

SELECTBOARD MEETING
Approved Minutes

April 18, 2013

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, Scott Bassage and Rose Pelchuck; East Montpelier Selectboard Members: Seth Gardner, Steve Sparrow, and Kim Swasey; EMFD Board Members: Ty Rolland, Chief, Jim Carrien, Treasurer, Greg Pelchuck, Vice President, and Sandy Conti; and Bruce Johnson, East Montpelier Town Administrator.

Denise Wheeler called the Calais Selectboard Meeting to order and Ty Rolland, EMFD Chief, welcomed everyone to the meeting.

Financial Review was provided by Jim Carrien, Treasurer. The budget review for the fire budget indicates there is 19% remaining on the fire side and on the ambulance side there is 32% remaining, which Jim noted is low on one side and high on the other side. Jim Carrien reported EMFD is at 86% of our goal of \$75,000.00 for deposits into the capital fund (the target would be 75% of the goal at three quarters through the fiscal year). Various expenses were reviewed on both budgets. The contingency fund of \$40,391.00 is capped, therefore no deposits have been put in and EMFD has not tapped into it either, Jim reported. Ty Rolland noted that the EMFD Board met with a financial advisor to educate the board about investing; no action has been taken in this regard.

Ambulance Receivables - Ty Rolland spoke about ambulance receivables and provided the amount EMFD has written off as not collectable for the past 13 months. This amount does not reflect the lesser amount paid from various insurance payees; this is just the written off amounts not paid by individuals. All in all the collection rate is 74%. Scott Bassage mentioned a contact at Medicare and Medicaid and possibly getting more than the amount those insurances usually pay.

EMFD Operating Budget – Ty Rolland reminded the Selectboards they need to decide on a preference for either a yearly budget or multi-year budget. Currently EMFD has been working from a four-year fixed operating budget (ends June 30, 2014).

Interlocal Agreement – Ty Rolland asked about the status of the Draft Interlocal Agreement and Denise Wheeler said the ball is in Calais's court. Bruce Johnson noted the East Montpelier Selectboard could not talk about these things since this was not warned meeting for the East Montpelier Selectboard. Nonetheless, both Selectboards were encouraged to proceed with the changes and give it to the EMFD Board for review and consideration.

Plainfield Ambulance Contract - EMFD is working on the Plainfield Ambulance Contract. Ty Rolland said the numbers will be based on the amount it costs to run the calls and the budget will be increased. Overall, it costs \$500.00 per call based on the operational piece of running the ambulance.

New Equipment - Jim Carrien demonstrated the new SCBA with mask to the Selectboards. The masks are highly technical with numerous warning devices that let one know if a firefighter is down. Gas meters, used to measure carbon monoxide in a building, were recently determined to be malfunctioning. EMFD purchased new meters that were more cost effective to purchase rather than repair the old ones. Ty Rolland reported the Thermal Imaging Camera was damaged. The Department filed an insurance claim and received \$10,000.00 for

the damaged camera. With those funds and \$3,000.00 from the Capital Fund, EMFD was able to purchase two new cameras and battery charging stands. These purchases were listed in the capital plan but by having the funds in the capital reserve fund, EMFD was able to make these equipment purchases.

Training – EMFD recently participated in a controlled burn of a two-story cape house in Berlin with several area departments. Ty Rolland reported this provided live smoke and fire training and was featured in the Times Argus.

The Firefighter 1 Class, through the Vermont Fire Academy, is winding down. On April 22nd the FF 1 students will participate in a live fire at Vermont Technical College. They have been meeting each Tuesday night at EMFD since September with some additional trainings on Saturdays.

EMFD has a newly designed tracking record for members to keep track of trainings for both firefighters and EMS staff. Each member has to be re-certified annually with a certain number of training hours.

Other Business:

- Call volumes for each town were reviewed. The list is in a new format to more accurately reflect the category of each call. The group discussed calls to The Health Center in Plainfield, which is a separate agreement that was instituted prior to EMFD contracting with the Town of Plainfield for ambulance service.
- Ty Rolland spoke about building use. The Vermont State Police recently had a training at EMFD; many organizations use the building for meeting space as well as people from Calais.

New Business:

- EMFD hired three new employees in the past month, one of which is a paramedic. Currently EMFD has 13 EMT's of all levels to respond to ambulance calls. Each paid staff person has Daily Duties to perform in addition to answering emergency calls when on duty; the chart was reviewed.
- Ty Rolland explained the newly revamped payment system that actually pays the people that respond to calls rather than those that sign up for a call but may or may not respond to the call. This should be a win-win situation for everyone, Ty explained.
- Membership – Scott Bassage asked about recruitment and Ty Rolland responded by saying EMFD has gotten five or six new members.
- Veterans in EMFD Membership - Kim Swasey would like to know if EMFD has any veterans in the department. This will be followed up with the general membership and Ty will let Kim know the answer.

Scott Bassage made a motion to adjourn. The motion was seconded, voted on and carried.

Respectfully submitted,

Rose Pelchuck
Calais Selectboard Member
EMFD Administrative Assistant