

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, August 14, 2019
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The August 14, 2019 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 3:32 pm.

Roll Call

Present on the Board: Dave Jodoin, Bob Bourque, Mike O'Meara, Paul St. Germain, Derik Goodine and Harold Paulsen.

Present on the Staff: Chris Gamache, Director

Approve Minutes of Previous Meeting

Mr. O'Meara made a motion to approve the minutes of the July 10, 2019 meeting. Mr. Bourque seconded the motion, which carried, with Mr. Goodine abstaining due to absence from the July 10, 2019 meeting.

Approve Expenditures

Mr. Jodoin presented Accounts Payable and Payroll Manifests as follows:

Accounts Payable – August 13, 2019 - \$701.28

Payroll – August 15, 2019

Accounts Payable - July 31, 2019 - \$7,868.28

Payroll – August 1, 2019

Accounts Payable – July 12, 2019 - \$373,250.48 (includes \$365,000 transferred to TD Bank)

Payroll – July 18, 2019

Accounts Payable – June 28, 2019 - \$4,974.33

Payroll – July 3, 2019

Payroll – June 20, 2019

Mr. Bourque made a motion to approve Accounts Payable expenditures of August 13, 2019 (\$701.28); July 31, 2019 (\$7,868.28); July 12, 2019 (\$373,250.48) and June 28, 2019 (\$4,974.33) and Payroll manifests dated August 15, 2019; August 1, 2019; July 18, 2019; July 3, 2019 and June 20, 2019. Mr. O'Meara seconded the motion, which carried unanimously.

Purchase Orders

Mr. Gamache stated that the first purchase order is part of the Ambulance 3 project. It is for Stryker to replace the Ferno power stretcher and stair chair. The new structure has three points of contact, which New Hampshire has not yet adopted, though most states have. With this structure, if the ambulance

flips over, it is less likely to be fatal for the patient. He said this is PO # 19-8-002 in the amount of \$28,647.02 and comes out of the Vehicle Equipment Replacement line.

Mr. O'Meara made a motion to approve PO #19-8-002 in the amount of \$28,647.02 for the Ambulance 3 stretcher, stair chair and a five-year service contract. Mr. Bourque seconded the motion, which carried unanimously.

Chair Paulsen asked if the stretchers are interchangeable.

Mr. Gamache responded that they are. They just have to put a bar back in.

Mr. Jodoin confirmed that it was the same system in both.

Mr. Gamache presented the second purchase order in the amount of \$12,486.25 for an E-vent Ventilator. This is so both ambulances will be set up identically. He said this is the same product as the first ventilator. The company has changed the name and color. It is actually cheaper than the first because it is on sale. The PO # is 19-8-001 and the amount of \$12,486.25 breaks down as follows: \$9,371.25 for the ventilator; \$337.50 for two cables; \$442.50 for two probes and \$2,335.00 for the five-year service contract.

Mr. O'Meara made a motion to approve PO # 19-8-001 in the amount of \$12,486.25 for the second ventilator, accessories and service contract. Mr. Jodoin seconded the motion, which carried unanimously.

OLD BUSINESS

Review Board Goals

Mr. Jodoin, referring to the draft document prepared by Mr. O'Meara, said that the first bullet on page two should have a disclaimer like the one at the front.

Mr. O'Meara said it could say something like '...in accordance with the IMA.'

Chair Paulsen said it could say, 'They strive to provide 24/7 service when possible.'

Mr. O' Meara referenced the section saying that written reports, proposals, and presentations to the Board members will be provided by the Director on a consistent basis and at least two business days in advance of scheduled meetings.

Mr. Gamache said that was reasonable. He next referenced the section about the operational line, saying that they might be over on some lines and then they cut in others. He said that his monthly report provides this information.

Mr. O'Meara stated that it isn't that line items cannot be exceeded, only that the Board needs to be advised.

Chief St. Germain added 'whenever possible, advanced notice should be given to the Board.'

Mr. Jodoin said the bottom line is the key.

