

SELECTBOARD MEETING
Approved Minutes

December 2, 2015

7:00pm EMFD Station 2

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

Quarterly Financial Review, FY '17 Budget and Capital Plan Meeting

Attending: Calais Selectboard Members: Denise Wheeler, Toby Talbot and Rose Pelchuck; East Montpelier Selectboard Members: Seth Gardner, Casey Northrup, Gene Troia; EMFD Board Members: Ty Rolland, Chief, Gary Ouellette, Acting President, Kim Ingraham, Treasurer & Administrative Assistant, Albert Petrella, Sandy Conti, Brad Fleury; and Bruce Johnson, East Montpelier Town Administrator.

Denise Wheeler, Chair, called this meeting of the Calais Selectboard to order at 7:10pm. Ty Rolland welcomed everyone and provided an overview of the topics for discussion.

Quarterly Financial Review – The financial summary for the second quarter of FY 2016 through November 30th was provided by EMFD Treasurer, Kim Ingraham for both the fire and ambulance budgets. Net ambulance revenue continues to be allocated with 25% to the Contingency Fund and 75% to the Capital Reserve Fund. The ambulance revenue collection indicates an excellent collection rate overall at 75.52% as noted by Denise Wheeler.

Annual Audit FY 2015 – Gary Ouellette reported the annual, independent audit by Mudgett, Jennett & Krogh-Wisner, P.C. is complete. There were no adverse findings, no material issues were identified. The only recommendation from the auditor is changing from cash accounting to accrual, which they recommend every year as stated at the October quarterly meeting.

EMFD Capital Plan FY 2014 – 2025 – The Selectboards reviewed and discussed the EMFD Capital Plan presented. The income put into the Capital Plan line item each year is \$70,000.00 for projection purposes only. The beginning balance from FY 2013 was \$115,979.00. Capital expenses of the Rescue 3 Ambulance and the annual SCBA loan payment in FY 2014 left the balance of \$121,179.00. Capital expenses of the refurbished tanker truck and SCBA loan payment in FY 2015 left the balance of \$139,694.00 in the Capital Reserve Fund. Capital expenses this FY 2016 expected are for the tanker truck and SCBA loan payments, a rescue cutter and roof saw that will leave an expected balance at the end of FY 2016 in the Capital Reserve Fund of \$144,384.00. The highest expenditures in upcoming years were discussed as follows: the Class A Pumper Engine to be replaced in FY 2018 costing about \$400,000.00, Rescue 2 Heavy Rescue Vehicle in FY 2020 costing about \$250,000.00 and replacing Rescue 4 Ambulance in FY 2024 costing about \$150,000.00. The Selectboards have known for years about the expected vehicle replacement of the pumper engine. Bruce Johnson noted the revenue from the two old tanker trucks sold earlier this year are not listed on the Capital Plan as income. Those trucks brought in \$28,500.00 to the Capital Reserve Fund. Ty Rolland spoke about the importance of keeping the engines aligned with national NFPA standards for replacement, which in turn translates into good insurance ratings for the community. The expected use of that engine is 20 years and when replaced, it will be 24 years old.

Toby Talbot presented a graphic of the Total Insurance Revenue collected from ambulance calls between January 1, 2013 to September 30, 2015 to depict the revenue stream. The total ambulance revenue collection was \$326,429.33 for this period with the breakdown by town (Calais, East Montpelier, Plainfield and Marshfield). Bruce Johnson played devil's advocate saying if Don Welch, East Montpelier Town Treasurer, were here, Don would say the percentage of revenue in for the amount paid in their contract (Plainfield) is a smaller percentage than what Calais and East Montpelier pays. Toby responded by agreeing to call or meet with Don

Welch to further decipher the numbers and see if that is true.

There will not be a Quarterly Financial Review meeting in January 2016.

Ambulance Update - EMFD's license to operate an ambulance service was renewed, with high commendations per Ty Rolland's report. The license application to operate a paramedic level of service will be completed within a few months. EMS staff are being cross-trained to respond to fire calls (many already are firefighters). EMFD is planning to host an extensive training program in 2016 for EMR, EMT, A-EMT for interested, committed individuals. The programs runs two nights per week for six months and every other Saturday. A summary of current EMFD personnel and their incident response numbers were reviewed. Gary Ouellette noted there are very sobering facts about participation in the EMS world and volunteerism in general. EMFD is very concerned about declining numbers and have supplemented paid people for hours usually covered by local volunteers in the past.

