

SELECTBOARD MEETING
Approved Minutes

October 17, 2013

7:00pm East Montpelier Municipal Building

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

Attending: Calais Selectboard Members: Denise Wheeler, Scott Bassage and Rose Pelchuck; East Montpelier Selectboard Members: Seth Gardner, Carl Etiner and Casey Northrup; EMFD Board Members: Ty Rolland, Chief, Greg Pelchuck, Paul Guare, and Bill Amell; Jim Carrien, Treasurer, Bruce Johnson, East Montpelier Town Administrator and Roy Belcher, UVM Graduate Student.

This was a Continued Meeting of the Calais Selectboard from October 14, 2013. (Scott Bassage arrived late.)

Financial Reports - Jim Carrien, EMFD Treasurer, presented the FY 2014 1st quarter report. Income and expenses were reviewed on both the fire side and ambulance side of EMFD operations. Net ambulance revenue deposited totaled \$18,186.00 for the first quarter. A water softener system was installed in the station, at a cost of \$3,291.11, due to water hardness as seen on trucks and equipment. Clear Water Filtration did the installation and will do quarterly checks to refill the softener salt and check the system. Bacterial testing will also be done to be sure the system is running properly since the building has a lot of public use. Bruce Johnson noted the expense could be considered part of the building bond expenses, of which there is about \$30,000.00 remaining. Jim Carrien will submit the invoice to Bruce Johnson for reimbursement if approved by both Selectboards.

Checking and Savings Account balances were reviewed.

Ambulance Billing Historic Collection Rates were reviewed. Overall EMFD collection rate is 72% for ambulance revenue.

Capital Plan – EMFD has a Capital Plan and it is being revised.

Budget planning for FY 2015 is just beginning. The Selectboards agreed to meet together with EMFD for a budget meeting on Thursday, December 5th at 7:00pm at EMFD. It will be a one year budget.

Annual Audit is on track to be done by the December meeting. Ty Rolland reported the audit preparations are running on or ahead of schedule.

Chief's Report:

Call Summary from January 1st through October 17th were 554, which include fire calls, medical calls and East Montpelier burn permits. EMFD responded to 304 medical emergency calls with 217 people transported to the hospital by ambulance.

East Montpelier Elementary School – Ty Rolland explained about the initial shortcomings with the fire suppression system at the elementary school (due to the new addition) in that the sprinkler system did not have the full water supply needed per NFPA Standards. As part of the Fire Chief's review of the project, Ty Rolland issued a letter with the water requirements in accordance with NFPA standards: 275,000 gallons are needed and 60,000 gallons is where they are (this would give 55 minutes of water supply). This is still an evolving situation.

Crane Rollover – Ty Rolland reported the legal process is in the deposition process and will likely be ongoing

for a few more years until resolved.

Interlocal Agreement Contract for Services is done and in place. Ty thanked the Selectboards.

New EMFD Policies are now in place. Sexual/Workplace Harassment, Media/Privacy policy to safeguard against improper use of pictures or giving out confidential patient information. Worker's Comp injury policy clarifies the process to better manage reporting any workplace injuries. EMFD now has a relationship with Concentra (Occupational Medicine) on Granger Road in Berlin.

All the new policies have been presented to the membership and some have a sign-off, which is kept on file. Concentra makes sure you are ready to do your regular job as well as the fire department work prior to releasing you back to work. Another new initiative EMFD is working on is safety, especially highway safety, using new, reflective signage, cones and safety vests.

Flotation Vests – EMFD has purchased 10 flotation safety vests to be worn near water scenes. Ty Rolland explained EMFD is not looking to pursue water rescue but needs to be better prepared when operating near water. EMFD will be working on a policy about going near water sources.

Hose and ladder testing – Every other year, EMFD hires a company to pressure test all the fire hose. This year only five lengths of hose were taken out of service. All pressure testing is done to NFPA standards. Ladders are also tested and all of them passed the inspection and tests. This is not a free service and cost \$2,300.00. Plainfield and Woodbury Fire Departments also came and had their hoses tested at the same time.

Interior painting of the station was done this fall. The carpets have been shampooed to keep up building maintenance.

At the monthly meetings, EMFD has been having a dinner prior to the start of the meeting. Ty Rolland invited the Selectboards to join the EMFD membership for a dinner on Tuesday, December 3rd at 5:45pm.

Community Food Drive – Ty Rolland informed the Selectboards about past food basket and Christmas gift donations to townspeople in both Calais and East Montpelier around the holidays. EMFD has worked with the local schools and churches to determine who would benefit the most from food/gift donations. This year, EMFD would like to help feed needy townspeople by having a non-perishable food drive. Food donations would be collected at the station and distributed to the schools or churches in town that would then be given to those in need. The Selectboards were very supportive of the idea. Denise Wheeler will check with Donna Fitch about having a box at the Calais Town Office to collect items. East Montpelier donations can be brought directly to Station 2.

VTC Fire Science Program – Ty Rolland met with eight student cadets in the Fire Science Program at VTC. They will be doing some rotations at EMFD to enhance their skills (similar to an internship).

Denise Wheeler made a motion to authorize EMFD be reimbursed \$3,291.11 from the building bond funds for the new water softener system that was recently installed at the station. The motion was seconded, voted and carried 3-0. (East Montpelier Selectboard will vote on this at their next regular meeting.)

Scott Bassage made a motion to adjourn at 8:20pm. The motion was seconded, voted and carried 3-0.

Respectfully submitted,

Rose Pelchuck
Calais Selectboard Member and Administrative Assistant
EMFD Administrative Assistant