

TOWNS OF ALLENSTOWN AND PEMBROKE
Tri-Town EMS Board of Directors
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
March 8, 2017

Call to Order.

The Tri-Town EMS Board of Directors Meeting for March 8, 2017, was called to order by the Chair at 3:30 p.m.

Roll Call.

Present on the Board: Harold Paulsen, Michael O'Meara, David Jodoin, Robert Bourque, Hearshell VanLuven, Dana Pendergast and Shaun Mulholland.

Others Present.

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

Jake Poulin, EMT

Approve minutes of previous meeting.

On motion of Chief Paulsen, duly seconded by Mr. Bourque, it was voted to approve the minutes of the February 8, 2017, meeting.

Approve expenditures.

Mr. Bourque made a motion to approve the AP manifest of March 3, 2017, in the amount of \$9,649.98. The motion was seconded by Mr. O'Meara.

Chief Paulsen asked if we are spending \$600 on new hires who haven't started working yet.

Mr. Gamache asked if this was for uniforms.

Chief Paulsen said this is a lot of money for a part-time person who comes in maybe once a month.

Mr. Gamache stated that this is our policy.

Chief Paulsen asked if it is policy to let them wear those uniforms outside of work.

Mr. Gamache responded no, but they could be traveling in uniform to and from work.

Chief Paulsen said that they should be told this, because they were wearing them to Fire Department meetings that are separate from Tri-Town.

Ms. Locke stated that the individual in question had just left a shift with her, explaining why he attended the meeting in his Tri-Town uniform.

The motion to approve the March 3, 2017, AP manifest carried.

On motion of Mr. Bourque, duly seconded by Mr. Pendergast, it was voted to approve the Payroll manifest of March 2, 2017.

On motion of Mr. Bourque, duly seconded by Mr. Pendergast, it was voted to approve the Payroll manifest of February 16, 2017.

Approval of purchase orders.

There were no purchase orders presented for approval.

Accept grant funds in the amount of \$6,000 from the New Hampshire Department of Safety for EMS Warm Zone Equipment.

Mr. Pendergast moved to accept the grant from the New Hampshire Department of Safety for EMS Warm Zone Equipment. The motion was seconded by Mr. O'Meara.

Mr. VanLuven asked what is warm zone equipment?

Mr. Gamache responded that it is tactical gear, including ballistic vests for EMS supplies and helmets. It could be used in active shooter situations.

Mr. VanLuven asked how many people will this equip?

Mr. Gamache responded that it would equip two. It will be part of the ambulance equipment and is 'one size fits all'.

The motion carried.

Discuss ComStar revenue report.

Mr. Jodoin stated that he received the ComStar revenue report today at the last minute and sent it to Board members via email. He reported that February charges totaled \$49,412; revenue was \$38,044; write-offs totaled \$18,000; and the uncollected balance is \$421,332.

Consider applicant for the position of EMT.

Mr. Gamache stated that he had not had a chance to contact the references of the applicant and suggested putting this off until next month.

Consider additional duty assignment as field training officer for existing employee.

Mr. Gamache asked the Board to officially recognize Hearshell VanLuven as a Field Training Officer. He has been acting in that capacity for about one year. He would be going from per diem to part-time status, which is a payroll change form with no change in pay.

Chair Mulholland determined that there was no action required by the Board, and he thanked Mr. Gamache for letting the Board know.

Chief Paulsen asked if this is the position which provides an additional hour's pay for any shift worked as an FTO.

Mr. Gamache confirmed that it is.

Approve COLA and Merit increases for employees.

Mr. Gamache stated that in last year's budget we factored in a one percent for COLA, not knowing what might transpire. He went on to say that his understanding was that neither Pembroke nor Allenstown are doing COLA increases, and to stay consistent with Pembroke pay grades which Tri-Town is using for its pay scale, he recommends that Tri-Town not give COLA increases this year. He said that a majority of the staff would be getting merit increases this year; they were at the low level of their pay grades to begin with, and this year Tri-Town will be moving them to the appropriate steps when they are reviewed on their anniversary dates. Everybody is getting a step raise.

Mr. O'Meara asked can you separate COLA from merit, just vote on the COLA and say there is no COLA?

Chair Mulholland responded they are actually adjustments.

Mr. Gamache stated that after satisfactory evaluations, which are done on their anniversary dates, they are moved into their steps. This was done for ten employees in January and there are a few more to be approved today. The pay scale was adopted when Tri-Town did wage classifications.

