

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, July 8, 2020
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The July 8, 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: Harold Paulsen, Will Amos, Dave Jodoin, Bob Bourque, Mike O'Meara
Derik Goodine arrived at 3:35 pm.

Present on the Staff: Chris Gamache, Director; Craig Clough, Deputy Director

Approve Minutes of Previous Meeting

Mr. Bourque made a motion to approve the minutes of the February 18, 2020 non-public session. Mr. Jodoin seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Approve Expenditures

Mr. Jodoin presented the following expenditures for approval:

Accounts Payable, July 1st, \$3,703.39; Payroll, July 2nd; Accounts Payable, June 12th, \$4,184.95; Payroll, June 18th; Payroll, May 21st; Accounts Payable, April 30th, \$3,820.51; Accounts Payable, April 17th, \$4,239.70; Payroll, April 23rd; Accounts Payable April 30th, \$11,666.57; Payroll, April 9th; and Payroll, March 25th.

Mr. Bourque made a motion to approve the Accounts Payable and Payroll amounts listed by Mr. Jodoin.

Mr. Jodoin seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Approve Purchase Orders

None

Old Business

None

New Business

None

Comstar Billing Report

Mr. Jodoin reported billings in June of \$76,000; payments of \$26,000; write-offs of \$30,000 and an uncollectible balance of \$821,970.25.

Director's Report

Mr. Gamache said that the Board had a discussion a while ago about writing off uncollected amounts for 2014 through 2016 in the amount of \$278,161.84. He suggested also writing off Comstar balances in the amount of \$15,359.69. This amount includes residents without insurance and the balance of a VA patient. He said that the VA doesn't pay often and they pay what they want. He added that if the VA does eventually pay for this patient, Comstar will reactivate this account. The total would be \$293,521.53.

Mr. Bourque made a motion to write-off \$293,521.53. Mr. Jodoin seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Mr. Bourque said that the VA likes personal insurance to pay. He asked when this patient started receiving Tri-Town services.

Mr. Gamache said it was a couple of years ago and the veteran has been transported about five times. He said that the VA only deals directly with the patient. The veteran, he said, does not have Medicare, which is unusual. He said he will call Comstar to clarify this.

Mr. Gamache continued with his report, saying they had 110 calls in June – 63 for Allentown and 42 for Pembroke. Mutual Aid was given five times and received 13 times. The average time out the door was 47 seconds. There were 61 transports for the month of June. For the first six months of 2020, Tri-Town has made 666 runs – 328 for Allentown and 300 for Pembroke. The percentages for the two towns have flipped. Mutual aid was given 37 times and received 62 times. The average time out the door was 50 seconds. Transports totaled 389. Mr. Gamache said this promises to be Tri-Town's second busiest year.

Transports are down, percentage-wise because patients are afraid of the virus. No one at Tri-Town has had the virus, he added.

Mr. Gamache continued, reporting on personnel matters. He said that since the end of 2019, two full-time and one part-time employees have left. All three positions have been filled, and all full-time and part-time positions are currently filled. They will continue to hire per diems, he said. A significant number of per diems have been inactive. Some are not allowed by their full-time employers to work because of COVID-19.

Mr. O'Meara asked how many per diems have been inactive, aside from those not allowed to respond due to the virus.

Mr. Gamache said that one has a military leave of absence. Others are just not responding. He said the Tri-Town policy allows a maximum of 90 days for leave of absence. Then, they must come back and be active.

Mr. O'Meara said if they are just not responding, that needs to be handled.

Mr. Gamache said they are looking at a change in policy which would require re-orientation after a leave of absence.

Mr. O'Meara said this must be dealt with systematically and evenly across the board.

Mr. Gamache asked if action was needed regarding the CARES Act fund received in the amount of \$14,000.

Mr. Jodoin said the Selectboard has taken the necessary action to accept the funds. However, he told Mr. Gamache he must be able to show requisitions if asked by the auditors.

Mr. Bourque asked if the funds could be used for accounts in arrears.

Mr. Jodoin said that they could not.

Mr. Bourque asked what the funds could be used for.

Mr. Gamache said they were used for operating budget items.