Mr. O'Meara referred to the section about having employees work excessive hours.

Mr. Gamache said they have a moonlighting policy.

Mr. Jodoin said that perhaps it should say that non-fulltime employees should not exceed 50 hours in a pay period.

Mr. Gamache said that with a full staff, this is almost never an issue.

Mr. Jodoin then suggested striking the whole item, since it is working well now. He added that this is a good working document.

Mr. O'Meara said he would make the suggested revisions and bring the document to the next meeting for approval.

Review 2020 budget

Mr. Gamache said that the proposed budget, including the CIP, is \$870,133.00. The operation budget is \$785,133.00. The increase over last year is \$37,580.00.

Mr. Jodoin said that Mr. Gamache faces the challenge of explaining the increase to both towns.

Mr. Gamache explained that they are now able to project revenue more accurately, so the amounts the towns must pay should be smooth going forward. He noted, also, that the employees received pay increases for two years all in one year.

Mr. Goodine asked about the plan to have three ambulances.

Mr. Gamache said that they are working toward having three, perhaps by 2023 or 2024, dependent upon having an active call force.

Mr. Bourque said that a COLA increase of 2.8% and merit increase of 1.5% is a lot.

Mr. Jodoin explained that Tri-Town follows the same policy as Pembroke regarding wages.

Mr. Jodoin made a motion to approve the proposed 2020 budget. Chief St. Germain seconded the motion, which carried unanimously.

NEW BUSINESS

Mr. Gamache presented two pay changes. Jessie Murdock, a paramedic who was hired as a high-ranking A-EMT, has completed the paramedic transition program and thus should be moved to the paramedic pay rate of \$19.96 per hour. This is an increase of \$0.63 per hour. Mitchell Dean is also advancing from A-EMT to paramedic, is going from \$17.07 per hour to \$20.18 per hour. This is an

increase of \$3.11 per hours. He was at a lower level of the A-EMT scale than Ms. Murdock and has more years as an EMS, which is why his increase is more substantial.

Mr. Bourque made a motion to approve pay rate changes for Jessie Murdock and Mitchell Dean. Mr. Jodoin seconded the motion, which carried unanimously.

Comstar billing report

Mr. Jodoin reporting July billings of about \$77,000.00; collections of \$40,182.04 and write-offs totaling \$41,903.00. Receivables stand at approximately \$759,000.00.

Director's report

Mr. Gamache reported 116 calls for July, with Tri-Town taking 110 of them. Mutual aid was received six times and given four times. There were 79 transports. Pembroke had 58 calls and Allenstown had 54. The average time out the door was 50 seconds.

Mr. Gamache said the AC issues with Ambulance 8 have been resolved. It is due for an oil change and a safety inspection in September. He is hoping that Pembroke Public Works can do this again, having done it last year. He said that Ambulance 3 is in South Carolina. They picked up the loaner today. Insurance with Primex is all set. He said he has requested a licensing waiver, along with waivers for lettering and the radio. He said that if lettering is required, it can be done for \$150.00 and they can use portable radios and cell phones if they do not get the radio waiver. The ambulance will be used only when Ambulance 8 is not available. The loaner is from PVC in Maine.

Mr. Bourque asked about the warranty issue with Grappone regarding the Ambulance 3 coolant leak.


Mr. Gamache said Tri-Town had to pay the bill. Grappone installed the radiator and 500 miles later they installed the engine. Apparently, the hose going from one to the other was not covered by the warranty.

Mr. O'Meara congratulated Mr. Gamache on his five-year service anniversary.

Chair Paulsen said that he needs objectives.

Mr. Jodoin said that Board members could email their thoughts and concerns to the Chair, Mr. Gamache could list his own goals, and they could go over them at the next meeting.

Mr. Bourque made a motion to adjourn at 4:44 pm. Chief St. Germain seconded the motion, which carried unanimously.

A handwritten signature in black ink, appearing to be "H. O'Brien", written in a cursive style.