



Tri-Town Emergency Medical Service

247 Pembroke St, Pembroke NH 03275-0219
Emergency: 9-1-1 Bus: 485-4411 Fax: 485-5534
Serving – Allenstown - Pembroke

Tri-Town Emergency Medical Services
Board of Directors Meeting
Wednesday, 3:30¹ PM, November 9, 2022
Pembroke Town Hall

AGENDA²

- Roll Call
- Approval of Minutes August 17, 2022; September 14, 2022
- Approve Payroll/Expenditures
- Old Business
 - Second Ambulance Discussion
- New Business
 - Disposition report - Receivables
 - Fixed Asset valuation
- Comstar Billing report
- Director's Report(s)
- Purchase Orders
- Proposed 2023 Meeting Schedule
- Other Business
- Next Meeting: Scheduled for January 11, 2023
- Adjourn

NOTICES REGARDING THE CONDUCT OF THE MEETING.

- Meetings may be electronically recorded in any manner for the purpose of preparing written minutes. A record of the meeting is available for public inspection not later than five (5) business days after the meeting, as required by RSA 91-A:2, II. Minutes are ordinarily approved at the next Regular Meeting of the Board.

¹ Any time noted on an agenda is approximate only and may not reasonably create an expectation that an item will be reached at that time. Items are normally taken up in the order in which they appear unless modified by the Board.

² The Board reserves the right to hold any non-public session during the Regular Meeting, whether noted on the Agenda or not. Notice of a non-public session on an agenda is for planning purposes only. The citations to the Right-to-Know Law, set out at NH RSA 91-A, are provisional and may be revised as circumstances require.

- If you require accommodations under the Americans with Disabilities Act of 1990 (as amended), please contact the Director by telephone (603-485-4411) or email (djodoin@pembroke-nh.com).

**TOWN OF ALLENSTOWN
TRI-TOWN BOARD OF DIRECTORS
Town Hall- 16 School Street
Allenstown, New Hampshire 03275
August 17, 2022**

Call to Order

The Allenstown Tri-Town Board of Directors Meeting of August 17, 2022 was called to order at 3:33 pm by Chair Jodoin.

Roll Call

Present on the Board: Robert Bourque (Pembroke), David Jodoin (Pembroke), Paul Gagnon (Pembroke Fire Chief), Chief Eric Lambert (Allenstown Fire Chief), Mark Solimanto (Citizen Rep, Allenstown), Derik Goodine

Also Present: Chris Gamache (Pembroke, Tri-Town Ambulance Director

- **Manifest approval**

Mr. Bourque made a Motion for Accounts Payable to approve the Manifest from August 15, 2022, Payroll Manifest for August 11, 2022, July 28, 2022 and July 14, 2022. Paul Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

- **2023 Budget Review**

Chair Jodoin asked if they all have the most current and updated budget and whether there are any comments and questions.

Mr. Gamache said the appropriations were adjusted a little bit based on their previous conversation. He said because they took off the 53rd week, they didn't need as much money from the unspecified

fund balance. He said Allenstown's responsibility was \$233,587 which was a decrease of \$114,000. Pembroke's decrease was \$115,564.

Mr. Gamache confirmed that they were still planning on funding the CIP for \$75,000.

He said the overall budget is \$1,191,133.00 of which \$75,000 is for the CIP which gives them an operational budget of \$1,116,131.00.

Mr. Gamache said the factors that led to the increase from the last budget is the \$19,522 for the pay equity increase for staffing and another \$31,206 for the COLA increase which is at 5.9%. He said also, there was another \$7,856 for merit increases which was an average of 1.5%. Collectively, he said there was an \$18,088 of increase for payroll including Social Security, Medicare, and NH Retirement.

He said then there was \$100,062 that funds the second ambulance for the year and \$10,000 increase for fuel costs and \$5,940 for health insurance.

Mr. Gamache said all of these increase total \$232,704. Removing the ambulance, the increase from 2022 to 2023 is \$92,642 (payroll related items).

He said as of July 31st, they are on track to bring in \$478,720 in revenue which represents \$23,720 increase from what they budgeted for which helps support the idea of revenues for next year. The ambulance revenues for 2023 was increased to \$515,000 which is a \$60,000 increase.

Mr. Gamache said he stated before they are using an unspecified fund balance to keep what the two towns owe or lesser than the 2022 value, so it allows them to operate the second ambulance without affecting the finances from both towns and to allow them to see what the effect of the second truck actually is before it actually has an impact on the budget- good or bad.

He said again, they removed the 53rd week so that value on the original write up was \$212,000 now that was reduced to \$194,000. He said when it comes down to for the two towns, Allenstown has seen a 1% increase in call volume over the last several years (2019-2021). He said in that timeframe, Allenstown had 48.8% of the runs, and Pembroke had 52.2%.

Mr. Gamache said that the fiscal responsibility of both Towns collectively is \$478,632. Allenstown's responsibility is \$233,587 and Pembroke's responsibility is \$245,045.

He confirmed that the billing revenue will be increased again for the 2022 budget.

