

TOWN OF ALLENTOWN AND PEMBROKE  
Tri-Town EMS Board of Directors  
311 Pembroke Street  
Pembroke, New Hampshire 03275  
Minutes of Regular Meeting  
September 14, 2016

**Call to Order.**

The Tri-Town EMS Board of Directors Meeting for September 14, 2016 was called to order by the Chair at 3:30 p.m.

**Roll Call.**

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

Excused: Mike Kelley and Dana Pendergast

**Others Present.**

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

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

The Chair stated he had made changes to the minutes.

Motion. Mr. Jodoin made a motion to approve the August 10, 2016 minutes. Mr. Bourque seconded the Motion.

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

Motion. Mr. Bourque made a motion to approve the non-public minutes of August 10, 2016. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

**Approve expenditures**

Motion. Mr. Bourque made a motion to approve the September 2, 2016 Accounts Payable manifest in the amount of \$4,985.55. Chief Paulsen seconded the Motion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifests for August 18, 2016. Chief Paulsen seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifests for September 1, 2016. Chief Paulsen seconded the Motion. There was no additional discussion.

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

Motion. Mr. Bourque made a motion to approve the Payroll Manifests for September 15, 2016. Chief Paulsen seconded the Motion. There was no additional discussion.

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

### **Approval of purchase orders**

Motion. Mr. Bourque made a motion to approve the Purchase Order 16-09-001 for the Striker PowerPro SBS in the amount of \$20,893.56. Chief Paulsen seconded the Motion.

Mr. Gamache stated this was budgeted for this year and paying it over a three year period. He stated during budget discussions they determined they had the funds to buy it outright this year. He stated the base structure is \$18,004.56. He stated they added a seven year warranty plan which covers everything but the batteries. He stated they should be able to get two to three years out of the batteries. He stated the load system in the ambulance is designed for this stretcher. He stated the upgrades to the stretcher are part of the price as well. He stated it allows the stretcher to accommodate larger patients which would decrease any liability they would have on a bariatric system.

Mr. Gamache stated the Striker does have a price increase in October which is why they are asking for the purchase order now. He stated delivery of the stretcher will be coordinated with PL Custom so it will be delivered with the new ambulance.

Mr. Bourque asked if there was the stretcher and then the loading system. Mr. Gamache stated the loading system was part of the ambulance. He stated the stretcher will be able to go between the new ambulance and the ambulance they will be keeping. He stated they won't be getting delivery of the ambulance until next year. He stated they won't be billed for it until next year.

The Chair stated it is not budgeted this year so they would do purchase order which locks in the price but they are not going to purchase it until the 2017 budget. Mr. Gamache stated they are going to purchase it in this year's budget. He stated approximately \$6,800 was budgeted for this year. He stated they are going to be below budget for their expenditures.

Mr. Gamache stated there are two options as to what line item it is going under. He stated they can leave it under the equipment line item or put it under the ambulance line item. He explained the remainder in the ambulance line item is \$22,000 which more than covers the cost of the stretcher. He stated they are looking at being under budget by \$33,000 in the expenditures and about \$99,000 over for revenue.

The Chair asked why they would want to pay for it in 2016 when they have it budgeted for 2017. Mr. Gamache stated they don't have it budgeted for 2017. He stated there is \$6,800 in this year because the original plan was to pay for it in three years. He stated the \$33,000 was what would be left after the purchase of the stretcher.

Mr. Bourque asked if they allocated \$85,000 for the down payment of the ambulance and they have \$63,000 so there is a balance there. Mr. Gamache stated they didn't know how they were going to bill it out. He stated the \$63,000 was for the chassis itself and the upgrade to the liquid suspension. He stated they are not going to expend the \$22,000 which remains in the line item.

The Chair asked how they want to carry this. Mr. Jodoin stated they should encumber it. He stated right now they are \$33,000 over until the transfer of revenues is made. The Chair stated they should vote to encumber it now.

Mr. Jodoin asked Mr. Gamache if he took out the salaries and benefits associated with it and figure out where he stands. Mr. Gamache stated the number he used was based on 28 pay periods and there are normally 26 pay periods. He stated the first pay period is actually 2016. He stated the \$33,155 is very conservative. Mr. Jodoin asked if he was using any overages from salaries and benefits to purchase this. Mr. Gamache stated no. He stated a third of the stretcher is budgeted under the equipment line however they have enough to cover the entire cost in the ambulance line. Mr. Jodoin stated Mr. Gamache should overspend the equipment line since they have the funds.

