

TRI-TOWN EMS
Minutes of the Meeting
October 4, 2023
311 Pembroke Street
Pembroke. NH 03275

Call to Order

The Allenstown Tri-Town Board of Directors Meeting of October 4, 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), Mark Solimanto (Citizen Rep. Allenstown), Chris Gamache (Tri-Town EMS Director), and Michelle Othot (Service Rep, Tri-Town EMS)

Excused:

Robert Bourque

Approve Expenditures

Payroll and Accounts Payable

Chief Lambert made a motion to approve the Accounts Payable Manifest for October 2, 2023 in the amount of \$4776.37 and Payroll Manifest for October 5, 2023, Accounts Payable Manifest for November 11, 2023 in the amount of \$6879.10, Payroll Manifest for August 24, 2023, and Payroll Manifest for September 7th, 2023, and Payroll Manifest for September 21, 2023.

Mr. Solimanto seconded the motion.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye
Derik Goodine – Aye
Eric Lambert – Aye
Mark Solimanto – Aye
Michelle Othot – Aye

Approve Minutes of Previous Meetings

August 9, 2023

Chief Gagnon made a motion to approve the minutes of August 9, 2023.

Chief Lambert seconded the motion.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye
Derik Goodine – Aye

Eric Lambert – Aye
Mark Solimanto – Aye
Michelle Othot – Aye

**Review of Old Non-Public minutes for Release
March 8, 2023 back to August 27, 2013**

Chief Lambert made a motion to release the non-public meeting minutes of August 27, 2013, September 17, 2013, February 18, 2014, March 18, 2014, November 12, 2014, March 11, 2015, July 8, 2015, July 15, 2015, February 10, 2016, March 9, 2016, September 14, 2016, November 9, 2016, January 11, 2017, March 22, 2017, January 10, 2018, June 13, 2018, July 11, 2018, August 8, 2018, August 12, 2020, March 10, 2021, and March 8, 2023. Chief Gagnon seconded the motion.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye
Derik Goodine – Aye
Eric Lambert – Aye
Mark Solimanto – Aye
Michelle Othot – Aye

New Business
None

Comstar Billing report

Mr. Jodoin gave the following information for the month of August:

Billing: \$97,202
Revenue: \$54,817
Write offs: \$67,163
Balance A/R: \$243,018.67

Chair Jodoin asked if there was a decision on when they want to close the final dates.
Mr. Lambert said we agreed to November 1, 2023.

DIRECTOR'S REPORT

Mr. Gamache gave the following information for the month of August:

- 120 runs - 61 in Allenstown and 53 in Pembroke
- 67 transports, with 55.08 transport rate
- Received mutual aid six times
- Average time out the door was 40 seconds and the average time to get on scene was 5:31.

Mr. Gamache gave the following information for the month of September:

- 116 runs, 48 in Allenstown and 51 in Pembroke.

- 67 transports with 57.75% transport rate
- Received mutual aid 17 times. YTD given is 64 and mutual aid received is 61.
- Average time out the door was 53 seconds, and the average time to get on scene was 6:44.

Both ambulances went in for their annual safety inspection. Ambulance three was fine and ambulance eight required all four tires to be replaced and it also needed a front-end alignment. It was determined that the tires on Ambulance three will make it through the winter.

On September 16th, the State had their annual awards ceremony, and the staff on one of the calls was recognized for their efforts in a post cardiac arrest save so we got a unit citation for that and there is a plaque at the station for that and had their second field delivery in Allentown in September.

PAY INCREASE FOR EMT/PARAMEDIC

Director Gamache stated he has one employee who completed all his paramedic training and is currently licensed and is finishing up the transition program from Advanced to Paramedic. Mr. Gamache said he would like to change the job description of Daniel Fitzgerald from Advanced to Paramedic with a pay rate of \$25 per hour to be effective on October 15, 2023.

Chief Lambert made a motion to authorize the pay adjustment for Daniel Fitzgerald to \$25 per hour for successfully completing his Paramedic training. Chief Gagnon seconded the motion.

Motion passed.

David Jodoin – Aye
 Paul Gagnon – Aye
 Derik Goodine – Aye
 Eric Lambert – Aye
 Mark Solimanto – Aye
 Michelle Othot – Aye

OLD BUSINESS

- **2024 SIX MONTH BUDGET**

Mr. Goodine said his budget meetings are November 4th, November 18th, and Dec 9th.

Mr. Jodoin said they are starting their budget meetings on November 9th.

Mr. Gamache said the difference between what he presented in August 9th and the one David sent out on August 21 is a difference of \$57,500 which is basically the payroll.

