

TOWN OF ALLENSTOWN AND PEMBROKE
Joint Tri-Town Board
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
February 11, 2015

Call to Order.

The Joint Tri-Town Board Meeting for February 11, 2015 was called to order by the Chair at 6:32 p.m.

Roll Call.

Present on the Board: David Jodoin, Shaun Mulholland, Paige Lorenz, Stephanie Locke, Harold Paulsen, Dana Pendergast and Bob Bourque.

Excused:

Others Present.

Tri-Town Staff: Chris Gamache (Excused)

Other: Christian Kellerman

Approve minutes of previous meeting(s).

Mr. Jodoin stated he made some changes to the draft which had gone out to everyone. He stated Ms. Locke voted yes on the name change for the ambulance, Ms. Lorenz voted no, and Ms. Locke made the second on the motion.

Ms. Locke stated on page three fourth paragraph from the bottom it says surgical credentials and should say surgical CRICS.

Mr. Bourque asked about page nine and ten discussing collections, insurance denials and hardships and if they have been finalized. The Chair stated they were going to discuss it tonight but he doesn't have it.

Motion. Chief Paulsen made a motion to approve the minutes for January 14, 2015 as amended. 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; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

Approve expenditures

Mr. Jodoin stated there are two payrolls which need to be signed, the accounts payable manifest they signed via the internet and a new accounts payable manifest for today.

Motion. Ms. Locke made a motion to approve the accounts payable manifest of January 30, 2015 in the amount of \$4,401.82. Chief Paulsen seconded the Motion.

The Chair stated he was thinking it may save them some time in the meetings if they get the manifests ahead of time and sign them electronically or at the very least look at them. Mr. Jodoin stated it is easy for him to send them out and have people sign them electronically because of the Treasurer. There was discussion of signing the manifests electronically.

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

The Board approved the February 11, 2015 accounts payable manifest and payroll manifests.

Consider adoption of new policies

Organizational Chart

The Chair stated Mr. Gamache has developed an organization chart which has the Director, Assistant Director, Full-time Lieutenant, part-time EMS. He stated they should go over these things on a different day.

Chief Paulsen stated compared to the Fire Department it seems over complicated. The Chair stated that is why he wanted to hear from Mr. Gamache. He asked if there were any additional questions on any of those things.

Payroll Procedures

The Chair asked if there were any questions on the payroll procedures. He stated the scheduling says “all changes to employees work schedule must be approved in advance by the service Director and include notification to the Director by the designee for all callouts.” He stated he thinks this narrows it down. He stated he thinks Mr. Gamache’s plan in the future is to people on call so he wanted to write this procedure such that it applies in the future.

Ms. Lorenz stated she thought it meant for those who call out sick. The Chair stated they will have to discuss it with Mr. Gamache at the next meeting.

The Chair stated under Section 4.3b it says "shift changing with incur times other than the services official shift change times are negotiated between employees and must be approved by the Director." He stated he doesn't like the term "negotiated" and thinks coordinated or agreed upon would be better.

The Chair stated he added "or supervisor" at the end of the sentence under Section 4.3b because if they are going to have Lieutenants or Assistant Supervisors they should have authority to do so.

Chief Pendergast joined the meeting.

The Chair asked Mr. Jodoin asked if the holiday days on this procedure matches what Pembroke has. Mr. Jodoin stated they do match up.

The Chair stated he had some concerns for the hourly rates for holidays. He stated Mr. Gamache has two times the normal pay for part-time and per diem if they work the holiday. He stated they don't do it in Allenstown. Chief Pendergast stated he thinks Mr. Gamache's answer to that was if they didn't do it they couldn't get anyone to work.

Mr. Bourque asked why they would get paid for the holiday if they weren't scheduled to work. Chief Paulsen stated it was because of the 24 hour holiday pay. The Chair stated the policy in Allenstown used to be they would get a floating holiday instead of getting the day off. He stated it cost them move overtime to cover it so they went to paying eight hours for holiday pay if they worked it plus their hourly rate.

Mr. Jodoin read from the Pembroke payroll procedure which says " if a non-exempt employee works on a scheduled holiday as part of their regular work schedule they shall be paid their normal hourly rate for time worked plus eight hours holiday pay at their normal hourly rate. If a non-exempted employee is required to work an unscheduled holiday they shall be paid one and a half times their normal hourly rate for time worked plus eight hours holiday pay at their normal rate."

Chief Paulsen asked if it accounts for people who work 24 hour shifts. Mr. Jodoin stated it was no and is just standard employees.

The Chair stated his concern about the holiday pay at two and a half times the normal rate is it will get abused by people switching shifts around.

The Chair stated for exempt employees it reads "exempt employees who are required to work shall be allowed to take off the equivalent amount of time worked during the covered holiday at the discretion of the service director or the Service's Board of Directors. Time off must occur in the same calendar year as the holiday or within three months of the holiday whichever period is

longer.” He stated it is not an issue for exempt employees and he doesn’t think they need to put it in there.

