

**TOWN OF ALLENSTOWN
TRI-TOWN BOARD OF DIRECTORS
311 Pembroke Street
Pembroke, NH 03275
July 13, 2022**

Call to Order

The Allenstown Tri-Town Board of Directors Meeting of July 13, 2022 was called to order at 3:32 pm by Chair Jodoin.

Roll Call

Present on the Board: Robert Bourque (Pembroke), David Jodoin (Pembroke), Paul Gagnon (Pembroke Fire Chief), Chief Eric Lambert (Allenstown Fire Chief), Mark Solimanto (Citizen Rep, Allenstown)

Also Present: Chris Gamache (Pembroke, Tri-Town Ambulance Director)

Excused: Derik Goodine

○ **Approval of Minutes of Previous Meeting Dated May 11, 2022**

Mr. Bourque made a Motion to approve the minutes of the previous meeting dated May 11, 2022, which was seconded by Mr. Gagnon.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

○ **Approve Expenditures**

Chair Jodoin said they have a Payroll Expenditures for July 14, 2022, June 30, 2022, June 16, 2022, June 2, 2022, May 19, 2022; Accounts Payable Manifest for July 12, 2022 in the amount of \$7,368.89; Accounts Payable Manifest for June 10, 2022 in the amount of \$6,354.39; Accounts Payroll Manifest for March 24, 2022 in the amount of \$3,414.84.

Mr. Bourque made a Motion to approve Payroll Expenditures for July 14, 2022, June 30, 2022, June 16, 2022, June 2, 2022, May 19, 2022; Accounts Payable Manifest for July 12, 2022 in the amount of \$7,368.89; Accounts Payable Manifest for June 10, 2022 in the amount of \$6,354.39; Accounts Payroll Manifest for March 24, 2022 in the amount of \$3,414.84. Mr. Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

- **Old Business**

None.

- **Comstar Billing Report**

Chair Jodoin said that when you look at the month of June, they had billings of \$163,280.00. They took in \$68,375.36 revenue between Pembroke, Allenstown, Epsom, Hooksett, Concord, etc. Write-offs for the month are \$89,685.37. That left an uncollected balances in the amount of \$1,079,451.57 (which goes back to 2013).

For May, he said they had a big month with billings of \$215,287.50. He said June dropped but was still somewhat high as opposed to prior years.

- **New Business**

- **Mutual Aid/ Demand Analysis and 2nd Ambulance Feasibility**

Mr. Gamache said he created a proposal for a second ambulance. He said he provided four documents and two of them are bound together as part of 2023 budget. The 4th document is a proposal for the second ambulance.

He said what he is proposing is to put a second ambulance up during peak time which will allow them to better serve the community and it's not that much more money to run it.

Mr. Gamache said the proposal is divided up into two phases where phase 1 will start in September where they would take money that was allocated already to employees on call and will basically staff the second ambulance. For Phase 1, on Tuesday, he would come off his shift on the primary ambulance and the medic on the second ambulance Monday through Friday from 7 am to 3 pm. He said then they would just need to put another provider on that second ambulance.

Mr. Gamache said in looking at the revenues and what it would cost to run that would pretty much break even.

He said Phase 2 would be starting January 1st and the hours would increase to 10 hours a day, 7 days per week and his coverage would be Monday through Thursday and then per diems around that through the weekend.

He said that when you look at what they are losing now to the mutual aid (175 runs this year) and considering the elderly housing that is coming in as well as some of the other housing projects, it is reasonable to assume that the call volume is going to continue to go up at a higher rate than it is currently.

Mr. Gamache said May was their busiest month ever with 155 runs and June was the busiest June with 129 runs. He said the call volume with the new projects is increasing just what they have in town. He said the problem is that they have no real data to predict what it is going to be in the future.

He said the 10 hour truck actually captures a bulk of the calls that they are giving up to mutual aid right now.

Phase 1 would start in September and Phase 2 would start January 1, 2023.

He provided a sheet that describes the financing and shows where he got his numbers. Phase 1 estimated cost would be about \$16,420 and the revenues would be approximately \$18,300. He said going into next year, Phase 2, the estimated cost would be approximately \$140,000 (all-inclusive) and the revenues would be approximately \$116,000 to \$117,000 which would be a shortfall of \$23,500. They would take the money that they are already budgeting for on-call staff (\$14,000) and the \$2,000 that they budget for the details (2nd ambulance) would be \$16,000. So the \$23,500 shortfall would be \$8,500. They want to capture as many calls as they can with minimal impact to the budget.

Mr. Gamache said he had a conversation with Mr. Jodoin and they have money in the Unspecified Fund Balance account of which they keep about \$200,000 in reserve and that is contingent if something major happens and they would exceed the budget. He also considers that money as what they use to operate the service at the end of the year without having the Town of Pembroke float the service.

He said what he does for the budget (and why everything ties in together) was increase the revenue somewhat and he used the unspecified fund balance to buffer the budget if needed.

Mr. Bourque asked if the second truck would be up and running for transports. Mr. Gamache said with non-emergent transports, you would have to have documentation including medical necessity and maintain the paperwork to submit with the bill which runs the risk of denials. He said they do not have much of a need for IFP in the two towns and they are now looking at a new project where they would get their paramedics into "Paramedics Intra-Facility Transport" so in the event that they have new trucks up and running and there is an emergent need for Concord Hospital to move a patient to Boston or Dartmouth and nothing else was available, they could do that for them.