Mr. Gamache next reported that the engine light was on in Ambulance 8. Grappone determined it was a sensor issue and a computer programming adjustment was made. He then said that State-level training has been suspended and it is relatively easy to re-license employees. He reported on two successful Rapid Sequence Intervention (RSI) events – one in May and another recently.

Mr. Clough said that the Medical Director gave them a good review.

Mr. Gamache said that he has two per diem applicants to present for Board approval. The first is Jordan Litmire, an EMT just out of college. They would like to hire her at \$15.77 per hour.

Mr. Bourque made a motion to approve the hiring of Jordan Litmire as a per diem EMT at a rate of \$15.77 per hour. Mr. Jodoin seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Mr. Gamache stated that the second per diem applicant is Michelle Offutt, who works at Concord Hospital, has had a lot of experience and comes highly recommended. They would like to hire her at \$22.41 per hour.

Mr. Bourque made a motion to approve the hiring of Michelle Offutt as a per diem EMT at a rate of \$22.41 per hour. Mr. Jodoin seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Mr. Gamache next presented annual review reports for two employees: For Jessica McAdams, he recommends a one percent (21 cents per hour) raise. For McKayla Reale he recommends a 1.3% (20 cents per hour) raise.

Mr. Bourque made a motion to approve the pay increases for Jessica McAdams and McKayla Reale as presented by Mr. Bourque. Mr. Jodoin seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

2021 Budget Discussion

Mr. Gamache stated that the proposed budget totals \$945,815, up \$75,682 over 2020. The front page, he said, is a summary of the major increases.

- The two non-administrative medics will work two 24-hour shifts instead of one 24-hour shift and one 16-hour shift. This is to be compatible with other services. (+\$5,995 w/o Medicare and retirement)
- The number of employees with health insurance goes from two to four (+\$45,000, including an estimated 10% increase in the cost of insurance)
- Training equipment purchased in 2016 is worn out and needs to be replaced. This is needed for monthly skills training.
- The 2021 cost of living increase is 1.6% and merit increases are expected to average 1.5%
- Department supplies needed are up \$5,200.

Mr. Gamache said that this total of \$82,615 is higher than the increase of \$75,682 because of reductions in other lines. Turning to revenue, which must equal expenses, the two towns will have to make up the difference of \$499,315. Based on a three-year call history, Allenstown will pay 44.27% and Pembroke will pay 55.73%. Allenstown revenue projection is \$221,030, up from \$174,409 in 2020. This is an increase of \$46,621. For Pembroke, the projection is \$278,284, up from \$221,974, which is a \$56,310 increase. There is no money available to be transferred from the fund balance as in years past.

Mr. O'Meara referred to Miscellaneous Revenue and asked about the \$500 budgeted in 2021, compared with \$97.50 for 2020.

Mr. Gamache said that this is from CPR courses and details. He said that details are basically dollar for dollar, and there were none this year. CPR courses can't be free, he said, because there is a \$25 fee for the card. And, there were no EMT courses this year. He said that the actual Miscellaneous Revenue is at \$600 because of items paid from the previous year.

Mr. Gamache next said that the Board has directed him to balance each line; it is not a bottom-line budget. He said that they had planned to take over a police car to use as a 'fly' car but they are not going forward with that. He said those funds could be used to purchase a mannequin. Alternatively, the funds could come from CIP. He said they are \$50,000 ahead of the game at six months. Most lines are where they should be for this time of the year. He said he left \$10,000 in Legal Services to cover the cost of bringing in new employees.

Mr. Bourque asked how much would be added to the CIP for the new ambulance in 2023.

Mr. Gamache responded that \$75,000 will be added, as planned.

Mr. O'Meara said that, percentage-wise, the hefty budget increase needs to be explained.

Mr. Gamache said that he prepare a narrative for the Budget Committee.



Non-Public Session

Mr. Jodoin made a motion to enter non-public session at 4:31 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. Bourque seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Mr. Jodoin made a motion to return to public session at 5:06 pm. Mr. Bourque seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

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 the Board. Mr. Bourque seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Mr. Bourque made a motion to adjourn at 5:07 pm. Mr. O'Meara seconded the motion.

A roll call vote was taken on the motion.

Will Amos – Aye

Dave Jodoin – Aye

Bob Bourque – Aye

Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously, and the meeting was adjourned.

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