

SELECTBOARD MEETING
Approved Minutes

January 20, 2011

7:00pm EMFD Emergency Services Facility

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

Attending: Denise Wheeler, John Brabant, Cy Lamberton, Scott Bassage, Mike Garand, Don Welch, John Audy, Jim Carrien, Tom Brazier, Toby Talbot, Ty Rolland, Jay Copping, Greg Pelchuck and Rose Pelchuck.

Actions:

Denise Wheeler, Chair, called the meeting of the Calais Selectboard to order at 7:08 pm. Don Welch was the lone member of the East Montpelier Selectboard; therefore, he did not call the meeting to order.

Introductions were made. EMFD Chief, John Audy, distributed and reviewed the second quarter activity report and financial report. Some highlights were as follows:

- Billing Policies were developed by Jim Carrien, Treasurer, and Rose Pelchuck, Administrative Assistant, to have a process and procedure for billing and collecting ambulance revenue.
- Per Diem Staff Policy was developed by John Audy with guidance from the EMFD Board and will provide a list of qualified individuals able to fill in when regular staff is out sick or on vacation. They will be requalified annually.
- Staffing changes were reviewed.
- Propane truck commercial hazmat call was billed out and other notable calls were discussed.
- John Audy spoke about the new Ford Truck, Utility 1, which helps assist with transporting manpower to calls and how this vehicle will save wear and tear on other apparatus that would not necessarily be needed to assist on calls.
- Using donation funds, EMFD gave back to the community with Christmas gifts and food donated to four families, two in Calais and two in East Montpelier, coordinated through the elementary schools.

Building Issues

John Audy and Toby Talbot, Building Officer, reported on several adverse issues with the new building. Toby continues to work with Connor Contracting on these issues but noted the towns are the building owners.

Asphalt lifted, broke out 2.5 to 3 feet. John Connor aware and nothing can be done at this time of year. It happened the whole length of the building. Asphalt started heaving in December; not just near the newly put in concrete apron; it is near the walkway, too. The Selectboards, as owners, are now aware of it. Rick DeWolfe, Professional Engineer, has seen the damage, taken pictures and needs to follow through in the spring.

There is cracked tile grout in the main lobby due to the building settling – John Connor is aware of it.

The boiler burned 700 gallons of propane in the first quarter at a cost of \$1,700.00. Toby reported a big control issue with system design not asking for pellets so the building was heated with just propane. Toby Talbot, John Connor, and Vermont Mechanical are still working to troubleshoot the controls to make the pellet boiler get fully functioning. Toby hopes that by next week, we will have a monitoring system in place to detect when the propane kicks on in order to monitor propane use.

The Calais Selectboard asked Rose Pelchuck to draft a letter to express dissatisfaction with the mechanical system that ran down the propane tank. An auxiliary controller they put in the design system did not function properly.

Paint is peeling on the apparatus bay floor. John Audy will try using some touch-up paint.

The sewer backed up in the floor drain in the washer room; may be related to too much soap in the washing machine.

Fire Program – John Audy reported his intention to be better able to track data using enhanced features of the Fire Program the Department already has. This program will aid call tracking and assist in planning future needs.

Community Communications – EMFD recently had a one page insert in The East Montpelier Signpost newsletter to inform the community about all the good work happening here. John Audy would like to find a way to get the info into Calais resident's hands. Toby Talbot noted the information was put on the Town of Calais Website (www.calaisvermont.gov). It was suggested that next time John should pick more data to inform people about all EMFD happenings.

Work night training attendance - Chief Audy was pleased with the member attendance for the second quarter, volunteers coming doing trainings accounted for 194 hours of training and 122 hours on work nights.

Call Data was reviewed for October, November and December (all 911 dispatches). There were 128 responses this quarter. First and second quarter total thus far is 259 responses. Stand by was defined for those in attendance.

Staff Schedules:

Shift 1 midnight to 8:00am volunteer coverage

Shift 2 8:00am to 4:00pm paid staff

Shift 3 4:00pm to midnight paid staff

John Audy explained how he is able to view trends to put staff where the majority of calls are. The new program allows Chief to view response call times; he will have more data next time.

