

SELECTBOARD MEETING
Approved Minutes

April 21, 2011

6:00pm EMFD Emergency Services Facility

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

Attending: Denise Wheeler, John Brabant, Toby Talbot, Scott Bassage, Mike Garand, Peter Hill, Bruce Johnson, Seth B. Gardner, Carl Etiner, Joel Page, Elliott Morse, Don Welch, John Audy, Jim Carrien, Ty Rolland, Rick Barstow, Greg Pelchuck and Rose Pelchuck.

The evening began with a spaghetti dinner hosted by EMFD followed by a welcome from John Audy, Fire Chief. The meeting was duly warned to discuss building issues in light of the upcoming facility warranty expiration in addition to the quarterly financial review of the East Montpelier Fire Department, Inc.

John Audy described the list of building issues as follows while showing photographs on a projection screen:

- Significant heaving and cracking; picture indicating 1 1/2" difference whole length of the walkway
- Cracked pavement in front of the concrete apron
- Difference in elevation in front of apron
- Diagonal cracking on front sidewalk
- 1"-3" difference in elevation between the sidewalk and the pavement
- Corner has heaving and bumps in blacktop
- Staining on building near gutters
- Improper drainage around the underground tanks out back. The covers are ground level that seems to allow surface water to drain into tank; this has set off the alarm that indicates the tanks were overfull. John Connor did come and pump off the excess water.
- The pellet boiler is fixed now and running correctly. A software problem was shutting off the boiler everyday at 9:00pm and has only been corrected within the last two weeks. This problem greatly increased propane consumption. EMFD installed an alarm in the office to notify staff when the propane boiler kicks on. Sunwood invested a lot of time and effort in correcting this problem.
- There are three ERU's (energy recovery unit) in the building that operate on duty timers from 8:00am to 12 midnight. John Audy explained Vermont Mechanical has not done trending to look at building occupancy and the units have been running non-stop (24 hours a day, seven days a week) in the apparatus bay. That ERU is designed for direct to outside air which means it pulls in subzero air all winter long and tries to heat it and pulls in hot air all summer and tries to cool it. John reported it was only 50 degrees in the apparatus bay at times this winter. Vermont Mechanical told John Audy that they could not change any ERU settings because of the necessary code requirements for "indoor parking". The apparatus bay is carbon monoxide protected. John Audy spoke to Stanley Baronowski, Division of Fire Safety Director, who agreed to come and inspect the building. According to Stan Baronowski, there is no code issue that would be violated by Vermont Mechanical installing an occupancy sensor in the apparatus bay. Bruce Johnson said the Selectboards need that documentation. Denise Wheeler agreed saying the Selectboards need to get up to speed on all this.
- The report by DeWolfe Engineering Associates details these building issues.

At 7:10pm, the group toured the building and grounds showing the items detailed above as follows:

- Crack in floor and wall in the vestibule/lobby area
- Crack in sidewalk in front of building
- Parking area has curled edges, discussed sub-base materials used not all of which were to specifications
- Water stains on building – Joel Page, architect for the project, recommends extra flashing be installed
- Viewed underground water tanks and covers
- Warn edges of blacktop near the concrete apron from snow plowing
- Cracked pavement the whole length of the concrete apron
- In the apparatus bay, Joel Page explained about the fan/ventilation system. Toby Talbot, EMFD Building

Officer and Calais Selectboard Member, would like a manual duty timer to tell the unit when to run as Andy Shapiro has requested from day one. There is no occupancy sensor and that is why it runs 24/7.

- Apparatus Bay floor was thoroughly inspected after all four vehicles were moved outside. The peeling floor paint was observed while John Audy noted the ambulance parked in the first bay has never used tire chains. All along there have been major issues with the floor. Joel Page noted the paint manufacturer says the floor is too smooth and needs to have 80-grit sandpaper texture. For the first repair job, we paid for the materials (\$3,000.00) and they did the labor (Connor Contracting). Bruce Johnson wondered aloud “Why didn’t the paint rep say anything when he was here last fall?” (about the floor surface).

