

SPECIAL SELECTBOARD MEETING
Approved Minutes

December 7, 2017

7:00pm EMFD Station 2

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

Attending: Calais Selectboard Members: Denise Wheeler, John Brabant, Sharon Fannon, Clif Emmons and Rose Pelchuck; East Montpelier Selectboard Members: Seth Gardner and Gene Troia; Bruce Johnson, East Montpelier Town Administrator; EMFD Board Members: Ty Rolland, Chief, Toby Talbot, President, Paul Guare, Sandy Conti, Albert Petrella and Jason Wong; Megan Cannella, EMFD Administrative Assistant/Treasurer and Ed Deegan.

Denise Wheeler called the special meeting to order at 7:07 pm for the Calais Selectboard. Introductions were made.

EMFD Chief, Ty Rolland, began the meeting with the Financial Review as follows: Current budget was reviewed on both the fire side and ambulance side with noted overages in the Capital West dispatching. The contract renewal comes up in FY 2019; Ty reported a huge infrastructure expenditure is expected of more than \$350,000.00 in total. EMFD will remain with Capital West for dispatching services.

Ambulance Revenue was reviewed. Toby Talbot reported the figures in checking and savings need to be moved to the Capital Reserve Fund. Toby anticipates it will get straightened out by the time we meet together again.

Collections for FY 2017 that end June 30th showed an adjusted ambulance revenue collection rate of 94%.

Capital Reserve was discussed but a current Capital Reserve Plan was not reviewed as it is being revised and updated.

FY 2019 Proposed Budget was reviewed. Ty Rolland noted large increases in insurance are proposed, especially Worker's Comp rates. EMFD pay \$8.00 per 100.00 earned for ambulance personnel and \$19.00 per 100.00 earned for fire personnel. For example, Ty Rolland puts in hours on both the ambulance side and fire side but all his time get calculated at the higher fire fighter rate, although a much larger percentage of his time is put in on the ambulance side. That is just the way the insurance companies calculate worker's comp rates and it is legal for them to do that, Ty noted. VFIS, the department's insurance carrier that specializes in insuring fire departments, is well worth the cost, Ty Rolland noted. In comparing both proposed budgets, Ed Deegan urged the department to work harder to allocate expenditures to more closely reflect reality, especially building allocation that he stated a larger portion of expenses should go to the fire side budget. Ed Deegan recommends going to an accrual basis accounting system, whereby you can get the data needed for management planning purposes.

Financial Changes The EMFD Board has been working with Fothergill, Seagle & Valley for the past two months to implement some changes to their financial reporting. They are also looking at converting to an accrual basis from the current cash basis for accounting. Toby Talbot met with East

Montpelier Town Treasurer, Don Welch, today to work on the EMFD Capital Plan. They are seeking to see the beginning amount in the fund, which Toby is working on. Toby Talbot reported in the future he plans to have the budget to review all on one page; one column for fire budget, one column for ambulance budget and one column for total budget amount for each line item. The EMFD Board and Treasurer needs to figure out the appropriate ratio to charge each line item to each corresponding budget.

Ambulance Service Update – Ty Rolland advised the Selectboard he has met with Cabot and Marshfield Selectboards in the past about ambulance service. Recently the Town of Marshfield reached out to EMFD to provide a cost figure to provide ambulance service to their town. EMFD proposed a three-year contract of \$40,000.00 with a 3% increase in year two and another 3% increase in year three. Discussion ensued. Toby Talbot said the quote was modeled after the Plainfield ambulance contract. Toby reminded the Selectboard that Marshfield taxpayers will be asked to go from paying \$15,000.00 per year with Cabot Ambulance to \$40,000.00 plus with EMFD Ambulance Service. Ty Rolland explained the value of the proposal and net gain all the way across the board.

General Updates

- ⑩ Thanksgiving Holiday Baskets were delivered to 11 needy families. Plans are underway for Christmas Baskets at this time. Donations can be brought to EMFD.
- ⑩ Calais Elementary School students are having a food drive for the Christmas baskets. Students are coming to EMFD to bake cookies and make craft items that will go with the baskets.
- ⑩ Charter for East Montpelier Cub Scout Troop – Ty Rolland reported EMFD has become the sponsoring organization for a new Cub Scout Troop headed up by Matt Curtis, an East Montpelier resident. They assisted with holiday shopping. This continues to build community relationships, whereby influencing possible future EMFD members in a positive way. EMFD is assisting some Boy Scouts attain merit badges for First Aid and others. EMFD has had a longtime relationship with the Boy Scouts and looks forward to working with the Cub Scouts.
- ⑩ Emergency Management Planning: Local and State Levels – Ty Rolland spoke about the bad storm in October with strong winds that brought down trees and utility lines throughout both towns. Many townspeople had long delays in getting power and phone service restored. EMFD discovered a phone land line has to be installed at Station 2. Denise Wheeler reached out to Calais Elementary School, which is the Calais emergency shelter. Denise did discuss this with EMFD as well. Bruce Johnson reported East Montpelier is instituting an Emergency Management Committee that will meet twice a year in April and October to at least talk about local planning for an emergency. Ty Rolland said we need to have resource availability when we need them.
- ⑩ Senior Citizen Services in Local Government – Ty Rolland spoke to the Selectboard about issues facing some senior citizens in our communities, how EMFD is responding to numerous calls to the same residences and knows more services are needed to keep folks in their homes safely. Ty suggested creating a packet of resources that can be given out by EMFD. There needs to be a list of organizations that can be of assistance to provide the help seniors need and also to complete and file the necessary paperwork to get those services. Ty reminded all that these are taxpayers in our towns and we should be thinking about how best to help them. Denise Wheeler volunteered to work with Toby Talbot to put together the available resources in an effort to fix the disconnect identified by EMFD staff.

Call Logs Run Data for the year to date was reviewed.

Route 14 Road Project- The dry hydrant related to the Route 14 bridge replacement continues with meetings at AOT.

Volunteer Sustainability Planning – Ty Rolland reported one junior firefighter moved up to firefighter. There are a few new members of the department and a few others have left.

Vintech Management Services – is an organization, based in Connecticut, that provides staffing for ambulance coverage. Ty Rolland reported this service costs \$0.50 per hour over what EMFD currently pays for wages, taxes and insurance for our current ambulance staff. There are seven or eight people interested in coming to Vermont to cover some shifts.

Private Roads and Driveway Maintenance – Ty again reminded the Selectboard to convey to landowners the importance of maintaining private roads and driveways to be able to accommodate emergency vehicles in all types of conditions. Lane width, hanging tree limbs, snow and ice are a few things to consider.

New Truck is in Service – The new truck is in service that replaces Rescue 2, which was sold for \$25,000.00 to a department in Ohio. Ty informed the Selectboard that Michelin Tires offers a substantial discount on tires to fire departments across the board. EMFD just found out about it.

Administrative Assistant/Treasurer Resignation – Ty Rolland advised that Megan Cannella has resigned her position with EMFD but will remain through January 2018. A new person to fill this position is being sought out.

Clif Emmons made a motion to adjourn at 9:07 pm. The motion was seconded, voted on and carried 5-0.

Respectfully submitted,

Rose Pelchuck, Selectboard Member