Schools / Youth – Ty Rolland said he is still working on trying to get young people involve in EMS/Firefighting careers. October was Fire Prevention Month and EMFD visited Calais Elementary School to focus on prevention of burns as many school-age children are home alone after school. Friday, December 4th they will doing the program at East Montpelier Elementary School and later this month at Orchard Valley Waldorf School.

EMFD General Update – reported by Ty Rolland, Chief these are still on the “To-Do List” from the October quarterly meeting.

- Exterior Building Painting – the metal drip edge of the building is in need of repair; the cost can be covered by the remaining funds in the bond money per Bruce Johnson and Toby Talbot.
- Undermined Generator Pad – the concrete pad needs work due to high water in that area of the yard. Ty is recommending pumps be installed to drop the water level in the reserve underground tanks because they keep getting over full and set off alarms.
- Station 1 Winter Storage Use for the East Montpelier Highway Department – a new Memo Of Understanding for renovations necessary at Station 1 to accommodate winter storage of heavy machinery has just been completed. Renovations will be forthcoming. Seth Gardner reported this is not happening anytime soon until the kinks are worked out.

Call Log / Run Data was reviewed for fire and ambulance calls for the calendar year 2015. Ty Rolland noted the numbers are comparable to last year's numbers. Many observed the higher numbers in East Montpelier verses Calais since the total included 108 burn permits issued in East Montpelier. The ambulance transport statistics also listed 13 burn permits, which throw off the ambulance numbers.

Dry Hydrant – At the October 15th quarterly meeting, Bruce Johnson reported his most recent conversation with the State Engineers then regarding the installation of a dry hydrant for the Route 14 new bridge is that the State was NOT going to do it. Bruce said East Montpelier would have to engineer a design and install it on their own if they wanted it to happen. Ty Rolland reported this evening that the installation of a dry hydrant on or near this bridge is still in the conversation. Ty said it is a matter of making a design that works. The bridge is slated to be replaced in 2018.

Transitioning to Paid Staffing – 24 hour Coverage – Ty Rolland reported EMFD is transitioning into having 24 hour coverage with paid staff who have dual fire and ambulance ability in order to provide the level of service our community has come to know and expect in their time of need.

Mapping Trail Systems – Ty Rolland is still working on mapping the town trails for EMFD to use.

Charitable Giving at the Holidays - EMFD put together and distributed nine Thanksgiving food

baskets this year and collections are underway for nonperishable food items and funds for Christmas baskets for Calais and East Montpelier residents. Calais Elementary staff and students collected 421 pounds of food towards these holiday baskets, which was greatly appreciated.

Proposed Ambulance and Fire Budgets FY 2017 – The EMFD proposed budget for fiscal year 2017, beginning July 1, 2016, was reviewed and discussed. The Proposed Fire Budget is lower by \$1,841.00 from current budget \$159,401.00 to \$157,560.00. The Proposed Ambulance Budget is higher by \$17,850.00 from current budget \$225,475.00 to \$243,325.00. The increase is primarily in the salary, payroll tax and medical supplies line items. Seth Gardner stated expenses are ratcheting up because as Ty Rolland said, volunteerism is down. Ty stated this is the overall conversation we need to have “how do we maintain the quality of service for our towns?” Ty went on to explain the different ways the EMFD Board is specking out a new engine verses used engine.

Other Business – Lastly, Ty Rolland reported the Marshfield Selectboard Chair called to inquire if EMFD would be interested in providing ambulance service to the Town of Marshfield. This is very new information but Ty wanted the Selectboards to know. Seth Gardner stated we have to know what your expenses would be and income that would be brought in.

Toby Talbot made a motion to adjourn at 9:15pm. The motion was seconded, voted on and carried 3-0.

Respectfully Submitted,

Rose Pelchuck
Calais Selectboard Member