

/TOWN OF ALLENTOWN AND PEMBROKE
Joint Tri-Town Board
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
November 18, 2015

Call to Order.

The Joint Tri-Town Board Meeting for November 18, 2015 was called to order by the Chair at 3:30 p.m.

Roll Call.

Present on the Board: Dana Pendergast, David Jodoin, Shaun Mulholland, and Bob Bourque.

Excused: Harold Paulsen. Mike Kelly and Jennifer Abbott.

Others Present.

Tri-Town Staff: Christopher Gamache, Director and Stephanie Locke, Assistant Director.

Other:

Approve minutes of previous meeting(s).

Motion. Mr. Jodoin made a motion to approve the minutes of October 14, 2015. Mr. Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

Approve expenditures.

Mr. Jodoin stated the Expenditure manifest has already been approved.

Motion. Mr. Bourque made a motion to approve the Payroll Manifest for November 12, 2015. Mr. Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

Motion. Mr. Pendergast made a motion to approve the Payroll Manifest for October 29, 2015. Mr. Bourque seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

Approval of purchase orders.

Mr. Gamache stated Purchase Order #15-11-001 for the purchase of a simulator mannequin for ALS skills for a total of \$6,300.00.

Motion. Mr. Pendergast made a motion to approve the purchase order for the simulator mannequin for \$6,300.00 and to wait until the end of the year to make the purchase. Mr. Bourque seconded the Motion.

Mr. Gamache stated they are looking at about \$14,000 remaining for the end of the year. He stated this is budgeted for next year. He stated it is to get the staff practicing IVs, intubations, surgical air ways, chest decompressions and other things.

Mr. Jodoin expressed concern with putting things in next year's budget and then taking it out in this year. The Chair stated they are going to have an overage in insurance next year. Mr. Gamache stated he is looking at it as they have the money to do it this year and can save the \$6,300 for next year which may or may not be needed. The Chair stated this came up at the beginning of the year and he had suggested they wait until the end of the year to do it.

Mr. Jodoin asked how much is budgeted for the legal issues which could be somewhere about \$5,000. Mr. Gamache stated if he adds in the \$5,000 to the \$6,300 it puts them at \$11,300 towards the \$14,000 left over. Mr. Bourque asked if there were any legal fees included in the budget. Mr. Gamache stated they have \$10,000 in the budget. Mr. Jodoin stated if the case goes forward it will be more than \$10,000.

Mr. Gamache stated the concern was the legal fees could be about \$80,000 which they will never budget for. He stated the plan was to use the unassigned fund balance to cover the costs if necessary.

Mr. Gamache stated the budget report for revenues was \$315,000 for year to date and they budgeted \$130,000. He stated the amount of revenues will go up about \$30,000 by the end of the year. He stated he doesn't see the need to leave so much money on the table from this year when they are going have significant extra revenues at the end of the year.

The Chair suggested they approve it and have him hold off on purchasing it under the end of the year in case they need the funds for something else.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

Discuss ComStar revenue report.

Mr. Jodoin stated the collections at the end of September was \$269,000 and was \$265,068.40 at the end of October. He stated combined all communities there were \$197,000 worth of write offs. He stated the runs in Allentown increased almost three times from October to September. He stated Pembroke dropped about \$11,000 and other communities about \$2,000. He stated collections are coming in and the process with ComStar works really well.

Mr. Jodoin stated they had a deposit come in today which was labeled as Treasury. He stated he is working with ComStar to see if it is something from the VA but they are not sure. He stated the banks are also trying to help get more information on the ACH transaction. He stated there are three deposits which are booked as miscellaneous revenue and may be transferred over to the VA if it is their revenue.

The Chair asked where they are with the Pembroke collections. Mr. Gamache stated they are up to date. He stated letters have been sent out and now they are to the point of sending out letters to people they haven't gotten payments back yet. He stated anything outside of Allentown or Pembroke goes straight to collections. He stated he hasn't anything from FSR.

