

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

**Call to Order**

The Tri-Town EMS Board of Directors Meeting of July 14, 2021 was called to order at 3:30 pm by Chair, Michael O'Meara.

**Roll Call**

Present on the Board: Robert Bourque (Pembroke), Paul Gagnon (Pembroke), Michael O'Meara (Allentown), David Jodoin (Pembroke). Derik Goodine (Allentown).

Also present: Chris Gamache, Director Tri-Town EMS

Excused: Paul St. Germain (work)

**Approval Minutes of Previous Meeting Dated May 12, 2021, and June 9, 2021**

Mr. Jodoin made a Motion to approve the minutes of the previous meeting dated May 12, 2021, which was seconded by Mr. Bourque.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O'Meara – Aye, Derik Goodine – Aye, David Jodoin – Aye.

The minutes for May 12, 2021, were approved by unanimous vote.

Mr. Jodoin made a Motion to approve the minutes of the previous meeting dated June 9, 2021, which was seconded by Mr. Bourque.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O'Meara – Aye, Derik Goodine – Aye, David Jodoin – Aye

The Minutes for June 09, 2021 were approved by unanimous vote.

**Approve Expenditures**

Mr. Jodoin said there is the Accounts Payable Manifest dated July 14, 2021, in the amount of \$6,084.57. He also said there is the Payroll Manifest for June 17, 2021, July 1, 2021, and July 15, 2021.

Mr. Bourque made a Motion to approve the Accounts Payable Manifest for July 14, 2021, and Payroll Manifest for June 17, 2021, July 1, 2021, and July 15, 2021. The Motion was seconded by Mr. Jodoin. Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O’Meara – Aye, Derik Goodine – Aye, David Jodoin – Aye.

The Accounts Payable and Payroll Manifests were approved by unanimous vote.

### **Old Business**

None.

### **New Business**

Mr. O’Meara said they are to review the proposed 2022 EMS Budget.

Mr. Gamache presented the budget to the Board consisting of three documents including traditional budget right up, an Excel worksheet, and the updated CIP Plan for the service which is also referenced in the budget.

He said the gross number is \$1,056,348.00 and of that, \$85,700.00 is going to be used for the down payment on the next ambulance. He also said part of that is the \$75,000 that they budget each year to go into the CIP. Mr. Gamache said that next year, \$75,000 is going to move into CIP and back into the budget,

He said when you remove those figures from that larger number, you then have the operational budget and that is \$895,648.00 which is basically what they expect to see on a year-to-year basis and everything it takes to run the service. He said he used that because you can adequately compare one year’s budget to the next. It’s a 1.55% increase from 2021.

Mr. Gamache said the big difference between 2021 and 2022 is the overtime line, and it will increase by \$2,005.00. He said that allows more money for full timers to pick up more overtime shifts.

He said the next item is \$6,460.00 which is for 1.3% cost of living adjustment and is budgeted for next year; and then \$7,380.00 which is the merit increase for the staff, average across the board.

For the ambulance billing, he said that they held at a current level for a couple of years, because they did see a decrease in transportation volume due to COVID-19. He said they are coming out of that now and are starting to see an increase in call and transport and next year it is expected to return to a normal state of volume operation and there are new housing projects coming into the two towns.

Mr. Gamache said there is a 2021 summary which is basically the first six months of the year. He said their staffing has been relatively stable compared to other ambulance services that are struggling. He said 2021

has returned to in-person training which is important to their staff professionally, and relatively normal transport volume. Mr. Gamache said the 2021 summary to date shows the budget is looking good for this year, and no unanticipated shortfalls.

He said with regard to the section on the pandemic and ambulance transports, Pembroke has historically had the higher call volume. However, he said over the last couple of years, they have now seen a disproportionally greater number of calls in the Town of Allenstown to the point where last year, Allenstown actually had more calls than Pembroke.

Mr. Gamache said for the 2022 budget, Allenstown is going to be responsible for 47.28% of the remaining funds to run the service and Pembroke will be responsible for 52.72%.

He said the next section in the budget is the updated CIP and a standard description of what they use the CIP for, including a spreadsheet that shows all of the equipment that is covered by the CIP and a chart that shows how much money was put in, when, and what it was expended for. He said last year was tight and they were not able to add to the CIP.

Mr. Gamache said down payment on the ambulance covers the cost of the chassis itself, and the suspension system that gets added on.

Mr. Goodine asked if the \$75,000 for the CIP was going to come out of the revenue. Mr. Gamache said it is a play of numbers and it is put in and then taken back out into the budget.

Mr. Jodoin said it would be a tough sell to get an ambulance replacement through COVID-19 funds. Mr. Goodine said it is worth a try and a creative way to spend the monies. Mr. O'Meara said they would have to run it by the Attorneys.

