

**BOARD OF DIRECTORS MEETING  
TRI-TOWN EMS  
Wednesday, May 12, 2021  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, New Hampshire 03275**

**Call to Order**

The Allenstown Trustees of the Trust Meeting of May 12, 2021 was called to order at 3:31 pm by Michael O'Meara.

**Roll Call**

Present on the Board: Robert Bourque (Pembroke), Paul St. Germaine (Allenstown), Paul Gagnon, Michael O'Meara (Allenstown), Derik Goodine (Allenstown), David Jodoin (Pembroke), Chris Gamache (Pembroke).

- **Approval Minutes of Previous Meeting Dated April 14, 2021**

Mr. Bourque made a Motion to approve the minutes of the previous meeting dated April 14, 2021 which was seconded by Mr. St. Germain.

Roll Call vote was taken.

Robert Bourque - Aye

Paul St. Germaine - Aye

Paul Gagnon - Aye

Michael O'Meara - Aye

Derik Goodine - Aye

David Jodoin - Aye

Minutes are approved by unanimous vote.

- **Approve Expenditures**

Mr. Gamache said there is the Expenditure Manifest dated May 12, 2021 in the amount of \$15,902.72. He also said there is the Payroll Manifest for May 6, 2021 and April 22, 2021.

Mr. Bourque made a Motion to approve the Manifests dated April 22, 2021, May 6, 2021, and May 12, 2021, which was seconded by Mr. St. Germain.

Roll Call vote was taken.

Robert Bourque - Aye

Paul St. Germaine - Aye

Paul Gagnon - Aye

Michael O'Meara - Aye  
Derik Goodine - Aye  
David Jodoin - Aye  
Minutes are approved by unanimous vote.

- **Old Business**

None.

- **New Business**

Mr. O'Meara passed out a document that has proposed meeting dates for the rest of the 2021, second Wednesday of every month.

There was no other new business to discuss.

- **Comstar Billing Report**

Mr. Gamache said the April report reflects there was \$128,778.00 worth of billings for the month of April which seems high, and the revenue was \$48,629.00, and allowances were \$57,000 and there is an uncollected balance of \$895,000.00. Mr. Gamache said April was March's calls which were very high, which were 131 runs.

Mr. Bourque asked if they have to write it off. Mr. Gamache said this is the cumulative totals every single month, but when they do the audit, they do write off a large portion of those based on the 120 day collection rule. He said the true collectables are probably only \$200,000, if that. Mr. Gamache said that you can chase the bill holder for as long as you want but the account would just sit on a spreadsheet and if the person does pay it, it would reactivate the account.

Mr. Bourque asked what percentage are not being paid. Mr. Gamache responded that there are government write-offs they have to do, and that in itself is 55% reduction rate but he hasn't done a report on it awhile. He said ballpark figure from gross billing, it's probably 40% so they are losing 60% (which includes dealing with Medicare and Medicaid). Mr. Gamache said self-pays are typically 5-7% reduction rate so you do not see approximately 95%. He said his plan is to do another rate change to maximize what they receive and will poll the Capital area to see what their rates are.

- **Director's Report**

Mr. Gamache said the April data shows 112 EMS runs, and they transported 69%. He said two months in a row, they are back to transporting percentages where they were before Covid. He said refusals are the biggest liability, so you would want to see that higher percentile.

Mr. Gamache said they received mutual aid 13 times and provided mutual aid 8 times. He said the average time out the door was 55 seconds. Mr. Gamache said ambulance 8 had a check engine light on, it was the exhaust system filter sensor which was costly and they also had to replace the tablet on ambulance 8. Mr. Gamache said in April they saw an increase in drug related instances, including opioids, fentanyl and methamphetamine.

With regard to finances for the month of April, Mr. Gamache said total expenses were \$62,611.89, and Revenue was \$118,955.68 (including Pembroke). He said year to date they have spent \$293,355.00. Mr. Gamache said they have 69 1/3 of their budget remaining so they are ahead on expenses.

As of Friday, Mr. Gamache said they were \$600.00 short for ambulance billing but they are doing well on the expense side. He said the line items that were to be over expended were unemployment and workers compensation insurance, computer and software line are over expended and vehicle maintenance because they did not anticipate a \$4,000 repair on ambulance 8.

Mr. Gamache said they have an applicant, Megan Donahue who applied for a per diem paramedic. He said she a 16 year paramedic and worked at Concord Hospital and in Massachusetts her pay rate commensurate with experience would be \$26.67. He said they have to obtain her driving and criminal record from the state but he would like to move forward with her application.

Mr. Bourque made a Motion to hire Megan Donahue at \$26.67 per hour as a per diem paramedic contingent on driving recorded and criminal record, seconded by David Jodoin.

Roll Call vote was taken.

Robert Bourque - Aye

Paul St. Germaine - Aye

Paul Gagnon - Aye

Michael O'Meara - Aye

Derik Goodine - Aye

David Jodoin - Aye

Motion was approved unanimously.

Mr. Gamache said their Saturday Paramedic Jessie McAdams graduated from nursing school and she starts at Concord Hospital Emergency Department as a Registered Nurse in June, so she will be changing to part-time per diem on June 13, 2021. He said William Amos, per diem paramedic, resigned from his position as of May 26, 2021, and Stephanie Locke resigned her position after many years as of May 2, 2021.

- **Purchase Orders**

None.

- **Other Business**

None.

- **Non-Public Business if Required**

Not required.

Mr. Bourque made a Motion to adjourn the meeting at 3:39 pm, which was seconded by Mr. Jodoin.

Roll Call vote was taken.

Robert Bourque - Aye

Paul St. Germaine - Aye

Paul Gagnon - Aye

Michael O'Meara - Aye

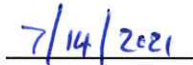
Derik Goodine - Aye

David Jodoin - Aye

Motion to adjourn was approved by unanimous vote.



Michael O'Meara, Chair



Date