

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

The November 14, 2018 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 3:31 p.m.

**Roll Call**

Present on the Board: Mike O'Meara, Dave Jodoin, Bob Bourque, Hearshell VanLuven, Harold Paulsen, (Chief St. Germain arrived late)

Present on the Staff: Chris Gamache, Director

**Approve minutes of previous meeting**

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

**Approve expenditures**

Mr. Jodoin presented an Accounts Payable manifest in the amount of \$2,999.97 and two Payroll manifests dated November 8<sup>th</sup> and October 25<sup>th</sup>.

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted unanimously to approve the Accounts Payable and Payroll manifests presented by Mr. Jodoin

**Old Business**

- **Update on Lucas device purchase**

Mr. Gamache presented purchase order # 18-10-001 for the purchase of a Lucas device. The cost is \$15,367.40 (with a \$3,000 discount), and includes the device, a spare battery, four years of service, and shipping.

On motion of Mr. O'Meara, duly seconded by Mr. Bourque, it was voted unanimously to approve the purchase order for the Lucas device in the amount of \$15,367.40.

## **ComStar Billing Report**

Mr. Jodoin reported billings for the month of October in the amount of \$91,734; revenue of \$33,232 and write-offs of \$45,230. He said the uncollected balance of \$666,397 breaks down as follows: \$326,198 for Pembroke; \$288,788 for Allenstown; and \$51,410 for others.

Mr. Gamache stated that he has reviewed the disposition report and has sent 14 accounts totaling \$9,067.17 to collections. He presented for approval a write-off list of 12 accounts totaling \$2,496,82. Of these, three are previously approved hardship cases, seven are 2018 Medicare co-pays which are written off per Tri-Town policy, one is a Medicaid account submitted beyond the filing date and one is a homeless person.

On motion of Mr. Bourque, duly seconded by Mr. O'Meara, it was voted unanimously to approve write-offs presented by Mr. Gamache.

## **New Business**

### **▪ Ambulance 3**

Mr. Gamache stated that recently employees have reported vibrations, loud noise and blue smoke from Ambulance 3. Grappone took the vehicle in this morning and determined that the issue is with the #3 cylinder – a piston or valve problem. Mr. Gamache added that they recently put \$16,000 into this ten-year old vehicle. The only other major component which could need to be replaced is the transmission. Grappone can replace the engine at a cost of \$25,600, and that will include a two-year warranty. According to the manufacturer of the ambulance, it is too old to remount the chassis. Mr. Gamache continued, listing several options for consideration. A new spec ambulance could be ordered at a cost of \$260,000 and delivered in about eight months. A stock ambulance could be purchased for between \$170,000 to \$200,000 and delivered in less than a month. Mr. Gamache said that this ambulance is not going to be used a lot – they will put about 20,000 miles on it in the next two years.

Mr. Bourque asked what a new transmission would cost.

Mr. Gamache responded that the cost would be between \$4,000 and \$6,000.

Mr. Bourque asked if the new engine would have new heads and manifold.

Mr. Gamache confirmed that it would.

Chair Paulson said that he would support the option of installing a new engine.

Mr. O'Meara said that putting \$25,600 into a ten-year-old vehicle is not the right thing to do.

Mr. Gamache said that it would be nice to stay on the replacement cycle. He added that this ambulance with a new engine will have value in two years; now it would be junked.

Chief St. Germain entered the meeting.

Mr. Jodoin said that Tri-Town does not have enough cash to purchase a stock ambulance. There is about \$155,000 in the account, so a new ambulance can't be purchased outright. He said that Ambulance 3 might have to be replaced sooner than planned.

Mr. Gamache said that Ambulance 8 will be in for a full day of service soon, but he is confident he can get a vehicle for one day.

Mr. Bourque asked what would be done with Ambulance 3 in two years.

Mr. Gamache said they would probably auction it. They will not do a trade-in.

Mr. Bourque made a motion to purchase a new engine for Ambulance 3 at a cost of \$25,600. Mr. Jodoin duly seconded the motion. A roll call vote was taken: Mr. O'Meara, aye; Mr. Bourque, aye; Mr. VanLuven, aye; Mr. Jodoin, aye; Mr. Paulsen, aye; Chief St. Germain, aye. The motion carried unanimously.

#### ▪ **Personnel Matters**

Mr. Gamache stated that he has two applications to present and expects one or two more next month, which will help with staffing. First, he said, is Mary Woo, a past employee of Tri-Town and a paramedic. She would work as a per diem paramedic, Grade 13, Step 10, beginning at \$24.46 per hour.

Mr. Jodoin asked if this is the maximum.

Mr. Gamache responded that it is not.

Mr. Jodoin said that there is a new salary survey which they can go over at the next meeting.

Mr. Gamache reported the resignations of Heather Luby and Erika Cook.

On motion of Mr. Jodoin, duly seconded by Mr. Bourque, it was voted unanimously to accept the resignations of Heather Luby and Erika Cook.

Mr. Gamache stated that the other applicant is Elizabeth Davin. He said that her interview went very well and her references are fine. She is an Advanced EMT and will be a paramedic in April or May. She would be hired on a per diem basis, Grade 9, Step 4, Year 1 at \$15.69 per hour.

On motion of Mr. Jodoin, duly seconded by Mr. Bourque, it was voted unanimously to approve the hiring of Elizabeth Davin at \$15.69 per hour – Grade 9, Step 4, Year 1.

## **Director's Report**

Mr. Gamache reported that October was their busiest month, with 133 incidents. Tri-Town handled 118 of these incidents and Mutual Aid handled fifteen. Mutual Aid was given thirteen times. There were 84 transports, representing 63.16% of the calls. The average time out the door was 0.37 seconds.

## **Non-Public Session**

Mr. O'Meara made a motion to enter non-public session in accordance with RSA 91-A:3 (b) at 4:06 pm. A roll call vote was taken: Mr. O'Meara, aye; Mr. Bourque, aye; Mr. VanLuven, aye; Mr. Jodoin, aye; Mr. Paulsen, aye; Chief St. Germain, aye. The motion carried unanimously.

The Board came out of non public session at 4:11 PM

Motion by member O'Meara seconded by member Bourque to hire Mary Woo at a rate of \$24.46/hr.

Motion to adjourn by member Bourque, seconded by Member O'Meara at 4:13 PM

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

Harold Paulsen, Chairman