

BOARD OF DIRECTORS MEETING  
TRI-TOWN EMS  
Wednesday, April 10, 2019  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, New Hampshire 03275

The April 10, 2019 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen 3:30 pm.

**Roll Call**

Present on the Board: Dave Jodoin, Bob Bourque, Mike O'Meara, Harold Paulsen, Will Amos

Present on the Staff: Chris Gamache, Director

**Approve Minutes of Previous Meeting**

Mr. Bourque made a motion to approve the minutes of the February 13, 2019 and March 13, 2019 meetings. Mr. O'Meara seconded the motion, which carried unanimously.

**Approve Expenditures**

Mr. Jodoin reported one A/P manifest dated April 11, 2019 in the amount of \$7,287.13 and Payroll manifests for April 11, 2019 and March 28, 2019.

Mr. Bourque made a motion to approve the A/P manifest in the amount of \$7,287.13 and the Payroll manifests for April 11, 2019 and March 28, 2019. Mr. O'Meara seconded the motion, which carried unanimously.

**Approve Purchase Order**

None.

**Old Business**

- Review Inter-Municipal Agreement
- Review Board Goals

Chair Paulsen stated that these items will be postponed until a full Board is present.

**New Business**

None.

**Comstar Billing Report**

Mr. Jodoin reported billings of \$86,000 for March, down from \$103,000 in February. Collections totaled \$40,164 and write-offs were \$44,957. The uncollected balance at the end of March was \$722,810.31, \$1,000 higher than at the end of February.

### **Director's Report**

Mr. Gamache reported that Mr. Sullivan, a per diem EMT, has been deployed and has requested a leave of absence beginning May 1, 2019 and ending at the end of May 2020. He is a Marine.

Mr. Gamache stated that he would like permission to reclassify Katherine Sevingny from per diem to regular part time with benefits because she will work a 24-hour shift every Sunday.

Mr. Jodoin said the computer system is programed to calculate part-time benefits for 20 hours and 25 hours, but not 24. He said he will work this out with Mr. Gamache.

Mr. Gamache next presented three applications. Jessie Murdock is a very new paramedic with less than two years of experience. She will start as an A-EMT until she has completed Tri-Town's training. She will work 24 hours every Saturday, at a starting rate of \$19.33 per hour. Brandon White has three or four years of experience as a paramedic and will work a 24-hour shift every Saturday. He will work as a regular part-time employee, beginning at \$20.61 per hour. Tri-Town is waiting for his drug test. One other employee is committed to working a 24-hour shift every Sunday, so now the weekends are completely covered. The third applicant is Katherine Miller, an A-EMT who comes highly recommended from Pennsylvania. She is attending nursing school. She needs her NH provider license, which means an FBI check, which will take about two months. Since her training will take about two months, the timing works well.

Chair Paulsen reported the consensus of the Board to approve these hires, pending the results of Brandon White's drug test.

Mr. Gamache reported 113 runs in March, 104 handled by Tri-Town and nine by mutual aid. Tri-Town provided mutual aid six times. Pembroke had 56 calls and Allenstown had 51. The average time out the door was 53 seconds. There were 78 transports, a rate of 69%. Calls are down and transports are up.

Mr. Gamache said that Ambulance 8 was at Above All Collision for repairs from the October brush against a house. When it was returned, the decals were bubbling, so it must go back again to fix that.

Mr. Gamache stated that staffing was a huge priority in March. They advertised via the State Department of Safety and received eleven applications. The goal is to hire five or six. Allowing for anticipated departures, the roster will be at 30 employees, so they will be in good shape for the summer. Some who take classes are finishing up and will be able to fill more shifts. This will allow Stephanie Locke to do more training, both inhouse and out. They did active shooter training for Pembroke's Fire and Police departments. AG has requested Stop the Bleed training. They hope to have EMT training in the fall to attract local residents to fill the second ambulance. Mr. Gamache reported that the ventilator was placed on the ambulance early in March. They are now working on Rapid Sequence Intubation (RSI) training. They have the support of the State and Concord Hospital. All paramedics will be trained.

Mr. Gamache announced kudos to the team of paramedic Ryan Hornblower and A-EMT Daniel Fitzgerald for their work on two separate calls: a stemi heart attack and an acute stroke. Both patients had positive outcomes because of the actions of these Tri-Town employees.

#### **Non-Public Sessions**

Mr. Jodoin made a motion to enter non-public session in accordance with the regulations of RSA 91-A:3, II (e) at 3:55 pm. Mr. O'Meara seconded the motion. A roll call vote was taken. Mr. Paulsen, aye; Mr. Jodoin, aye; Mr. O'Meara, aye; Mr. Bourque, aye; Mr. Amos, aye.

Mr. Jodoin made a motion to return to public session at 3:58 pm. Mr. O'Meara seconded the motion. A roll call vote was taken. Mr. Paulsen, aye; Mr. Jodoin, aye; Mr. O'Meara, aye; Mr. Bourque, aye; Mr. Amos, aye.

Mr. O'Meara made a motion to enter non-public session in accordance with the regulations of RSA 91-A:3, II (c) at 3:58 pm. Mr. Bourque seconded the motion. A roll call vote was taken. Mr. Paulsen, aye; Mr. Jodoin, aye; Mr. O'Meara, aye; Mr. Bourque, aye.

Mr. Jodoin made a motion to return to public session at 4:01 pm, Mr. Bourque seconded the motion. A roll call vote was taken. Mr. Paulsen, aye; Mr. Jodoin, aye; Mr. O'Meara, aye; Mr. Bourque, aye.

Mr. Bourque made a motion to approve the termination of Christian Kellerman. Mr. O'Meara seconded the motion, which carried unanimously.

Mr. Gamache said that five or six patients a year have a Medicare Advantage Plan – a contract with Anthem, Aetna, or Cigna – which allows less than the full amount for ambulance service. He asked permission to treat these patients the same as residents with a balance after an insurance payment.

Chair Paulsen said the consensus of the Board is to allow this.

Mr. Jodoin asked about progress with payment plans for those patients who received checks directly from an insurance company and did not turn those amounts over to Tri-Town.

Mr. Gamache said that has been on his 'to do' list. He said they could go to small claims court, but that is time consuming. He said he would like to send them to collections.

Mr. Paulsen said the consensus of the Board is to allow this.

Mr. Bourque made a motion to adjourn at 4:13 pm. Mr. Jodoin seconded the motion, which carried unanimously.



Harold Paulsen, Chairman