

SELECTBOARD MEETING
Approved Minutes

December 13, 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, Mike Garand, Toby Talbot Scott Bassage; East Montpelier Selectboard Members: Seth Gardner, Casey Northrup, Carl Etnier and Steve Sparrow; EMFD Board Members: Ty Rolland, Chief, Jim Carrien, Treasurer, Greg Pelchuck, Vice President, and Sandy Conti; Bruce Johnson, Jeff Blow and Rose Pelchuck.

The Continued Meeting of the Calais Selectboard from December 10, 2013 began at 7:05pm. The purpose of the meeting was to review financial matters relating to the annual audit, budget, capital reserve plan and planning for town meeting next March.

Audit Report was presented by EMFD Treasurer, Jim Carrien. The audit for FY 2012, which ended June 30, 2012, was conducted in November and December and everything was found to be in good order. The letter from the auditor will be published in the town report.

The EMFD Capital Plan was reviewed by Chief, Ty Rolland. The plan was recently revised after an age analysis was done on some equipment and apparatus (not a complete and comprehensive analysis). Ty Rolland believes this plan reflects a forward thinking assessment of when things will need to be replaced. Rescue 3 Ambulance and a tanker are expected to be replaced in 2016 with funds from the EMFD Capital Reserve Fund and not from taxpayer revenue.

In 2018, EMFD will be requesting \$250,000.00 from town support to replace Heavy Rescue 2. EMFD would have \$200,000.00 towards the purchase. Seth Gardner wondered what big expenses on the building would be coming up such as painting, new roof, etc. Scott Bassage noted the revised capital plan is easy to understand and brief, what was behind it? Ty Rolland explained the portable equipment was evaluated by age and as everything gets antiquated, it takes more to keep it running rather than replacing it. EMFD still uses an old portable pump that has a wind-up rope to pull to start that was used under Mike Garand's tenure as Chief.

Budget review was given by Treasurer, Jim Carrien. Jim has adjusted lines to better reflect the actual expenses within those line items while keeping within the level-funded budget. Noticeable increases in the following areas were highlighted: vehicle repairs, auditors, electricity up \$8,000 and insurance up \$10,000. The Selectboards asked some questions that were answered. Jim Carrien explained that EMFD had not been keeping up with some things in the budget as those funds were used to offset overages in other areas. Now EMFD is trying to "play catch up" so to speak in the areas that have been neglected. Overages are now being paid for from the Contingency Fund. The next budget will be about 10% higher than the current budget, Jim explained.

Ty Rolland noted the letter from the auditor and the budget will be included in the annual report along with the annual written report and call data for townspeople to read through prior to town meeting. Ty Rolland would like to be proactive with taxpayers at town meeting instead of reactive. Monthly stipends for the administrative assistant and the treasurer were moved to ambulance budget because that is where the payroll is dispersed. Taxes are taken out so the treasurer and administrative assistant don't have extra income at the end of the year that they have to pay taxes on.

Carl Etnier noted the EMFD budget should be in the Selectboard budget and not a separate budget. The Selectboard has the insight to oversee the fire department budget. Seth Gardner said he is on the fence about it. Ty Rolland sincerely hopes the fire department is keeping the Selectboards well informed. Ty Rolland noted

pros and cons to having a level-funded budget and would like the Selectboards to discuss it and let EMFD know if EMFD should present a level-funded budget or not after 2014. It will be easier to plan if EMFD knows which way the Selectboards prefer to have the budget, although Ty said it would likely be a three-year level funded budget and not four years.

Various Brief Updates:

- The loan to purchase the SCBA units was approved by the lender in New York at 2.99% interest. Ty Rolland reported the new units would be here next week. Some local departments have asked to look at the EMFD older units that still have some use remaining. The annual payment will be \$14,000.00 paid from the EMFD Capital Reserve Fund.
- New 2012 Rescue 4 Ambulance should be here next week. Ty Rolland reported the final bill expects to only be \$150.00 over budget (that will be paid from the contingency funds set aside).
- The funds EMFD received from the haz-mat incident in August 2011 were used to purchase personal gear, 15 pairs of leather, firefighter boots. Ty explained these are much more comfortable than the rubber, steel-toes boots traditionally worn by firefighters.
- EMFD has responded to four structure fires in the last two weeks.
- EMFD sold the chassis of the old Rescue 4 Ambulance for \$1,800.00. Some of those monies will be used to purchase food and gifts for two needy families from each town for Christmas.

The next Quarterly Financial Review meeting will be held January 17, 2013 at 7:00pm at EMFD Station 2.

Scott Bassage made a motion to adjourn at 8:00pm. The motion was seconded, voted on and carried 4-0.

Respectfully submitted,

Rose Pelchuck
Calais Selectboard
East Montpelier Fire Department
Administrative Assistant