

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, November 13, 2019
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The November 13, 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, Will Amos, Paul St. Germain and Harold Paulsen.

Absent: Derik Goodine

Present on the Staff: Chris Gamache, Director

Approve Minutes of Previous Meeting

Mr. Bourque made a motion to approve the minutes of the October 9, 2019 meeting. Chief St. Germain seconded the motion, which carried unanimously.

Approve Purchase Orders

None.

Expenditures

Mr. Jodoin reported the following manifests: Accounts Payable, November 13, 2019, \$127,784.79; Payroll, November 7, 2019; Payroll October 24, 2019; and Accounts Payable, November 17, 2019, \$35,502.18 (approved electronically).

Mr. Bourque made a motion to approve the Accounts Payable manifest dated November 13, 2019 in the amount of \$127,784.79; the Payroll manifests dated November 7, 2019 and October 24, 2019. Chief St. Germain seconded the motion, which carried unanimously.

Old Business

Chair Paulsen stated that he met with Chris Gamache for his job review.

New Business

Chair Paulsen said they would be having elections in December.

Comstar Billing Report

Mr. Jodoin said that October was a busy month for billings, which totaled \$148,182. Payments totaled \$51,000 and write-offs were \$63,000. The uncollected balance at the end of October stood at \$816,552.

Mr. Gamache said he is working to clean that up again. Phone calls have been made to those who filed for hardships. He said he has a list of write-offs totaling about \$20,000 which he will provide to Mr. Jodoin and some from 2014 for which is he looking for the Board's opinion about leaving with First Financial or writing off.

Chair Paulsen said he favors clearing them off.

Mr. Jodoin asked Mr. Gamache to provide a list from 2014 and 2015 at the next Board meeting, along with the hardship cases, at which time they can make decisions about them.

Mr. Bourque asked about those patients who received checks from insurance company, cashed them, and did not pay Tri-Town.

Mr. Gamache said he has sent those to collections. He added that many customers received checks which included payments to hospitals along with payments to Tri-Town and sent all of the money to the hospital.

Mr. Bourque asked if he has had any word from First Financial on those collections.

Mr. Gamache said payments are coming in by dribs and drabs.

Director's Report

Mr. Gamache said that Ambulance #3 was delivered on November 1st. It was inspected and there were a couple of things wrong. These were fixed. Of most concern, he said, was the radio. When they went for re-inspection, the radios, which had been disconnected and were now reconnected, were not working. Professional Vehicles Corp agreed that the cable should not have been cut. The repair will cost \$781 and will be done by Ossipee Mountain. Tri-Town will not have to pay for it. This, unfortunately, causes a delay in getting the ambulance back in service. The work will be done on November 19th. He noted that the purchase orders for repairs to Ambulance #3 totaled \$159,582.29, while actual expenses were \$155,466.12. This was \$4,116.17 below budget. When Ambulance #3 is up and running, Ambulance #8 will go for past due scheduled maintenance. He reported that the new ventilator for Ambulance #3 has arrived. It is the same as the one for Ambulance #8, facilitating interchangeability and ease of training. He said the stretchers in both ambulances are also the same. They noticed that the front end of the new stretcher for Ambulance #3 was not attached to the ambulance. Stryker came and fixed that. Regarding RSI/DSI, November 22nd marks the end of training. Six paramedics will go through that training; a seventh has already been done, so seven of the 12 paramedics will be able to perform this procedure. He said that State approval will then be given, which is a formality. The direct costs for RSI training is \$1,632. Indirect costs total \$31,516, for a total of \$33,148. He added that a bulk of the items making up the indirect costs are things they would have done anyway. Regarding staffing, he said that the per diem paramedic they discussed hiring at the last meeting is not sure about signing on. Tri-Town has given him 90 days to decide. He said he has four more applications he would like to pursue, but is holding off until 2020 because the budget is tight now. The current budget situation, he said, is mainly due to vehicle maintenance expenses and the lawsuit. For October, there were 94 runs – 38 for Pembroke and 49 for

Allenstown. Mutual aid was given seven times and received nine times. There were 62 transports, and the average time out the door was 47 seconds.

Mr. Bourque made a motion to approve the minutes of non-public sessions of September 18, 2019 and October 9, 2019. Chief St. Germain seconded the motion, which carried unanimously.

Mr. Bourque made a motion to adjourn at 3:59 pm. Chief St. Germain seconded the motion, which carried unanimously.

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