

TRI-TOWN EMS  
Minutes of the Meeting  
August 9, 2023  
247 Pembroke Street  
Pembroke. NH 03275

**Call to Order**

The Allenstown Tri-Town Board of Directors Meeting of August 9, 2023 was called to order at 3:32 pm by Chair Jodoin.

**Roll Call**

Present on the Board: David Jodoin (Pembroke Town Administrator), Derik Goodine (Allenstown Town Administrator), Paul Gagnon (Pembroke Fire Chief), Eric Lambert (Allenstown Fire Chief), Robert Bourque (Citizen Rep, Pembroke), Mark Solimano (Citizen Rep. Allenstown), Chris Gamache (Tri-Town EMS Director), and Michelle Othot (Service Rep, Tri-Town EMS)

**Approve Minutes of Previous Meetings**

Mr. Bourque made a motion to approve the minutes of May 3, 2023.

Mr. Solimanto seconded the motion.

Motion passed.

David Jodoin – Aye

Paul Gagnon – Aye

Robert Bourque – Aye

Derik Goodine – Aye

Eric Lambert – Aye

Mark Solimanto – Aye

Michelle Othot – Aye

**Approve Expenditures**

**Payroll**

Mr. Jodoin stated that Comstar did write off a substantial number of receivables; the old ones that they had on there. You will see this on the next meeting in September.

We are down to \$267000 in receivables.

Mr. Jodoin stated he had a couple of manifests that he needs approved and signed off on.

The first is a manifest for July 27, 2023 in the amount of \$1831.13.

Payroll for July 27, 2023, August 10, 2023 and May 4<sup>th</sup> which was never signed.

Robert Bourque made a motion to approve the manifest for July 27, 2023, and payroll for July 27, 2023, August 10, 2023, and May 4, 2023.

Eric Lambert seconded the motion.

Motion passed.

David Jodoin – Aye

Paul Gagnon – Aye  
Robert Bourque – Aye  
Derik Goodine – Aye  
Eric Lambert – Aye  
Mark Solimanto – Aye  
Michelle Othot – Aye

### **2024 Six Month Budget Workshop**

Mr. Gamache gave the Board a spreadsheet and recap of the budget. The Comstar numbers are probably within 10% accuracy.

He also passed out a spreadsheet of his information of money coming in and going out and it is very close to what the Town has. He makes an adjustment each month to agree with the Town each month. Year to date budgeted minus actual column shows in red the items that we have or most likely will be overspending for the year. Ambulance billing will be short approximately \$86,800. This is just a prediction. Ambulance calls are down compared to last year.

The expenses for overtime and training exceeded the budget already. Liability and worker's comp insurance has exceeded the amount budgeted as it is a one-time payment based on a best guess from one year to the next. Also, over were department supplies, medical equipment, and computer IT. Overall, the expenditures will be around \$89475.00 below budget.

Revenue is low at \$86,800.00. At the end of the year if the numbers hold true, we will transfer \$291,000 for fund balance which we had budgeted to transfer \$300,000 so we are under by \$9000.00.

There were no follow up questions.

### **2024 Budget**

Mr. Gamache said this is a six-month budget. It was sent out to the Board via email. If we continue with what we are doing now, running two ambulances during the day and one ambulance on a 24/7 schedule, the total budget is going to be approximately \$623,414.00 with both towns paying \$197,456.

Because there is going to be a division of assets to include financial assets next year, he moved away from the Inter Municipal Agreement says which is based on 3 years, so he went with a 50-50 split as the assets will be split 50-50.

The insurances are half the cost for the six months. He left the full amount for legal and accounting expenses. Ambulance billing is a projection of what it will be. It does not have a transfer of fund balance. The budget is January 1 – June 30 to include that shift for those on June 30 that get off at 8:00 on July 1<sup>st</sup>.

He stated that if they went with a second ambulance for 4 months, the budget would decrease by \$22,025 and that would give a total budget of \$601,389.00 with both towns owing \$187,695.00. If we do not run the second ambulance at all, the budget would be \$558,632 with both towns paying \$166,816.00. If the budget for six months with one ambulance vs. two ambulances, the savings would be \$64,782.00.

Mr. Gamache asked how you want to handle the cost for accounting services for 2024.

Mr. Goodine said he would like to leave money behind in an ambulance reserve account to tap into.

Mr. Jodoin explained there will be vacation and sick time for the employees to be dealt with and asked if they want to pay out the employees and zero out their vacation and sick time and they start with zero. This would leave them with no vacation time.

We could add a number to the budget for the potential buyout at a 50-50 split. If there is \$10,000 in accrued time off as of July 1<sup>st</sup>, Pembroke gets the \$5000 off the top or whatever the buyout is for that date during the division of financial assets. It can be worked into the equation of financial asset division.

Chief Lambert said he spoke with Mr. Goodine and his staff, and they would like to start January 1<sup>st</sup> with one ambulance. With the way their budget is set up with this year's budget passing, they would be on track to be ok with where they are.

Mr. Goodine said they are already running two ambulances, this would be a third ambulance to be used as a backup.

Mr. Gamache said it cost around \$10,200 to run the second ambulance per month.

Robert Bourque said if it could be done sooner, there would be a \$64,782.00 savings which would be beneficial. He thinks the four-month plan is a good plan. It gets everyone through for a couple months and gets Allenstown through their meeting.

Michelle Othot agreed that the four-month plan would be the better choice.

Mr. Gamache said you can build the budget on four months and going forward you will understand where you are staffing wise. If things change, the Board can decide to go with one of the other dollar amounts.

Mr. Goodine said he is willing to go with the four months. He asked Mr. Gamache what the revenue looks like for the four-month period.

Mr. Gamache said it could be a logistical nightmare figuring out which town is sending out the ambulance when a call comes in for Allenstown/Pembroke. The other part to consider on this, unless Allenstown puts up their ambulance seven days a week, we would need to consider the weekend coverage.

Chief Lambert said Allenstown is staffing Monday thru Sunday 8-5.

Mr. Jodoin asked Chief Lambert if his coverage starting July 1, 2024 will be staffed 24/7, Chief Lambert responded yes.

Mr. Goodine said with the four-month budget that is prepared, what is Allenstown's portion?

Mr. Gamache said it would be \$187,700. It is a \$10,000 savings per town between the four-month and six-month budget.

Mr. Goodine said it would be about \$41,000 for the second ambulance during that time if you try to pull that out.

Mr. Bourque suggested budgeting for the six-month plan with a decision to terminate after four months to allow a window in case something went wrong.

Mr. Jodoin stated he feels they should go with the four-month plan.  
The Board agreed to move forward with the four-month plan.

The next meeting will be held on September 13, 2023.

Mr. Gamache asked if Allenstown resolved the issues with Hillsbrook and the Mill.

Chief Lambert said there are key fobs in lock boxes at both locations and they know where the panels are located.

Mr. Bourque made a motion to adjourn the meeting.  
Chief Gagnon seconded the motion.

Motion passed.

David Jodoin – Aye

Paul Gagnon – Aye

Robert Bourque – Aye

Derik Goodine – Aye

Eric Lambert – Aye

Mark Solimanto – Aye

Michelle Othot – Aye