

TRI-TOWN EMS
BOARD OF DIRECTORS MEETING
Wednesday, February 14, 2018
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The February 14, 2018 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 3:33 p.m.

Present on the Board: Harold Paulsen, Mike O'Meara, Bob Bourque, Shawn Murray, Mike Stark and Dave Jodoin

Present on the Staff: Chris Gamache, Director; Stephanie Locke, Assistant Director

Approve minutes of previous meeting

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted to approve the minutes of the January 10, 2018 meeting.

Approve expenditures

On motion of Chief Murrar, duly seconded by Mr. Bourque, it was voted to approve the following Accounts Payable Manifests as presented by Mr. Jodoin: February 13, 2018 in the amount of \$8,513.56; January 23, 2018 in the amount of \$10,624.80; January 23, 2018 in the amount of \$1,867.99 and December 29, 2017 in the amount of \$9,978.25.

On motion of Mr. Jodoin, duly seconded by Mr. Bourque, it was voted to approve the Payroll Manifests dated December 21, 2017; January 18, 2018; February 1, 2018 and February 15, 2018.

Approve purchase orders

There were no purchase orders presented for approval.

Old Business – Continued discussion on billing rates

Mr. Gamache presented the new Accounts Receivable policy which the Board has been reviewing for the past two months. He stated that changes in billing rates and billing practices are in red. As agreed, residents of Allentown and Pembroke with only Medicare for insurance will be billed normally but will not be sent to collections. The average bill is about \$100. Those patients with no insurance will be billed the Medicare allowable amount but will be subject to collections if not paid.

On motion of Mr. Bourque, duly seconded by Chief Murray, it was voted to approve the revised Accounts Receivable policy.

New Business – Human Resources

Mr. Gamache presented the resignation of Adam Morse, effective January 13, 2018. Mr. Morse is no longer able to meet the obligations of the service.

On motion of Mr. Bourque, duly seconded by Chief Murray, it was voted to accept the resignation of Adam Morse.

Mr. Gamache presented for approval a pay increase for Kyle Haas, effective February 11, 2018. Mr. Haas is a per diem EMT, and as a result of a satisfactory 2017 evaluation, he merits an increase of fifty (50) cents per hour, from \$14.26 to \$14.76, moving from Step 3 to Step 4.

On motion of Mr. Stark, duly seconded by Mr. O'Meara, it was voted to approve a pay increase for Kyle Haas of fifty (50) cents per hour.

Mr. Gamache presented for approval a pay increase for Assistant Director Stephanie Locke. As a result of a satisfactory 2017 evaluation, she merits an increase of eighty-eight (88) cents, from \$25.34 to \$26.22, moving from Grade 16 Step 7 to Step 8.

On motion of Mr. Bourque, duly seconded by Chief Murray, it was voted to approve a pay increase for Stephanie Locke of eighty-eight (88) cents.

Director's Report

Mr. Gamache stated that January 2018 was the busiest January ever, with 126 runs. Of these, 56 were for Allenstown and 54 were for Pembroke. Mutual Aid was provided 16 times and received nine times. There were 97 transports, which sets a new record. Average time out the door was 48 seconds.

Mr. Gamache stated that the three new people brought on at the last meeting have completed orientation and are now doing ride time. Two of them will be ready in March. They have been instructed to complete the Primex online training, but because Primex is changing their website, that has been delayed until the website is up and running again.

Mr. Gamache reported that the refrigerator purchased last year for Engine 8 was installed in January. The technician who installed the refrigerator suggested replacing the batteries on a couple of electrical switches which hadn't been working properly. That has been done, along with a lube job and replacement of air filters.

Mr. Gamache reported that they will complete the last segment of EMT in the Warm Zone online training as soon as the State completes its preparation. He also reported on Ready, Check & Inject, a protocol which other states, including Vermont, have and which New Hampshire is looking to adopt. Because of the high cost of auto injectors for epinephrine – about \$300 each – the program teaches EMTs to select the correct medication, draw up and inject it. Ideally, two EMTs would work together on this, with one of them serving to double check the other. However, just one EMT is acceptable according to the protocol. He also reported that they will offer an Advanced EMT course on March 19, 2018. Ms. Locke has been approved as a State mentor for Instructor Coordinators in training, so some of these people will be teaching part of the course under Ms. Locke's supervision.

Mr. Gamache reported that there was a fire in Pembroke on January 15, 2018, and the Pembroke Fire Department brought an unconscious dog to the ambulance crew. Tri-Town employees Stephanie Locke, Kyle Haas and Robert Vodra provided oxygen therapy for the dog and kept it warm. Mr. Haas rode in a Pembroke cruiser with the dog to Pembroke Animal Hospital. The dog was then moved to Caves in Concord. After a few days of treatment, the dog was returned home and is reportedly doing well.

ComStar billing report

Mr. Jodoin stated that the uncollectible list was down about \$10,000 in January; the balance stands at \$536,208.74. Of this total, \$248,000 is Allenstown accounts, \$253,000 is Pembroke accounts, and \$42,000 is all others. He stated that he is working on closing out accounts for the year end financials. He will have that finalized by the next meeting, if not before.

Other business

Chair Paulsen asked the town administrators of Pembroke and Allenstown if any questions regarding the Tri-Town budget were raised at their respective deliberative sessions.

Mr. Jodoin and Mr. Stark responded that there were no questions at either session.

On motion of Chief Murray, duly seconded by Mr. Bourque, it was voted to approve the minutes of the January 10, 2018 non-public session, RSA 91-A:3 I (b).

On motion of Mr. Bourque, duly seconded by Mr. Stark, it was voted to approve the minutes of the January 10, 2018 non-public session, RSA 91-A:3 II (b).

Mr. Bourque asked about two email from Dick Martin forwarded to them by Chair Paulsen.

Mr. Gamache responded that the first regarding Medicare appears to be reauthorizing rates from last year, but he will check with ComStar to verify that. The second email refers to a trend toward charging insurance companies for a percentage of some non-transport BLS (Basic Life Support) activities. Because of cost effectiveness, more patients are being treated at home versus being transported via ambulance to the hospital.

On motion of Mr. Jodoin, duly seconded by Mr. Bourque, it was voted to adjourn at 3:59 p.m.

A handwritten signature in black ink, appearing to read 'Harold Paulsen', is written over a solid black horizontal line.

HAROLD PAULSEN, CHAIRMAN