

TRI-TOWN EMS
BOARD OF DIRECTORS MEETING
Wednesday, October 10, 2018
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The October 10, 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, Shawn Murray, Derik Goodine and Harold Paulsen

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

Also present: Ed Higgins

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 September 12, 2018 meeting.

Approve Expenditures

Mr. Jodoin presented an Accounts Payable manifest dated October 11, 2018 in the amount of \$9,376.81.

On motion of Mr. Bourque, duly seconded by Chief Murray, it was voted unanimously to approve the October 11, 2018 Accounts Payable manifest in the amount of \$9,376.81.

Mr. Jodoin presented Payroll manifests for October 11, 2018 and September 27, 2018.

On motion of Mr. Bourque, duly seconded by Chief Murray, it was voted unanimously to approve the Payroll manifests for October 11, 2018 and September 27, 2018.

Approve Purchase Orders

Mr. Gamache reported that one of their two Lucas mechanical CPR devices sizzled and burned out. This device is part of the CIP, but he said that they probably won't have to use CIP funds to replace it. He outlined the costs for a new device: \$13,079 for the device; \$613.20 for a spare battery, \$4,651.20 for a four-year service contract and \$24 for shipping and handling. After adjusting for a trade-in value of \$3,000, the total cost is \$15,367.40. He said that both devices are about ten years old and that the budget line is Medical Equipment and Maintenance Repair.

Mr. Bourque asked when they would be replacing the other mechanical CPR device.

Mr. Gamache responded that it would be the next time they replace an ambulance with all of its equipment, sometime between 2020 and 2023.

Mr. Jodoin asked about the typical life of a mechanical CPR device.

Mr. Gamache responded that they should last about ten years.

Mr. Jodoin asked if there might be a discount if Tri-Town purchases two at the same time.

Mr. Gamache said that he would check into that.

Mr. Jodoin said that if Mr. Gamache overspends his bottom line, it has nothing to do with the tax rate because it is a capital expense and this fund is set up as a Special Revenue Fund..

Chair Paulsen asked about the expected delivery time.

Mr. Gamache said it would probably be a month or less.

Chair Paulsen said that he would not advise buying two at his point unless the savings would be significant. He said they should postpone action until the next meeting.

Old Business

Chief Murray said that, in general, he is concerned about making policies for Tri-Town which might conflict with those of the two towns.

Mr. Jodoin said that their suggested policy changes are actually crafted to be more in line with those of the towns.

- **Clarification of part-time versus per diem employees**

Mr. Gamache said that there are four categories of employees: on call (not used); part-time; per diem; and full-time. He said that part-time employees are given a work schedule. Per diem employees put in their available hours and work between ten and 28 hours. They are proposing a new classification of regular part-time employees. They must work 24 hours on any of the four weekend shifts on Saturday and Sunday, not necessarily consecutive. These employees would earn prorated vacation, sick and personal time. Hopefully, this would attract people for weekend shifts, which has been a challenge, and it is in line with policies of the two towns. Mr. Gamache said that they have lost all non-paramedic weekend coverage, so they are paying paramedics overtime to cover these shifts.

Mr. Jodoin cautioned that these regular part-time employees will be using this earned time off.

Mr. Gamache added that he would like to change the policy requiring him to get Board approval to make classification changes so that he can use his own judgement.

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted unanimously to approve these policy changes.

- **Review policy for applying for training reimbursement**

Mr. Gamache stated that they are proposing three changes to the training reimbursement policy. First, the application process would begin on April 1st and end November 1st, so that it would begin after the Town meetings. Second, language would be added saying employees could apply for reimbursement "...until all funds have been expended or allocated." Finally, employees should be informed that they must complete IRS form 1099 because the reimbursement is subject to income tax.

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted unanimously to approve these policy changes.

New Business

Mr. Gamache presented a request for a leave of absence until the end of the year on behalf of Michael Langille a part-time paramedic who wishes to work at the high school teaching EMS and Fire courses.