Mr. Gamache said the other thing he would definitely entertain is getting patients back home from the emergency room.

Chief Lambert gave an update on the status of the senior housing and said that there will be an uptick of overnight calls once it is up and running and they should start to think about that before next spring.

Mr. Gamache said Phase 1 would start in September if the Board agrees.

Mr. Bourque made a Motion to approve Phase 1 for the second ambulance to begin in September. Mr. Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

○ **2023 Budget**

Mr. Gamache provided write-up of everything they need to know about the budget, the worksheet that goes with the budget, and the updated Capital Improvement Program. He said they are looking at purchasing a new ambulance this year, but next year there should be no purchases.

Mr. Jodoin asked if they received reimbursement yet for the \$50,000 grant. Mr. Goodine said no.

Mr. Gamache said next year's budget is for \$1,213,345 and a portion of that is the operational budget so they take \$75,000 for Capital Improvement. He said there will be some really big increases in salaries due to an increase in the cost of living adjustment. He added a 53rd week to cover partial pay weeks that occur at the beginning or end of the year.

He said they are not going to have data on the two new housing projects in town till the 2025 budget. For this reason, he only increased the budget by \$16,000 which is a light number. He thinks that this year they are on pace for exceeding this year's budget for ambulance revenue so it will be around \$500,000. So the \$16,000 brings it to around \$515,000.

Mr. Goodine asked what the ambulance billing number if they weren't being conservative. Mr. Gamache said it would be almost double.

Mr. Gamache said they also are trying to put the second ambulance up without affecting the towns. He said there will be a shift of percentage from Pembroke to Allenstown.

Mr. Goodine, Mr. Jodoin and Mr. Gamache discussed the 53rd week partial pay plan. Mr. Gamache said he would pull it out of the budget to adjust other figures. Mr. Jodoin said 2024 will be the biggest "sticker shock." The fund balance now is at 20%.

Mr. Gamache said they are going to reserve a balance this year of about \$200,000.

He said the other increase that no one was expecting that more than doubled this year was fuel.

There was a discussion about the cost of building use including electricity.

○ **Director's Report**

Mr. Gamache said May was a busy month (2nd busiest since 2013) with 155 EMS runs, 65 in Allenstown and 71 in Pembroke. He said mutual aid was given 19 times and mutual aid received was 16. He said they did 94 transports for a transport rate of 60.55%. Average time in May out the door was 47 seconds.

In June, the data showed 129 EMS runs, 65 in Allenstown and 58 in Pembroke. There were 81 transports for a percentage of 62.79% transport rate. He said they received mutual aid was given 7 times and gave it 6 times. Average time in June out the door was 46 seconds.

In May, they ran the second ambulance as a trial run and once time in June. They identified some issues that they did end up working out or will need to work out.

They had previously purchased a LEPP (power load stretcher) device that can be wrapped around people to pick them up. Ambulance 8 had them which was the primary truck so they ordered a complete other set for Ambulance 3.

He said during the month of June, they had two special details where they assisted the Allenstown Police Department, 1 happened but the other was canceled.

He is currently working with PL Custom and the next meeting he should have the purchase order for that truck.

- **Purchase Orders**

None.

- **Other Business**

Mr. Gamache has a non-public billing for a hardship case.

Mr. Bourque asked about the new ambulance. Mr. Gamache said right now, on paper, it will be a replacement for Ambulance 3. He said if they do the second ambulance proposal, he would advise to keep the 3rd ambulance as a spare. The ambulance cost is approximately \$325,000 currently which is within the CIP that they budgeted for.

- **Non-Public Session per RSA 91-A:3 II (c)**

Mr. Bourque made a Motion to go into public session according to RSA 91-A:3, II c. Mr. Lambert seconded the Motion.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

Roll Call vote was taken.

The Motion was approved.

Mr. Bourque made a Motion to exit the non-public session at 5:01 pm. Mr. Lambert seconded the Motion.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

Roll Call vote was taken.

The Motion was approved.

Mr. Goodine made a Motion to seal the minutes of the Non-Public Sessions on the grounds that the matters could impact an individual that is not a member of the Board. Mr. Bourque seconded the Motion.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

Roll Call vote was taken.

The Motion was approved.

Mr. Bourque made a Motion to reduce the bill down to the Medicaid amount of \$830 from the original \$2,500, and the patient could pay \$25 per month for a year to give him time to get back on his feet, and then the balance of \$550 would be due at that time. Mr. Gagnon seconded the Motion.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

Roll Call vote was taken.

The Motion was approved.

Mr. Bourque made the motion to award a 1.5% merit raise to Chris Gamache, seconded by Mr. Lambert.

Robert Bourque - Aye

Paul Gagnon-Aye
David Jodoin – Aye
Eric Lambert- Aye
Mark Solimanto- Aye
Roll Call vote was taken.

The Motion was approved.

Motion by member Bourque to adjourn at 5:15 PM, seconded by Member Gagnon, vote unanimous

A handwritten signature in black ink, appearing to be 'Paul Gagnon', written in a cursive style.