

Selectboard Special Meeting Minutes

Thursday, August 8, 2019 at 7pm at the East Montpelier Emergency Services Building

Present: Denise Wheeler (Chair), Rose Pelchuck (Member), Clif Emmons (Member), Jerome Lipani (ORCA), Toby Talbot (EMFD President), Katie Lane-Karnas (Recording Secretary), Ty Rolland, Seth Gardner, Bruce Johnson, Lela McCaffrey, C.P.A. (Fothergill Segale Valley), Larry Brown (Deputy Fire Chief), Matthew Romei, Judy Woodbeck, GeneTroia
Absent: John Brabant (Vice Chair), Sharon Winn Fannon (Member)

1. Call to Order: Denise Wheeler called the meeting to order at 7:02 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: None.
4. Budget Review: Members of the Calais Selectboard, East Montpelier Selectboard, East Montpelier Fire Department, and accountant Lela McCaffrey reviewed a balance sheet generated from QuickBooks, which the Department began using this year. They continued to the “profit and loss by class” and “profit and loss budget vs. actual” worksheets. They discussed the amounts moved to the contingency fund and the process by which this occurs. The Operations Manager and accountant explained that there was an approximately \$10,000 budgeted deficit (the specifics of accounting processes that led to the budgeted deficit were discussed in detail). There was an approximately \$8,000 (ambulance) and approximately \$10,000 (fire) overage that needed to be covered by a transfer from contingency to operations.

The group reviewed specific line items, and the Department answered questions. Spending above budget in fire equipment was due to the purchase of large water supply deck guns; in dispatch was due to five bills coming in one fiscal year instead of four. East Montpelier requested that the holiday baskets expense be changed from “capital expense” to “contingency expense.” In the past, the holiday baskets were funded by donations; this is the first year the need has grown large enough that contingency expense funds were used to supplement donations. The group agreed to add holiday baskets as a line item under “contingency expense.” Bruce Johnson commented on the East Montpelier Town Treasurer’s preference to have expenses be included as budgeted items and not be included as a contingency amount after an expense has been paid. The Operations Manager corrected the office computer/software item amount; explained that training is up due to several folks taking EMT training; noted vehicle maintenance is under in fire (newer vehicles) and up in ambulance (older vehicles). Ty Rolland requested the East Montpelier Town Treasurer’s questions be provided in written format which makes sharing with their accountant easier.

The group reviewed “ambulance billing historic collection rates” from FY11-FY18 and looked at the details of the FY19 amount billed, adjusted, received, and Medicare/Medicaid percentages. Nearly forty percent of the patients carried for emergency services were Medicare

and Medicaid patients, where the set rate is a significantly reduced allowable amount and strongly affects revenue.

5. Rescue Four Vehicle Replacement: The ambulance identified to be replaced in 2020—“Rescue Four”—has a 1999 body and 2012 chassis, and has been regularly pulled out of service due to performance issues. The budget for this vehicle’s replacement is \$225,000. Williston contacted the Department about a 2010 truck for \$20,000. It has had a single owner (Williston), is particularly clean, and in good condition. More current ambulances will have better safety systems (such as a cot system for loading and unloading), restraint systems for riding paramedics, and improved mount systems.

The capital plan discussion shifted from in December of 2018 not including any rescue vehicle replacement, to a spring discussion of a new replacement, to this most recent request for authorization for the individual boards to approve purchase of a 2010 Williston ambulance. The Operations Manager requested to take possession of the \$20,000 used ambulance, restructure the capital plan to reflect that, include \$10,000 for relettering, new tires, etc., and consider including a \$40,000 safety package; the 2012 ambulance with ongoing maintenance issues would be sold. The Operations Manager will revise the capital plan and send the boards the request for authorization to purchase.

6. EMFD Updates:

- Bus accident training will be created for the school bus company soon.
- An “auto pulse” device for use in a cardiac arrest situation was purchased from a neighboring company at a discounted rate. Its survival rate is significantly higher than manual CPR, and additionally allows support professionals to do other things (see more information in the last item of these minutes).
- The Rescue Two vehicle’s loan is in year two.
- Exterior painting is happening soon at the Templeton Road building. Prices will be obtained for repainting on a four-year rotating maintenance schedule for both buildings. Minor roof repairs were done this summer.
- A major propane drill was performed at Alco propane storage facility recently; a large volume water supply drill was done at Curtis Pond; a major driver training event was completed.
- Hose and ladder testing were completed.
- The Department is in the process of obtaining a new AED (automated external defibrillator) for the Twin Valley Senior Center, where there have recently been a few cardiac event responses. Several Senior Center members have completed CPR training.
- MMR and Hepatitis A and C are increasingly prevalent, and the agency is considering review of current status of rescue workers’ shot history or giving new shots as required (to limit exposure risk).

7. Review Call Logs/ Run Updates: Through the end of July 2019 (just the first six months of this year), there have been a total of 339 responses, compared to a total of 497 for the entire 2018 year. The group reviewed a listing of the explanation of types of calls the Department received. The Chief used the Calais bus accident from last winter to illustrate the significant amount of time and post-response administrative work required for an emergency.

8. Cub Scouts / Boy Scouts: The Department became a charter sponsor last year of the East Montpelier Boy Scouts (they meet regularly at the station). They requested the same status again for this year.
9. 911 Address: The group discussed updating work that has been done regarding E911 addresses of a few locations, including the Northfield Drive apartments, the Orchard Valley Waldorf School buildings, and private residences. The Chief reiterated the importance of listing a home's legal town of residence in their E911 address, *not* their mailing address town.
10. Auto Pulse Device Demonstration: Deputy Chief Larry Brown demonstrated use of the "auto pulse" device and procedure. The Auto Pulse is an automated, portable, battery-powered CPR device. It is a chest compression device composed of a constricting band and half backboard that is intended to be used as an adjunct to CPR during advanced cardiac life support. The Auto Pulse uses a distributing band to deliver the chest compressions. One benefit is its use is in a situation with a lengthy ambulance ride to access "definitive care" at Dartmouth or UVM, which can be physically tiring for CPR providers. This device was purchased for about \$3,500 as opposed to \$10-\$12,000 new; in rural regions, the device invests significantly in patients' survival.
11. Other Business/Old Business/New Business: None.
12. Adjournment: A motion to adjourn was made at 8:49 pm. The motion was seconded, voted on and carried 3-0.

Date: 8/8/2019 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 8/26/2019 meeting

Click on the link below to view documents associated with this agenda:
https://drive.google.com/open?id=1XGCCBeKrip5AuaaH-LkHEGwxyfZ_9EkL