

**BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, September 15, 2021
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275**

Call to Order

The Tri-Town EMS Board of Directors Meeting of September 15, 2021 was called to order at 3:33 pm by Michael O'Meara.

Roll Call

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

Also present: Chris Gamache, Director Tri-Town EMS

Excused: Paul St. Germain (work)
Derik Goodine (work)

Approve Minutes of Previous Meeting Dated July 14, 2021

Mr. Jodoin made a Motion to approve the minutes of the previous meeting dated July 14, 2021, which was seconded by Mr. Bourque.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O'Meara – Aye, David Jodoin - Aye
The minutes for July 14, 2021 were approved by unanimous vote.

Approve Expenditures

Mr. Jodoin said there is the Accounts Payable Manifest dated September 15, 2021 in the amount of \$6,131.69 and another dated August 11, 2021 in the amount of \$5,496.73. He also said there is the Payroll Manifest for September 9, 2021, August 26, 2021, August 12, 2021, and July 29, 2021.

Mr. Bourque made a Motion to approve the Accounts Payable Manifest dated September 15, 2021 in the amount of \$6,131.69 and another dated August 11, 2021 in the amount of \$5,496.73, and Payroll Manifest for September 9, 2021, August 26, 2021, August 12, 2021, and July 29, 2021.
The Motion was seconded by Mr. Jodoin.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O'Meara – Aye, and David Jodoin - Aye
The Account Payable and Payroll manifests are approved by unanimous vote.

Old Business

- Final Review of Proposed 2022 EMS Budget

Mr. Gamache said he provided the Board the most recent copy and a spreadsheet that supports it.

He said since July, he made a few changes. He spoke to Mr. Jodoin and was provided with a copy of the 2020 final budget to see how much money is remaining. He said there was approximately \$23,000 and change left over. He took \$20,000 from there and put it in the transfer fund balance to offset what the two towns owed.

Mr. Gamache said he reduced per diem salaries by \$33,421. He also looked at overtime from an operational viewpoint and to make sure they have funds to pay for it. He said the easiest thing is to have a full-time employee cover the open shifts voluntarily. He proposes that they go up by \$1,000 for 2022.

He said Health Insurance was increased by \$7,398.00 due to a change in employee status.

Mr. Gamache said the net result is that the overall budget for 2022 is \$1,058,510 which represents an increase of \$2,162 from the original draft and an increase from 2021 in the amount of \$101,546 and the bulk of that is related to the down payment on the ambulance. He said when you look at the operational budget, which he defines as the overall budget minus the CIP payment and the expense associated with the new ambulance. Mr. Gamache said the operating budget for 2022 as proposed is \$897,810 which is a \$2,160 increase from the July draft and \$13,684 from the 2020 budget, or a 1.55% increase. He said mostly everything else decreased or was capped at the same level.

Mr. Gamache said Allenstown has seen a slight increase in call volume percentage wise compared to Pembroke over the last couple of years and has had more public assists, which moves the percentage a lot.

He said Allenstown's share is going to be \$233,701 which is a decrease of \$8,433 from the original draft but an increase of \$8,620 over the 2021 budget. He said Pembroke's share is going to be \$260,609 which is a decrease of \$9,405 from the first draft, and a decrease of \$22,774 from the 2021 budget.

Mr. Bourque asked regarding the overall original proposed budget vs. this budget, what is the percentage of change. Mr. Gamache said that roughly it is a 0.2 percent increase.

Mr. Bourque made a Motion to approve the 2022 Budget as presented by Mr. Gamache. The Motion was seconded by Mr. Jodoin.

Roll Call vote was taken.

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

The proposed 2022 Budget was approved by unanimous vote as presented.

New Business

None.

Comstar Billing Report

Mr. Jodoin said the month of August report reflects there was \$69,930 worth of billings, and the revenue was \$32,130, and they wrote off \$34,479. He said the uncollectable balance at the end of August was \$885,566.

Director’s Report

Mr. Gamache said the July data shows 118 EMS runs. Mutual aid was received 17 times and given a total of 5 times. He said the total number of transports were 69 and Pembroke saw 65 runs and Allenstown saw 48. He said the average time out the door was 44 seconds.

Mr. Gamache said for the month of August they had 106 EMS runs, Mutual aid was received 5 times and given a total of 7 times. They handled 101 of the EMS runs with 54 transports. He said Pembroke saw 63 runs and Allenstown handled 36. He said the average time out the door was 50 seconds.