We had only budgeted for one ambulance in the August 9th report and then it was suggested they budget for the second ambulance through April so the difference is the payroll cost.

The revised budget is the \$57,500 additional cost in payroll, Medicare, and social security.

The revised 2024 budget through June 30th, 2023 is \$601,999.00. Both towns will be responsible for \$186,749.00.

Chief Lambert made a motion to approve the Tri-Town Six Month EMS budget as presented.

Mr. Solimanto seconded the motion.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye
Derik Goodine – Aye
Eric Lambert – Aye
Mark Solimanto – Aye
Michelle Othot – Aye

- **DISSOLUTION DRAFT**

Chief Lambert had emailed Chair Jodoin with some questions on Paragraph 1 (C).

Chief Lambert said because of the way it reads, he does not think their board is going to sign it based on the way it reads and the interpretation. It almost negates what is written above for the six-month period. He does not feel the part that says “solely responsible for determining staff levels and employee compensation after January 1st, needs to be in there as it is covered under (A). Mr. Gamache stated that the rationale is that they do all pay increases in April and the Tri Town body of employees is going to be transitioned to Pembroke and so at that point it is more prudent that Pembroke have a say in what their employee compensation is over the Board because they will be employees of the Town of Pembroke more so than Tri-Town at that Town.

Mr. Gamache said they need to talk about what happens after January 1st in the sense of do new hires come before the Tri-Town Board or the Town of Pembroke Board of Selectmen. That is the transition for who had direct oversight for hiring and firing at that point.

Chief Lambert doesn’t disagree with what they are saying, but feels it does not read that way. He suggests adding the pay raises etc. into the paragraph such as “restricted to the current operational budget”.

Chair Jodoin said he would add the following: “as set forth in the IMA, restricted to the current 2024 approved budget...”

Chief Lambert said that would help.

Chief Lambert also brought up the disbursements of the monies left over (what is in the capital reserve and the unassigned fund balance) and should that be outlined in here. It was discussed whether there would be a partial disbursement with funds left in for legal fees, etc. He feels it should be outlined in there or an amount.

Chair Jodoin said nothing has been finalized with the auditors yet, he is not sure where they stand in making their presentation to the Selectmen. He will reach out to them and ask them when they feel the 2022 audit will be done. Until the Town handles the write offs for 2023, they will not have a balance. Based on the last two years of using Fund Balance to offset costs, there will be very little left by the dissolution in 2024. The current cash balance in capital reserve is \$462,100.72 with \$1254.14 in interest.

Mr. Goodine asked if we will be in the black at the end or will we need to tap into this money.

Chair Jodoin said we could look at a partial disbursement of funds by the first quarter of next year. He can get real numbers soon on where we stand at the end of 2023. We should be under budget this year on expenditures, but we are also under revenue this year by around \$15,000 for projected revenue.

Mr. Gamache said to clarify, this year budget has \$300,000 from the fund balance being moved from the fund balance to the budget to cover expenditures. The difference between revenue and expenditures right now is over \$200,000. Last time the projection was run, we were going to eat up \$290,841.00 of that money.

Mr. Goodine said he just needs to know what they are going to be getting for budgeting purposes.

Chief Lambert said he had another question regarding the transfer of ownership for ambulance three.

Chair Jodoin said if they get their new ambulance, he has no problem turning over ambulance three as soon as possible, but that is now an issue due to the auto workers strike and it will be a board decision.

There will not be a meeting in November. The next meeting will be December 13, 2023.

Chief Lambert made a motion to go into Non-Public Session in accordance with RSA 91-A: 3 II (b) at 4:33 PM.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye
Derik Goodine – Aye
Eric Lambert – Aye
Mark Solimanto – Aye

Chief Lambert made a motion to come out of Non-Public Session at 4:37 pm, Mr. Solimanto seconded the motion.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye
Derik Goodine – Aye
Eric Lambert – Aye
Mark Solimanto – Aye

Motion by Mr. Goodine to approve the hiring of Morgan Draus as a per diem paramedic at a rate \$24.00 an hour, seconded by Mr. Lambert.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye

Derik Goodine – Aye
Eric Lambert – Aye
Mark Solimanto – Aye

Chief Lambert made a motion to adjourn the meeting at 4:37 pm.
Mr. Solimanto seconded the motion.

Motion passed.

David Jodoin – Aye
Paul Gagnon – Aye
Derik Goodine – Aye
Eric Lambert – Aye
Mark Solimanto – Aye
Michelle Othot – Aye