

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, July 10, 2019
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The July 10, 2019 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 3:30 pm.

Roll Call

Present on the Board: Dave Jodoin, Bob Bourque, Mike O'Meara, Paul St. Germain, Will Amos, and Harold Paulsen.

Present on the Staff: Chris Gamache, Director

Approve Minutes of Previous Meeting

Mr. O'Meara made a motion to approve the minutes of the June 12, 2019 public meeting. Mr. Bourque seconded the motion, which carried unanimously.

OLD BUSINESS

Intermunicipal Agreement

Mr. Bourque made a motion to approve the Intermunicipal Agreement, including the changes made by Mr. O'Meara. Mr. O'Meara seconded the motion, which carried unanimously.

Review 2020 CIP

Mr. Gamache said that at the beginning of the year, the plan was to move \$365,000 through the budget to the CIP. Now, Ambulance 8 is back on the schedule for replacement in 2023. The amount of \$162,270 for Ambulance 3's new chassis reduces the \$365,000 going to CIP to \$202,730. This budget proposes putting \$75,000 into the CIP, of which \$62,500 will be used for a new intercept vehicle. He said he would use this as a service vehicle during the day, and it would be available after hours for others to use as a response vehicle.

Mr. Jodoin asked why they could not use a second hand police cruiser for an intercept vehicle.

Mr. Gamache said they could, but they want four-wheel drive.

Mr. Bourque asked why they need four-wheel drive.

Mr. Gamache responded that they need it for the winter.

Mr. Gamache said it would be done by Professional Vehicle Corporation (PVC), and they will start working on it at the end of July. He said he will de-letter it. He added that he has been approached by individuals looking to have parts – like the light bar - from the old chassis. PVC does not care what is removed from it.

Mr. Jodoin said that could cause problems because others might ask why they did not have the opportunity to get those items. He said it is best not to get into that.

Chair Paulsen noted a consensus of the Board not to make parts from the old chassis available to anyone

Mr. Gamache said they will have a loaner from PVC while the work is being done. He said they will have to license it, so it will need lettering and a radio. Primex will have to list it.

Review 2020 Budget

Mr. Gamache presented his proposed budget, saying that this year he has the Revenue before Expenses. Section 1 is the introduction. Section 2 is a summary of the differences, with dollar amounts on page 16. He said the proposed global budget totals \$922,633. The operating budget, which does not include the CIP, transfers to CIP or the unspecified fund balance, is \$785,133, an increase of 5.1%

Chair Paulsen asked if they would have a monitor for the intercept vehicle.

Mr. Gamache said they will at some point but not right away.

Mr. Jodoin asked about the \$10,800 reduction in Health Insurance.

Mr. Gamache said that he has been adding 15% each year and has not been using the full amount. Last year was underspent by \$10,000 and the previous year by \$7,000. He said he will check it once more and they can act on it at next month's meeting.

Mr. Jodoin next asked about the reduction in Training and Certification.

Mr. Gamache said he scaled that line back after assessing the need for training in 2020. Moving on to Section 3, he said this shows trends they have been seeing in transports and call volumes. Using High, Median and Low, Tri-Town has been bouncing between Median and High. EMS incidents are now at the 2017 level, approximately. Section 4 is a description of how ambulance revenue is estimated. This year, actual is tracking on a par with budgeted. There is \$178,000 in the Unspecified Fund Balance, with \$365,000 moving through the budget to CIP. \$40,000 was used to offset the 2019 amounts to be paid by Allenstown and Pembroke; \$11,000 of the non-2019 funds is not accounted for. Section 6, he said, is the CIP, which has been discussed. Section 7 is what we have done other than for ambulances. It includes the ventilator, the increase in staffing, the Rapid Sequence Intubation (RSI) and the vehicle maintenance expenses. He said that those being trained on RSI will have training in the simulation lab in August and all training should be complete by October. Section 8 is the beginning of the Expense lines. Mr. Gamache said he has combined line items into related sections. First is Payroll and associated fees. This is up \$46,767, mostly due to unbudgeted raises. It also includes 48 hours of sick time buy back for the four

full-time employees. He said he used a 2.8% COLA and a 1.5% average merit increase. Mr. Gamache said he will meet with Mr. Jodoin about the proposed \$10,800 reduction in Health Insurance benefits. Uniforms are level funded. Training and Certification has been reduced, budgeting only for the cost of an Advanced EMT course. The Legal line is doubled from \$5,000 to \$10,000. Contracted billing is increased slightly to correspond with an anticipated increase in revenue. Medical evaluations are reduced, even though they had ten new hires this year. Exposures and injuries are slowly going down. Looking at Administration costs, telephone, internet and cable are down a bit. Accounting services is a payment to Pembroke for bill paying, writing checks, tracking funds and being part of their audit. Postage is level-funded, and Office Supplies (mostly for the copier rental fee) are scaled back. Overall, administrative expenses are down \$445. Operations, which includes fuel (gas) is increased slightly, based on history of fuel usage.

Mr. O'Meara asked if they should increase this line because of the new vehicle.

Mr. Gamache responded that it would be a factor later in the year and would not be significant. Medical supplies are level at \$14,500. Liability, unemployment and Workers Comp are the same as the previous year. Maintenance includes medical equipment service agreements, a contingency for radio maintenance, computer maintenance (virus protection checks twice a year), and vehicle maintenance, which is increased by \$1,000 to \$6,500. CIP will change but won't affect the bottom line. \$75,000 is going into the CIP, as stated previously. Regarding ambulance billing, actual and budgeted amounts are virtually equal, meaning that there will be an increase in the amounts the towns will have to contribute. At 44%, Allenstown's amount is \$56,220 and Pembroke, 56%, is at \$74,152. To demonstrate why Tri-Town doesn't collect as much ambulance revenue as we think it should, he said, 50% of our patients are on Medicare, which has a 54.6% reduction. Also, 14.3% are on Medicaid, which has an 80% reduction. Self pays average between a 15% and a 24% payment rate. Miscellaneous revenue which constitutes 1.1% of revenue, includes details, CPR & EMS courses and document requests.

Mr. O'Meara commented that the proposed budget is reasonable.

Chair Paulsen said the challenge will be in explaining to the two towns why their assessment is going up.

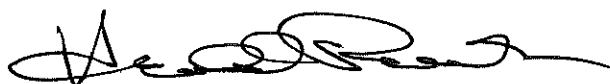
Comstar Billing Report

Mr. Jodoin reported billings for June totaling \$102,000, revenue of \$30,000, and write-offs of \$48,000. The uncollected balance is \$763,000, up \$23,000 from the previous month. The unaudited balance sheet shows a \$286,000 fund balance.

Director's Report

Mr. Gamache reported 89 calls for June, the slowest month in 2.5 years. Tri-Town took 82 of these. Mutual aid was given seven times and also received seven times. Transports totaled 57, a rate of 64.04%. Pembroke had 56 calls and Allenstown had only 26. The average time out the door was 55 seconds.

Mr. Bourque made a motion to adjourn at 4:45 pm. Mr. Jodoin seconded the motion, which carried unanimously.

A handwritten signature in black ink, appearing to be "Debra Paulsen", written over a horizontal line.