

BOARD OF DIRECTORS MEETING  
TRI-TOWN EMS  
Wednesday, September 18, 2019  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, New Hampshire 03275

The September 18, 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, Will Amos, and Harold Paulsen.

Present on the Staff: Chris Gamache, Director

**Approve Minutes of Previous Meeting**

Mr. Bourke made a motion to approve the minutes of the August 14, 2019 meeting. Mr. O'Meara seconded the motion, which carried unanimously.

**Approve Purchase Orders**

None.

**Old Business**

- **Ratify Board Goals**

Mr. O'Meara said that, to the language under the fifth bullet stating that the Director will report to the Board about significant line item expense deviations in advance, the words 'whenever possible' have been added.

Mr. Gamache stated that he has started adding that information to his report.

Mr. O'Meara said that the only other change was the next to last bullet item regarding management of staff. The language about the service director managing staff has been deleted, while language has been added, saying that the service director will manage the service under the direction of and in accordance with the policies of the Board of Directors.

Mr. O'Meara made a motion to approve the Board of Directors Goals and Expectations. Mr. Bourque seconded the motion, which carried unanimously.

**Director's Report**

Mr. Gamache reported 131 runs in August, making it the second busiest month of the year. Tri-Town took 114 calls and Mutual Aid took 17. Tri-Town provided Mutual Aid eight times. There were 75

transports, a rate of 57%. Pembroke had 64 calls and Allenstown had 59. The average time out the door was 43 seconds. He said that Ambulance 8 continues to have no issues. They were very late with lube and filter service. The vehicle was taken to Pembroke; a tie rod cap was replaced during service. Ambulance 3 has been in North Carolina for more than a month. Portable radios are being used for the loaner vehicle from Warner. He said they hope to have Ambulance 3 back sooner than the end of October. They have a mock-up of what it will look like.

Mr. Jodoin reported three expenditures. First is a September 11, 2019 accounts payable manifest in the amount of \$6,844.24, which has been electronically approved. The other two are Payroll manifests for September 12, 2019 and August 29, 2019.

Mr. Bourke made a motion to approve the accounts payable manifest for \$6,844.24, dated September 11, 2019, and the Payroll expense manifests dated September 12, 2019 and August 29, 2019. Mr. O'Meara seconded the motion, which carried unanimously.

### **New Business**

Mr. Gamache reported the resignation of Jonathan Harry, effective today (September 18, 2019).

Mr. Bourque made a motion to accept the resignation of Jonathan Harry, effective September 18, 2019. Mr. O'Meara seconded the motion, which carried unanimously.

Mr. Gamache reported the termination of Taylor Seppala, due to probation failure.

Mr. Gamache reported that he has an application for employment at the paramedic level from Neil Clough. Mr. Clough has been a paramedic for 25 years and is currently the EMS coordinator for Concord, NH and a paramedic at Exeter Hospital. Because of his years of experience, he will be hired at \$28 per hour and understands that he will have no merit increases going forward. He is certified for Rapid Sequence Intubation.

Mr. Jodoin said that Mr. Clough would receive a COLA in April and would probably receive a lump sum merit increase which would be pro-rated, based on hours worked.

### **Comstar Billing Report**

Mr. Jodoin reported August billings of \$94,000, revenue of \$37,000 and write-offs of \$48,000. The uncollected balance stands at \$768,000.

Mr. Jodoin made a motion to approve the Comstar billing report. Mr. Bourque seconded the motion, which carried unanimously.

### **Non-Public Session**

Mr. O'Meara made a motion to enter non-public session at 3:49 pm in accordance with the provisions of RSA 91-A:3, II (a). Mr. Bourque seconded the motion. A roll call vote was taken: Bob Bourque, aye; Mike O'Meara, aye; Dave Jodoin, aye; Harold Paulsen, aye. Voted unanimously in favor.

The Board returned to public session at 4:20 pm, at which time Mr. Bourque made a motion to adjourn. The motion was seconded by Mr. Jodoin and was unanimously approved.

A handwritten signature in black ink, appearing to be "Bob Bourque", written in a cursive style.