

TOWN OF ALLENSTOWN AND PEMBROKE
Tri-Town EMS Board of Directors
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
July 13, 2016

Call to Order.

The Tri-Town EMS Board of Directors Meeting for July 13, 2016 was called to order by the Chair at 3:30 p.m.

Roll Call.

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

Excused: Mike Kelley.

Others Present.

Tri-Town Staff: Christopher Gamache, Director; Stephanie Locke, Assistant Director; and Kyle Haas

Review and Approve Minutes

Motion. Mr. Bourque made a motion to accept the minutes for June 8, 2016. Chief Paulsen seconded the Motion.

The Chair stated he made some changes to the minutes because Mrs. Hetu needed some clarification on some names. He also stated he remembered they approved the wage classification system but it is not in the minutes. He stated they tabled the wage classification system at the last meeting and they need to make a motion to approve it by the end of the meeting or it is dead.

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

Motion. Mr. Bourque made a motion to approve the wage classification system as presented at the last meeting. Chief Paulsen seconded the Motion. There was no additional discussion.

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

Approve expenditures.

Motion. Mr. Bourque made a motion to approve the Payroll Manifest of July 7, 2016 in the amount of \$14,654.81. Mr. Paulsen seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifest of June 23, 2016 in the amount of \$14,724.53. Mr. Kelley seconded the Motion. There was no additional discussion.

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

Director's Report

Mr. Gamache stated they did 97 calls last month which is up by 13 calls compared to 2015. He stated they have done 522 runs which compared to last year is down by four calls. He stated they are hitting the average amounts of everything over the last four years. He stated they received mutual aid 5 times and gave it 16 times. He stated the average reaction time in June was one minute and fifteen seconds. He stated everything is within the average for the overall time from start to finish.

Mr. Gamache stated no changes to staffing. He stated the training mannequin they purchased at the beginning of the year has some structural and functional issues. He stated they have contacted the manufacturer and they are sending it back. Ms. Locke stated they are going to check it out and they may end up replacing it.

Mr. Gamache stated they ordered the ambulance last month and met with the manufacturer. He stated they added some things and taken some things out. He stated with the changes the cost is \$102.99 less than what they were approved for. He stated they were offered a \$3,500 trade in on Ambulance II. He stated there is a \$5,000 allotment for municipalities but he can't tell if it is taken out of the final price. He stated he has a meeting with the manufacturer on Friday.

The Chair asked if they could get a better deal by trying to sell it on the market rather than trade it in. Mr. Gamache stated there is no real market for those.

Mr. Jodoin asked if it is going to fit in the fire station in either of the bays. Mr. Gamache stated it will fit in the back bay. He stated it is similar to Concord's Ambulance V. He stated Concord firefighters told him it has a better turning radius. Chief Paulsen stated the parking lot is changing too.

Chief Paulsen asked if there is going to be enough room for the fire fighters to walk through. Mr. Gamache stated there are still a couple of feet between the tailgate and the Rescue Truck.

Discuss ComStar revenue report

Mr. Jodoin stated receivables at the end of May were \$334,836.76. He stated the billings were \$32,000 for Allenstown, \$35,000 for Pembroke and \$5,000 for other communities. He stated the \$334,000 receivable is made up of \$160,000 from Allenstown, \$149,000 from Pembroke, and \$25,000 from the other communities.

Mr. Jodoin stated there will be an increase for June to \$362,000. He stated Pembroke charges were \$49,000 and \$42,000 for Allenstown. He stated the collections were \$22,000 in Allenstown and \$14,000 in Pembroke. He stated the write offs are at \$159,000. The Chair asked what they are looking at for cash in the bank. Mr. Jodoin stated they have \$425,000. The Chair stated a portion of it is the towns' contributions. Mr. Jodoin stated Allenstown's contribution is in there and they are doing a transfer for Pembroke right now. He stated they are in the positive however at the end of the year a lot of the receivables will be written off so the fund balance will be a lot less.

Review proposed 2017 Budget

Mr. Gamache stated they have the draft budget for 2017. He stated the budget reflects the wage classification system as well. He stated there is a sizeable increase to the full-time salaries to the budget. He explained there are four full-time employees along with the raises from the wage classification system. He stated there is a one percent COLA increase. He stated the end of the budget there is a section on an EMT course they are going to run with compensation to Ms. Locke.

Mr. Gamache stated they looked at all the hours not being covered by full-time staff including sick, vacation, holiday pay, and personal days. He stated they looked at the average of the medics they have on the EMT side as well as the AEMTs.

Mr. Gamache stated he will have to make an adjustment. He stated starting next year raises will be on people's anniversary date so he needs to make the allotment. Mr. Jodoin asked why they are doing it. Mr. Gamache stated because a lot of people have anniversary on January 1st not April 1st. The Chair stated otherwise they would be giving two salary increases during the year. He stated he doesn't have a problem with it but it's up to him.

Mr. Jodoin asked if the Board decided to put the one percent COLA in the budget. Mr. Gamache stated he decided to put it in there for the sake of budgeting. Mr. Jodoin stated they are forecasted at zero percent right now. The Chair recommends they do the one percent COLA increase.

