

TOWN OF ALLENSTOWN AND PEMBROKE
Tri-Town EMS Board of Directors
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
March 9, 2016

Call to Order.

The Tri-Town EMS Board of Directors Meeting for March 9, 2016 was called to order by the Chair at 3:30 p.m.

Roll Call.

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

Excused: Jennifer Abbott

Others Present.

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

Other: Jonathan Harry, Tri-Town EMT.

Approve minutes of previous meeting(s).

Motion. Mr. Bourque made a motion to approve the minutes for February 10, 2016. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the non-public session one for February 10, 2016. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the non-public session two for February 10, 2016. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

Approve expenditures.

Motion. Mr. Bourque made a motion to approve the Accounts Payable Manifest for March 3, 2016 in the amount of \$5,125.21. Mr. Kelley seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifest for March 3, 2016. Mr. Kelley seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifest for February 18, 2016. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

Discuss ComStar revenue report.

Mr. Jodoin stated there were charges of \$32,406 in Allenstown, \$22,320 in Pembroke, and \$2,000 in other communities. He stated for revenues there were \$8,800 for Allenstown, \$11,000 for Pembroke, and \$1,805 for other communities. He stated allowances were \$7,700 in Allenstown, \$8,400 in Pembroke and \$528 in other communities. He stated receivables were \$143,916 for Allenstown, \$138,903 for Pembroke, and \$23,505 for other communities. He stated the bottom line receivable is \$306,324. He stated the total for receivables was cumulative.

Acceptance of a donation from Donna Lenhardt in the amount of \$100.

Mr. Gamache stated they received a thank you card from Mrs. Lenhardt with a donation.

Motion. Mr. Kelley made a motion to accept unanticipated funds in the amount of \$100. Chief Pendergast seconded the Motion. There was no additional discussion.

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

Approve payroll changes for personnel.

Mr. Gamache stated they budgeted pay increases last year. He stated this represented the last of the increases. He stated they are on a three year plan to bring everyone into the appropriate pay grade. He stated for the most part EMTs will go from \$12.50 an hour to \$13.73 an hour at Pay Grade 8, AEMTs will go from \$13.50 to \$14.60 at Pay Grade 9, Paramedics are going from \$18.00 to \$19.00 at Pay Grade 13.

The Chair asked if these increases were COLA or merit increases. Mr. Gamache stated they are market adjustment increases. He stated there are a few exceptions, however, the bulk of the employees are COLA increases.

Motion. Mr. Bourque made a motion to approve the 17 Payroll Change forms with an effective date of April 10, 2016. Chief Paulsen seconded the Motion.

Mr. Jodoin asked Mr. Gamache when he factored in the payroll changes. He stated if they go by the town payroll it would be April 1, 2016. Mr. Gamache stated he has it going into effect April 10, 2016. He stated they will not get a COLA raise this year like they normally would. He stated they will have to discuss what increases they will get next year.

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

Consider promotion of personnel.

Mr. Gamache stated they budgeted for a fourth full-time employee. He stated the position would start on April 3, 2016. The Chair asked what the rate of pay would be. Mr. Gamache stated it would be \$19.00 an hour. He stated this would be the last full-time position.

Motion. Chief Paulsen made a motion to approve Dan Heffernan as a full-time employee with a pay rate of \$19.00 effective April 3, 2016. Mr. Bourque seconded the Motion.

Mr. Gamache stated Mr. Heffernan has been on the Service before himself. He stated they do not have any significant problems with Mr. Heffernan and he is quick to address issues. He stated Mr.

Heffernan does the tasks he needs to do. He stated he is a new paramedic with many years of history in EMS.

Mr. Jodoin asked how it will work with the four full-timers. Mr. Gamache stated all but 24 hours are covered with a full time employee and the other 24 hours are covered by Mr. Kelley.

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

Discuss the status of mutual aid agreements.

Mr. Gamache stated he met with Chief Gilbert regarding the mutual aid. He stated they discussed tying Tri-Town EMS and possibly Penacook into the Capital Area Mutual Aid Compact. He stated Chief Gilbert gave him two documents which were policies and procedure pertaining to the dispatching of EMS. He stated Chief Gilbert felt those documents covered them legally and were sufficient. He stated he got the impression Chief Gilbert wasn't interested in changing the compact with the towns.

Mr. Gamache stated they reviewed the RSAs again and are looking at doing a patch which would tie them to the fire departments. He stated he wants to show the Chair the wording before showing the Board to see if he approves of it. He stated the town would have to adopt the patch. He stated the fire department did a great job with writing the laws however, the people who wrote the laws for EMS didn't do as well. He stated if this doesn't work then they would go to a lawyer to see what they need to do.

Mr. Jodoin asked for town approval would it be a town meeting or Selectmen. The Chair stated he needs to look at what Mr. Gamache has written. He stated under fire it is the Selectmen and under EMS it is the director. Mr. Gamache stated they may end up going to the area departments and doing it individually. Chief Paulsen expressed concern with something having a whole in it.

Mr. Gamache stated he is not overly concerned. He stated they need to address the RSAs, however, he sees the problem being when there is a financial hardship in the towns. He stated there is nothing in the compact which says who can charge what to whom. He stated when it comes to paramedic intercepts; people get touchy with whom to call because of who they have agreements with.

Chief Pendergast stated originally they were going to add an addendum to the compact; however, there were concerns with going before a by-laws committee and every town. He stated there was also conversation about paying for dispatching and having to pay twice. He stated the problem is there are two separate RSAs; one deals with fire and one deals with EMS. There was further discussion of the issues with the current RSAs and adding an addendum.

