

BOARD OF DIRECTORS MEETING  
TRI-TOWN EMS  
Wednesday, February 12, 2020  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, New Hampshire 03275

The February 12, 2020 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: Will Amos, Paul St. Germain, Dave Jodoin, Harold Paulsen, Derik Goodine

Present on the Staff: Chris Gamache, Director

**Approve Minutes of Previous Meeting**

Mr. Jodoin made a motion to approve the minutes of the January 8, 2020 meeting. Chief St. Germain seconded the motion, which carried unanimously. Mr. Jodoin abstained from voting because he was not present at the meeting.

**Approve Expenditures**

Mr. Jodoin presented the following Accounts Payable manifests: February 12, 2020 for \$4,398.97; January 29, 2020 for \$7,491.63; December 2019 for \$2,582.84; and December 23, 2019 for \$977.53.

Mr. Goodine made a motion to approve the Accounts Payable manifests as presented. Chief St. Germain seconded the motion, which carried unanimously.

Mr. Jodoin presented Payroll manifests dated February 13, 2020; January 30, 2020; and January 16, 2020.

Mr. Goodine made a motion to approve the Payroll manifests as presented. Chief St. Germain seconded the motion, which carried unanimously.

**Purchase Orders**

None.

**Old Business**

Mr. Goodine asked Mr. Gamache if he has been asked to join the Technical Review Committee (TRC) for the China Mill project.

Mr. Gamache said that he had not. He said that he is aware of the Assisted Living Facility proposed for the corner of Route 28 and Chester Turnpike. He doesn't see it as a big impact on the service.

**New Business**

None.

### **Comstar Billing Report**

Mr. Jodoin reported billings of \$63,686 for January, revenue of \$38,423.83; and write-offs of \$44,286. He said that the receivables balance at the end of January was \$796,095.

### **Director's Report**

Mr. Gamache presented two new employees for Board approval. The first is Danielle Brouillet, an Advanced EMT. She will be hired at Grade 11 at a rate of \$16.50 per hour. She is currently finishing her paramedic training. The second new hire is Donovan Funk, a paramedic. He will be hired at Grade 14 at a rate of \$21.81 per hour. He will start as soon as possible on a per diem basis, but will be full-time in April after completing an obligation to his present employer.

Mr. Jodoin made a motion to approve two new employees – Danielle Brouillet at \$16.50 per hour and Donovan Funk at \$21.81 per hour. Chief St. Germain seconded the motion, which carried unanimously.

Mr. Gamache finished his report, stating that he has the final 2019 numbers needed to completed the calculation of three-year averages for the two towns served by Tri-Town. Allenstown had 1,605 calls (44.25%) and Pembroke had 2,022 calls (55.75). Next, Mr. Gamache reported 107 runs in January – 53 for Allenstown and 47 for Pembroke. Mutual aid was given seven times and received 14 times. He said that, since the departure of Stephanie Locke, Tri-Town has been looking at what they do and working at streamlining their processes with a goal of greater efficiency.

Mr. Jodoin made a motion to adjourn at 3:48 pm. Chief St. Germain seconded the motion, which carried unanimously, and the meeting was adjourned.