

TRI-TOWN BOARD OF DIRECTORS
311 Pembroke Street
Pembroke, New Hampshire 03275
May 3, 2023

Call to Order

The Allenstown Tri-Town Board of Directors Meeting of May 3, 2023 was called to order at 3:30 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 Solimanto (Citizen Rep. Allenstown), Chris Gamache (Tri-Town EMS Director), and Michelle Othot (Service Rep, Tri-Town EMS)

- **Approval of Minutes of previous meeting (s)**

No minutes were available

- **Approve Expenditures**

Chair Jodoin stated the following manifests need to be approved:

A/P Manifest of 3/30/23 in the amount of \$9432.98:

A/P Manifest of 5/2/23 in the amount of \$9599.60

Payroll Manifest for 3/9/23, 3/23/23, 4/6/23, 4/20/23

Robert Bourque made a motion to approve the Accounts Payable Manifest of March 30, 2023 in the amount of \$9432.98; Accounts Payable Manifest of May 2, 2023 in the amount of \$9432.98, the Payroll Manifest for March 9, 2023, March 23, 2023, April 6 2023 and April 20, 2023.

Paul Gagnon seconded the Motion.

Roll Call vote was taken.

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

The Motion was approved.

- **New Business**

None to report

- **Comstar Billing Report**

Chair Jodoin stated he sent out the most recent report which was the month of April.

We billed out \$121,192.50 for April, Revenue received from all districts, Pembroke, Allentown, and all other communities \$25,367.36. The write offs were \$51,839.12 which left a balance for the end of the quarter is \$1,198,571.58. It looks like they are putting some of the write offs into archives in case they receive the funds in the future.

- **Director's Report**

Mr. Gamache stated that the operational data for March and April. During the month of March there were 94 runs which is down the prior year. It was one of our slower months, Allentown had 46 runs, Pembroke had 46 runs as well, there were 63 transports which is 67.02% which is good, received mutual aid 3 times, 91 calls with 96.8% handled by the service, ambulance did 69 runs, average response time was 38 seconds and average time to get on scene was 5m minutes and 32 minutes.

During the month of April there were 100 runs, Allentown had 43 runs, and Pembroke had 55 runs. There were 53 transports which is 53% transport rate, we received mutual aid 10 times, 100 calls with 90 of 100 handled by Tri-Town, ambulance did 18 runs, average response time was 36 seconds.

Mr. Gamache said although the calls were down there was a significant increase in the acuity level of the patients they saw. During those two months they had six cardiac arrests, 4 serious strokes, 2 heart attacks, 1 overdose requiring the person to be revived, we did RSI twice, 5 patients intubated, one patient received a supraglottic airway, another patient received synchronized cardio version, and two patients needed needle decompression, one patient placed on by pass.

We talked about where we were with the service agreements. All the service agreements are up or have expired, with the exception of our newest power stretcher and that will expire in two years. Everything else, the power load, the monitor, the stair chairs, will be part of the PO I will be presenting soon. We are now on a year-to-year agreement; they do not do 5-year on this equipment. For CMS, Medicaid, and Medicare services, we completed the required ground ambulance cost so that process is 99% done, when I go to submit it, it asks for a verifier's signature. I emailed Paul Gagnon but no one can tell me who the verified signature is. They do not tell you who that person is. I believe it's me so I am going to try and nail them down but I will put in my email so that way we have it in on time so we do not get penalized for that. Anything with CMS is under the town of Pembroke based on the billing. Also with CMS, we did complete the recertification process and I believe it is for another 5 years for billing purposes.

During the last month, the evals have been getting done with just four to go. Should be done next week. We will be doing some online training and in person training with a company called Foamfrat. They gave us 14 months for the price of 12.

One of the Epsom firefighters passed away so we gave some coverage to them so their firefighters could attend the services.

- **Purchase Orders**

Mr. Gamache said he has one purchase order from Stryker Sales LLC. For the two stair chairs it is \$580 per year, on the power load just on Ambulance 8, \$1655.80, the two monitors \$2922.30. They add up to less than \$5000 but when we add in the video endoscope it goes over my limit so when we add in \$2780.68 totaling \$7938.78 for the PO #23-5-001.

Robert Bourque made a Motion to approve the Purchase Order presented for a sum not to exceed \$8000.00.