Mr. Jodoin expressed concern with doing all the increases in January because they are busy closing out the prior year. He explained the COLA raise is done on April 1st and then the merit raise is with their anniversary. Mr. Gamache stated if they do it in April than half their employees will get it in January and half in April. Chief Paulsen stated they said they were going to follow Pembroke's policy. The Chair stated they said they would do Pembroke's policy as long as it makes sense for Tri-Town. There was further discussion of when to do the raises.

Mr. Gamache stated he decreased overtime to reflect what they were more accurately spending. He stated overtime will be used to cover when someone calls out or is late or an emergency. He stated overtime was high this year was because of the vacancy which was created.

The Chair asked where they are right now for overtime. Mr. Gamache stated they are at \$5,200.

Mr. Gamache stated the goal is to tighten up the budget to more accurately reflect what they are going to spend next year.

Mr. Gamache stated for health insurance determined what the average monthly expense was and added 10% for the budget number. The Chair stated they are going to get their health insurance numbers in October or possibly November. He stated they had a 17% increase in 2016. The Chair asked if he is basing it on the plans they have now for a full year. Mr. Gamache stated he took what was spent, divided it out by the time the employees have been with the Service, multiplied it out for next year and then added 10 percent. Mr. Jodoin stated there is enough of a cushion in there. He stated Mr. Gamache is budgeting at net not the gross. The Chair asked Mr. Gamache to look at health insurance again.

Mr. Gamache stated he used the same type of calculation for dental insurance as he did with health insurance. Mr. Jodoin stated they pay 100% on the dental insurance. Mr. Gamache stated they have been consistent at \$70 per year but it jumped up to \$200. The Chair asked Mr. Gamache to get together with Mr. Jodoin to make sure they have the right life insurance number.

Mr. Gamache stated he used 11.5% for NH retirement however he was told it was 11.38%. He stated he will adjust it down for next month. The Chair asked what he is basing the calculation on. Mr. Gamache stated he has a formula he uses for the full-time employees. Mr. Jodoin stated they have to add in any training for the employees. Mr. Gamache stated it is in the big spreadsheet at the end of the package; broken down line item by item.

Mr. Gamache stated for uniforms they will be replacing some of the more active people. He stated the cost of bringing new hires will be around \$500-700. He stated legal fees were reduced to a realistic amount. He stated he added a cell phone for the backline ambulance.

Mr. Gamache stated he reduced contracted billing service to five percent. He stated the revenue they project is conservative. He stated this year they are at \$249,250 for expected revenues and they have received \$175,000 so far this year. The Chair asked what base the proposed number is based upon. Mr. Gamache stated he used \$320,000 to get his five percent.

Mr. Gamache stated for Building Maintenance he allotted some funds for replacing the furniture in the day room.

Mr. Gamache stated there is enough money in Fund Balance to pay the ambulance off which is what the line reflects.

Mr. Gamache stated he looked at the highest fee paid over the last three years for liability, workers compensation, and unemployment. The Chair asked if Tri-Town has their own policy or if they are on Pembroke's policy. Mr. Jodoin stated Tri-Town is on the town's policy. He explained the insurance company separate's out the policy fees by three different departments. Mr. Gamache stated they paid \$3,000 over budgeted for liability, \$1,000 over budgeted for workers compensation and are being hit on unemployment.

The Chair asked why they are so high on unemployment. Mr. Jodoin stated unemployment is based on the wages and there have been claims. Mr. Gamache stated year-to-date was \$308. Mr. Jodoin stated Tri-Town paid \$6,500 for liability and \$11,200 for workers compensation. The Chair stated they need to look at the unemployment line.

Mr. Jodoin stated the more equipment they add the higher the liability will be.

Mr. Gamache stated EMS supplies reflect the general increases for cost. He stated there are allotments for oxygen, items paid for either fire department, and EMS week's items for staff. He stated this year they budgeted \$150 per month for office supplies. He explained he moved the expense from the IT line item to Office supplies.

The Chair asked if they are leasing a copier. Mr. Gamache stated it is the plan to lease one. He stated the cost is \$150 per month. He stated he is going to piggy back off of the one's the towns are using. Chief Pendergast stated it made more sense for them to use. Mr. Jodoin stated the Police Department has one they can buy for \$800. Mr. Gamache stated they are paying almost \$100 per month just for the toner. He stated the idea is to lease the copier because they will get a toner cartridge a month with the lease.

Mr. Gamache stated for fuel they left the line item as it is because the price of fuel could change next year. The Chair asked how much fuel they consume a year. Mr. Gamache stated he doesn't know. Mr. Jodoin stated they have the WEX cards for fuel. Chief Pendergast stated he watches the fuel prices and doesn't use State because they are too high. The Chair stated they have both because they play the market. He stated is something they may want to look into. He stated he would be interested in how much they consume each year.

Mr. Gamache stated medical equipment is mostly made up of the annual maintenance fees. He stated there are increases in Radios & Communications to purchase some more pagers and portable radios.

