

TRI-TOWN EMS  
BOARD OF DIRECTORS MEETING  
Wednesday, August 8, 2018  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, New Hampshire 03275

The August 8, 2018 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 3:35 p.m.

**Roll Call**

Present on the Board: Mike O'Meara, Dave Jodoin, Bob Bourque, Hearshell VanLuven, Derik Goodine and Harold Paulsen

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 unanimously to approve the minutes of the July 11, 2018 meeting.

**Approve expenditures**

There were no expenditures presented for approval.

**Approve purchase orders**

There were no purchase orders presented for approval.

**Old Business**

- **Review of 2019 Budget**

Mr. Gamache said that there were only a couple of changes since last month. The legal services line has been increased from \$1 to \$5,000. The last page of the proposed budget, page 16, is a comparison between the 2019 proposed budget and the 2018 budget. Significantly, Allenstown's proposed contribution for 2019 is \$118,189, a decrease of \$62,144 from 2018. Pembroke's proposed contribution for 2019 is \$147,822, a decrease of \$76,813 from 2018.

Mr. Jodoin asked about the Tuition Reimbursement line.

Mr. Gamache said it was left at \$5,000.

Mr. Jodoin stated that there would be adjustments to this proposed budget when insurance amounts are available in late October or November. These amounts will be for health, dental, life, disability and workers compensation insurance. He asked what percentage was used for COLA.

Mr. Gamache said that two percent (2%) was used.

Mr. Jodoin asked what Allenstown was using for a COLA percentage.

Mr. Goodine responded that he believes Allenstown is using 2.5%.

Mr. Bourque made a motion to approve the proposed budget of \$1,122,662 for Tri-Town EMS. Mr. O'Meara seconded the motion.

A roll call vote was taken: Mr. O'Meara, yes; Mr. Jodoin, yes; Mr. VanLuven, yes; Mr. Bourque, yes; Mr. Goodine, yes; Chair Paulsen, yes. The motion carried unanimously.

## **New Business**

Mr. Gamache announced that Jasmine Croteau has resigned, effective August 15, 2018. She is moving to Rhode Island.

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

Mr. Gamache announced that Ed Higgins has requested a change in status from part-time to per diem. He is no longer available to work Saturdays.

Mr. Jodoin said that he looks at per diem and part-time employees all as per diem employees. He said that, with per diem workers, there is no concern with needing to provide benefits.

Mr. Gamache explained to the Board the distinction between part-time and per diem employees: part-time employees have guaranteed slots; per diem employees work as needed. He added that it is difficult to fill weekend slots.

Chair Paulsen asked if per diem employees could be enticed by a schedule guaranteeing them the hours they prefer.

Mr. VanLuven, a part-time employee, said that the per diem schedules change week to week. He said this would be problematic for him. He has a full-time job and his part-time status allows him to have set hours.

Mr. O'Meara suggested that Mr. Gamache think about this issue and get back to the Board at the next meeting.

Mr. Gamache reported that John Harry had a satisfactory evaluation for 2018 and has earned a merit step, effective July 15, 2018. He is an EMT and it is recommended that he move to Grade 9, Step 3, Year 1 at An hourly rate of \$15.69.

On motion of Mr. Jodoin, duly seconded by Mr. Bourque, it was unanimously voted to approve this merit increase for Mr. John Harry.

Mr. Gamache next presented increases for two employees, Kyle Haas and Nick Digiovanni. Both have achieved the level of Advanced EMT. Mr. Haas is recommended for Grade 9, Step 4, Year 1, at a rate of \$15.69 per hour. Mr. Digiovanni is recommended for Grade 9, Step 2, Year 1, at a rate of \$14.79 per hour. On motion of Mr. Bourque, duly seconded by Mr. O'Meara it was unanimously voted to approve these two promotions.

### **Director's Report**

Mr. Gamache told the Board members that the Tempsis report writer has been down, so he does not have all of the data yet for July. He reported billings in July of at least 112, noting that the upward trajectory they had been experienced has plateaued. There were 68 transports in July. He said that Tri-Town is now giving more mutual aid than it is receiving, which is good because the ambulance gets more use. Year-to-date, mutual aid has been given 83 times and received only 57 times. The average time out the door for July was 49 seconds. He said that Ambulance 3 has been fixed and the AC is working properly.

Mr. Bourque asked to have the issue of the application for training reimbursement be on the agenda for the next meeting.

Mr. Gamache said that the tuition reimbursement recipients will now be paid after completing the course, not when it starts. He added that he does not like the idea of having only the month of March to apply for reimbursement.

Mr. Jodoin asked about reimbursement for Kyle Haas.


Mr. Gamache explained that Mr. Haas is taking college courses. He took his general education courses two years ago and completed courses for his A-EMT certification this year and will complete his paramedic courses next year.

### **ComStar Billing Report**

Mr. Jodoin reported that June is balanced. Billings dropped from \$82,000 in June to \$61,000 in July. Collections in July were \$40,000, up from \$25,000 in June. Write-offs exceeded \$23,000. The uncollected balance at the end of June was \$655,000 and dropped to \$654,000 by the end of July.

Mr. Jodoin made a motion to enter non-public session per RSA 91-A:3 II (c) at 4:11 p.m. The motion was seconded by Mr. Bourque. Chair Paulsen called for a roll call vote: Mr. O'Meara, yes; Mr. Jodoin, yes; Mr. Bourque, yes; Mr. Goodine, yes; Mr. VanLuven, yes; Chair Paulsen, yes.

The members returned to public session and Mr. O'Meara made a motion to adjourn at 4:49 p.m. Mr. Bourque seconded the motion and it carried unanimously.



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HAROLD PAULSEN, CHAIRMAN