

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, March 11, 2020
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The March 11, 2020 meeting of the Tri-Town EMS Board of Directors was called to order by Chairman Harold Paulsen at 4:13 pm.

Roll Call

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

Present on the Staff: Craig Clough, Deputy Director

Approve Minutes of Previous Meeting

Mr. Bourque made a motion to approve the minutes of the February 12, 2020 meeting. Mr. O'Meara seconded the motion, which carried unanimously.

Approve Expenditures

Mr. Jodoin presented one Accounts Payable manifest in the amount of \$5,062.99, dated March 11, 2020. He presented two Payroll manifests dated March 12, 2020 and February 27, 2020.

Mr. Bourque made a motion to approve the Accounts Payable manifest of \$5,062.99 and the two Payroll manifests dated March 12, 2020 and February 27, 2020. Mr. Jodoin seconded the motion, which carried unanimously.

Approve Purchase Orders

None.

Old Business

None.

New Business

None.

Comstar Billing Report

Mr. Jodoin reported February billings of \$106,812.00; revenue of \$28,699.64; and write-offs of \$55,001.39. The uncollected balance at the end of February was \$819,206.16. He said that the unaudited 2019 expenses were over budget in several areas, including vehicle repairs and legal services. Bottom-line expenses exceeded the budget as well, although the fund balance is in line with what was requested, about \$200,000.00.

Director's Report

Mr. Clough reported the hiring of two new employees – Donovan Funk and Danielle Brouillet – approved at the last Board meeting. Mr. Funk, a paramedic, is doing his ride time now and will work as a full-time paramedic on Mondays and Thursday's beginning with the first pay period beginning April 5th. Ms. Brouillet is an Advanced EMT. Mr. Clough said he has received two other per diem applications, one a paramedic and the other an Advanced EMT. He said he has put these aside for now. He said there have been no quality control issues; Ryan Hornblower is monitoring these. He said he will participate in the Active shooter event on April 11th.

Mr. Clough continued, saying they have put a lot of miles on Ambulance 3, while Ambulance 8 has been going back and forth to the dealership. The DPW performed an oil change on the vehicle, and the staff later found oil on the garage floor and the dipstick was up two inches. They discovered a warranty issue with the cranking pressure and a sensor which needed to be replaced. He said Ambulance 8 is being picked up from Grappone's today after the repair of a pin-sized hole in the radiator hose. It will go in for preventative maintenance sometime in the next few days, where it will get new brakes and a transmission flush. For training in February, he conducted the quarterly training he puts on through the hospital. The topic was ST segment elevation, myocardial infarction (MI), and chest pain. A cardiologist was part of the training, and cases reviewed included two excellent Tri-Town cases. In one, a patient in cardiac arrest walked out of the hospital with no neurological deficit. Tri-Town is very proud of this.

Mr. Clough said he has prepared a schedule through April 4th, with only one open shift – a Friday day shift. With Mr. Gamache on leave, he said, they have had to use some overtime, unfortunately. He told the Board of a request for write-off from a woman who is active military in Italy.

Mr. Bourque asked for the amount of the bill.

Mr. Clough said it was about \$1,800. He has asked the woman to provide information on her insurance.

Mr. Bourque said that perhaps her insurance is Tri-Care for Life, in which case it should be covered.

Mr. Clough said Tri-Town received a thank you letter from Dr. Hevern for the care he received when he had a heart attack. A stint was placed and Dr. Hevern had minimal heart damage. Finally, he said he is pleased to report that two-thirds of Tri-Town employees are taking advantage of free online training for education hours.

Other Business

Chief St. Germain stated that the Allenstown Selectboard has signed off on the Capital Area Mutual Aid Fire Compact for paramedic level intercept. He asked if the payments can go to Tri-Town all of the time.

Chair Paulsen said his view is that he is not going to sign off because Pembroke is not a transporting agency. This is a billing issue only, he said.

Chief St. Germain said they want all ambulance companies to sign. It will make insurance billing much easier

Non-Public Session

Mr. Jodoin made a motion to enter non-public session in accordance with the provisions of RSA 91-A:3, II (a) at 4:29 pm. Mr. Bourque seconded the motion.

A roll call vote was taken on the motion:

Harold Paulsen – aye
Bob Bourque – aye
Michael O’Meara – aye
Paul St. Germain – aye
David Jodoin – aye

The motion carried unanimously.

Mr. Bourque made a motion to return to public session at 5:05 pm. Chief St. Germain seconded the motion.

A roll call vote was taken on the motion:

Harold Paulsen – aye
Bob Bourque – aye
Michael O’Meara – aye
Paul St. Germain – aye
David Jodoin – aye

The motion carried unanimously.

Mr. O’Meara made a motion to seal the minutes of the non-public session, as they might adversely affect someone not a member of this Board. Chief St. Germain seconded the motion.

A roll call vote was taken on the motion:

Harold Paulsen – aye
Bob Bourque – aye
Michael O’Meara – aye
Paul St. Germain – aye
David Jodoin – aye

The motion carried unanimously.

Mr. Jodoin made a motion to adjourn at 5:05 pm. Chief St. Germain seconded the motion, which carried unanimously, and the meeting was adjourned.