The Chair asked Mr. Jodoin if they use compensatory time in Pembroke. Mr. Jodoin stated they have it and each individual has to track where they are on the time and turn it in with the payroll. He stated they have a cap of 40 hours as well. The Chair stated he doesn’t know how it will be helpful on a 24 hour service. He stated they need to hear more from Mr. Gamache on this.

Mr. Jodoin stated if there are any changes to the timesheets they have to be duly noted and signed off on.

Full-time Assistant Director Position

The Chair stated he has a note on the pay scale that it should be pay schedule.

Ms. Lorenz stated on page two fourth bullet says “ability to represent the needs of the workforce to the Director and the Assistant Director.” She stated since this is the Assistant Director’s position they should take that out.

Mr. Bourque stated under the duties and responsibilities Mr. Gamache is currently responsible for all the raises and asked if some of it be pushed off to the Assistant and the Lieutenants to handle some of it. Chief Pendergast stated it will be defined in the organization chart.

The Chair stated he added ICS training to the position.

Mr. Jodoin asked if they were not doing 40 hours a week. The Chair stated the 37.5 hours per week and 30 hours a week on the ambulance.

The Chair stated the position reads “shall be subject to forced overtime or forced call back to staff and additional ambulance when deemed necessary by the Director or at the request of the Director of Emergency Preparedness, town administrators, Police Chief or Fire Chief of any town with Tri-Town’s jurisdiction. He stated they don’t have a Director of Emergency Preparedness. He also stated he doesn’t think they want others dictating what the staff works. Chief Pendergast stated if they need extra personnel they can ask the Director if he can spare anyone.

Full-Time EMS Supervisor

The Chair stated the pay scale needs to be in the documents as well as adding the ICS training.

Mr. Jodoin stated the same paragraph about forced overtime is in this position as well.

Part-Time EMS Supervisor

The Chair stated he thinks this is pretty much the same as the full-time position. Ms. Locke stated he has a minimum one year with the service requirement. Chief Pendergast stated he has the forced overtime in there as well.

Chief Pendergast asked if there is anything in the positions which say they have to instruct some training sessions. Ms. Locke stated it says they have to attend but nothing about instructing.

Collections, Insurance Denials and Hardship Cases

The Chair stated he doesn't have a policy from Mr. Gamache on the collections, insurance denials and hardship case.

Mr. Bourque stated there was some discussion of it in the last set of minutes. He stated he feels there should be an appeals process and he doesn't think it has been allowed here. He suggested it would be a meeting by the two towns. The Chair stated it would open things up for a lot of meetings and he doesn't think the Board of Selectmen from the two towns would probably not want to do it.

Mr. Bourque stated the way he read it the original decision would be made by the Board. Mr. Jodoin stated it will need to be worded to explain the decision goes to the Director and then to the Board. The Chair stated the way they do it with employees is the Director doesn't have the authority to hire and fire an employee but makes a recommendation to the Board of Directors. He stated the employee can appeal the recommendation to the Board of Directors which in essence allows for an appeal process.

Discuss ComStar revenue report.

Mr. Jodoin stated they billed out in January for the amount of \$55,754. He stated the \$96,000 payment showed up in December but it is on the January report. He stated they have \$15,500 for allowances in the month of January. He stated their total receivable went from \$328,552 down to \$232,000. He stated money is coming in much faster.

Mr. Jodoin stated the only concern is they took a very conservative approach with ComStar and what they are going to pay. He stated ComStar gets six percent of what they are going to collect and the first collection was very high. He stated they are going to go over a little bit but the future fees should be smaller.

The Chair stated there has been discussion back and forth from John Levitow, former director of Tri-Town Volunteer regarding the seals being removed. The Chair stated he instructed Mr. Gamache to contact them and if the Board of Directors of that organization would like to have it

removed they can make a report to the Board which would mean they would need to setup a meeting with them and he doesn't think that will happen.

Disposition of Records

The Chair stated they made a request for Mr. Levitow to remove those and was told they were going to come and do those but they have not been removed. He stated Mr. Levitow spoke with Mr. Gamache to schedule a time to come remove those and he doesn't think they have been. Chief Paulsen stated himself or Mr. Gamache should be present when they come to remove the records. Mr. Jodoin asked if this is to the point of sending a letter to their attorney because they have been going through this for a while. The Board determined to generate a letter to be sent to the Tri-Town Volunteer's attorney and to the volunteer organization.

Non-public Session under RSA 91-A:3 II c

Motion. Mr. Jodoin made a motion to go into non-public under RSA 91-A:3 II Sect c (reputation of another) at 7:25pm. 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; Ms. Lorenz –Yes; Ms. Locke – Yes; Mr. Pendergast – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

The Chair opened the meeting back to the public session at 7:40pm.

Other Business

The Chair stated the Allenstown Select Board didn't meet on February 9th because of the snow and moved the meeting to February 23rd. He stated he changed some wording from Ambulance to EMS Service since they last looked at it.

Motion. Chief Pendergast made a motion to adjourn. 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; Ms. Lorenz –Yes; Ms. Locke – Yes; Mr. Pendergast – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:42pm.



SHAUN MULHOLLAND