



Tri-Town Emergency Medical Service

247 Pembroke St, Pembroke NH 03275-0219
Emergency: 9-1-1 Bus: 485-4411 Fax: 485-5534
Serving – Allenstown - Pembroke

Tri-Town Emergency Medical Services Board of Directors Meeting Wednesday, 3:30¹ PM, January 11, 2023

AGENDA²

- Approve minutes of previous meeting(s)
- Election of Officers
- Tri Town Employee Representative
- Approve Expenditures
- Old Business
- New Business
 - Write Offs/Collections
- Comstar Billing report
- Director's Report(s)
- Purchase Orders
- Other Business
- Non-Public Session in accordance with RSA 91- A:3 II (b) The hiring of any person as a public employee
- Non-Public Session in accordance with RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the requests shall be granted.
- Next Meeting: Scheduled for March 8, 2023
- Adjourn

NOTICES REGARDING THE CONDUCT OF THE MEETING.

- Meetings may be electronically recorded in any manner for the purpose of preparing written minutes. A record of the meeting is available for public inspection not later than

¹ Any time noted on an agenda is approximate only and may not reasonably create an expectation that an item will be reached at that time. Items are normally taken up in the order in which they appear unless modified by the Board.

² The Board reserves the right to hold any non-public session during the Regular Meeting, whether noted on the Agenda or not. Notice of a non-public session on an agenda is for planning purposes only. The citations to the Right-to-Know Law, set out at NH RSA 91-A, are provisional and may be revised as circumstances require.

five (5) business days after the meeting, as required by RSA 91-A:2, II. Minutes are ordinarily approved at the next Regular Meeting of the Board.

- If you require accommodations under the Americans with Disabilities Act of 1990 (as amended), please contact the Director by telephone (603-485-4411) or email (djodoin@pembroke-nh.com).

**TOWN OF ALLENSTOWN
TRI-TOWN BOARD OF DIRECTORS
247 Pembroke Street
Pembroke, New Hampshire 03275
September 14, 2022**

Call to Order

The Allenstown Tri-Town Board of Directors Meeting of September 14, 2022 was called to order at 3:37 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), Derik Goodine

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

- **Approval of Minutes July 13, 2022**

Mr. Bourque made a Motion for Accounts Payable to approve the Minutes from July 13, 2022. Mr. Lambert 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.

- **Approve Payroll/Expenditures**

Chair Jodoin said they have an Accounts Payable Manifest for September 13, 2022 in the amount of \$6,178.52; Payroll for August 25, 2022 and September 8, 2022.

Mr. Bourque made a Motion to approve Accounts Payable Manifest for September 13, 2022 in the amount of \$6,178.52; Payroll for August 25, 2022 and September 8, 2022. 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- Approval of 2023 Budget Review**

Director Gamache said the 2023 budget is \$1,191,133.00 of which \$75,000 is for CIP, which means an operating budget of \$1,116,131.00. The total increases over the 2022 budget is \$232,704 of which \$140,062 is for the funding of the second ambulance.

He said that leaves an increase of \$92,642. Of that, \$76,702 is for the pay equity increase that they approved a few months ago (2023 COLAS, merit and all associated fees). Which leaves increases to the rest of the budget of \$15,940 which is basically the health insurance, etc.

To keep both towns level funded so there is no increase in what the town's owe, because of unknowns and increases of revenues for next year, the loss in the budget through transfer of funds balance is at \$194,00 which is an increase of \$88,300. The intent is that most of it will be picked up by ambulance billing.

Director Gamache stated that he is proposing the following cuts to the budget

Mr. Bourque made a Motion to approve the 2023 budget in the amount of \$1,110,234 Mr. Gagnon seconded the Motion.

Robert Bourque - Aye
Paul Gagnon-Aye
David Jodoin – Aye
Eric Lambert- Aye
Mark Solimanto- Aye

The Motion was approved.

The Board discussed when they were meeting with the Budget Committee to go over their 2023 Budget at the Community Center.

- **New Business**

- **COMSTAR BILLING REPORT**

With regard to Comstar's billing report, Mr. Jodoin said he sent out the month of July and since then, August came in. He said July's revenues (total billings) were \$66,072.50. As compared to August with \$144,460.00.

Revenue for August was \$33,809.71. Billing was \$144,460.00 and write-offs for that month was \$47,261.10. He said, from there, they have an accounts' receivable balance of \$1,118,926.72 of which \$507,493.48 belongs to Allenstown. He said Pembroke is \$544,691.86, and the other communities are \$66,741.38.

Mr. Jodoin said that \$1,118,000 gets written off substantially by the auditors.

- **Director's Report (s)**

For the month of August, it was a busy month with a 141 runs, with 62 in Allenstown and another 59 in Pembroke. He said there were 72 transports with a transport percentage of 51.06% and they had quite a few public assists throughout the month. Of that 126 runs for Tri-Town, Mutual Aid was provided 20 times and they received it 15 times.

