

SELECTBOARD MEETING

Minutes

April 19, 2012

7:00pm EMFD Emergency Services Facility

JOINT MEETING OF THE CALAIS SELECTBOARD, EAST MONTPELIER SELECTBOARD and EMFD BOARD OF DIRECTORS

Attending: Calais Selectboard Members: Denise Wheeler, East Montpelier Selectboard Members: Seth Gardner, Steven Sparrow and Casey Northrup; EMFD Board Members: Greg Pelchuck, Vice President, John Audy, Chief, Jim Carrien, Treasurer, Jay Copping, President and Larry Brown; Rolf Mueller, Don Welch and Rose Pelchuck.

The meeting was not recorded as recommended by the Secretary of State for public meetings.

Actions:

Denise Wheeler was the lone Calais Selectboard Member this evening, therefore did not call the meeting to order. Fire Chief, John Audy called the Joint Meeting to order at 7:15pm, welcomed those in attendance and presented the EMFD Operations and Activities Report for the third quarter FY 2012. Highlights of the third quarter included:

- EMFD Board working to better understand the current operations manager and evaluate resources to be sure the resources are in the right place; sustainability if you will.
- EMFD continues to meet or exceed capital plan revenue projections
- Hosted the annual Rabies Clinic and had low turnout probably due to a 3-year vaccine
- EMS District 6 hosted evaluator class (with 42 people) and the jaws of life class, too
- Community Connections will happen again this year at EMFD, a very popular offering with students
- Marshfield ambulance coverage was discussed at the last meeting; EMFD ambulance is providing mutual aid ambulance coverage to Marshfield, not contract work.
- 3rd quarter training hours was 166 and work night hours was 50; an increase over the same time last year
- EMS national certification requirements means additional training hours are necessary. In order for EMS providers to meet this requirement, additional training for 6 hrs will be provided on a weekend each quarter.
- Response numbers were reviewed for the 3rd quarter and 1st through 3rd quarter in total. Comparative numbers indicate seven more fire responses, 27 more transports and three more standby for FD for the year compared to last year.

Financial Review for 3rd quarter was presented by Jim Carrien, EMFD Treasurer.

Balance sheet effective April 17, 2012 was reviewed. EMFD has a new credit card to be used for approved purchases where EMFD does not have an account rather than individuals using their own credit card and having to be reimbursed. EMFD has developed a policy and procedure for the credit card's use.

Ambulance billing and collection rates indicate the collection rate is 71.45% (projection when the ambulance service began was 64%) shows that EMFD has a favorable collection rate.

Don Welch, East Montpelier Treasurer, spoke in favor of long-range capital planning for the boiler, generator, roof, and windows replacement on the building for an 8-10 year plan. One would need to determine the life span of these items and develop a plan. It was suggested John Connor, Joel Page and Toby Talbot would be the contacts for determining the life expectancy of these major building components. Don Welch offered to work with others on devising a capital plan for the emergency building.

EMFD Capital Plan was discussed as John Audy recited the dates and big items in the EMFD Capital Plan. In 2016, EMFD is looking for the towns to support SCBA replacement.

2021 replacement of Engine 4 – probably around \$425,000.00 as an estimate. John Audy would look at a vehicle that would be versatile but they do cost more.

Discussion turned to ambulance revenue collections as John Audy explained that after six months of billing by the certified billing agent, EMFD is then responsible for additional billing or turn unpaid claims over to collections. EMFD has sent out a letter and invoice to claims that reach this threshold and are awaiting results. Seth Gardner and Denise Wheeler would like to be part of the group to decide which claims are written off and/or go to collections. John Audy recommends having a separate meeting to discuss open accounts collections on July 12th, one week prior to the next quarterly meeting on July 19th. A few designated members of each Selectboard will come to this meeting with the EMFD Board and will take the recommendations back to their respective Selectboards. This will have to be per HIPPA regulations and held in strict confidentiality. The Selectboards understand that.

Annual Audit for FY 2011 is in draft form and the auditor is coming back next Monday. EMFD engaged the firm last October to do the audit. The audit firm has plans to begin immediately after FY 2012 ends June 30th to perform this year's annual audit. Jay Copping said everything has gone smoothly once they began the work. John Audy explained how donated funds are reinvested back into the community with Thanksgiving meals and clothing and gifts for Christmas that EMFD provides.

Remount Ambulance Rescue 4

Since the Calais Selectboard did not have a quorum present, John Audy will send Denise Wheeler an email outlining the details of the remount of Rescue 4 Ambulance so she can inform the other Selectboard members about the plan to replace this ambulance. The remount option means buying a new 2012 Ford F-550 chassis and using the box on Rescue 4 remounted on this new truck. Numerous upgrades to the box are included in the price of \$110,582.70 (which includes a \$10,043.00 contingency fund). Existing funds from the sale of Rescue 1 in the amount of \$9,026.51 would be used for this project. East Montpelier Selectboard voted to approve the use of capital funds "not to exceed \$101,556.19 from the EMFD Capital Account" and Calais will take up this vote at the regular meeting on April 30, 2012.

The meeting ended at 8:20pm.

Respectfully submitted,

Rose Pelchuck
Calais Selectboard
East Montpelier Fire Department
Administrative Assistant