

TOWN OF ALLENTOWN AND PEMBROKE  
Joint Tri-Town Board  
311 Pembroke Street  
Pembroke, New Hampshire 03275  
Minutes of Regular Meeting  
September 9, 2015

**Call to Order.**

The Joint Tri-Town Board Meeting for September 9, 2015 was called to order by the Chair at 3:30 p.m.

**Roll Call.**

Present on the Board: David Jodoin, Shaun Mulholland, Mike Kelly, Harold Paulsen, and Bob Bourque.

Excused: Jennifer Abbott

**Others Present.**

Tri-Town Staff: Christopher Gamache, Director and Stephanie Locke, Assistant Director

Other:

**Public Hearing-Consider 2016 fee rates.**

The Chair asked if there were any questions in regards to the proposed fee increases. He asked Mr. Gamache to explain the proposed fee changes to the Board.

Mr. Gamache stated the proposal is to adjust the rates upward. He stated they are below what ComStar has sent them as the top 50 clients in the New England Region. He stated the average BLS \$1,250 with the proposed at \$750, ALS1 \$1,950 with the proposed \$1,000, the ASL2 rate is \$3,101 with the proposed at \$1,250. He stated this is a 25% increase. He stated the mileage average is \$32.13 per loaded mile and the proposed is to go up to \$20.00 per mile which is an 18% increase. He stated the goal is to see what it does to their revenue. He stated the rates would take effect January 1, 2016.

Motion. Mr. Bourque made a motion to accept the new fee schedule. Mr. Kelly seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

**Approve minutes of previous meeting(s).**

Motion. Mr. Bourque made a motion to approve the minutes of August 12, 2015 as written. Mr. Kelly seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

**Approve expenditures.**

Motion. Chief Paulsen made a motion to approve the manifest for September 3, 2015 in the amount of \$3717.79. Mr. Bourque seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

Motion. Chief Paulsen made a motion to approve the Payroll Manifest of August 20, 2015. Mr. Bourque seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

Motion. Mr. Bourque made a motion to approve the Payroll Manifest of August 20, 2015. Chief Paulsen seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

Chief Pendergast joined the meeting.

**Discuss and approve proposed recommended 2016 Budget.**

The Chair asked if there were any questions on the 2016 Budget.

Motion. Mr. Bourque made a motion to recommend the 2016 Budget with a bottom line of \$750,000 as presented. Mr. Kelly seconded the Motion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Pendergast – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

**Review and approve policy on Probationary Period.**

The Chair stated he knew Mr. Bourque had concerns about the length of the period. Mr. Gamache stated it was the one year probationary period. He stated part of it was to be consistent with Pembroke's emergency personnel policy. He stated it is a nice number to evaluate them in a year. He stated they would be evaluated in 90 days and a year from there they would be evaluated. He stated it gives them a full year to evaluate people.

Mr. Bourque asked why they need a whole year for probation when we have an employee who moved up one level. He stated Chief Pendergast and Mr. Jodoin both told him it was the norm to have full-time emergency personnel to be on probation for a year. Mr. Gamache agreed with Mr. Bourque in the sense they will know who they are if they promote them.

Mr. Jodoin stated if they [Pembroke] does a lateral transfer they still have to have a six month probationary period but since they have been an employee they don't have to lose their vacation time.

Mr. Gamache stated they can change the probationary period to say "all new employees shall be on a probationary period of one year." He stated they can also change promoted employees probationary period can be changed to "shall be placed on probation for a period of six months."

The Chair stated he wanted to be clear if someone gets a promotion they don't lose their benefits just they are on a probationary period. Mr. Jodoin stated the way their [Pembroke] plan was written didn't clarify it so they wrote in "if you have been an employee who had been promoted from within didn't have to have a continual probationary period with regards to their vacation time." The Board determined to add the language in to clarify vacation is allowed to be carried over with a promotion and to have the probationary period be six months.

The Chair stated there is the word "shall" a lot in the policy which they need to be careful of. Mr. Gamache stated he changed a lot of those. The Chair stated they need to be careful of the legal issues which could come from using the word "shall" in the document.

Mr. Gamache stated he added Section 4.9 and asked the Board if changing it to "paid time off" for the heading. The Chair suggested "probationary status for promoted personnel does not impact benefits received by the employee."

Motion. Mr. Bourque made a motion to approve the Probationary Period as amended. Chief Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Pendergast – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

**Discuss ComStar revenue report.**

Mr. Jodoin stated the receivable at the end of August is \$269,000 which is up about \$7,000 from the prior month. He stated they have allowances for all three parts totaling \$44,106. He stated the revenue they have taken in between the three totals up to about \$340,000. He stated call runs were a little lower than July. He stated Allenstown was \$23,000, Pembroke was about \$26,000-28,000 and the other communities dropped to \$890. He stated collections are good and the revenues are over the projections.

