

/TOWN OF ALLENTOWN AND PEMBROKE  
Joint Tri-Town Board  
311 Pembroke Street  
Pembroke, New Hampshire 03275  
Minutes of Regular Meeting  
December 9, 2015

**Call to Order.**

The Joint Tri-Town Board Meeting for December 9, 2015 was called to order by the Chair at 3:30 p.m.

**Roll Call.**

Present on the Board: Harold Paulsen, Dana Pendergast, David Jodoin, Mike Kelley, Shaun Mulholland, Bob Bourque and Jennifer Abbott.

**Others Present.**

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

Other: Jonathan Harry

**Approve minutes of previous meeting(s).**

Motion. Mr. Bourque made a motion to approve the minutes of November 18, 2015. 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; Mr. Pendergast – Yes; Mr. Kelley – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

Motion. Mr. Bourque made a motion to approve the non-public minutes of November 18, 2015. 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; Mr. Pendergast – Yes; Mr. Kelley – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

**Approve expenditures.**

Motion. Mr. Bourque made a motion to approve the Accounts Payable Manifest for December 3, 2015. Mr. Kelley seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifest for November 25, 2015. Mr. Kelley seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifest for December 10, 2015. Chief Paulsen seconded the Motion. There was no additional discussion.

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

#### **Discuss ComStar revenue report.**

Mr. Jodoin stated the receivable at the end of November was \$257,160 which is down from October. He stated collections (billings) were \$19,000 for Allenstown and \$17,000 for Pembroke. He stated collections came in at \$13,000 for Allenstown and \$12,000 for Pembroke. He stated they had write offs for \$18,000 for November.

The Chair asked if they had anything from First Financial. Mr. Jodoin stated there is one patient who pays \$25.00 every so often and they pay \$8.33 a month for the fee to First Financial.

#### **Director's Report.**

Mr. Gamache stated call volume is pretty much in line with what they did last year. He stated they did a little bit more calls and two less transports. He stated out the door is about a minute and response time is about five minutes.

Mr. Gamache stated Ms. Locke attended her ICS 300 course which is a part of her job requirement. He stated himself and Ms. Locke is both signed up to take the ICS 400 course this week. He stated they both completed the Instructor I course and are going to be signing up to take the Instructor II program next year. He stated Instructor I is for them to be an Instructor.

Mr. Gamache stated last year to this year they are down 14 calls but they have done more transports.

Mr. Gamache stated with an exception of a couple of things, all annual payments have been made. Mr. Jodoin stated the Health Insurance was processed today. Mr. Gamache stated right now they

are looking at about \$12,000 extra. He stated the revenues for the year were just shy of \$330,000 and they had budgeted for \$130,000.

The Chair asked if they had charged any legal bills to it yet. Mr. Jodoin stated there is \$225 which will be on the next manifest.

Mr. Bourque asked if the \$330,000 in revenues takes off the write offs. Mr. Gamache stated it reflects actual amounts which come into the account so it does not include write offs.

### **Discuss status of CAG litigation.**

Mr. Jodoin stated they sent off the information to CAG to provide what was collected. He stated he received an email saying they have been out of town dealing with things. He stated the lawyer said they have until sometime this month to comment on things. He stated they still don't under the \$46,000 represents money on their report shows was turned over to Tri-Town already but hasn't been.

### **Annual election of officers: Chairperson, Vice-Chairperson.**

Motion. Mr. Bourque nominated Shaun Mulholland as Chairperson. Chief Pendergast seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque nominated David Jodoin as Vice Chairperson. Mr. Kelley seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – NO; Mr. Pendergast – Yes; Mr. Kelley – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

### **Discuss Health Insurance costs**

The Chair asked Mr. Jodoin if their rates went up. Mr. Jodoin stated their (Pembroke) Worker's Comp went up, unemployment stayed status quo and PLT went up a little. He asked if Allenstown had a larger increase. The Chair stated they got a larger decrease. He stated people are getting an increase, doing what they can to grab new people and offering rock bottom prices. Mr. Jodoin stated they have had some large claims.