Recommendation to Write off Incident #15-0504

Mr. Gamache stated they have a patient, Incident #15-504, who has an outstanding balance of \$98.48. He stated the patient is disabled, gets a payment from Social Security of \$596, pays \$400 for living expenses and owes \$1818 back to SSI and relies on getting food through friends and family. He recommended they write off the \$98.48.

Motion. Mr. Bourque made a motion they dismiss the bill for patient #15-0504. Mr. Pendergast seconded the Motion.

Chief Pendergast asked Mr. Gamache if he spoke to the patient on the phone. Mr. Gamache stated he did. Chief Pendergast asked if it was legit. Mr. Gamache stated yes.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

Director's Report.

Mr. Gamache stated the call volume for October of this year was comparable to October last year. He stated transports were significantly different. He stated year to date they are down 12 runs altogether which is normal for the business. He stated response times are still holding; the average time out the door was 55 seconds and average response time was 55 minutes.

Mr. Gamache stated they met with Concord Hospital last month and discussed clinical procedures. He stated they also discussed having the staff being RSI Assistants.

Mr. Gamache stated they met with Concord Alarm who is supposed to be getting them a letter involving Tri-Town for the mutual aid. He stated they discussed the ability to send text messaging for the phone in the ambulance which they have since gotten up and running.

Mr. Gamache stated revenues for last month was \$31,558 with everything involved.

Mr. Gamache stated they got paid from the Regatta Amoskeag Rowing Club for the detail services they provided. He stated they have a bill out to the Pembroke Friends of Football.

Mr. Gamache stated the Q&A process discussed paying more attention to obtain the billing information and putting the mileage on the run report which they addressed with all the staff.

Mr. Gamache stated for training in October providers took their license level refreshers and they finished up provider medication training.

Mr. Gamache stated all the paperwork Tri-Town Volunteer Ambulance Association had provided to them. He stated they have very few personnel files and he believes there are more personnel files somewhere. He stated he intends to reach out and let them know Tri-Town will not take responsibility for the files which weren't turned over.

Discuss status of CAG litigation.

Mr. Jodoin stated there is a letter addressed to Sherriff Hilliard on October 28, 2015. He stated he has a letter from November 7, 2015 verifying the compliant in accordance to RSA 510:4 which were served. He stated he received an email from the attorney for the town which says CAG is disagreeing with everything provided in the letter. He stated CAG would like to resolve the issue without getting the courts involved. He stated his stance is CAG should tell him what they paid to the town of Pembroke as he has come up with his amount. There was further discussion of the response back from CAG.

The Chair suggested they have their attorney do a conference call with CAG's attorney to try to speed up the process.

The Chair stated they have to elect officers at the December 9, 2015 meeting.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Mr. Bourque made a motion to go into non-public session under RSA 91-A:3,II(a) at 3:58pm. Mr. Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

The Chair called the meeting back to public session at 4:04pm.

Motion. Mr. Bourque made a motion to terminate Michelle Spencer with the Tri-Town organization effective November 18, 2015. Mr. Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

Other Business

Mr. Bourque asked if they will be trying to replace Ms. Spencer. Mr. Gamache stated she never filled a spot and they have two applicants at this time.

The Chair stated they have round two of the budget process with the Budget Committee tomorrow night. He asked Mr. Jodoin when their budget process with the Budget Committee is. Mr. Jodoin stated they start in December. He stated the Pembroke BOS has already approved the budget. He suggested Mr. Gamache be careful when discussing the fund balance. The Chair suggested Mr. Jodoin answer those questions.

Motion. Mr. Bourque made a motion to adjourn. Mr. Jodoin seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; and Mr. Pendergast – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 4:07pm.

SIGNATURE PAGE

On motion of _____ that was seconded by _____,
the minutes for _____ were approved on _____, 2015.

A handwritten signature in black ink, appearing to read 'SHAUN MULHOLLAND', written over a horizontal line.

SHAUN MULHOLLAND