Eric Lambert seconded the Motion.

Mr. Bourque asked how it was going to be budgeted.

Mr. Gamache stated that most of it was already budgeted.

Roll Call vote was taken.

David Jodoin – Aye

Paul Gagnon – Aye

Robert Bourque – Aye

Derik Goodine – Aye

Eric Lambert – Aye

Mark Solimanto – Aye

Michelle Othot – Aye

The Motion was approved.

- **Old Business**

Chair Jodoin stated that at the last meeting we had a discussion about moving up the dissolution date until June 30, 2024. There is no issue with that. The issue is going to be when transportation starts on the Allentown side of the equation. We are looking at a July 1 7:59 am transition happening and then you would be picking it up at that point. This would be at shift change on July 1st.

The hard fixed assets: if you look at the depreciation of the asset, there may be a zero at the end but there is always a value to the asset. If you look at things we have, monitors out of service for example, they still have a value. We record the fixed assets in Pembroke for all funds just solely to comply with the generally accepted accounting principles to have a clean audit opinion. In looking at the hard value of these items, we have to create a list and apply a value to each item and then split it between the two towns. Close out the hard fixed assets in 2024 and the cash should stay where it is until after the audit. 2025 will still have an audit, although much smaller one, and then look at releasing the cash until it is zero'd out. The full dissolution will happen in 2025. Because there is over \$400,000 some of it may be able to be distributed but not the full amount until 2025 audit. These numbers will change as we get reports from Comstar on what we have received, what the receivables still are, and what we receive from Medicare and Medicaid.

Chief Lambert stated that the items to be listed and valued will not have a high value as most of the items are older and need to be replaced.

Mr. Jodoin stated that we need the true value on the larger items like the ambulances. If there are two monitors, each town gets one, no need to have the value. Breakdown what we believe has value vs. what does not.

In May, Allenstown could come to Pembroke station and they and Michelle could go through the items and split up the items. The lettering on the ambulances needs to be changed, etc. Maybe we could stop running one of the ambulances in January to start the transition and only use it as a backup.

Mr. Jodoin stated that originally Allenstown requested the Ambulance that was newer since Pembroke ordered a brand new one so that would be Ambulance 3.

Maybe a decision should be made sooner as to who gets which. Mr. Lambert said he is ok if Allenstown gets ambulance 3 and Pembroke gets ambulance 8. The state licensing needs to be done, the numbers and the name need to come off, etc. It can be mothballed but not completely turned over because it will still be needed for a backup.

Director Gamache stated Pembroke will be ok so worst case scenario, I will have to clear this with the state, but Pembroke can continue using the name if there are any hiccups, but Allenstown cannot because it is not their DBA. Pembroke's licensing will stay the same, it will just drop the DBA on everything. The Knox box will need to come out as it is keyed to the town. We can get a value on those for Allenstown.

Mr. Gamache will put together something in writing explaining that the dissolution will be June 30, 2024 and transfer of service will take place on July 1, 2024 at 7:59 am. We will get a listing of the values on the hard fixed assets, and that the ambulance 3 will become the property of the Town of Allenstown and ambulance 8 will become the property of the Town of Pembroke.

Chief Lambert asked if we want to start meeting monthly as we go forward so we are not getting behind on anything.

Mr. Jodoin said the next meeting is in July and we will have a better idea of where we are standing. It will also give him a chance to talk to Comstar to give me a better idea on what those archive numbers are and maybe update this list a little so those numbers are cleaner. After July there will still be manifests to approve and receivables coming in from Comstar. There will have to be two budgets worked on, one for 6 months and one for the town of Pembroke Tri Town EMS for six months. It will need to be finalized by August so we will start in July. Allenstown does not need it until November. Maybe end of October.

Maybe we will need to meet July, August and September to get everyone what they need, and then maybe starting in January we will need to meet monthly.

Derik Goodine asked if we can get a calendar of the dates so we know when ambulances are estimated to be separated etc. with the key points.

Mr. Gamache will put something together with all the time-lines, etc.

- **Next meeting scheduled for July 12, 2023 at 3:00 pm.**
- **Adjourn**

Mr. Lambert made a Motion to adjourn the meeting at 4:14 pm.
Mr. Bourque seconded the Motion.

Roll Call vote was taken.

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

The Motion was approved.