Mr. Gamache stated he didn't change the Vehicle Maintenance line item as it is pretty realistic. Mr. Jodoin asked if they ever got into EBT with the insurance companies. He stated a lot of different departments want the vehicles maintained by people who are certified for emergency vehicles. He explained when an accident happens they look at the repairs on the vehicle. Mr. Gamache stated the truck is a Ford and the PL Custom is the patient module. He stated there are ten warranties on the truck. Mr. Jodoin asked who it will go to for repairs. Mr. Gamache stated this was a conversation he was going to have with the manufacturer on Friday.

Chief Paulsen asked Chief Pendergast if they had tried using someone certified before. Chief Pendergast stated it may have been before his time. He stated they use 3B right now and is confident 3B is doing what they need. Mr. Jodoin stated Hooksett did it. He stated the cruisers went to Morin on Route 28 because he was certified and then they had someone certified in-house. Mr. Jodoin expressed concern for a vehicle being worked on by one mechanic and then being brought to another one and no one taking responsibility if there is a problem. Chief Pendergast suggested sticking with the dealer at least for a few years.

Mr. Gamache stated computer and software is for the IT component and to fund the I Am Responding program. Mr. Gamache stated they kept Medical Evaluation line item the same. Mr. Gamache stated Future Equipment and Vehicle Replacement covers four items which fall into a capital item. He stated he made a charge of when the item was purchased, what the expected life cycle for the item is, the purchase price, and what the cost would be to replace the item. He stated he then came up with a total value, subtracted out the Fund Balance to go into it, and broke it down to what they would have to come up each year. He stated it would be \$63,000 per year. He explained the plan is to fund \$30,000 for next year and then look at it every year.

Mr. Jodoin stated the schedule is off. The Chair stated the schedules should be consistent because Pembroke carries the assets. Mr. Jodoin stated some of the assets may not show up on the fixed assets list. He stated he thinks all he has is the ambulances. Mr. Gamache stated the stretcher has a 12 year cycle but it will be replaced when the ambulance is replaced. He stated he did the

schedules as such because he wants to make sure the funds are there to purchase them. The Chair stated Mr. Jodoin and Mr. Gamache can work out how to schedule the fixed assets.

Chief Paulsen stated if this is going to be given out to the Budget Committee he would hesitate using the term “Unassigned Fund Balance” in several sections. He stated he is used to them coming up with a budget and then find out how it is offset; revenues from billing or taxes. He stated it is an expense they are authorizing and where they get the revenue from is up to the Board. Mr. Jodoin stated the way it is now, it may look like they are stocking up the Fund Balance.

Mr. Gamache stated this document is for the Board. Chief Pendergast asked if it would be more prudent for them to establish a Capital Reserve and then utilize it. Mr. Jodoin stated the easiest thing to do is to open up a separate checking account for the funds they are setting aside. Chief Paulsen is saying not to mention the Unassigned Fund Balance because it is actually an expense. Mr. Gamache stated the red sheet shows some changes which have been made. He stated the expenditure is going to stay the same but how it divides out will change. Chief Paulsen clarified the Fund Balance is used to offset the expense of the ambulance and not being used specifically for the ambulance.

Mr. Gamache stated what was originally planned to be transferred over wasn't. He stated there are two projects in the budget to cover the EMT course and a Call Force. He stated Allenstown's contributions to the budget would be \$192,181, ambulance revenues would be \$308,000, miscellaneous revenues increased to \$13,850, Pembroke's portion would be \$228,346 and then a transfer from Fund Balance of \$189,492.

Mr. Jodoin asked if they discussed buying the ambulance off outright. He gave an example of buying the ladder truck and getting a discount. The Chair stated they have a portion in this year's budget they are going to pay. Mr. Jodoin asked if they have anything guaranteed in writing saying if they go belly up they still get the truck. Mr. Gamache stated they have the cab already.

Chief Paulsen asked what NCCP stood for. Ms. Locke stated National Coalition Competency Program.

The Chair suggested they stop the budget review for today and finish it next time. Mr. Gryval asked what the target date of completion for the budget. The Chair stated it will be October 1, 2016.

Approval of Payroll Change Form

Mr. Gamache stated Mr. Kelley is changing his position from part-time to per diem.

Motion. Chief Pendergast made a motion to approve the Payroll Change Form for Michael Kelley. Mr. Gryval seconded the Motion. There was no additional discussion.

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

Hershall Van Luven to go from per-diem to part-time.

Motion. Chief Pendergast made a motion to approve change in status for Hershall Van Luven from per-diem to part-time. Mr. Gryval seconded the Motion. There was no additional discussion.

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

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

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(a) at 4:43pm. Mr. Bourque seconded the Motion.

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

Motion. Mr. Bourque made a motion to go back into public session at 5:00pm. Mr. Paulsen seconded the Motion. There was no additional discussion.

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

Motion. Mr. Gryval made a motion to seal the minutes of the previous non-public. Chief Pendergast seconded the Motion. There was no additional discussion.

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

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

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

The Chair adjourned the meeting at 5:05pm.

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form a cursive, somewhat abstract shape.

SHAUN MULHOLLAND, Chairman Tri Town EMS Board