Mr. Gamache said they will have the quotes for the second ambulance at the next meeting although there will be little chance they will see the truck in 2023. He said if they do see the truck in 2023, they already have the money in the CIP.

Chair Jodoin asked if the Board was comfortable voting now or did they want to wait. Mr. Goodine said he would like to wait until the next meeting on September 14th.

Chair Jodoin confirmed that the next meeting is September 14, 2022 at 3:30 pm. He said he is not sure he will be present at that meeting due to travel plans.

Mr. Bourque made a Motion to adjourn at 3:57 pm. Mr. Lambert seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Abstain

The Motion was approved.

David Jodoin

From: Derik Goodine <DGoodine@allenstownnh.gov>
Sent: Thursday, October 20, 2022 4:46 PM
To: djodoin@pembroke-nh.com
Subject: Next Meeting

David,

The Selectboard also authorized me to notify the Pembroke Board of Selectmen and the TTEMS Board that Allenstown Ambulance, once up and running will be allowed to not only service mutual aid calls in Allenstown, but can also be used for Pembroke Mutual Aid calls too until the TTEMS service is ended in December of 2024. With that said, I want to discuss the budget at the next meeting and consider not adding the second crew on day service after end of March of 2023. It would be unnecessary in my opinion for either town; since Allenstown could be that second ambulance needed to pick up our calls in both towns. That would save both of our taxpayers in our towns at least a share of \$30k or so. Allenstown would, of course, end up billing anybody for those calls that we would respond to. Yes it would mean less revenue for TTEMS, but also it would mean less personnel expense for the TTEMS service and less wear and tear on the equipment and vehicles also.

Sincerely,

Derik Goodine

Town Administrator

Town of Allenstown

16 School Street

Allenstown, NH 03275

485-4276 X112

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<http://www.allenstownnh.gov/>

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David Jodoin

To: Eric Lambert
Subject: RE: Back Up Ambulance Questions

1. If we just voted as a board to cut the expenses down roughly \$90,000.00 per town to ensure the ability to take care of capital expenses, then why would we not look to save the same way on not staffing the second ambulance? Derik is correct with the amount of \$140,062.00 to run the second ambulance, with the projected billing revenue to be approximately \$116,500.00 based on Chris's reported 216 call billing captures.

With that being the case, the operational cost is as reported at \$23,562.00 for the second ambulance operation. That is an expense for both towns. Being fiscally responsible for the savings for capital expenses while planning the future, essentially by not running the second ambulance it saves the total amount of roughly \$70,031 per town. In speaking at the meetings, we would be moving funds for this second ambulance to offset the operations. If this second ambulance does not operate, then I believe there would also not be a need for the funds to be moved.

So financially, the total savings in my mind by not providing the second ambulance in reference to capital planning for both towns may yield roughly \$160,000.00 per town before moving any funds from unassigned fund balance. This and the need to not transfer funds leads to more funds in reserve for both towns to plan for capital expenses when starting their services.

I would ask for more clarification if I am missing something, and to reconsider this plan if I am not.

2. In reading the intermunicipal agreement between the two towns, the agreement remains silent on Allenstown providing a backup service when the Tri-Town ambulance is unavailable. I believe that Allenstown providing a "backup" service is the same as requesting a mutual aid ambulance from a neighboring town.

When Tri-Town is unable to provide the service at the time of the call, they are not available to respond. This creates a hole where one of our surrounding communities would be requested. Even if the second ambulance were staffed from 07:00 - 17:00, there would still be a lack of response from the second ambulance around those hours, that is when mutual aid would be requested also. Furthermore, when/if the second ambulance would be staffed, we may have a third call when both are unavailable to respond which would create the need for mutual aid and/or the Allenstown ambulance.

At this point, I feel we should, at least in Allenstown, utilize the Allenstown ambulance when it becomes available.

It would be in the best interest of the town of Allenstown to provide these backup services to the citizens rather than relying on mutual aid when the Tri-Town ambulance is unable to respond, as these mutual aid towns have become increasingly busier with their own community responses. I understand this may not be the view from the Pembroke side, but that is understandable. I am only speaking as a steward of the citizens and select board from the town of Allenstown.

In closing,

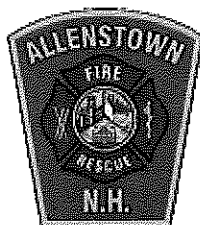
I would agree with putting this on the next agenda, most of the information that we need to discuss this matter is listed on the proposal for the second ambulance that was put out in July of this year and the proposed operational budget.

Respectfully, Eric

"In real life the most practical advice for leaders is not to treat pawns like pawns, nor princes like princes, but all persons like persons"
-James McGregor Burns-

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elambert@allentownnh.gov



**Fire Chief
Eric Lambert
Allenstown Fire Department
1 Ferry Street
Allenstown NH, 03275**



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2023 TRI-TOWN EMS BOARD OF DIRECTORS MEETING SCHEDULE

January 11, 2023
March 8, 2023
May 10, 2023
July 12, 2023
September 13, 2023
December 13, 2023

All meetings are scheduled for 3:30 PM unless otherwise changed by the Chairman. The meetings will be held at the Pembroke Town Hall.