reimburse any sales or use tax that may not directly be imposed against the Client. The Contractor shall use the Client sales tax exemption for the purchase of any and all products and equipment on behalf of the Client.

11. Section Headings. The section headings in this Agreement have been inserted for convenience of reference only and shall not affect the meaning or interpretation of any part of this Agreement.

12. Counterparts, Electronic Signatures and Electronic Records. This Agreement may be executed in multiple 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.

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

CONTRACTOR:

Eagle Eye Solutions, LLC, a Colorado limited liability corporation

By: _____
Name: _____
Title: _____
Date: _____

CLIENT:

Gilpin Ambulance Authority, a quasi-municipal corporation, and political subdivision of the State of Colorado

By: _____
Name: _____
Title: _____
Date: _____

ADDENDUM TO INVESTIGATIVE SERVICES AGREEMENT

THIS ADDENDUM TO INVESTIGATIVE SERVICES AGREEMENT

(“Addendum”) modifies the Investigative Services Agreement (“Agreement”) between Rocky Mountain Eagle Eye, LLC, a Colorado limited liability corporation (“Rocky Mountain Eagle Eye”) and Gilpin Ambulance Authority, a quasi-municipal corporation and political subdivision of the State of Colorado (“Client,” and together with Rocky Mountain Eagle Eye, the “Parties,” or either of the Parties individually, the “Party”), and is effective as of the same date as the Agreement.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Client and Rocky Mountain Eagle Eye 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. Independent Contractor. The services to be performed by Rocky Mountain Eagle Eye are those of an independent contractor and not of an employee or partner of the Client. **Rocky Mountain Eagle Eye is obligated to pay federal and state income tax on any moneys earned pursuant to the Agreement. Neither Rocky Mountain Eagle Eye nor its employees or independent contractors, if any, are entitled to workers' compensation benefits from the Client for the performance of the services specified in the Agreement.**

3. Confidentiality. Notwithstanding any other provision contained in the Agreement, the Client shall have no obligation to keep and maintain in confidence any document, including the Agreement, that is subject to disclosure under the Colorado Open Records Act, Part 2, Article 72, Title 24, C.R.S., as determined by the Client.

4. Ownership of Work. The Client shall own all work product for which it has paid.

5. Insurance.

(a) During the term of this Agreement, the Rocky Mountain Eagle Eye shall purchase and maintain, at its own cost and expense, the following:

(i) Workers' compensation insurance for its employees, if any, as required by Colorado law with limits of at least \$500,000 per injury or illness and

employee suffers as a result of providing the services hereunder, with a \$500,000 aggregate per occurrence.

(ii) Employer's liability insurance with limits of at least \$500,000 per employee/accident and \$1,000,000 aggregate.

(iii) Commercial general liability insurance covering, without limitation, premises operations, products-completed operations, contractual liability insuring the obligations assumed by the Rocky Mountain Eagle Eye under this Agreement, personal and advertising injury, and broad form property damage, with limits of at least \$2,000,000 per occurrence for bodily injury, death or damage to property; \$2,000,000 per occurrence for personal and advertising injury; \$2,000,000 products-completed operations; and \$2,000,000 general aggregate; and

(iv) Automobile liability insurance covering all owned, hired and non-owned vehicles used in the performance of the Rocky Mountain Eagle Eye's services under this Agreement with a limit of at least \$1,000,000 combined per accident for bodily injury and property damage; and

(b) The insurance required herein may be satisfied through any combination of primary and excess/umbrella liability policies.

(c) The insurance required herein shall be written by an insurance company or companies that (i) have an A.M. Best Company rating of "A-VII" or better, and (ii) are authorized to issue insurance in the State of Colorado.

(d) The Client, the Client Representative, and the Client's directors, officers, and employees shall be endorsed as "Additional Insureds" under the (i) commercial general liability insurance policy for both ongoing and completed services for a period of two (2) years; and (ii) automobile liability policy.

(e) Rocky Mountain Eagle Eye shall provide a waiver of subrogation endorsement, or its equivalent, under the (i) workers' compensation; (ii) commercial general liability; and (iii) automobile liability insurance policies in favor of the Client, its directors, officers, agents, and employees.

(f) All liability insurance policies required herein shall provide that the coverage is primary and non-contributory to other insurance available to the Client and its directors, officers, agents, and employees. Any insurance maintained by the Client and its directors, officers, agents, and employees shall be excess of and shall not contribute with the Rocky Mountain Eagle Eye's insurance.

(g) Prior to commencement of performance, the Rocky Mountain Eagle Eye shall provide certificates of insurance satisfactory to the Client that clearly evidence all insurance coverages required herein, including but not limited to endorsements

(individually and collectively, "Certificates of Insurance"). The Rocky Mountain Eagle Eye agrees that, until the Client is supplied with Certificates of Insurance, no payment under this Agreement will be made by the Client. The Rocky Mountain Eagle Eye will provide the Client with updated Certificates of Insurance within ten (10) calendar days of the anniversary of the effective date of coverage should that date fall during the term of this Agreement. Failure of the Client to require Certificates of Insurance or to identify a deficiency in coverage shall not relieve the Rocky Mountain Eagle Eye of its responsibility to provide the specific insurance coverages set forth herein.

