

SELECTBOARD MEETING
Approved Minutes

January 19, 2012

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, John Brabant, Toby Talbot Scott Bassage; East Montpelier Selectboard Members: Bruce Johnson, Seth Gardner, Peter Hill, Carl Etnier; EMFD Board Members: Greg Pelchuck, Vice President, John Audy, Chief, Jim Carrien, Treasurer, Ty Rolland, Paul Guare, Sandy Conti; Peter Harvey and Rose Pelchuck.

Scott Bassage reported the meeting is being recorded as recommended by the Secretary of State for public meetings.

Actions:

Denise Wheeler, Chair, called the continued meeting of the Calais Selectboard to order at 7:03 pm. Greg Pelchuck, EMFD VP, called the Joint Meeting to order at 7:03pm, welcomed those in attendance and turned the meeting over to Jim Carrien, EMFD Treasurer to present the quarterly financial report.

Second Quarter Financial Report - Jim Carrien distributed printed reports that were reviewed in detail. As per usual protocol, 25% of ambulance revenue collected goes into the Contingency Fund and 75% goes into the Capital Reserve Fund. Jim reported EMFD is at 60.82% of ambulance revenue projections for the second quarter. The ambulance billing collection data was reviewed as total amount billed and total amount collected for each month. It was noted the monthly amounts do not include any discounts. Overall, EMFD collected 71.45% of the total revenue billed from July 2010 to December 2011. The Selectboards would like to know about how much has been discounted or written off.

Audit Report Review for Fiscal Year 2010 – The auditor recommended three changes in the report. Jim Carrien reported EMFD uses cash basis accounting and the audit firm recommends accrual basis accounting to track things a bit differently. Jim said EMFD is working with their accountant, Fothergill, Segale & Valley, to decide if they should change and what would be the best way. Secondly, the auditor wanted to see definite lines, primarily for unbudgeted expenses (example: donation expense for what). Lastly, cash account maintenance to be sure if the EMFD Board approves an expenditure in one fiscal year, it has to come out in that fiscal year. Jim Carrien noted the EMFD Board would probably move the June Board meeting a bit earlier in the month to be sure the month and fiscal year business occurs prior to June 30th.

Balance in the EMFD Contingency Fund: EMFD has set aside \$31,074.86 in contingency funds and spent \$10,309.48 with a remainder of \$20,765.38.

Scott Bassage asked for a run down on the equipment reserve fund in the Town of East Montpelier – \$50,000.00 has been set aside. A grand total \$104,500.00 for equipment, SCBA and trucks has been set aside and will need to be matched by Calais (one third match to leverage these funds). Bruce Johnson disputed the full amount of \$104,500.00 but acknowledged \$50,000.00 has been set-aside for EMFD. The EMFD Board will have to research the Minutes to better inform the Town of East Montpelier. Toby Talbot reported he has some East Montpelier Selectboard Minutes to review and believes he has the documentation. Bruce Johnson said he can't prove the \$54,500.00 has been set-aside for the Department.

Crane rollover incident on Pekin Brook Road in Calais – John Audy reported the crane owner was billed for equipment and manpower associated with the incident. John Audy included the EMFD, WFD and the Town of Calais charges in the bill. Hutch Crane requested the Town of Calais to bill for services separately and submit to Hutch Crane's insurance carrier. John reported the total bill was for about \$16,000.00. The owner has made payment arrangements.

Second Quarter Activity Report: Chief, John Audy - National trends have been seen in our community – pressures of people in need of care ping-ponging between the hospital and home; the department has had more and more social service interventions, especially seeing elderly people that need more services. John Audy has begun to have insurance companies that request information (home and property insurance) on behalf of customers put their request in writing due to the increased volume of requests and the time it takes to fulfill their request. As done for the past several years, EMFD provided meals for four needy families at Thanksgiving (two families each in Calais and East Montpelier). At Christmas, EMFD provided for three families meals and some basic necessities. John noted hunger and poverty it is clearly evident right here in our community. The EMFD Auxiliary has been vital in these efforts using funds that were raised to give back to the community.

Ambulance Replacement– A Request For Proposal (RFP) to buy a new ambulance has been sent to three New England vendors. They are expected back in February. EMFD is also looking at remounting the box on Rescue 4 on to a new truck chassis. Toby Talbot reported “The Vermont Municipal Loan Fund”, with zero percent interest, allows towns to borrow up to \$110,000.00 if two towns go in on a piece of equipment. No guarantee the towns would get the funds but worth it to try to save the interest. Some discussion took place about the Sprinter-type ambulances new to Barre Town. John Audy reported those Sprinters do not have 4-wheel drive, which EMFD needs in the fleet.

The Building is being used a lot by various organizations such as WCSU, WEC and State Department of Public Safety to name a few. The pellet wood system is up and running fine. EMFD has only spent \$116.00 so far in propane. Pavement heaving is back again where the pavement meets the concrete. It has been as high as 2-2.5” and our insurance carrier suggests posting signage to beware of the pavement heaving. The pavement is broken again, where the trucks drive over it. The back-up generator performs a weekly test on itself and had a “high temp” warning recently. South-Worth Milton has been contracted to service it annually.

Town of Marshfield ambulance coverage – EMFD will be the second ambulance for any call to Marshfield after a meeting with the Marshfield Selectboard and District 6 EMS Board. Chief Audy thanked the Selectboards for their continued support. John noted “We are being looked at as model as Greensboro is working on building a jointly owned facility in their town. Training and Work Night attendance for the quarter logged 122 hours by EMFD members.

Comparison call volume data for October, November and December 2011 indicated carbon monoxide detector investigations numbers are way up. Discussion about ambulance no-transport and the rationale behind it was explained. “We are liable if we don't follow the standards set by medical control”, John Audy said. There are expenses incurred each time the ambulance responds to a call. Rate schedules for regular no-transport is \$65.00 and for a diabetic emergency the cost is \$125.00. Residents of Calais and East Montpelier are not billed for no-transport calls.

John Audy praised the membership for the depth of service EMFD provides. Carl Etnier noted recently there were two calls; cardiac events, eight minutes apart and EMFD had enough resources to send out both ambulances. John said, “The commitment seen is unbelievable, very efficient service”. John explained about the computer program for scheduling and how it is done one month in advance. (After the meeting, John showed everyone the schedule computer in the Operations Center.) The department is still a volunteer department as John Audy explained the coverage and compensation to the Selectboards. Denise Wheeler would like to have that info included in the annual town report. Rose Pelchuck explained the annual reports have been written and submitted to both towns. Perhaps it could be on Front Porch Forum. Ty Rolland, Deputy Chief, informed the Selectboards EMFD gives replacement smoke detectors and CO detectors to the public when needed, at the cost of EMFD. Denise Wheeler thanked everyone for their efforts.

Toby Talbot made a motion to continue the meeting until next Monday, January 23, 2012 at 7:00pm at Calais Elementary School. The motion was seconded, voted and carried 4-0.

Respectfully submitted,
Rose Pelchuck

Calais Selectboard
East Montpelier Fire Department
Administrative Assistant