He said the big changes for the 2023 Budget, as that they removed the 53rd week from the pay period. They resent it and discussed it at the last meeting.

He said they worked with Sugarloaf Ambulance Rescue Vehicles and they have an updated ambulance spec. He said one of their ventilators was sent out for repair and has since returned to service so both are now up and running.

Mr. Gamache said the Town of Concord was notified last month about Tri-Town's plan regarding the second ambulance and they started that last Monday. He said today, they actually had both ambulances up for a critical call on North Pembroke Road.

He said on August 31, they received notification that the Town of Allenstown intends to terminate the contract with the Tri-Town Ambulance in July of 2025.

- **Purchase Orders**

None.

- **Other Business**

Mr. Jodoin said the lifespan of the two current trucks will be over in 2025. The Board discussed the current status of both Ambulance 3 and Ambulance 8 and how they would go forward with splitting any equipment or assets.

Mr. Jodoin said he would like to have the dissolution done by December 31, 2024. He said obviously they need to decide what happens with the ambulances. He said he doesn't know what the licensing requirements are or how long it will take to do the transition. He said both of those vehicles are registered with the Town of Pembroke and transferring those over for insurance purposes may not be difficult but he does not know what the other avenues are.

He said when they have this dissolution agreement set up, there has to be a clause that both communities are responsible from the date of inception to the date of termination any and all litigation. He wants to get this done as smooth as possible.

The Board discussed how they were going to deal with Comstar billing.

Mr. Gamache said they are going to replace everything in the truck when it comes in so in a 12 year period, everything is out of date and non-serviceable and he is in favor of service agreements. He said they have made their money back on every piece of equipment that they have had a service agreement on and it is all very expensive to maintain. However, the Service Agreements are starting to get very expensive.

He said if they were to continue down this road, he would recommend a power load on any ambulance they get will be in the same boat as everyone else. He said the power load, stretcher plus the Service Agreement for six years for 2023 numbers is \$79,000.00. He said the costs are just going to keep going up, and he doesn't agree with the dissolution and it is more economic to run more towns than less towns. He recommends that Allenstown talks to other Fire Departments.

Mr. Bourque said he would like to see the service continue as the two towns together. He doesn't think Allenstown leaving the service would be a good idea. He would ask them to reconsider.

Chief Lambert said he was asked to present something from the Allenstown Selectboard and he is just as surprised as they are. He acknowledged that their Fire Department is struggling to get themselves out the

door almost 25% of the time. The model they are considering will work better for them. He said that it was nothing against Tri Town but that he wants to go forward with no ill will.

Mr. Goodine invites Mr. Gamache to the Allenstown Selectboard meeting at any time to discuss further.

Mr. Jodoin wants everyone to know that running an ambulance service is not a money making opportunity and this will not sit well with some in both communities.

Next meeting is November 9, 2022.

Mr. Bourque made a Motion to adjourn. Mr. Gagnon seconded the Motion.
Roll Call vote was taken.

Robert Bourque - Aye
Paul Gagnon- Aye
David Jodoin – Aye
Eric Lambert- Aye
Mark Solimanto- Abstain

The Motion was approved.

**TOWN OF ALLENSTOWN
TRI-TOWN BOARD OF DIRECTORS
247 Pembroke Street
Pembroke, New Hampshire 03275
October 12, 2022**

Call to Order

The Allenstown Tri-Town Board of Directors Meeting of October 12, 2022 was called to order at 3:30 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), Derik Goodine

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

- **Approve Payroll/Expenditures**

Chair Jodoin said they have an Accounts Payable Manifest for October 11, 2022 in the amount of \$5,873.33; Payroll Manifest for October 6, 2022 and October 6, 2022.

Mr. Bourque made a Motion to approve Accounts Payable Manifest for October 11, 2022 in the amount of \$5,873.33; Payroll for October 6, 2022 and September 22, 2022 Mr. Lambert 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- Discussion of Potential Changes to the 2023 Budget**

Chair Jodoin said this subject also coincides with the next discussion, Chief Lambert's questions.

He said after the last meeting with Allenstown, it is clear that they are moving forward with the plan to do Fire based EMS. He said he sent an email to Chris Gamache with some potential changes to the Operation Budget. He said they had money in there to send money to the Capital Expense account for an ambulance. But he said it does not make any sense to send any money over there because by the time they get to the ambulance, it is not going to be useable for either party anyways.

Chair Jodoin said he is looking at moving that money out of there and then also using what they can for surplus to drive the numbers down for each town's appropriations.

Mr. Gamache said that the original budget had passed. He said the biggest change between what they have already approved is that it no longer makes any since to put any money in the CIP based on what was discussed above as they are never going to use it. He said when you go down through the budget, the Uniform Line Item was also decreased. He said because of the upcoming changes, they can reduce this line. He said he also decreased their supply as both towns will now need to create their own EMS budget. From now on, they are only going to order absolutely what they need to order within the termination date.

