

BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, April 14, 2021
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

The April 14, 2021 meeting of the Tri-Town EMS Board of Directors was called to order by Chair Mike O'Meara at 3:30 pm.

Roll Call

Present on the Board: Dave Jodoin, Bob Bourque, Mike O'Meara, Paul Gagnon, Derik Goodine

Present on the Staff: Chris Gamache, Director

Chair O'Meara stated that he would first like to speak in memory of Chief Harold Paulsen who passed away last week. He served on the Pembroke Fire Department for 58 years and as a Selectman in Pembroke for 16 years. Chair O'Meara asked the Board members to join him in thanking Chief Paulsen posthumously for his many years of service, including his time on the Tri-Town EMS Board of Directors. Chief Paulsen, he said, was instrumental in getting the Service up and running again. Chair O'Meara concluded, saying that their thoughts and condolences are with the Chief's wife and family. He asked for a moment of silence.

Old Business

Chair O'Meara asked Mr. Gamache for a report on progress with the Service's policies and procedures.

Mr. Gamache said he is keeping track of the changes and will make these all at once when the Board finishes its review. He said he will have the updated document ready for the meeting following the final review of the Board.

Approve Minutes of Previous Meeting

Mr. Bourque made a motion to approve the minutes of the March 10, 2021 meeting as written. The motion was seconded by Mr. Jodoin and voted unanimously in favor.

Approve Expenditures

Mr. Jodoin reported an April 14, 2021 Accounts Payable expense in the amount of \$4,145.75 and two payroll expenses dated April 08, 2021 and March 25, 2021.

Mr. Bourque made a motion to approve the Accounts Payable expense of \$4,145.75 dated April 14, 2021, and payroll expenses dated April 08, 2021 and March 25, 2021. The motion was seconded by Chief Gagnon and voted unanimously in favor.

Michael A. O'Meara 5/12/2021

Comstar Billing Report

Mr. Jodoin reported billings of \$64,000 in March, revenue collections of \$29,425 and write-offs of \$41,398. The uncollected balance at the end of March was \$873,377.

Director's Report

Mr. Gamache stated that, while February was a slow month, March was one of their busiest. The service had 130 runs, 15 of which were taken by Mutual Aid. There were 71 transports (54.62%). He said they are working back to their historical average of a 60% transport rate. The trend seems to be pulling out of COVID.

Mr. Gamache reported that the check-engine light on Ambulance 8 came on, and it was taken to Public Works. The culprit, he said, is the exhaust filter sensor. Grappone will do the repair, and the cost will be \$4,500. The part itself costs only about \$600 but the repair is labor-intensive.

Mr. Gamache reported one new hire in March, bringing the complement to 29. He said he plans one more hire, which will bring the service to a full complement of 30. He is considering two more applications, one of which he plans to pursue, so the service will be slightly overstaffed, which is good for the summer months when many per diems take vacation time.

Mr. Bourque asked if being overstaffed could be a problem.

Mr. Gamache said it would not be a problem to be slightly overstaffed, especially in the summer. It avoids incurring overtime expenses when full-timers have to be used to fill the second truck. However, he said, being too far over full staffing would mean that those wanting to work could not be scheduled as often as they would like to be. He added that there are anticipated departures.

Mr. Gamache said they will resume in-person training next week.

Mr. Gamache requested approval to hire Jada Goodrich as a per diem employee at a rate of \$16.36 per hour. He said she comes highly recommended, is pleasant, and is eager to work. She wants to work nights and weekends. Ms. Goodrich is currently an EMT and will be an A-EMT soon.

Mr. Jodoin made a motion to approve the hiring of EMT Jada Goodrich as a per diem employee at the rate of \$16.36 per hour. The motion was seconded by Mr. Bourque and voted unanimously in favor.

Approve Minutes of Non-Public Session

Mr. Jodoin made a motion to approve the minutes of the March 10, 2021 non-public session. The motion was seconded by Mr. Bourque and voted unanimously in favor.

Adjournment

Mr. Bourque made a motion to adjourn at 3:44 pm. The motion was seconded by Mr. Jodoin and voted unanimously in favor.

Michael A. O'Moore 5/12/2021