

BOARD OF DIRECTORS MEETING  
Wednesday, February 13, 2019  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, New Hampshire 03275

The February 13, 2019 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen 3:30 pm.

**Roll Call**

Present on the Board: Dave Jodoin, Bob Bourque, Mike O'Meara, Harold Paulsen

Present on the Staff: Chris Gamache, Director (arrived late)

**Approve Minutes of Previous Meeting**

Mr. Bourque made a motion to approve the minutes of the January 9, 2019 meeting. Mr. O'Meara seconded the motion, which carried unanimously.

**Approve Expenditures**

Mr. Bourque made a motion to approve the Accounts Payable Manifest in the amount of \$9,288.06 and the Payroll Manifests dated February 14, 2019, January 31, 2019 and January 17, 2019. Mr. O'Meara seconded the motion, which carried unanimously.

**Approve purchase orders**

There were no purchase orders submitted for approval.

**Old Business**

None.

**New Business**

None.

**Comstar billing report**

Mr. Jodoin reported January billings of \$74,926; collections of \$44,970.04; write-offs of \$35,473 and a receivables balance of \$716,029.

Mr. Jodoin made a motion to enter non-public session in accordance with provisions of RSA 91-A:3 II (e) at 3:35 pm. Mr. O'Meara seconded the motion. A roll call vote was taken: Mr. Jodoin, aye; Mr. Bourque, aye; Mr. O'Meara, aye; Mr. Paulsen, aye.

Mr. Jodoin made a motion to return to public session at 3:41 pm. Mr. O'Meara seconded the motion. A roll call vote was taken: Mr. Jodoin, aye; Mr. Bourque, aye; Mr. O'Meara, aye; Mr. Paulsen, aye.

**Director's report**

Mr. Gamache reported 116 runs in January. Tri-Town handled 109 and Mutual Aid was provided seven times. Tri-Town gave Mutual Aid three times. The 76 transports represented 65.5% of the runs. Pembroke had 67 events and Allenstown had 46. The average time out the door was 49 seconds.

Mr. Gamache said that Grappone replaced a rear brake light and one front emergency light on Ambulance 3. Ambulance 8 had a lube and filter change, and Grappone balanced all six tires because PL Custom tested the vibrations we were experiencing and recommended this. PL also gave us two new shocks. Grappone recommended bringing the ambulance to Gilbert Driveline in Manchester where they pulled all of the shafts, adjusted the drive angle and replaced the center bearing. We do not have a bill yet, but thus far, the charges are for labor only. Vibrations have been reduced substantially. He said that when the ambulance failed to start during the State inspection, it was determined that it was not plugged in properly. The air conditioning continues to be a concern and may always be a problem.

Mr. Gamache reported a total of three new applications in the works, which will bring the total number of employees to 26. One employee is expected to resign or to be terminated, as he doesn't pick up shifts or calls out. One per diem employee who works 24 hours per week will be deployed in June for one year. Three per diem employees are finishing paramedic training. Of these, one is expected to stay with Tri-Town. In addition to the two injuries reported – blood in the eye and a slip and fall – there are two new injuries: an employee hurt his neck going through a window and another slipped and fell on the ice. These are notification-only injuries.

Mr. Gamache said that the January accident involving Ambulance 8 hitting a building, has been reported to Primex, the town, and the police. The damage to the ambulance is cosmetic only.

Mr. O'Meara asked about remediation for the driver involved in the accident.

Mr. Gamache said that the driver was taken off the shift while the circumstances were checked out. He said that there had been no reason to put the truck in the driveway; it should have been kept on the road. An overhang on top of the building was struck and damaged. They have not heard from the owner regarding a damage claim.

Mr. Gamache reported on a staff meeting in January when they rolled out the operation of the ventilator. He said that William Walden, a respiratory therapist from Concord Hospital, provided excellent training on the CPAP and the BiPAP. Most of the employees are comfortable with the CPAP but are 'iffy' with the ventilator, which will be mounted on the ambulance next month.

Mr. Gamache continued his report, saying that that employee Elizabeth Davin has requested a leave of absence for three months, beginning March 1, 2019. She has accepted a full-time position with the Londonderry Fire Department and will be finishing her medic program during the three months.

Mr. Bourque made a motion to approve the three-month leave of absence for Elizabeth Davin, beginning March 1, 2019. M. O'Meara seconded the motion, which carried unanimously.

Mr. Gamache's last item was a request to hire Katherine Sevigny, an Advanced EMT, at Grade 9, Step 2 at \$14.79. She has been working for Lifeline as a full-time equivalent.

Mr. Jodoin made a motion to hire Katherine Sevigny at Grade 9, Step 2, \$14.79 per hour. Mr. Bourque seconded the motion, which carried unanimously.

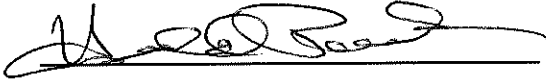
Mr. Bourque made a motion to adjourn at 4:04 pm. Mr. O'Meara seconded the motion, which carried unanimously.

## SIGNATURE PAGE

SIGNATURE

MEMBER

DATE



Harold Paulsen, Chairman

David Jodoin

Michael O'Meara

Robert Bourque

Derik Goodine

Paul St. Germain

William Amos