Mr. Goodine asked the difference of cost between the two ambulances they have purchased. Mr. Gamache said the truck they are purchasing will be the updated version of ambulance 8, which is the primary ambulance, and that is a 2017 F550 with all the safety equipment/instruments. He said the other vehicle is an estimated value and is not accurate. He said what they are looking to purchase is up around \$360,000 which is all encompassing.

Mr. Gamache said he put into the CIP what is going to happen with ambulance 3. He spoke with both fire chiefs about how they can utilize available staff to get a second or third truck out the door to capture more calls and better serve their community. He said they give up just over 100 runs per year to mutual aid, which is 10% and with new residences coming into town, there will be a need to get a second truck out the door. He said as they have already bought Ambulance 3 and if they could use that to better serve the

community, that that will be the game plan. He said the third ambulance would be primarily used as a back-up. Mr. Gamache said this is not a solid plan, but just preliminary.

Mr. Gamache said the down payment for the truck is budgeted to be in the Fall of next year with the main payment being in the 2023 budget.

Mr. Gamache discussed the expenditure section of the budget that shows the 2019 through 2021 amounts. He said there is no anticipated changes to the staffing next year.

Mr. Gamache said health insurance was budgeted for a family plan last year which is why there is a decrease this year. He said liability insurance increased because of malware and spyware.

He said the next section of the budget deals with revenue and revenue sources.

Mr. Gamache said at the end of the day, the two towns are responsible for \$512,148.00, being split between the two, with Allenstown paying 47.28% and Pembroke paying 52.72%.

#### **Comstar Billing Report**

Mr. Jodoin said that June had \$90,000 worth of billing, \$28,000 worth of collections, write-offs of \$93,000 and the balance of collectables is \$859,000. Mr. Jodoin said the auditor is scheduled to come in sometime in August and is hoping to have the report by November.

#### **Director's Report**

Mr. Gamache said for the month of June, they had a total of 114 runs, 52 were in Allenstown, 50 were in Pembroke and the rest would be mutual aid.

Mr. Gamache said there were 63 transports, which is 56%. He said mutual aid received was 10, mutual aid given was 12 and the average time to get the ambulance out the door was 50 seconds.

He said June saw the first cardiac arrest aid and the first RSI case of the year.

He said employees participated in a joint training exercise with the Pembroke Fire Department on vehicle extrication on June 26<sup>th</sup> and there was an active shooter drill being planned for August 14<sup>th</sup>. He said the service participated in two Memorial Services in the month of June.

Mr. Gamache said they are continuing to do work on the policy manual, and it will be revisited next month.

He said when he did this months' report, he noted a greater than 90% success rate for all skills and reflects on the proficiency of the staff.

### **Purchase Orders**

None.

### **Other Business**

There was a discussion regarding the frequency of meetings and perhaps having quarterly meetings as opposed to monthly. Mr. Bourque said they could cut it to every other month to see how that goes. Mr. O'Meara said he would check the by-laws.

Mr. O'Meara suggested that the Board meet on August 11<sup>th</sup> and skip the September meeting. Mr. Bourque said they would be better off skipping August and having the September 8<sup>th</sup> meeting. Mr. O'Meara said they would make a final decision on the budget then. Mr. Jodoin said he could not make the September 8<sup>th</sup> meeting. Mr. O'Meara suggested they move the meeting to September 15<sup>th</sup> so they could all be present. It was agreed that the next meeting would be on September 15<sup>th</sup>.

### **Non-Public Business if Required**

Mr. Jodoin made a Motion to go into non-public session pursuant to the provisions of RSA 91-A:3, II (c) at 4:24 pm.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O'Meara – Aye, Derik Goodine – Aye, David Jodoin – Aye.

The motion was approved by unanimous voice vote and the Board entered non-public session at 4:24 pm.

Mr. O'Meara made a Motion to return to public session at 5:10 pm.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O'Meara – Aye, Derik Goodine – Aye, David Jodoin – Aye.

The motion to return to public session was approved by unanimous voice vote.

Mr. Bourque 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. Goodine seconded the Motion.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O'Meara – Aye, Derik Goodine – Aye, David Jodoin – Aye.

The motion to seal the minutes of the non-public session was approved by unanimous voice vote.

### **Motion to Adjourn**

Mr. Jodoin made a Motion to adjourn the meeting at 5:11 pm, which was seconded by Mr. Bourque.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O’Meara – Aye, Derik Goodine – Aye, David Jodoin – Aye

Motion to adjourn was approved by unanimous vote.

Michael A. O’Meara

Michael O’Meara, Chair

9/15/2021

Date