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

Motion. Mr. Bourque made a motion to encumber the \$20,893.56. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

### **Discuss ComStar revenue report**

Mr. Jodoin stated the July revenue showed receivables \$368,108 and in August the receivables were \$378,000. He stated the allowances continue to be a problem. He stated through July there were \$196,000 in write offs and through August that number increased to over \$222,000. He stated it is strange to have a 50% collection rate. He stated he is hoping to see some timing differences where they get more collections next month. He stated the numbers keep increasing on the write offs and decreasing on the revenues.

Mr. Gamache stated they are at about \$460 for revenue per transport which is what he has seen in his history with EMS. He stated Medicare is getting about \$400 and the patient pays about \$125. He stated their mileage is pretty consistent so their bills are very close in amounts.

Mr. Jodoin asked where they stand with the collections because he hasn't seen any reports. Mr. Gamache stated he hasn't seen any FSR reports come in. The Chair asked Mr. Gamache to find out what is going on with it.

Mr. Gamache explained if they are not Pembroke or Allenstown he sends them to collections. He stated for Pembroke or Allenstown he sends them a letter and an application for payment plan.

Mr. Jodoin stated he has finalized the comparison with the CAG reports and the Town deposits. He stated he wants to go back and review it to see what numbers he is missing because there are some lag times. He stated he reviewed all the way through May and there are some things he wants to look at for June to see if something is lagging.

### **Review proposed Fund Balance Policy**

The Chair stated the normal fund balance for municipalities would be between 5-17% but they are different because they are a special purpose government. The Chair stated the policy has a minimum of 10-20% which may or may not be appropriate for them. Mr. Jodoin stated the way it reads now it looks like the general funds for Pembroke. The Chair stated it would be for the general fund for Tri-Town so Pembroke wouldn't take on the full liability. Mr. Gamache stated it is about \$50,000 a month.

Mr. Jodoin suggested they take the annual appropriation for ambulance fund and did 50% of it to retain in Fund Balance. He stated from there designate money for a Capital Reserve Fund in the future. He suggested doing 60% of which 10% would be for Capital Reserve Fund and the 50% would remain in Fund Balance.

Mr. Gamache stated he had Mr. Jodoin give him where they were December 31, 2015 which was \$469,620. He stated if they took the number and added the 132,000 for this year's projected it would be about \$600,000.

The Chair explained it is for emergencies and things like it. He stated it affects Pembroke more than Allenstown because people look at the liabilities they have out there. He stated a high Fund Balance looks better.

The Chair stated if they go with the 60% with 10% reserved they need to be careful when they go to draw money out of there. He stated it may affect the ability to draw down next year. Mr. Jodoin stated they may be a little higher than the 60% for this year but going forward they will have a policy in place. Mr. Bourque asked if the 60% is based on the annual operating budget. The Chair stated it would be based off of the operating budget.

The Chair explained whatever money they put in for the restricted fund will be for the emergency purpose. Mr. Gamache asked what the 10% truly is. The Chair stated at the minimum they will set aside 10% for the Capital Reserve.

Mr. Bourque asked if they need to have the Capital Reserve Fund as a line item on the budget. Mr. Jodoin stated they do because they are raising and appropriating the funds. The Chair stated it also shows people where their money is being spent. There was further discussion of the Capital Reserve Fund and the possible uses for it.

### **Director's Report**

Mr. Gamache stated they have been doing 100+ calls per month in the last four months. He stated year to date they have done 722 calls, received mutual eight times and gave it nine, and average reaction time is just under one minutes and fifty-three seconds.

Mr. Gamache stated Ms. Locke has been named the EMS Provider of the Year 2016 and will be receiving and award on September 26, 2016.

Mr. Gamache stated Old Home Day the Service did a hands only demonstration with 53 people who were trained. He stated the trend is to teach non-health care providers to be able to start doing compressions. He stated they are fully capable of putting on a health care level CPR course. He stated they are getting the course and materials to do the non-health care CPR courses which people

have expressed interest in. He stated residents of Pembroke and Allenstown will get whatever CPR course level they need.

Mr. Gamache stated they are working on the Vial of Life. He stated they require a donation to get the stickers. He stated it will help providers know what medial issues the patient has.

Mr. Gamache stated both cardiac monitors required service this month. He stated one monitor had to be taken back to manufacturer because they don't know what is wrong with it. He stated the other monitor was just a cable which was replaced.

**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, III, 2(a) at 4:17pm. Mr. Jodoin seconded the Motion. There was no additional discussion.

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

The Chair called the meeting back to public session at 4:34pm.


Motion. Mr. Jodoin made a motion to approve a pay increase for the Director based on his review as follows; 2% merit and 1% COLA. Mr. Bourque seconded the Motion. There was no additional discussion.

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

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

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

The Chair adjourned the meeting at 4:35pm.

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SHAUN MULHOLLAND, Chairman Tri Town EMS Board