### **Discuss Strategic Plan**

The Chair stated one of the things they need to work on is updating policies. Mr. Gamache stated he is working on the overall format. He stated the original format for the personnel policy was difficult to make amendments to so he is working on fixing it. He stated Ms. Locke is doing the educational components.

The Chair asked what the process is for the strategic plan. Mr. Gamache didn't have a process for the plan. The Chair stated the strategic plan should involve processes, have mandates, and involve employees. He stated Mr. Gamache and Ms. Locke should have goals and objectives which they keep to themselves as well as ask the employees to come up with goals and objectives.

The Chair stated they need to have a Capital Improvement Plan and follow the same format as Pembroke. He suggested they do an employee survey. He stated if they wanted to do it, it has already been paid for.

Mr. Gamache stated there was some thought process. He stated he was looking at where they want to be in the next five years, what their replacement cycle of equipment would be, employee development and their goal to be able to perform Rapid Sequence Innovations. The Chair stated it should be what type of services they want to provide and what type employee development they want to do. He stated employee input is very critical to it.

The Chair stated when they do the 2017 budget; everything in the budget should tie in the Strategic Plan.

The Chair stated they want to have a group session to get employee input.

### **Discussion of budget status**

The Chair asked if there was anything on the budget status. Mr. Jodoin stated they made the presentation the other night. He stated there was a question on billing costs. Mr. Gamache stated there was a question on how they come up to the figures for billing, costs as far as if they don't make enough money who picks it up, the need for replacing the ambulance, and reliability and safety of the ambulance.

Mr. Jodoin stated he presented the budget covering things such as where they were, where they are now, plan of attack for replacing things, fund balance and other things like those. He stated Mr. Gamache explained the operational aspects and answered questions on level and quality of care.

Mr. Jodoin stated Mr. Gamache has the purchase order for the mannequin. He stated there were questions for the large increase. He stated his opinion is to wait and buy it in January and then use whatever they save to put in the fund balance for an ambulance. The Chair stated it has been

approved and it is just a matter of ordering it. He stated concern he has is the unknown in 2016 with the litigation. Mr. Jodoin stated that the cost of litigation will ultimately come out of Fund Balance.

Mr. Gamache stated they need to start replacing their portables. He explained he wanted to get the mannequin on this year's budget, replace the two portables next year and possibly replace a third at the end of the year next year. He stated instead of purchasing the mannequin in December to do it in January and purchase the two radios at the end of this year. He stated the two radios would be less than the mannequin.

Mr. Gamache stated he is looking at the finances as the last true pay period of this year and the first pay period of next year being on this year's budget. Mr. Jodoin stated they will accrue it until the end of the month.

Mr. Jodoin stated they will get another legal bill.

Mr. Gamache asked if anything he gets dated in this month will be put on this year. Mr. Jodoin stated anything which comes in by December 31<sup>st</sup> will be charged. He stated they will hold the manifest open until the middle of January. Mr. Gamache stated the health insurance, dental insurance, and phone bills are the unknown to him. Mr. Jodoin stated health insurance is already done. He stated there may be one more phone bill. Mr. Gamache stated he wasn't going to buy the mannequin until the last week of December.

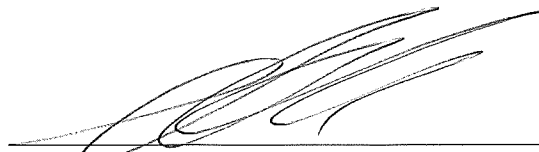
Chief Pendergast and Mike Kelley left the meeting to take a medical call. Jennifer Abbott joined the meeting.

The Chair asked Mr. Gamache if he is going to hold off on purchasing the mannequin until 2016. Mr. Gamache stated he would. The Chair asked about purchasing the radios instead. Mr. Gamache stated he would probably hold off until next year. The Chair stated he is concerned about buying radios because they aren't old. Mr. Gamache stated the radios are from 2001 and aren't functional. There was further discussion of the condition of the radios.

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; Mr. Paulsen – Yes; and Ms. Abbott - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 4:05pm.



---

SHAUN MULHOLLAND