Mr. Jodoin stated he would like to see a comparison on the ComStar report of the Epsom and Hooksett mutual aid. Mr. Gamache stated they provide a lot to Epsom and they get a lot from Concord.

Consider Policy-Pre-Requisite Protocol: Surgical Cricothyrotomy.

Mr. Gamache stated they submitted an application to NH EMS to do surgical cricothyrotomies under certain situation. He stated this is the one Dr. Hirsch wants for the Capital Area and is approving. He stated the policy explains who would do it, the training, and defines what the Service involvement in it is.

Mr. Jodoin asked if it is going to be all paramedics. Mr. Gamache stated all paramedics as long as they meet the requirements. Mr. Jodoin asked what the difference was between a paramedic meeting the requirements and not meeting the requirements. Mr. Gamache stated the initial training has to be through the hospital, the provider has to approve the Tri-Town training programs which the medical director has approved at this point.

Mr. Gamache stated with exception of the initial training, everything is done in house. He stated every month they have to do it on their own and every quarter they will have to have him or Ms. Lock sign off on it. Mr. Jodoin asked if other departments have some who can do it or who don't want to do it. Mr. Gamache stated they will be the first service in the Capital Area to successfully go through the process.

Chief Paulsen asked if there is going to be a demand for this service. Mr. Gamache stated they wouldn't call a Service for this because the time they get there the person would be dead. He stated this is done if nothing else is working.

The Chair asked if the four full-time staff members will be trained. Mr. Gamache stated all of the paramedics will be trained. He stated every quarter the medics will have to be signed off on a competency. He stated they are allowed one failure in a rolling year and two failures warrants removal from the program. There was further discussion of the training required to perform the cricothyrotomy.

Motion. Mr. Kelley made a motion to approve Policy #2-020. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

Director's Report.

Mr. Gamache stated himself and Ms. Locke are enrolled in Instructor II & II program in Dover. He stated they are finishing up the Ambulance 1 specifications and the intent is to put it out to bid by the end of the month. He stated the ALS mannequin was received however, it had a faulty power cord and the App was not compliant with the new Apple upgrade. He stated they are fully able to use the mannequin for the intent of what they purchased it for.

Mr. Gamache stated Dr. Hirsch granted them permission to carry additional medications. He stated Dr. Hirsch also approved training the staff created.

Mr. Gamache stated call numbers for February were 75 incidents of which four were turned over to mutual aid. He stated Allentown did 37 and Pembroke did 31 incidents. He stated transported 57 patients. He stated average time out the door is one minute and four seconds and average time from tone to on scene is four minutes and twenty-six seconds. He stated he is tracking the average time to on scene closely.

Mr. Gamache stated Ambulance III continues to have electrical issues. He stated everything has been tested and comes out fine. He stated the recommendation is now to replace one item at a time and see if the issue goes away. He stated the problem is the ambulance is sluggish to start and once it starts they get a low voltage alarm. He stated he suggested to the crew not to tie in the module until the ambulance is started.

Mr. Jodoin asked what the status is of the new proposed ambulance. Mr. Gamache stated it is the ambulance bid they are working on.

CAG Update

Mr. Jodoin stated there has been communication with the President of CAG. He stated that originally Tony Gentile informed Harold and I that the reports that we were seeing were for the preceding month. Now we are being told by the President of the company Mark Gentile that the reports reflect the month on the paperwork. So for example the report that came out August 31st is actually for August not July like we were originally told. He stated they had a point when they were getting ready to terminate CAG everything went out of whack on the receivables. He stated they are going back and forth looking at the numbers. He stated once they get the charges down and agree upon the charges they will look at what has been deposited as well as the credits or write offs. He stated it is going to be a long process.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Chief Paulsen made a motion to go into non-public session under RSA 91-A:3,II(a) at 4:22pm. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

The Chair called the meeting back to public session at 4:39pm.

Motion. Mr. Jodoin made a motion to accept Christine Frost's resignation. Chief Pendergast seconded the Motion. There was no additional discussion.

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

Motion. Mr. Jodoin made a motion to approve the payroll increases for Dan Fitzgerald to \$15.10 an hour, Julie Irwin to \$19.50 an hour, Mike Kelley to \$19.50 an hour, Mike Langille to \$19.50 an hour, Hershall Van Leuven to \$19.50 an hour, and Stephanie Lock to \$23.50 an hour. Mr. Bourque seconded the Motion. There was no additional discussion.

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

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Mr. Jodoin made a motion to go into non-public session under RSA 91-A:3,II(a) at 4:41pm. Mr. Bourque seconded the Motion. There was no additional discussion.

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

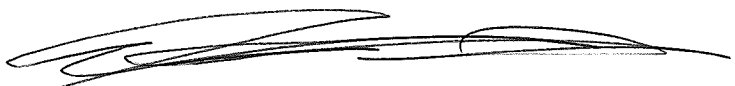
The Vice Chair called the meeting back to public session at 4:56pm.

Motion. Mr. Bourque made a motion to terminate Justin Hart effective immediately, Chief Pendergast seconded the Motion. There was no additional discussion.

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

Motion by Mr. Bourque to adjourn at 4:58, seconded by Mr. Pendergast.

A Roll Call Vote was taken: Mr. Paulsen – Yes; Mr. Dana Pendergast – Yes; David Jodoin- Yes; and Mr. Bourque-Yes. The Vice Chair declared the meeting adjourned.



SHAUN MULHOLLAND, Chairman Tri Town EMS Board