Chair Mulholland instructed Mr. Gamache to bring them in as their anniversary dates occur.

Mr. Gamache stated that there are three to be done today; this does not require going into non-public session. The first is Kyle Haas, an EMT with a February 12th anniversary date. He is a Grade 8 employee and moves to Step 3, with his hourly rate going from \$13.73 to \$14.26. Jake Poulin is an Advanced EMT with the same anniversary date. He is Grade 9 and moves to Step 3, with his hourly rate going from \$14.60 to \$15.11. Ms. Locke, the assistant director, is Grade 16 and will move to Step 6, going from \$23.50 to \$25.34 per hour.

On motion of Mr. Pendergast, duly seconded by Chief Paulsen, it was voted to approve these adjustments.

Chief Paulsen asked Mr. Jodoin if the Board should take a formal vote on eliminating COLA's this year in order to clear up the confusion and consternation this item has caused amongst the Pembroke workforce.

Mr. Jodoin agreed that a vote would be appropriate.

On motion of Chief Paulsen, duly seconded by Mr. Bourque, it was voted that there would be no COLA increases in this year's budget.

Mr. Gamache stated that he has two more employee issues to discuss. The first is a change in classification for Christian Kellerman from part-time to per diem status. His job situation has changed and thus his availability to Tri-Town.

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted to approve this change in status.

Mr. Gamache said the second matter is the resignation of Mike Kelly. He took a job with the Bedford Fire Department last fall and also works as an RN. His resignation was effective February 28, 2017.

On motion of Mr. Bourque, duly seconded by Mr. Pendergast, it was voted to accept this resignation.

Director's Report.

Mr. Gamache reported that there were more calls in January and February of this year compared with the same time period last year. Average time out the door has decreased from about one minute a year ago to 51 seconds now. Average response time is five minutes. The people of the two towns are being serviced very well.

Mr. Gamache reported that the new ambulance has been delivered. He went to New Jersey for a station tour. A couple of adjustments were made to the new ambulance and there was a recall regarding liquid suspension. The problem has been rectified. We have conducted extensive driver training with the staff, as well as training with the radio and the loading system. The new loading system does away with manual lifting, which is safer for the patient and the workers. Public response to the new ambulance has been positive. People are pleased with the appearance and like the highly visible color scheme.

Mr. Pendergast asked will you be keeping the new ambulance in service or will you be switching every month?

Mr. Gamache responded that they have not been swapping ambulances in and out since December of 2014. Although the A3 is safe, the new ambulance is even safer. The loading system will keep people's backs from being injured. The A3 will be used when the new ambulance is out for maintenance and when there is a second call. The game plan for the summer is to have a call force and that is the unit that they will be using.

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

Mr. Bourque made a motion to go into non-public session under RSA 91-A:3, II(b). The motion was seconded by Mr. Penderast.

A roll call vote was taken. Mr. Jodoin – yes; Mr. Paulsen – yes; Mr. O’Meara – yes; Mr. Bourque – yes; Mr. Pendergast – yes; Chair Mulholland – yes.

Chair Mulholland returned the meeting to public session at 4:20 pm.

On motion of Mr. Bourque, duly seconded by Mr. Jodoin, it was voted to terminate Dan Heffernan due to failure to complete the probationary period.

Mr. Jodoin addressed Mr. Gamache, saying that about a year ago he sent him a capital improvements spreadsheets; he suggested that Mr. Gamache should start looking at capital expenditure needs (items over \$10,000), and start plotting over a six-year period so Tri-Town can plan to finance these items over six years.

Chair Mulholland said we need to approve it as a Board, and because of our connection with Pembroke, we probably should go through your full process; it’s going to be on your books. I don’t know when yours starts.

Mr. Jodoin stated our year starts in July and we need the paperwork prior to that. Usually CIP starts in July so I need it in June. Tri-Town would be handled like water and sewer. It would be reviewed but not scored. Your first item, if it’s going to be within six years, is ambulance replacement.

Mr. Gamache stated that he could have that ready for April.

On motion of Mr. Jodoin, duly seconded by Mr. Pendergast, it was voted to adjourn at 4:25 pm.

A handwritten signature in black ink, appearing to read 'Shaun Mulholland', is written over a horizontal line.

SHAUN MULHOLLAND, Chairman Tri-Town EMS