

SELECTBOARD MEETING
Approved Minutes

April 20, 2017

7:00pm EMFD Station 2

**JOINT MEETING OF THE CALAIS SELECTBOARD and
EAST MONTPELIER SELECTBOARD**

Attending: Calais Selectboard Members: Denise Wheeler, Rose Pelchuck and Rob Richert; East Montpelier Selectboard Member: Seth Gardner; Bruce Johnson, East Montpelier Town Administrator; EMFD Board Members: Ty Rolland, Chief, Toby Talbot, President, Gary Ouellette, Vice President, Sandy Conti, Board Member, Larry Brown, Deputy Chief and Megan Cannella, Treasurer/Administrative Assistant.

Denise Wheeler called the meeting to order at 7:02 pm for the Calais Selectboard. Toby Talbot welcomed everyone and introductions were made. The purpose of these quarterly meetings is to keep the towns informed about what is going on at EMFD and to keep good communications between all parties.

Financial Review – The financial review for the third quarter FY 2017 began with the fire budget review. EMFD receives a large insurance bill in June for about \$32,000.00 so it may look like there is a lot remaining going into the fourth quarter but EMFD is aware of the large upcoming expenditure. There is 41.49% remaining in the fire budget. Bruce Johnson reminded all there is still funds available for the purpose of capital expenses for Station 2 (remaining from the initial bond funds). The unbudgeted expense of \$2,600 to Grantmasters Inc. was explained by Toby Talbot. Grantmasters Inc, based in Lewiston, NY is a company that has a 65% success rate in obtaining grants for fire departments and was hired by EMFD to apply for a grant to fund one paid position.

The ambulance budget was also reviewed; there is 19.33% remaining in the ambulance budget for the last quarter of the fiscal year. Net ambulance revenue continues to be allocated with 25% to the Contingency Fund and 75% to the Capital Reserve Fund. EMFD is at 84% of the target for funding the Contingency Fund this year and 80% of this year's target for the Capital Reserve Fund.

Ambulance Billing Historic Collection Rates were reviewed by Toby Talbot. The figures were adjusted to determine what percentage is collected out of the adjusted amounts since Medicare and Medicaid to not pay the billed amount for an ambulance transport. For FY 2016 the collection rate was 84.50% and for three quarters of FY 2017 the collection rate is 92.23%. Call volumes were reviewed.

Ambulance Update – Ty Rolland reported EMFD has four paramedics with approximately 65-75% of all emergency calls requiring a medic to respond. The requirements for medic response are set by the District 6 Medical Director. This does provide an increase in the overall level of service for our community.

EMFD General Update – reported by Ty Rolland, Chief:

- ⑩ Firefighter physical exams – EMFD is working with Concentra Occupational Health in Berlin to customize a physical exam specific to firefighters and EMS personnel to be sure they are fit for duty.
- ⑩ Fairmont Farm Safety Planning drill recently took place on April 18th and was very informative. There are chemical hazards and methane exposure from manure that firefighters need to be aware of. Fairmont Farm, located on Lyle Young Road in East Montpelier, is one of the largest dairy farms in central Vermont with 900+ milking heads of cows.
- ⑩ Insurance coverage reviews, in conjunction with the annual worker's comp audit, are being

done. The EMFD Board of Directors looked at truck value and guaranteed replacement cost and agreed to raise the deductibles to save money. Properties and contents was also reviewed. VFIS is the insurance company that specializes in insuring fire departments and fire personnel. All member benefits were reviewed by the EMFD Board.

- ⑩ Dry Hydrant at the proposed new Route 14 Bridge – no change to date to report. Seth Gardner was tasked with discussing the situation with Steve Noyes, East Montpelier Home Center owner, to see if he would allow access to the water from his Route 2 property.
- ⑩ Road Sign upgrade was briefly discussed; in essence the state will not be paying to upgrade road signs in East Montpelier village.
- ⑩ Dispatching is going up per the contractual agreement.

Volunteer Sustainability Planning – Ty Rolland reported EMFD has one new A-EMT and a second person still has to test. The department has one new member but two members just moved out of state.

Maintenance of Private Roads and Driveways – Ty Rolland urged the Selectboard to remind townspeople to keep brush and trees cut back to allow emergency vehicle access. Camp Road in Calais was singled out as very narrow with over-hanging tree branches restricting access. EMFD may not be able to reach a residence in a timely manner if the vehicles cannot get to where they need to go. Winter maintenance of roads was also discussed. Town roads need to be accessible both day and night. Ty urged the Selectboard to be sure the Planning Commission thinks about proper driveway width and turn around areas when updating the Land Use Regulations for commercial and residential accesses.

First Net First Responder Wireless Broadband – This has been awarded to AT&T.

EMFD Capital Plan – Toby Talbot reported EMFD is still reformulating on what additional staffing would look like in the capital plan/budget. Once in place, we will have another meeting.

New Truck Update – Gary Ouellette provided a detailed Engine 4 Replacement Proposal since this engine is close to the end of it's useful life. The department is still looking for financial support from Calais and East Montpelier for the cost of the new engine.

Estimated cost of new Engine 4	\$466,000.00
Proceeds selling old Engine 4	- 30,000.00
EMFD Capital Reserve	- <u>45,000.00</u>
Remaining balance	\$391,000.00

Rescue 2, a heavy rescue vehicle, is also coming up for replacement; it is mechanically sound but getting tender. It will be replaced with a used vehicle, just as this one was bought used. Gary explained about the safety features built in to new trucks. The investment in a custom built chassis, made of galvanized steel, is worth the investment. Ty Rolland has six vendor proposals for the Engine 4 replacement. One goal is to re-establish an on-going 10-year vehicle purchase cycle.

The Selectboards decided to meet jointly on May 22, 2017 at 6:30 pm at the Calais Town Hall to discuss the revised EMFD Capital Plan and truck replacement planning.

The meeting adjourned at 8:40 pm.

Respectfully submitted,
Rose Pelchuck, Selectboard Member