Mr. Gamache said on August 14, Pembroke Fire Department, Pembroke Police Department and Tri-Town EMS all participated in an active shooter event drill at the Three Rivers School. He said it went very well.

He said they had an EMS detail at Pembroke Sand & Gravel from July 30 to August 1.

Mr. Gamache said Ambulance 3 and Ambulance 8 both have had their annual safety inspections by Pembroke Public Works and on September 1st, Striker came to the station and did preventative maintenance on both stretchers so that is done for the next year.

He said that the billing rates will be adjusted, and the last time was for 2018. Mr. Gamache reached out to 11 agencies in the Capital area and heard back from 7. He said that 80% of their transports fall into the ALS 1 Emergent, and EMS 2 Emergent would be cardiac arrests, or anyone that is put on a ventilator or bypass. He said that they do probably do 5 or 10 transports that fall into that realm. He said their capabilities are in line with Concord, and they are a good comparison for billing. Mr. Gamache said Concord is slightly more expensive than they are so maybe their rates are not as high as they should be.

Mr. Gamache said he averaged out several communities to see where they stand, and they are just a smidge higher than the overall average. He said their BLS rate is significantly higher than the 25 lowest communities. He said to keep in mind that this is for volunteer communities. Mr. Gamache said compared to the 25 highest communities, their BLS rate is significantly lower. He said if you average the highs with the lows, they are below that rate.

Mr. Gamache said if they were to break even next year, they have to bring in \$1,119.56 for transport. He said the last time they got a number from Comstar; their average was \$525.00 for transport due to many factors including the reduction rate for Medicaid and Medicare, and there is a lot of Medicaid related calls between the two towns. He said they end up having to send to collections or write off a lot because of inability to pay or no health insurance and so the rate increases only affect those who have private insurance.

He is proposing that starting in 2022, their BLS rate goes from \$800 to \$1000, and the ALS 1 Emergent (80% of their transports) will go from \$1250 to \$1500. Finally, he said for the ALS 2 Emergent rate, the proposal is to go from \$1750 to \$2,250. He said for the ALS 2 Emergent runs, they are probably spending over \$1200 in supplies just to do the run, not including the staffing.

Mr. Gamache said the Capital area likes the fact that ALS Intercept is the same for everyone, which is mutual aid helping their neighbors out. He said the mileage will increase from \$20 to \$25.

He said when you adjust your rates, you are going after private insurance as Medicaid and Medicare pay a set rate, regardless of billing rates

Mr. Bourque made a Motion to approve the proposed rates for 2022 presented by Mr. Gamache. The Motion was seconded by Mr. Jodoin.

Roll Call vote was taken.

Robert Bourque – Aye, Paul Gagnon – Aye, Michael O’Meara – Aye, and David Jodoin - Aye
The proposed rates were approved by unanimous vote as presented.

Mr. Gamache said that overtime has been a topic that has been discussed. He was asked to come up with a way to keep it to a minimum. He looked at it from the last 37 months and said that, with the exception of gap coverage and trainings, they paid out 20 times to a per diem to cover the shift. He said the full-time scheduled paramedics do 48-hour work shifts - so 8 hours a week overtime, which is an industry standard.

He said that open paramedic shifts would be predominantly full or part-time positions that take time off, call out or vacancies, which was 72 times in the last 37 months.

Mr. Gamache said the full-time employee working the non-full-time seat in the ambulance was 41 times. He said if there was a full-time employee that was out for any reason above, it was a total of 15 shifts covered in overtime.

He said in the last 37 months, there were 346 shifts that involved overtime which is about 7.5%. He said breaking out the normal overtime shifts, there were approximately 5 shifts a month that were going to incur overtime. He said the goal is to minimize how much people are working and the budget.

Mr. Gamache said he expressed this to the full-time staff and told them they need to be flexible when it comes to vacations, and they will all have to share weekends. He said the goal is to fill all weekends with part-time staff although they have one vacancy right now.

Purchase Orders

None.

Other Business

None.

Non-Public Business if Required

Not required.

Schedule for Next Meeting

The next meeting is scheduled for November 10, 2021.

Mr. Bourque made a Motion to adjourn the meeting at 4 pm, which was seconded by Mr. Jodoin.

Roll Call vote was taken.

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

Motion to adjourn was approved by unanimous vote.

Michael O'Meara

Michael O'Meara, Chair

11/10/2021

Date