

SELECTBOARD MEETING  
*Approved Minutes*

October 27, 2016

7:00pm EMFD Station 2

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

**First Quarter FY 2017 Financial Review and General Update**

**Attending:** Calais Selectboard Members: Denise Wheeler, Scott Bassage, Rose Pelchuck and Toby Talbot (also EMFD President); East Montpelier Selectboard Members: Seth Gardner, Carl Etnier, Casey Northrup and Gene Troia; EMFD Board Members: Ty Rolland, Chief, Gary Ouellette, Vice President, Albert Patrella and Megan Cannella, Treasurer/Administrative Asst.; Bruce Johnson, East Montpelier Town Administrator and Sandy Conti, EMFD Member.

Denise Wheeler called the continued meeting of the Calais Selectboard from October 24<sup>th</sup> to order at 7:05 pm. The first order of business for the Calais Selectboard was the reimbursement request from the state regarding the Center Road Culvert Project. Denise Wheeler made a motion to formally request reimbursement from VTrans for the structures grant awarded for \$69,300.00. The project was completed in September. The motion was seconded, voted on and carried 4-0.

Ty Rolland welcomed everyone and began the meeting by introducing the new EMFD Treasurer/Administrative Assistant, Megan Cannella, who has been with the department only a few months.

**Financial Review** – The financial review for the first quarter FY 2017 was to begin and it was soon discovered the information presented was only for September and not July, August and September. After reviewing the September data, the printed materials were returned and the department will re-do the spreadsheets and email them to both Selectboards for review. Net ambulance revenue continues to be allocated with 25% to the Contingency Fund and 75% to the Capital Reserve Fund. Ty Rolland reported the tanker truck is paid off.

The Selectboards and EMFD Board set the date of December 1, 2016 at 7:00 pm for budget review and discussion of next year's proposed EMFD budget.

**Ambulance Update** – Ty Rolland reported the ambulances will undergo their annual inspections by the State inspectors in a few weeks; upon successful inspections the ambulance licenses will be renewed. The paramedic program is almost ready for implementation. The purpose is to be able to provide the highest level of service to the community. Gary Ouellette gave an example about a person injured in the woods and how critical it was to have a paramedic on scene to administer narcotic pain relievers prior to carrying the person safely out of the woods. Paramedics are already utilized as part of the EMFD Ambulance Service but by having them in house, there won't be a wait time, thus improving quality service to the community. The current paramedic use costs \$200.00 per call. The Emergency Medical Responder class that EMFD is hosting continues for six months. An Advanced EMT class is also being hosted at EMFD.

The ambulance revenue collection rate for the FY 2017 1<sup>st</sup> quarter is 70.33% thru September 30<sup>th</sup>. Scott Bassage again inquired about getting revenue collection to 80-90% as he sees at The Health Center in Plainfield. Ty Rolland reported after the usual efforts are used to obtain ambulance revenue due, he makes phone calls to insurance companies and private payers to get payments, even reduced payments in some cases. Ty explained when the ambulance service began in 2011, it was decided not to send our taxpayers to collection agencies for past due accounts. Ty said collecting in the 70% range is as good as ambulance services get..

**EMFD General Update** – reported by Ty Rolland, Chief:

- ⑩ Ty Rolland reported there have not been many applications for fireworks permits in either town.

- ⑩ SCBA Training for internal drills (no live fire) have been taking place at the old farmhouse on Route 2, which is owned by the Town of East Montpelier.
- ⑩ Extrication practice continues.
- ⑩ October is Fire Prevention Month and educational opportunities are being coordinated with the two public elementary schools and Orchard Valley Waldorf School.
- ⑩ Firefighter physical exams – changes have been made to the program this year. EMFD is working with Concentra Occupational Health in Berlin to customize a physical exam specific to firefighters and EMS personnel.
- ⑩ Holiday Baskets will be provided again this year at Thanksgiving and Christmas to those in need in Calais and East Montpelier. Notices will soon be going out on Front Porch Forum; volunteers are needed and donations gratefully accepted.

**Call Log / Run Data** – Fire and ambulance call statistics for calendar year 2016 were reviewed. EMFD has provided 11 non-emergency transports for Barre City Ambulance Service.

**Dry Hydrant** - EMFD is still working on getting a dry hydrant installed as part of the Route 14 bridge project. Ty Rolland has been speaking to Tom Knight at AOT and hoping they can find a solution. The distance between the water and land are the biggest issues to resolve; a pump will be need to bring the water up that high. Troy Dare, Northern Vermont Coalition is also involved.

**Volunteer Sustainability Planning** – Ty Rolland reported EMFD has one new member.

**Active 911** – Ty Rolland reported this is up and running and gives live data in cell phones. It give GPS coordinates on the screen along with a more comprehensive report of the call. One gets a text type message of the call data instead of a voice message.

**New Door Jamb Tool** – Toby Talbot reported the tool was used once and works very well.

**Capital Plan / New Truck Updates** – *Full disclosures reported as follows:* Toby Talbot is a Toyne Firetruck sales representative and has recused himself from the presentation and final decision on purchasing a new truck for EMFD. Rose Pelchuck disclosed her husband, Greg, worked for Toby driving fire apparatus' around New England this summer and received financial compensation.

Gary Ouellette, EMFD VP, gave a detailed Replacement Proposal for Engine 4 and Rescue 2 this evening. Engine 4, a 1994 International commercial chassis, is used for primary fire suppression and water supply unit. It is housed at Station 1 on Templeton Road. Rescue 2, a 1993 Freightliner chassis bought used from Essex Junction in 2008, provides the heavy rescue function for vehicle accidents, rescues and special support. Gary explained the goal is to replace Engine 4 with a new engine and replace Rescue 2 with a 10-year old used rescue vehicle. This will enable EMFD to re-establish a 10-year replacement cycle, utilize 10-year financing for vehicle purchases and use ambulance revenue to address EMT staffing sustainability issues. Why replace these vehicles? NFPA (National Fire Protection Association) Standards are the guiding principals for fire and emergency vehicles and when to retire them. Both vehicles are approaching their end of life dates. Engine 4 just had broken mounts found during routine inspection; it is a heavy truck, loaded with water and sitting a lot of the time. Firefighter safety standards have also evolved over the years. The EMFD Capital Plan (FY 2014-2025) was reviewed followed by the new Capital Plan (FY 2017-2027). Engine 4 and Rescue 2 are planned to be replaced in FY 2018. The new plan showed both initial and annual contributions from the towns and EMFD Capital Reserve Fund. Gary Ouellette went on to explain by spreading the cost over ten years, this will provide stability and enable the department to put more ambulance revenue into payroll for staffing. Discussion ensued. Seth Gardner proposed EMFD buy the necessary apparatus using the EMFD Capital Reserve Fund revenues and draft a budget with increased payroll costs that the Selectboards can review. This Seth stated is a “cleaner way to show the needs of the department”. Toby Talbot will assist Megan Cannella, Treasurer, to reformulate a budget that shows increased payroll, associated expenses and what a staffing package would look like. Seth suggested

spreading out the new FTE over two years to mitigate the budget increase. Toby noted the department already has the model there without the benefits.

Scott Bassage made a motion to adjourn at 9:25 pm. The motion was seconded, voted on and carried 4-0.

Respectfully Submitted,

Rose Pelchuck  
Calais Selectboard Member