On motion of Mr. Bourque, duly seconded by Chief Murray, it was voted unanimously to approve this request for a leave of absence.

Mr. Gamache presented for approval an Advanced Life Support (ALS) Intercept agreement with the City of Concord. This is used to sedate and paralyze patients for advanced airway insertion, and is used by Tri-Town a couple of times each year.

On motion of Mr. Goodine, duly seconded by Chair Paulsen, it was voted unanimously to approve the ALS Intercept agreement between the City of Concord and Tri-Town EMS.

Mr. Gamache presented the application of Emma Osborne for a per diem EMT position. He said that Ms. Osborne has completed all of the steps for employment, and he recommends hiring her at Grade 8, Step 1, Year 1. Since she is a new EMT, she is awaiting the completion of an FBI background check.

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted unanimously to approve the hiring of Emma Osborne as a per diem EMT.

ComStar Billing Report

Mr. Jodoin presented the ComStar report for September. Billings totaled \$96,218; revenue totaled \$40,600; write-offs totaled \$79,000. As of the end of September, receivables stand at \$653,125.72, which is down a bit, but still high.

Mr. Gamache reported on the patients who erroneously received checks directly from Anthem and cashed the checks without paying Tri-Town. He said that each of these 16 patients received a certified letter and a regular letter. After two weeks, Tri-Town has received eight receipts and one call back from a patient who would like to have a payment plan established. Mr. Gamache reminded the Board that this was the result of a glitch in Anthem's procedure which mailed payments directly to patients instead of sending these checks to Tri-Town. Mr. Gamache said that he spoke an employee of the Derry Fire Department who said that they no longer pursue unpaid fees through small claims court because of the legal cost. He said that Derry sends accounts 120 days delinquent to collections and writes off all accounts at one year.

Mr. Jodoin said that small claims court doesn't need an attorney. He added that it is a bad process if unpaid accounts are not pursued.

Director's Report

Mr. Gamache stated that Tri-Town had 120 calls in September. Tri-Town handled 108 of these; mutual aid was provided for the remaining 12 calls. Mutual aid was given 12 times. Year-to-date, Tri-Town has received mutual aid 85 times and provided mutual aid 116 times. This is the first year in which aid given

has exceeded aid received. Pembroke and Allenstown each had 54 calls. Transports totaled 76 or 63.3% of the calls. The average time out the door was 51 seconds.

Mr. Gamache continued, saying that Ambulances 8 and 3 had their annual inspections in September. Ambulance 8 failed because of its brakes. Ambulance 3 has an oil leak and will be going in for service tomorrow "on their dime."

Mr. Gamache reported on staffing, saying that they have full-time personnel working overtime because seven of the 19 per diem employees haven't picked up shifts in October. They have placed hiring announcements with the State and in the Concord Hospital newsletter; newspaper ads have not been fruitful in the past. Two more applications have been received, bringing the total to four; between six and eight new employees would bring them to a good level.

Mr. Jodoin asked about recent emails from the Municipal Association regarding EMS rules.

Mr. Gamache explained that the Association is required to have public hearings whenever they have a revision of the rules.

Mr. Jodoin asked about notification of criminal convictions of new hires.

Mr. Gamache said that they dive as deep as they can, but the State does not give information. If an applicant is caught in a lie, he/she is not hired. He added that one of the unions has fought hard to prevent the types of background checks they would like to conduct.

Chief Murray said that the State should have a list of those with convictions.

Mr. Gamache said that these records can't be accessed under Right-To-Know. He said that most potential hires with incidents in their backgrounds have more than one offense.

Chief Murray, whose term as interim Fire Chief ends at the end of the month, said he wished to thank the Board and to say it has been a pleasure working in Allenstown and with Tri-Town and he has learned a lot. He said that Pembroke and Allenstown should be proud of Tri-Town for its professionalism and for the work they did to bring the two towns together.

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was unanimously voted to adjourn at 4:24 p.m.



CHIEF HAROLD PAULSEN, CHAIRMAN