

TOWN OF ALLENSTOWN AND PEMBROKE
Tri-Town EMS Board of Directors
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
December 14, 2016

Call to Order.

The Tri-Town EMS Board of Directors Meeting for December 14, 2016 was called to order by the Chair at 3:30 p.m.

Roll Call.

Present on the Board: Shaun Mulholland, Herald Paulsen, Mike O'Meara, Dana Pendergast, Hershel Van Luven and Bob Bourque.

Others Present.

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

Introduction of New Member

Mr. Van Luven introduced himself to the Board. He stated he is a member of Tri-Town EMS and this is his first meeting with the Board.

Approve minutes of previous meeting(s).

Motion. Mr. Bourque made a motion to approve the minutes for November, 2016. Chief Paulsen seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O'Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Approve expenditures

Motion. Mr. Bourque made a motion to approve the Payroll Manifest for November 21, 2016. Chief Paulsen seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Motion. Mr. Bourque made a motion to approve the Payroll Manifest for December 6, 2016 manifest. Mr. O’Meara seconded the Motion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Motion. Mr. Bourque made a motion to approve the Accounts Payable Manifest for November 18, 2016. Mr. O’Meara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Motion. Mr. Bourque made a motion to approve the Accounts Payable Manifest for November 9, 2016 in the amount of \$1,162.09. Mr. O’Meara seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Approval of purchase orders

Mr. Gamache stated the purchase order is for Ossippee Mountain Electronics. He stated for the budget they exceeded the revenue by about \$80,000. He stated on the expenditures side of the budget they will have \$91,740 remaining in the budget (to date). He stated two more payrolls will come out of it which will be about \$37,500 for a balance of \$54,000. He stated they need to make one more payment in health insurance and the telephone bill. He stated he wants to start replacing their portables and purchase the mobile radio for the new ambulance. He stated the item was not added in the specifications for the truck.

Mr. Gamache stated he reached out to Ossippee Mountain Electronics for a quote however, in the meantime he created a purchase order for up to and not to exceed \$15,000.

Mr. Gamache stated there are going to be two radios in the truck; one in the box and one tied to a repeater in the truck. He stated it means everything has to be the same manufacturer so they can

talk to each other. He stated the radio in the cab has to be new so the software will connect the two.

Mr. Bourque asked how much was allocated on the line item this year. Mr. Gamache stated there was \$1,900 allocated for repairs. He stated there is \$5,450 in the budget for next year. He stated they included the cost of purchasing pagers for the call force. Chief Paulsen asked how many pagers they were going to get. Mr. Gamache stated it would be to purchase ten pagers.

Motion. Mr. Bourque made a motion to approve purchase order 16-12-001. Chief Pendergast seconded the Motion.

Chief Paulsen stated they can't keep looking at revenues versus expenses and using the difference. Mr. Gamache stated they have \$91,000 left over right now. Chief Paulsen stated whether they have money or not, if it is not budgeted he doesn't spend it and hopes this would stop. Mr. Gamache stated the money is going to be turned over with the truck coming. He stated it is something they could do next year; however, the money is available this year to start the process. Chief Paulsen expressed concern with if they have money they should spend it. Mr. Gamache stated one way or another, money will be spent.

The Chair asked Mr. Gamache if he plans on ordering these this year but they will not receive them until the beginning of the year. Mr. Gamache stated yes. The Chair stated they need to vote to approve the purchase order and then vote to encumber the funds.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O'Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Motion. Chief Paulsen made a motion to encumber \$15,000 to expenditure Ossippee Mountain Electronics for radio equipment. Mr. Bourque seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O'Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Discuss ComStar revenue report.

Mr. Gamache stated they discussed a list of accounts which they need to determine what they are going to do with them. He explained they get a disposition report of those who have gone through the billing cycle and there is money uncollected. He stated it is up to them to determine what they do with the accounts. He stated if the patient is not within the two towns they typically send them

off to collections. He stated if they are in the two towns they send a letter asking them to contact the Service or they will be sent to collections.

Mr. Gamache stated he has 26 accounts; 15 deceased/no estate totaling \$11,865.80, 10 over the filing limit (Medicaid patients) \$8,057.60 (collectible \$1,750), and one individual who filed bankruptcy. He recommended they write-off the 26 accounts in the total amount of \$20,770.40 of which \$10,000 is Medicaid. Mr. O'Meara asked of the deceased how many were Medicaid. Mr. Gamache stated he didn't have the information on him but they could tell by looking at the amounts.

Chief Paulsen asked if they write-off the accounts will they remove the liability they have been carrying. The Chair stated when they do the audit they show the uncollectible amount. He stated the town raises additional taxes to cover the bad debt which it owed. He stated the Service doesn't do it and he doesn't recommend they do it. Chief Paulsen stated they cover it through their reserves.

Mr. O'Meara stated it sounds like they have done their due diligence on these accounts. Mr. Gamache stated it is why he is requesting they write-off these accounts. Mr. O'Meara asked if there is a likelihood of reoccurrence of failing to file. Mr. Gamache stated it has been taken care of.

