

**BOARD OF DIRECTORS MEETING
TRI-TOWN EMS
Wednesday, November 10, 2021
Pembroke Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275**

Call to Order

The Tri-Town EMS Board of Directors Meeting of November 10, 2021 was called to order by Michael O'Meara at 3:31 pm.

Roll Call

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

Also present: Chris Gamache, Director Tri-Town EMS

Eric Lambert, Interim Fire Chief – Allenstown, was welcomed to the Board. Mr. Lambert replaces Paul St. Germain, who has retired from the position of Fire Chief in Allenstown.

Approval Minutes of Previous Meeting Dated September 15, 2021

Mr. Bourque made a Motion to approve the minutes of the previous meeting dated September 15, 2021 which was seconded by Mr. Lambert.

Roll Call vote was taken.

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

The Minutes for September 15, 2021 were approved by unanimous vote.

Approve Expenditures

Mr. Jodoin said because they are going quarterly now, the Manifest will go out on Friday. Mr. Goodine is to send out and they will need the signatures by Tuesday.

He said there is a Manifest for \$9,093.33 dated November 10, 2021; Payroll for November 4, 2021; Accounts Payable Manifest in the amount of \$1,047.10 from October 15, 2021 that they signed electronically; Payroll from October 21, 2021; Payroll for October 7, 2021; and Payroll for September 23, 2021.

Mr. Bourque made a Motion to approve the Manifest for November 10, 2021, October 15, 2021; Payroll from November 4, 2021, October 21, 2021, October 7, 2021 and September 23, 2021, which was seconded by Mr. Goodine.

Roll Call vote was taken.

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

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

Old Business

None.

New Business

None.

Comstar Billing Report

Mr. Jodoin said the month of October report reflects there was \$92,810 worth of billings, and the revenue was \$39,420, and they wrote off \$52,640. The receivable balance at the end is \$905,407.24, of which \$412,000 is Allenstown, \$432,000 is Pembroke and other is \$59,000.

Mr. Gamache explained the reasons for the write-offs to Eric Lambert for his understanding. He said they just did a rate change for 2022. He said typically for 70-80% of their patients they see huge reduction in their rates because they are government payers. He said some of the Anthems that they deal with also have obligated reduction in fees as well. He said that basically, Comstar bills out the run as appropriate, and sometimes they will get paid, sometimes they won’t.

Mr. Gamache said Comstar will bill out 3x before they send them a collection’s notice and then they hit what is called a disposition at that point. He said if they are a resident of the two towns, they systematically write them off, but if they are a resident of the town but they don’t have insurance, they will reduce the rate down to Medicare allowable. He said if they make any contact with service, they try to put them on a payment plan and if they don’t pay their bill, they will be sent to collections.

Mr. Gamache said if the resident is from another Town and they don’t pay, they be sent to collections. He said they have been using First Financial Resources since 2016 and he thinks that they have collected over \$50,000 over the years which isn’t close to what they are owed. He said in January, there will be 2019 and 2020 on the books, but write off all the 2018 stuff.

Mr. Gamache said globally they typically see a 40% return on what the bill is.

Director's Report

Mr. Gamache said under old business, with regard to the policies - he is down to the last 20 pages of proofreading, corrections, and cross-referencing. He asked if it is possible to put it up on a webpage so the Board members can do a final review before approval in January. Mr. O'Meara suggested using the Town of Allenstown DropBox as a way to share with Board members. Mr. Goodine said he could share it in DropBox.

He said in September they did 128 runs (52 in Allenstown, 70 in Pembroke). There were 69 transports from that, and 119 were from Tri-Town. He said they received mutual aid 9 times, gave mutual aid 6 times and the average time out the door was 51 seconds.

Mr. Gamache said for October, they did 112 runs (61 in Allenstown, 42 in Pembroke). There were 56 transports from that, and 99 were from Tri-Town. He said they received mutual aid 13 times, and they gave mutual aid 9 times in that month. He said the average time out the door was 48 seconds.

He said in the last two months, the wifi device they use on the ambulance needed battery pack replacement and at the same time, the modem on Ambulance 8 went bad, so that is currently on order. He said it made sense to order both modems at the same time. He said the auto-inject on Ambulance 8 had to be replaced, and this ambulance also received fuel service, where it was found that the radiator was leaking. He was quoted \$700 to fix it and they will also put new tires on it, and a new mirror. He is waiting on the tires currently.

Mr. Gamache said last week, both ventilators were serviced, and they are good for another year.

With regard to staffing, he said McKayla Reale resigned her position on October 23, 2021 for a career change. He said she will be greatly missed.

Lastly, he has an Application for Timothy St. Germain who applied for the part-time position on Saturday and comes with good references, no issues with background check and he interviewed well. He would like to bring him on to cover the 24-hour shift on Saturday at \$16.00/ hr.

Mr. Bourque made a Motion to hire Timothy St. Germain as an EMT for the part-time 24-hour shift on Saturday at \$16.00 / hr. The Motion was second by Mr. Jodoin.

Roll Call vote was taken.

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

The motion to hire Mr. St. Germain was approved by unanimous vote.

Purchase Orders

None.

Other Business

Mr. Gamache said the Goferr Fund has over \$50,000, and there are certain things that people are looking to use it for.

Mr. Gamache said he did reach out to the lady at Hillsborough Village, and she wants them to go before the facility. He said their big concerns are access. She gave them the numbers for population, and it sounds like it will be more early next year for timing. Mr. Goodine said he is not sure of the opening date, as they are a few months behind.

Non-Public Business if Required

Not required.

Schedule for Next Meeting

The next meeting is scheduled for January 12, 2022 at 3:30 pm. Chair O'Meara previously sent, and also provided a hard copy list of meetings for 2022.

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

Roll Call vote was taken.

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

Motion to adjourn was approved by unanimous vote.



Michael O'Meara, Chair

01-12-2022

Date