(h) The insurance policies afforded hereunder shall not be cancelled or allowed to expire unless at least thirty (30) days' prior written notice has been delivered to the Client, except in the event of cancellation due to non-payment of a premium, in which case notice shall be given to the Client no later than ten (10) days prior to cancellation of the policy. Upon receipt of any notice of cancellation or non-renewal, the Rocky Mountain Eagle Eye shall, within five (5) days, procure other policies of insurance as necessary provide Certificates of Insurance evidencing the same to the Client. If the Rocky Mountain Eagle Eye fails to procure the required insurance or provide the Client with Certificates of Insurance within the timeframe provided, the Client may terminate or suspend this Agreement upon written notice to the Rocky Mountain Eagle Eye.

6. Limitation on Client Indemnity. Any obligation of the Client to indemnify, defend, or hold harmless Rocky Mountain Eagle Eye is deleted. Notwithstanding any provision in the Agreement, the Client is relying on and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, defenses, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to the Client or its officers or employees.

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

8. Cancellation. The following language in Section 3, Cancellation, of the Agreement is modified by removing the stricken language as follows:

Client must provide Rocky Mountain Eagle Eye, LLC with a minimum of eight hours' notice in case of any cancellation of any scheduled activity. A four-hour minimum charge will be imposed if Client fails to give eight hours' notice to Rocky Mountain Eagle Eye, LLC.

9. Client Interference. The following language in Section 6, Client Interference, of the Agreement is modified by removing the stricken language as follows:

Client acknowledges that any interference in this investigation by Client or by Client's friends, relatives, agents, or employees will jeopardize the ability of Rocky Mountain Eagle Eye, LLC to provide services under this Agreement. Client further acknowledges that interference includes, but is not limited to, calling Rocky Mountain Eagle Eye, LLC and/or its employees and contractors while they are trying to perform investigative duties and/or surveillance, driving past locations under surveillance, and/or visiting locations near the location under surveillance. Client agrees not to interfere in any manner whatsoever, or to instruct or cause anyone else to interfere, directly or indirectly, while Rocky Mountain Eagle Eye, LLC is in the course of this investigation. Client understands and agrees that, in the event Client interferes in the investigation or the investigation is compromised in anyway by the actions of Client or the actions of any person or persons associated, directly or indirectly, with Client, Rocky Mountain Eagle Eye, LLC has the right to cease all work immediately and terminate this Agreement.

10. Credit Card Authorization. Section 9, Credit Card Authorization, is hereby deleted in its entirety.

11. Release. Section 11, Release, is hereby deleted in its entirety.

12. Successors and Assigns/Additional Investigators. The following language in Section 12, Successors and Assigns/Additional Investigators, of the Agreement is modified by adding the double-underlined, capitalized language as follows:

To the extent permitted by law, Rocky Mountain Eagle Eye, LLC may assign this Agreement to any subsidiary or affiliate, or to any successor or assign (whether direct or indirect, by purchase, merger, consolidation, or otherwise), UPON WRITTEN APPROVAL BY CLIENT. This Agreement shall inure to the benefit of Rocky Mountain Eagle Eye, LLC and to its permitted successors and assigns. Client may not assign this Agreement or any part hereof.

Client further agrees that Rocky Mountain Eagle Eye, LLC, at Rocky Mountain Eagle Eye, LLC sole discretion, may use sub-contracted investigators and may immediately engage one or more additional investigators, to be billed additionally at the agreed upon hourly billing rate, in the course of any assignment where Rocky Mountain Eagle Eye, LLC determines that one or more additional investigators is needed immediately, UPON WRITTEN APPROVAL BY CLIENT.

13. 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 for Gilpin County.

14. Annual Appropriation. Pursuant to Article X, Section 20 of the Colorado Constitution and Section 29-1-110, C.R.S., the Client'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 Client's Board of Directors.

15. Taxes. The Client is a governmental entity and is therefore exempt from state and local sales and use tax. The Client will not pay for or reimburse any sales or use tax that may not directly be imposed against the Client. The Rocky Mountain Eagle Eye shall use the Client sales tax exemption for the purchase of any and all products and equipment on behalf of the Client.

16. Section Headings. The section headings in this Agreement have been inserted for convenience of reference only and shall not affect the meaning or interpretation of any part of this Agreement.

17. Counterparts, Electronic Signatures and Electronic Records. This Agreement may be executed in multiple 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.

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

ROCKY MOUNTAIN EAGLE EYE:

Rocky Mountain Eagle Eye, LLC, a Colorado limited liability corporation.

By: _____
Name: _____
Title: _____
Date: _____

CLIENT:

Gilpin Ambulance Authority, a quasi-municipal corporation, and political subdivision of the State of Colorado

By: _____
Name: _____
Title: _____
Date: _____