Ambulance Revenue collection rate – 71% First Quarter FY 2011-12

Ambulance billing process and insurance collection were reviewed. EMFD utilizes a certified ambulance-billing representative at Barre City Fire Department. This has been very successful Rose Pelchuck reported.

EMFD Second Quarter Financial Report - Jim Carrien, EMFD Treasurer provided the report with highlights as follows:

Fire Budget:

Electric – original projection was way off. Three different people were off on their projections for electrical consumption in the new building. There is a big difference in the time spent in this station compared to where EMFD was at Station 1. Toby Talbot explained about shortening the timing cycle on the light fixtures. Every time you have the light go on and off it wears down the light bulbs. Toby put in management controls to better utilize the electricity to try to strike a balance between not wasting electricity and not wearing out expensive lights. The soda machine is being removed due to lack of use and high-energy consumption.

Propane was over budget as previously discussed.

Unbudgeted items – other expenses not originally in the town approved budget.

EMFD spent 54.8% of our fire budget – 50% is where we want to be, so it is just a little over on the Fire Budget. Toby Talbot explained cleaning up the accountant paperwork to better reflect operations cost from operations budget and not have sale of assets or donations in this budget.

Ambulance Budget:

We did have some high vehicle repairs for the used ambulance we bought from the City of Montpelier. John Audy spoke about repairs, how we manage with used equipment and new for main line engines. One ambulance is four-wheel drive and one is not. If weather conditions call for the four-wheel drive ambulance, that is the one that responds.

Ambulance budget -58% of budget spent (includes a slighter increase considering EMFD provides ambulance service to Plainfield).

Division of ambulance revenue for second quarter was reviewed. Revenue breakdown: 25% in Contingency Fund and 75% to EMFD Capital Reserve Fund. Jim Carrien noted the contingency funds put away are going to offset/supplement the costs we cannot control (power, fuel, etc.) over the next four years as we move forward with the level funded budget. EMFD is at 63% of our targeted revenue collection for half way through the year.

Jim Carrien explained Capital Fund Review allocation with the different categories. Putting long-term funds into a CD for better interest rates was discussed. It is anticipated that 2104 will be the next time we plan to pull from the capital reserve fund.

Don Welch, East Montpelier Selectboard member, noted East Montpelier is holding on to \$50,000.00 for EMFD truck capital funds and Calais will probably need advance notice to come up with their matching contribution. There are also \$46,000.00 SCBA funds and \$8,000.00 set aside for AED. In total, the Calais matching contribution to leverage these funds East Montpelier has earmarked for EMFD would be \$33,000.00. John Audy wants to work with the Calais and East Montpelier Selectboards to let them know when we would need the funds.

Mike Garand noted Woodbury Fire Department just came to Calais and asked for a big chunk of change; "What would it take for the Town of Calais to become a member of the Capital Fire Mutual Aid system?" John Audy responded by saying the Bylaws protect existing contracts so that existing fire protection is not dispensed with. It is meant to enhance fire protection. John Audy does not know how long Calais has had contracts with WFD. "The Town of Calais has big problems with money", Mike Garand noted. Denise Wheeler asked, "How does Calais become a member of CFMA system?" "We don't want to throw WFD under the bus." John Audy offered to do some homework (ISO ratings, homeowner's insurance) about CFMA system. This would be purely a financial decision for Calais, certainly some risk involved John Audy noted. John Audy asked to be very respectful about WFD. Mutual aid system is weak as far as functionality. The Calais Selectboard agreed that Mike Garand be the contact between John Audy on this matter. Mike spoke about the importance of the mutual aid system and is looking for cost savings. Mike thinks the big plan changed when Calais agreed on the purchase of the new fire station. It really cemented the relationship between the town of Calais and EMFD, Inc. John Audy said, "These guys are pulling a huge load, earning every cent we put into this." "This is revenue that left these communities," John Audy said.

Other Business - John Audy reported EMFD received an \$8,000.00 grant for radios and has a matching portion that will come out of our regular budget.

The next Joint Quarterly Financial Review meeting will be Thursday, April 21, 2011.

Scott Bassage made a motion to adjourn at 8:45pm on behalf of the Calais Selectboard. The motion was seconded, voted and carried 4-0. (John Brabant left the meeting at 8:00pm.)

Respectfully Submitted,

Rose Pelchuck
Calais Selectboard Secretary
EMFD Administrative Assistant