In conclusion, EMFD will compile as much documentation and get it to the Selectboard chairs. Joel Page will be meeting with the Selectboard after which time things remaining will go into mediation (engagement of parties to see how it goes from there). Joel Page’s role is to take what the issue items are and write them up; he becomes a representative of the building owners. John Audy asked about the role of the construction manager at this point. Joel's role is to be somewhat impartial to be sure you got what was in the construction documents.

EMFD Third Quarter Report

Operations report by John Audy was provided. EMFD received a radio grant for 11 new portable radios. Knox Box Program – an owner of a building buys a Knox Box to hide a spare key to allow entry in the event of an emergency. This provides instant information and key code to provide access.

Host Community Connections – 16 kids are enrolled for 8 one-hour sessions with a variety of topics in East Montpelier and hope to expand the program into Calais in the future. Boy Scouts are coming to see the jaws-of-life demo.

VTC Fire Science Intern program – one of our interns was critically injured in February and is now home and recovering. The second intern still participates with EMFD.

Strategic Plan Outline – EMFD is looking to develop a strategic plan to lead the department into the future.

John Audy expressed thanks to all the volunteers that serve in many capacities throughout the department.

Various reports as printed were reviewed, including call data for the third quarter. A fire response is counted as any time a fire truck leaves the station; a fire member to assist with the ambulance; any activity, burn permits, or public education counts according to national fire reporting system. John Audy explained EMFD does not do transports unless circumstances warrant that – EMFD does not have permission from District 6 to do non-emergency transports; more money would be needed to staff if non-emergency transfers happened.

John Brabant asked about Barre Town Ambulance Service and their recently published financial woes. John Audy reported BTEMS financial woes have been coming over several years; it is about how you run the business.

Financial Report – Jim Carrien, EMFD Treasurer, reported the data from July 1, 2010 to present shows full taxpayer contributions from Calais, East Montpelier and Plainfield have been received.

Fire Budget

Expenses over budget – Station 2 costs are 191% of budget projections

Electricity for Building 2 far exceeds what was expected at 417% of budget (\$1,500.00 was the budgeted amount that didn't have any basis for calculation) some line items will be adjusted to absorb the difference Toby Talbot said. Gasoline and diesel costs are up; propane line indicates 217% of budget. Jim Carrien summarized by saying EMFD is at 74% of the fire budget spent (75% is where we want to be for end of third quarter)

Ambulance Budget

Overspent vehicle repairs line item. John Audy said, “We got hit hard on Ambulance 4 – EMFD Board wants us to pull the records to evaluate what expenses have been paid and comparing it to the cost of a lease.” EMFD is also looking at the tanker trucks and reevaluating our needs to transport water.

Medical supplies cost is 227% of budget projections that is related to call volume. Jim Carrien summarized by saying EMFD is at 73% of the ambulance budget spent (for all three towns) and 75% is the target.

Capital Revenue Accounts – Jim Carrien explained 25% of the ambulance revenue goes into the contingency

account and 75% goes into the capital fund account. So far, EMFD has \$47, 357.96 in the capital reserve account, which is 90% of target (target is 75% for the end of the third quarter). The 25% of ambulance revenue that goes in to the contingency account will be used to fund overages in the budget. Toby Talbot explained this contingency also would help us balance our four-year level-funded budget. The accounting firm has not completed our independent annual audit yet. (Per the Interlocal Agreement, the towns will receive a copy within thirty days of acceptance by the EMFD Board of Directors.) Scott Bassage gave praise to Jim Carrien, Treasurer, and was very comfortable with the manner in which the department is controlling expenses. Scott would like to see more data on receivables, a very important area he stated. Ty Rolland reported on the challenge of how do we go after taxpayers for unpaid ambulance bills. EMFD is not at the point to turn to taxpayer's unpaid bills over to collections; EMFD is looking for guidance from the Selectboards on this issue. At a minimum EMFD will send a letter to those with unpaid ambulance bills. Bruce Johnson said, "Show the town clerks the letter". John Audy said, "If we decide to send people to collections, we want some assurance that the Selectboards are in agreement with whatever we come up to".

John Brabant made a motion to adjourn for the Calais Selectboard at 9:00pm. The motion was seconded, voted on and carried.

Respectfully submitted,

Rose Pelchuck
Calais Selectboard
East Montpelier Fire Department
Administrative Assistant