

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, September 09, 2020
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The September 09, 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, Dave Jodoin, Bob Bourque, Mike O'Meara, Paul St. Germain

Absent: Derik Goodine

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 August 12, 2020 public session. Mr. O'Meara seconded the motion, which carried unanimously.

Mr. Bourque made a motion to approve the non-public minutes of August 12, 2020. Mr. Jodoin seconded the motion, which carried unanimously.

Expenditures

Mr. Jodoin presented two Payroll manifests, dated September 10, 2020 and August 27, 2020; he presented an Accounts Payable manifest dated September 03, 2020 in the amount of \$6,575.20 and another dated July 30, 2020 in the amount of \$3,301.45.

Mr. Bourque made a motion to approve two Payroll manifests dated September 10, 2020 and August 27, 2020, and two Accounts Payable manifests – one dated September 3, 2020 for \$6,575.20 and the other dated July 30, 2020 for \$3,301.45. Mr. O'Meara seconded the motion, which carried unanimously.

Purchase Orders

None.

Old Business

Mr. Bourque made a motion to place the policies of Tri-Town EMS on the town website within six months for access by the Board. Mr. Jodoin seconded the motion.

Mr. Gamache said that he is putting this document together now and proofing it. He said that he is doing away with SOPs and is just doing policies because this is not a union environment. The policies are in three categories; Administration, Operations, and Clinical.

Mr. Jodoin asked if all of these policies have been approved.

Mr. Gamache said no. He will be adding information to address past issues, and it will be laid out like that of Pembroke.

Mr. Jodoin said each policy should show the date approved.

Chair Paulsen said that when it is done, they can revoke the current document and approve the new document all at once on one date.

Mr. Gamache said that the document is about 200 pages long, and it references pertinent laws and standards. The staff, he said, will get three documents: Town of Pembroke Safety Plan, Town of Pembroke Policies and Tri-Town EMS Policies. He said he will have this completed by the November Board meeting.

Chair Paulsen called for a vote on the motion, which carried unanimously.

New Business

None.

Comstar Report

Mr. Jodoin reported billings of \$74,680, \$25,000 for collections, and write-offs of \$34,000. The receivables balance at the end of August was \$842,398, up from \$827,000 in July.

Director's Report

Mr. Gamache reported 118 runs in August, including 67 for Pembroke and 47 for Allenstown. Tri-Town handled 111 of these runs and Mutual Aid had the rest. There were 65 transports and the average time out the door was 52 seconds.

Mr. Gamache said that staffing is the biggest challenge they have been facing. Due to vacations, resignations, and injuries, three daytime shifts were staffed at the A-EMT level, not the paramedic level. The impact was minimized, he said, because there were no calls on two of those shifts. He reported that Seth Chidister is completing orientation now and will be on the truck next week. Going forward, the situation will be positive, with an active roster now, having cleaned out the inactive ones, and he has three or four applications on his desk now.

Mr. Gamache next reported that the Bureau has released Version 8 of EMS protocols. The staff has been instructed to review the online training, which is 45 minutes for EMTs and two and a half hours for paramedics. Protocol books have been ordered for all staff members, the office and the ambulances. There are significant protocol changes, he said. Primex courses, one for staff and one for administration, are 90% complete. Primex will print transcripts for all participants, and these will be given to Pembroke. For a couple of the courses, certificates did not print.

Mr. Jodoin said he will let Primex know this.

Mr. Gamache continued, saying that monthly trainings started again this month. August was one of the service's better months ever for compliance.

Mr. Gamache next reported that Janice Guyette made a \$20.00 donation to Tri-Town. Addressing personnel, he said that Danielle Byrne, who started with Tri-Town as an A-EMT, has finished her paramedic training and is working full-time in that capacity for another service. She has met all of Tri-Town's requirements, and they would like to promote her from Grade 11 to Grade 14, which is a salary change from \$16.96 to \$20.52.

Chair Paulsen asked how long she has been a paramedic.

Mr. Clough said it has been about five (5) months. He said he has put her through the additional training and assessment, and he is confident that she can operate as a paramedic.

Mr. Bourque asked if they are happy with her qualifications

Mr. Gamache said yes.

Mr. Bourque asked if she would be given that duty.

Mr. Gamache said that all of those positions are full.

Mr. Bourque asked if she will have an opportunity to run a shift.

Mr. Clough responded that she is qualified and has completed all necessary training, but she will probably not have a chance to run a shift.

Mr. Jodoin asked if they were running two paramedics now on shifts.

Mr. Gamache responded that they do not often do that.

Mr. Bourque asked if they would be comfortable with her running a shift.

Mr. Gamache said that they would be comfortable with her running a shift.

Mr. Bourque made a motion to approve the promotion of Danielle Burn from Grade 11 to Grade 14, with an increase in salary from \$16.96 to \$20.52. Mr. Jodoin seconded the motion, which carried unanimously.

Mr. Jodoin made a motion to accept with thanks the donation of \$20.00 from Janice Guyette. Mr. Bourque seconded the motion, which carried unanimously.

Non-Public Session

Mr. Jodoin made a motion to enter non-public session at 3:59 pm in accordance with the provisions of RSA 91-A:3, II (c). Mr. O'Meara seconded the motion.

A roll call vote was taken on the motion.

Paul St. Germain - 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 4:08 pm. Mr. O'Meara seconded the motion.

A roll call vote was taken on the motion.

Paul St. Germain - Aye

Dave Jodoin – Aye

Bob Bourque – Aye

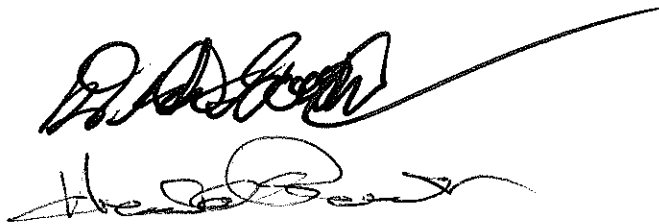
Mike O'Meara – Aye

Harold Paulsen – Aye

Motion carried unanimously.

Adjournment

Mr. O'Meara made a motion to adjourn at 4:09 pm. Mr. Bourque seconded the motion, which carried unanimously, and the meeting was adjourned.



A handwritten signature in black ink, appearing to read "H. B. Smith". The signature is written in a cursive style with a large, prominent "S" and a long, sweeping underline.