Mr. Gamache said the radios are in good working order and there is not a good reason to believe that are not going to last the next two years but that may cause some disagreement. He said they are going to purchase pagers.

The overall budget will now be \$1,110,234. He said the two ambulances they are going to run are still in the budget.

He said that looking at this year's budget, they are doing well as far as expenses and are below what they should have spent by now for several reasons.

He said that they are doing pretty good with this year's budget and are actually ahead for the first time since Covid. He said he threw in \$300,000 into the budget to be transferred from the Unassigned Fund Balance and that money would have probably been used again in the future to be paid into the CIP. So if you put \$300,000 from the fund balance into the next year's budget, then next year Allenstown's financial responsibility will be \$142,375.00 and Pembroke is \$149,358.00.

Mr. Gamache said the 2022 budget to the new proposed 2023 budget, it is going down \$91,326. So you would have those available funds to put into your operational budget if you so choose to purchase vehicles or equipment to get their system up and running.

The subtraction for the Town of Pembroke would be a \$95,687 difference.

He said the revenues are coming in higher than estimated anyways.

At the end of 2021, there will be \$430,324.29 in the Unassigned Fund Balance but this is not closed out with the auditors yet. The 2023 approved line as of now is for Allenstown is \$233,587.00 and the revised for Allenstown is \$142,375.00.

He said in 2023, they are reducing down each Town's apportionment which would give them available cash if they so choose to use it to buy the equipment. When they start building the budget for 2024, they are going to see an increase. So he sees it that each community is given a year to get ahead of the curve to use some of that fund to start buying and stocking up before the increases.

Mr. Goodine asked what they have in the Capital Reserve Fund. Mr. Gamache said as of December 31st, they will have \$448,680.37, which is separate from their Unassigned Fund Balance.

Mr. Goodine said he did not have a problem with the revised budget amount.

Mr. Goodine said he did want to discuss the second ambulance and whether or not to include that in the budget or if there was a way to work together to reduce those costs. Chief Lambert said they were going to have an ambulance in service at Allenstown by March. Mr. Goodine said they got the second bus to hopefully help out with those mutual aid calls and other calls during the day. He said they already have two full-time staff members that sit at the firehouse every day. Instead of adding a second ambulance to Tri-Town, Mr. Goodine said that Allenstown could operate their ambulance to save money in the budget and pad the Capital Reserve Fund.

Mr. Gamache said the Inter-municipal Agreement said Tri-Town is the EMS service for the two towns. He said they put a lot of time and effort into obtaining a second ambulance and it is relatively budget neutral as how they are going to run it. He said making that change as suggested by Mr. Goodine will dramatically affect the budget for next year so he is not in favor of it.

Chief Lambert said they are in the process of setting up billing through E-max, not Comstar which also will not work for Tri-Town. Tri-Town thinks that this is going to add complication to the dissolution. Chief Lambert said that this is all still in the infancy stages and not set in stone.

Mr. Bourque made a Motion to accept the revised budget cuts as recommended by Director Mr. Gamache for the 2023 budget in the amount of \$1,110,234.00. 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.

- **New Business**
 - **Discussion of Allentown Chief Lambert's questions**

Chief Lambert said he would like a list of the things that go on the ambulance so there is transparency as they go through the dissolution process.

Mr. Jodoin said they set a threshold as far as a dollar amount on what a fixed asset is (machinery, vehicles, equipment) when they go through the audit. He said the ambulances have been depreciated over their life span and it shows up as part of the Town of Pembroke's financial statements. He said they have not done anything else.

He said that he asked Mr. Gamache to start the process a little bit earlier to assess what they have. He also reached out to the Town Attorney and the Auditors to figure out a timeframe of availability. Mr. Jodoin said trying to find an independent auditor through the RFP process is going to be difficult.

- **Dissolution of Inter-Municipal Agreement and steps to take**

Mr. Jodoin said he hasn't spoken to his Board yet but asked Mr. Goodine that if they do the dissolution in July of 2025, that carries another six months. He said he would personally rather see it end in December of 2024. He said they also need to figure out what to do with regards to the ambulances.

He said when they have this dissolution agreement setup, there has to be a clause that says both communities are responsible for any claims in litigation from the date of inception until the date of termination.

Mr. Gamache said he will reach out to Comstar regarding how to handle the billing after the dissolution if they hire a new billing company. The Board discussed this further with regard to collections and write-offs and how it could play out at the end of 2024. It was suggested that they could have a final meeting in November of 2024. Mr. Goodine said they could extend Board meetings into 2025.

- **Adjourn**

Mr. Bourque made a Motion to adjourn. Mr. Goodine 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.