Mr. Gamache stated they get a disposition report each month. He stated there were 30 accounts referred to collections. He stated anybody who didn't have a residence within the two towns he is not going to deal with and referred them to collections.

Mr. Gamache stated he has one account he would like the Board to write off. He stated they can refer to him by Incident #14-0462. He stated the individual is a disabled member of Allenstown. He stated he and his spouse receive \$1,960 from Social Security, his normal monthly expenses are about \$1,630 and has numerous medical bills he cannot pay for. He stated the individual is trying to get money to put in a ramp and get a motorized scooter so he can safely get out of his house. He stated the original bill was \$1,075 and his balance is \$123.66

Motion. Chief Paulsen made a motion to approve the hardship request for \$123.66. Mr. Bourque seconded the Motion.

The Chair asked Mr. Gamache what kind of conversation he had with the individual in regards to a payment plan and other options. Mr. Gamache stated he spoke to the individual and the individual sent an application. He stated he didn't offer a payment plan because he figured it would be another bill the individual can't pay. He stated the individual sent copies of his bank statements, social security benefits for him and his wife, his rent and a balance in his checking account.

Mr. Jodoin asked if there is a balance on the checking account statement Mr. Gamache had with him. Mr. Gamache stated it is \$1,251 but the individual had just been paid. He stated it looks like the balance goes down to about \$100.

Mr. Bourque asked if this individual is a veteran. Mr. Gamache stated he is not and the individual had polio as a child which left him disabled. Mr. Bourque stated he wasn't sure if they look at whether people are veterans because he didn't know if the VA would pay a portion of the bill. Mr. Gamache stated ComStar would look into it if they were a veteran. He stated it is a question he does ask with cases.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Pendergast – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

Mr. Gamache stated he had a conversation with ComStar with how they handle deceased patients. He stated they verify the deceased through family members and there is no estate to collect money from. He stated he has five accounts which are labeled as “deceased no estate.”

The Chair asked the Board how they felt about it when ComStar has determined the status. He asked if they want to pursue it further or accept it as it is. Mr. Bourque stated if they have already found out there is no estate there is no point of pursuing it. Chief Paulsen asked how they know there is no estate. Mr. Gamache stated one process is they check with family members. He stated they check by family and death certificates and there is something else which he can’t remember right now. He stated the overall intent is to clean out the accounts they know they are not going to get money from.

The Chair suggested they contact First Financial and find out what steps they will take to try to recover the money on accounts with this status.

Motion. Chief Paulsen made a motion to abate the five accounts listed as “deceased no estate.” Mr. Bourque seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Pendergast – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

### **Director’s Report.**

Mr. Gamache stated the month of August was the second time this year they had 100 responses and 62 transports. He stated they have a better way of tracking mutual aid. He stated they received 4 times and provided mutual aid 5 times. He stated the reaction time average is one minute and eleven seconds. He stated the response times are five minutes and thirty-one seconds.

Mr. Gamache stated the cable on the LifePac failed but it was still under warranty so it has been replaced. He stated A-3’s structure mount was repaired. He stated A-2 and A-3 both had State inspections for the second time this year. He stated Ms. Irwin set up their FaceBook page.

Mr. Jodoin asked if there were restrictions as to who can update the page. Mr. Gamache stated someone has to be an administrator to make changes. Mr. Jodoin asked if there is something for what they are allowing to be put up there. Mr. Gamache stated it is a community outlet to put messages out. Chief Pendergast stated they have one in Allentown which they use it for weather advisories, fire danger, and something good they are doing in town. The Chair stated they need to have a Social Media Policy which covers it.

Chief Pendergast asked if they resolved the Barnstead mutual aid issue. Mr. Gamache stated he will do a face to face with the staff member when he returns. The Chair explained they responded for station coverage in Barnstead. He stated he has never heard of station coverage for ambulances.

He stated he liked Chief Paulsen's idea of going up to Epsom because they could cover Epsom as well as their towns. He stated he thinks it is a discussion for the Fire Chiefs and Ambulance Directors to discuss and to work out themselves. Chief Paulsen stated they should have a policy for providing station coverage mutual aid. There was further discussion of options they have for providing such mutual aid.

**Discuss status of CAG litigation.**

Mr. Jodoin stated the paperwork will be filed by the end of the month.

Motion. Mr. Jodoin made a motion to adjourn. Chief Pendergast seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Bourque-Yes; Mr. Jodoin – Yes; Mr. Pendergast – Yes; Mr. Kelly – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 4:17pm.

A handwritten signature in black ink, appearing to read 'SHAUN MULHOLLAND', is written over a horizontal line.

SHAUN MULHOLLAND, Chairman