

BOARD OF DIRECTORS MEETING
Wednesday, March 13, 2019
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The March 13, 2019 meeting of the Tri-Town EMS Board of Directors was called to order by David Jodoin at 3:30 pm.

Roll Call

Present on the Board: Chief St. Germain, Dave Jodoin, Bob Bourque, Derik Goodine, William Amos

Absent due to Illness: Chair Harold Paulsen and Mike O'Meara

Present on the Staff: Chris Gamache, Director

Approve Minutes of Previous Meeting(s)

There were no draft minutes available for review/approval.

Approve Expenditures

Mr. Bourque made a motion to approve Payroll Manifests dated March 14, 2019 and February 28, 2019; and two Accounts Payable Manifests, one in the amount of \$11,768.66 dated March 13, 2019 and one in the amount of \$5,368.77 dated February 28, 2019. Chief St. Germain seconded the motion, which carried unanimously.

Approve Purchase Orders

There were no purchase orders presented for approval.

Old Business

Mr. Jodoin stated that the review of the Inter-Municipal Agreement and the Board Goals would be tabled until the next meeting.

New Business

There was no new business to come before the Board.

Comstar Billing Report

Mr. Jodoin reported February billings in the amount of \$103,618. Collections totaled \$29,164 and write-offs totaled \$63,446. The Receivables balance at the end of February was \$721,518.73.

Director's Report

Mr. Gamache reported 95 runs in February. Tri-Town went 87 times and Mutual Aid went eight times. Tri-Town provided Mutual Aid six times. Call volume was down, both for February and year-to-date. There were 70 transports. Transports for the year are expected to exceed last year's total. Pembroke had 45 calls; Allenstown had 44. The average time out the door was 50 seconds. Both ambulances were

inspected by the State in February. Because our child safety seats were purchased prior to the time when expiration dates were required, we will be replacing the bulky seats with new mesh and strap seats, which are adjustable based on the weight of the child. Ambulance 3 failed to start during the inspection. It is old and the battery charger may have been the issue. It is starting okay now. The mount for the ventilator was just installed, so the ventilator is now on the ambulance. Repairs from the accident in January when the ambulance hit a building are scheduled for next Monday. Regarding staffing, Mr. Gamache reported that there are three new per diem applicants – one EMT, one A-EMT and one paramedic. However, three current per diem employees have cut back on their available hours. The service is trying to keep up, but weekends are particularly challenging. He said the ideal staff is between 26 and 28; more than that means employees don't get enough hours, while less requires full-time staff members to work a lot of overtime.

Chief St. Germain asked if the Fire Department EMS personnel could help.

Mr. Gamache responded that he would like to have EMS personnel from both Allenstown and Pembroke on the roster.

Mr. Jodoin suggested that Mr. Gamache meet with Chief St. Germain and Chief Paulsen to discuss this.

Mr. Bourque asked how the scheduling works.

Mr. Gamache explained that full-time employees staff the medical side of the ambulance and are assigned a schedule. On the non-medical side, per diems submit their available hours and are scheduled based on that.

Chief St. Germain said that is the downside to using per diem workers. They can't be assigned to work hours for which they have not indicated availability.

Non-public Session

Mr. Goodine made a motion to enter non-public session in accordance with RSA 91-A: 3 II (e) at 3:47 pm. Chief St. Germain seconded the motion. A roll call vote was taken: Chief St. Germain, aye; Mr. Bourque, aye; Mr. Jodoin, aye; Mr. Goodine, aye; Mr. Amos, aye.

Mr. Goodine made a motion to return to public session at 3:47 pm. Mr. Bourque seconded the motion. A roll call vote was taken: Chief St. Germain, aye; Mr. Bourque, aye; Mr. Jodoin, aye; Mr. Goodine, aye; Mr. Amos, aye.

Mr. Jodoin made a motion to seal the minutes due to litigation. Mr. Bourque seconded the motion. A roll call vote was taken: Chief St. Germain, aye; Mr. Bourque, aye; Mr. Jodoin, aye; Mr. Goodine, aye; Mr. Amos, aye.

Adjournment

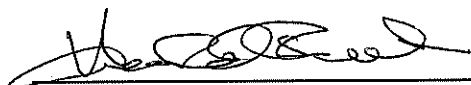
Mr. Jodoin made a motion to adjourn at 4:02 pm. Mr. Bourque seconded the motion, which carried unanimously.

SIGNATURE PAGE

SIGNATURE

MEMBER

DATE



Harold Paulsen, Chairman

David Jodoin

Michael O'Meara

Robert Bourque

Derik Goodine

Paul St. Germain

William Amos

