

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, May 8, 2019
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The May 8, 2019 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 3:30 pm.

Roll Call

Present on the Board: Dave Jodoin, Bob Bourque, Mike O'Meara, Harold Paulsen, and Derik Goodine; Will Amos arrived late

Present on the Staff: Chris Gamache, Director

Approve Minutes of Previous Meeting

Mr. Paulsen made a motion to approve the minutes of the April 10, 2019 public session. Mr. O'Meara seconded the motion, which carried unanimously.

Mr. Bourque made a motion to approve the minutes of the March 13, 2019 non-public session and the two April 10, 2019 non-public sessions. Mr. O'Meara seconded the motion, which carried unanimously.

Approve Expenditures

Mr. Jodoin reported Accounts Payable manifests dated May 3, 2019 and April 15, 2019; and Payroll manifests for May 9, 2019 and April 25, 2019.

Mr. Bourque made a motion to approve the Accounts Payable manifests of May 3, 2019 and April 15, 2019; and the Payroll manifests for May 9, 2019 and April 25, 2019. Mr. Jodoin seconded the motion, which carried unanimously.

Approve Purchase Order

None.

Mr. Gamache asked for approval to change the status of Christian Kellerman from terminated to resigned. Mr. Kellerman had written a letter of resignation which never left his outbox.

Chair Paulsen reported approval of this change via the consensus of the Board members.

Old Business

➤ **Review Inter-Municipal Agreement**

Mr. O'Meara said he had made some corrections in grammar and spelling which do not affect the content. He then referred to Section 5. A. 4. regarding the employee representative to the Board of

Directors. He said he is concerned about the wording which states that "...an employee representative many not serve two (2) terms consecutively."

Mr. Bourque stated that they should strike the section "...an employee representative many not serve two (2) terms consecutively." He asked why the employee representative should be limited when no one else is limited in this way.

Chair Paulsen said that employee groups are reluctant to nominate another employee when there is an incumbent.

Mr. Bourque said he did not agree.

Mr. O'Meara suggested adding language saying that the incumbent must yield if someone else is put forth. He said he would update this section and send it to the members.

Mr. Bourque said he is concerned about 6. C. (1), which says, "...and none of the employees of the Service shall be subject to the personnel policies of the Town of Pembroke."

Mr. Jodoin said that was the situation originally, but in 2016 it was decided that the employees of Tri-Town would be subject to the personnel policies of the Town of Pembroke.

Mr. Gamache said that he supports the language which says that Tri-Town will be under the Personnel Policy of the Town of Pembroke. He said he marked two sections which are not applicable to Tri-Town.

Mr. O'Meara referred to 5. E. (1) saying that it did not seem correct that members of the Board of Directors resigning would submit their letters of resignation to the Director of the Service. He said they should be notifying the Chair of the Board.

Chair Paulsen reported that the consensus of the Board is agreement with this change.

➤ **Review Board Goals**

Mr. O'Meara asked that this item be tabled until the June meeting.

Comstar Billing Report

Mr. Jodoin reported April billings in the range of \$80,000, similar to March. Collections were down by \$7,000. The Uncollected balance at the end of April was \$734,000, increased by \$12,000 over the March 31st balance. He said that the auditors will start on May 20, 2019; the completed report will be available in September or October.

Director's Report

Mr. Gamache said that unpaid accounts of non-residents and those who received checks from insurance companies have been sent to collections, so the disposition report for next month will be smaller. He said he also has several hardship cases to go through. April, he said, had 94 runs, of which Tri-Town took

88. Mutual aid was given six times and received six times as well. There were 59 transports, a rate of 62%. Pembroke had 52 calls and Allenstown 35. The average time out the door was 53 seconds.

Mr. Gamache said Ambulance 8 went to Grappone's in mid-April for a routine check and a change of fuel filters. Two days later, the AC was not working. Grappone checked the AC and said it was down one pound. After that, the AC still was blowing hot air. Grappone and P L Custom Emergency Vehicles each blamed the other. It was determined that a new thermostatic expansion valve was needed. It will be ready tomorrow afternoon. The bubbling of the graphics which occurred after the recent repair is working out.

Mr. Gamache reported that Will Amos discovered cracks in a hose during his weekly checking. Grappone said that the hoses would have eventually exploded and the truck would have died.

Mr. Gamache said that Ambulance 3 is the primary truck right now. The vendor, Professional Vehicle Corporation (PVC), has quoted a price to re-chassis the truck, and Mr. Gamache said he recommends this action. He will have solid numbers at the next meeting. This is part of the 2020 CIP.

Mr. Gamache said that after 2023, they will have a third truck which probably will be housed at the Allenstown Fire Department.

Regarding staff, Mr. Gamache said they are at a good point, with a full roster. Of the current roster, 95% are active.

Mr. Gamache said they have made a lot of progress in the Rapid Sequence Intubation (RSI). With the ventilator in place, they have contacted Dr. Rix at the Concord Hospital asking for support of the application to the State for RSI certification.

Mr. Gamache distributed his proposed CIP. He asked the members to look at it and bring questions and comments to the next meeting. He said it included the Ambulance 3 re-chassis and an intercept vehicle, which would be used as a daytime service vehicle – for meetings, picking up supplies, and assisting on calls.

Mr. Gamache said he will have the first draft of the 2020 budget at the next meeting.

Chair Paulsen asked Mr. Gamache to highlight the changes from the previous budget. He then asked where Tri-Town would be housing the intercept vehicle.

Mr. Gamache said it would be outside. The meds bag would be brought inside.

Mr. Gamache presented the name of Taylor Zapala for employment. He has completed the application process and there were no red flags. Mr. Gamache said he would like to hire him as a per diem EMT at \$15.01 per hour.

Mr. Bourque made a motion to approve the hiring of Taylor Zapala as a per diem EMT at a starting salary of \$15.01 per hour. Mr. Amos seconded the motion, which carried unanimously.

Mr. Bourque made a motion to adjourn at 4:05 pm. Mr. Amos seconded the motion, which carried unanimously.