Motion. Mr. Bourque made a motion to write-off 26 accounts as indicated in the document before them here today in the amount of \$20,770.40. Chief Paulsen seconded the Motion. There was no additional discussion.

Mr. Gamache stated there were questions at some meetings as to why they haven't seen anything coming in. He stated he spoke to First Financial directly and found the only Tri-Town they had was in Massachusetts. He stated they also found out First Financial didn't have an agreement with the Service. He stated they didn't get an answer as to why ComStar didn't send over the 208 accounts to First Financial. He stated it was corrected within one afternoon and he followed up with them to be sure things had been fixed. He stated he has received calls from patients looking to clear up their bills.

Chief Paulsen stated he thought they had a discussion with ComStar regarding First Financial.

The Chair stated First Financial failed because they should have seen the accounts and noticed they didn't have an agreement with them. He stated ComStar failed because they are the ones who should have sent them to the right place under the right entity. He stated this should not have happened.

Chief Paulsen asked how much they won't collect because of this. Mr. Gamache stated the length of the accounts doesn't have any bearing. He stated the Medicaid and Medicare are the ones who

are affected. He stated the copay for Medicare is in effect (those are for life). He stated there are no legal issues with sending those to collections. He stated once it goes to collections all the legal issues go by the wayside. Mr. Bourque stated there is a time limit of three years from the date of debt. Mr. Gamache stated there is about a three to five percent collection rate and whatever is pulled in First Financial is collecting 33 1/3 percent.

Mr. Bourque asked how much they transferred over. Mr. Gamache stated it was about \$128,000. He stated those are the people who don't have anything. He stated it is a last ditch effort to get anything.

Mr. Gamache stated going forward they are keeping the face sheet and track each patient themselves. He stated they will identify those with no insurance listed and they will receive a second letter saying no insurance listed and to contact the Service. He stated they are trying to get these things done up front before it goes to collections. He stated there are about \$80,000-90,000 of self-insured who have not been collected on.

Mr. O'Meara asked how many of those who are on a payment plan stay current on the plan. Mr. Gamache stated as far as he knows there haven't been any issues. He stated when they set up payment plans he tries to work directly with the people. He stated he tries to show they are going to work with the patients so if there is a financial issue the patients will feel comfortable working with the Service.

Director's Report.

Mr. Gamache stated they have the 2017 pay raises for the wage classification system. He stated these people are getting their pay increases for the start of 2017 and were hired at the start of the Service. He stated this brings them into their step. He stated part of what they discussed was to get to this point they have to have a satisfactory evaluation.

Mr. Gamache read a list of employees scheduled for wage increases as follows;

Robin Cushing, advanced EMT, grade 9 step 5, pay rate \$16.18.
Cory Girard, advanced EMT, grade 9 step 4, pay rate \$15.64.
Sarah Hardy, advanced EMT, grade 9 step 4, pay rate \$15.64.
Ed Higgins, EMT basic part-time, grade 8 step 5, pay rate \$15.25.
Irina Higgins, part-time advanced EMT, grade 9 step 4, pay rate \$15.64.
Christian Kellerman, part-time advanced EMT, grade 9 step 5, pay rate \$16.18.
Mike Kelly, per diem paramedic, grade 13 step 5, pay rate \$20.53.
Adam Morris, per diem EMT, grade 8 step 7, pay rate \$16.36.
Robert Vodra, per diem EMT, grade 8 step 5, pay rate \$15.27

Motion. Mr. Bourque made a motion to approve the wage increases as discussed. Chief Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

Mr. Gamache stated he has an application for David Trainer. He stated they discussed him last month. The Chair asked if he has completed the necessary background for this employee and if there were any areas of concern for the employee. Mr. Gamache stated he has completed the background and there are no concerns. The Chair stated this is an employee they looked at last time and asked for additional information.

Motion. Mr. Bourque made a motion to hire David Trainer as per diem EMT, grade 8 step 3, \$14.40 per hour. Chief Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

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

Motion. Mr. O’Meara made a motion to go into non-public session in accordance with the provisions of RSA 91-A:3,II(e) at 4:16pm. Mr. Bourque seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

The Chair called the meeting back to public session at 4:18pm.

Motion. Chief Pendergast made a motion to drop the litigation with CAG at this time. Chief Paulsen seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Van Luven – Yes; Mr. Paulsen – Yes; Mr. Pendergast – Yes; Mr. O’Meara – Yes; and Mr. Bourque-Yes. The Chair declared the Motion passed.

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

Motion. Mr. O'Meara made a motion to go into non-public session in accordance with the provisions of RSA 91-A:3,II(a) at 4:18pm. Chief Paulsen seconded the Motion. There was no additional discussion.

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

The Chair called the meeting back to public session at 4:36pm.

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

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

The Chair adjourned the meeting at 4:37pm.

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

SHAUN MULHOLLAND, Chairman Tri Town EMS