

TRI-TOWN EMS  
BOARD OF DIRECTORS MEETING  
Wednesday, April 11, 2018  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, New Hampshire 03275

The April 11, 2018 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 3:30 p.m.

**Roll Call**

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

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

**Approve minutes of previous meeting**

On motion of Chief Murray, duly seconded by Mr. Bourque, it was voted to approve the minutes of the February 14, 2018 and March 14, 2018 meetings.

**Approve expenditures**

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted to approve the Payroll Manifests of April 12, 2018 and March 29, 2018, along with the Accounts Payable Manifests of April 11, 2018 in the amount of \$2,956,66 and March 15, 2018 in the amount of \$3,386,61

**Purchase Orders**

There were no purchase orders presented for approval.

**Old Business**

There was no old business.

**Discuss CIP Plan**

Mr. Gamache began, saying that the CIP plan is no different from last year and that he wanted to share the write-up he had prepared. He said that the beginning is a description of where funds come from. He stated that there are two approaches to EMS budgeting: one approach looks at actual revenue and the other is based on billables. Mr. Gamache said that he favors the first approach because it focuses on dollars actually received. Combining funds provided by the towns with revenue generated by the service, minus expenditures, Tri-Town currently has a balance of \$700,000. Setting aside 17% as a fund balance reserve, per policy, the service has about \$500,000 in fund balance. Mr. Gamache next explained charts depicting call volume and the call volume trend line. He said that the orange line is the historic average, which is what he will use going forward for call volume forecasting. The blue line is the trend line. Of the calls, 70% result in transports, each representing about \$510 of revenue. According to

Mr. Gamache, if the bulk of the dollars available - between \$365,000 and \$500,000 – is placed in the CIP account, it would be fully funded for five years. He said that this is what he recommends. Then, with conservative budgeting of revenue, the difference between actual and projected revenue would most likely cover amounts needed for the CIP fund for years six through ten of the CIP plan. Continuing, he said that since 2015 Tri-Town has been reducing the amount of funding needed from Allenstown and Pembroke. The projected amount needed for 2019 is at the 2013 level, the lowest year.

Mr. Bourque asked what the percentage decrease would be.

Mr. Gamache responded that he hasn't run the budget yet, but this year's funding totaled \$405,000 - \$180,000 from Allenstown and \$224,000 from Pembroke. 2019 would be only \$326,000. The Allenstown contribution would be \$137,000; Pembroke's would be \$189,000. The Towns and taxpayers will see this benefit.

Chair Paulsen said that his focus is on the last two pages. He thanked Mr. Gamache for providing this data because it is just what he was looking for. He asked if inflation had been factored into the CIP projections.

Mr. Gamache responded that a five percent inflation rate is figured in. He said that the life cycle of most equipment, according to vendors, is about five to seven years. The ambulance cycle is six years as the primary vehicle and six years as the backup. Most equipment lasts longer than that. He said that Tri-Town always purchases the longest possible service agreement.

Mr. Jodoin asked if Tri-Town's CIP schedule would be disrupted if they accelerate the purchase of a replacement for Ambulance 3 from 2022 to 2020.

Mr. Gamache responded that they would still be ahead. They would probably order the new ambulance in 2020 and accept delivery in 2021.

Chair Paulsen said that the amount going into the CIP account could be less if amounts are inflated going forward, as opposed to flat dollars going in and inflated dollars spent for purchase.

Chief Murray asked for a copy of the plan and Mr. Gamache said that he would email a copy to him.

### **New Business**

Mr. Gamache reported that Michael Langille, a Grade 13 paramedic, is eligible for a raise, having met the criteria for an increase to Step 6 from \$20.60 to \$21.32. The effective date is April 22, 2018.

On motion of Mr. O'Meara, duly seconded by Mr. Bourque, it was voted to approve the step increase for Mr. Langille.

Mr. Jodoin asked Mr. Gamache to bring these pay increases one month in advance to avoid the need to do retro calculations.

### **ComStar Billing Report**

Mr. Jodoin stated that billing in March totaled \$126,000, versus \$148,000 in February. March revenues totaled \$42,000; write-offs were \$52,000; February revenue was \$32,000 with write-offs of \$46,000. He noted a trend toward a higher level of write-offs than revenues. Write-offs totaled \$120,000 for the first three months of 2018. February's receivables balance was \$604,000; the March balance is \$635,000.

## Director's Report

Mr. Gamache reported a call volume of 113 for March. Tri-Town handled 104 of these. Mutual aid was received nine times and given 14 times. Pembroke had 49 calls and Allenstown had 50. There were 77 transports: Pembroke's three-year call volume average is 55.4%; Allenstown's is 44.6%

Mr. Gamache said that one full-time employee has been doing regular vehicle and equipment checks. Another employee, who is already in charge of inventory, is now preparing quarterly reports of supplies, including dollar amounts, so that Tri-Town can better handle ordering, avoiding over ordering and managing spikes. During March, Tri-Town attended the Public Health Group Meeting to address a sheltering plan. The plan will be available in June and covers several Capitol area communities. They also attended the Continuance of Care Substance Abuse and Disorder Group. Because of funding changes, some facilities have closed. The Group has compiled a list of tools for fire departments, police departments, EMTs and VNAs to help them identify high risk individuals – those with drug abuse and/or psychological problem. He reported that other facilities where patients could be brought are needed. Mr. Gamache continued, reporting that all three new employees have completed ride time and are up and running. He said that the AC and radiator problems were determined to be the responsibility of PL, so they completed these repairs, along with the repair of a backup alarm. All of the repair work was covered by warranty. Mr. Gamache reported that the Stryker had a recall on the load system; clips on the inside have been failing in other units, so they were replaced. He reported that Ambulance 3 is in the shop. Mr. Gamache said that the State has released the operational level training for EMS in the Warm Zone. This is the last training session, so when it is completed Tri-Town can receive the grant funds. A CPR course was offered during March. One participant is on the Tri-Town staff and two others were paying participants. Finally, Mr. Gamache reported that two months ago ComStar said there would be a two percent reduction in reimbursement; it is now a two percent increase!

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted to adjourn at 4:06 p.m.



---

CHIEF HAROLD PAULSEN, CHAIRMAN