

SELECTBOARD MEETING  
*Approved Minutes*

April 14, 2016

7:00pm EMFD Station 2

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

**FY 2015 Financial Review and General Update**

**Attending:** Calais Selectboard Members: Denise Wheeler, Scott Bassage, and Rose Pelchuck; East Montpelier Selectboard Members: Carl Etnier and Seth Gardner; EMFD Board Members: Ty Rolland, Chief, Gary Ouellette, President, Albert Petrella, Kim Ingraham, Treasurer; Bruce Johnson, East Montpelier Town Administrator and Don Welch, East Montpelier Treasurer and Larry Brown, EMFD Deputy Chief.

Denise Wheeler called the Calais Selectboard meeting to order at 7:10 pm. This meeting was continued from the April 11, 2016 meeting. Ty Rolland welcomed everyone and began the meeting.

**Financial Review** – The financial summary for the third quarter of FY 2016 was provided by EMFD Treasurer, Kim Ingraham for both the fire and ambulance budgets. Net ambulance revenue continues to be allocated with 25% to the Contingency Fund and 75% to the Capital Reserve Fund. Gary Ouellette noted a new line item in the budget under Checking/Savings Accounts. This reflects that the EMFD Auxiliary funds (\$3,270.76) are now under the auspices of the department as a way to maintain record keeping. These funds will not be expended without authorization from the Auxiliary.

Kim Ingraham reported ambulance revenue for the fiscal year so far is about 69%. Scott Bassage inquired about getting revenue collection to 80-90%. Ty Rolland reported after the usual efforts are used to obtain ambulance revenue due, he has made phone calls to insurance companies to get payments. The Ambulance Budget through March 31<sup>st</sup> was reviewed. Based on projected expenses, EMFD anticipates it will be over budget by 2%. Medical supplies line item is up significantly due to call volume. Don Welch asked why the numbers don't match up on the different papers reviewed. Kim explained some expenses were miscategorized and need to be corrected. Also, the accountant looks at end-of-the-month bank statement balances and Kim Ingraham can use actual figures from deposits collected to date.

The Fire Budget indicated overages in legal fees and radio replacement to name a few. Ty Rolland explained the Employee Handbook, which hadn't been revised in five or six years, was revised and needed to be reviewed by an attorney. Ty reported an overall expected overage of the fire budget of 2.5%. Over the next three months, the department will prioritize expenses to try to come in as close to the current budget projection.

**Ambulance Update** – Ty Rolland reported EMFD has applied for a paramedic license and is awaiting for EMS District 6 approval. Dr. Blum is the new medical adviser for the district. EMFD is hosting an Emergency Medical Responder class beginning in May. Eighteen people have already signed up to attend. Ty Rolland advised those present that ambulance rates paid by Medicare and Medicaid (CMS) will be going down unless Congress chooses to extend “ambulance bonus payments” past December 31, 2017. Vermont Medicaid pays about 35% of the Medicare reimbursement rate. With the increased number of people on Medicaid, there has been legislative efforts to increase the reimbursement rate to 75% of the Medicare rate. Ty urged the Selectboards to let the state representatives know how important this issue is otherwise municipalities will have to make up the difference.

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

- ⑩ Updated State Protocols & Increased Scope of Practice – now able to do online training
- ⑩ Exterior Building Painting – the metal drip edge of the building is in need of repair; the cost can be covered by the remaining funds in the bond money per Bruce Johnson and Toby Talbot. Burrell Roofing is repairing this.
- ⑩ Undermined Generator Pad – the concrete pad needs work due to high water in that area of the yard. Ty reported this remains on the to-do list for the spring.

- ⑩ Station 1 Winter Storage Use for the East Montpelier Highway Department – Some renovations have been done; the project is in limbo per Seth Gardner report.
- ⑩ SCBA Training for internal drills (no live fire) will take place at the old house across Route 2 from Village Acres. The building is owned by the Town of East Montpelier.
- ⑩ New Jaw-of-Life Cutter Tool with pressure safety couplers has been purchased as part of the Capital Plan. This increases the pressure of the tool by over 40% and firefighter's safety is improved with the safety couplers as Ty Rolland explained.
- ⑩ New Accountability Boards – Larry Brown and Ty Rolland explained what an accountability board is and how it is used during an incident. Each department's Accountability Officer oversees the board on scene. This newly designed board is made locally and all departments in the District 6 are encouraged to purchase the same board for standardization across our area.
- ⑩ Capital Fire Mutual Aid System Run Card has been updated to improve efficiency and again provide for procedural and language standardization across our area.
- ⑩ Hazardous materials going through town – Ty Rolland spoke about compressed gas, going through East Montpelier and the need for first responders to be prepared to deal with hazardous and dangerous situations. Denise Wheeler inquired if there is any way to obtain data on what types of hazardous materials traverse our towns in order to be prepared in the event of a disaster. Ty Rolland said common carrier trucks can pose a greater threat because one cannot see what is being transported, although placards are displayed.

**Call Log / Run Data** was reviewed for fire and ambulance calls for the calendar year 2016 through March 31<sup>st</sup>. Ty Rolland noted the numbers are comparable to last year's numbers.

**Dry Hydrant** - A new dry hydrant location was identified on Longmeadow Hill Road in Calais after responding to a house fire on the Levin property, which was unoccupied and burned to the ground recently. EMFD is still working on getting a dry hydrant installed as part of the Route 14 bridge project.

**Volunteer Sustainability Planning** – Ty Rolland reported EMFD has four Junior Firefighters. They are less than 18 years of age and have restricted tasks and constant supervision. Two new EMT's joined the ranks, one from Montpelier and the other from Marshfield.

**Live Burn Training Opportunity in Adamant** – EMFD has been invited to burn down the old mill building on Adamant Road. The department is waiting for the ANR permit.

**V-Tel Statewide Alerting System** – Ty Rolland gave an overview about this complex system that involves many details yet to be worked out.

**Other** - Ty Rolland spoke about the process for obtaining burn permits in Calais versus the way burn permits are issued in East Montpelier. In East Montpelier, each potential site is visited prior to issuing a burn permit. Ty Rolland is concerned about fire safety and reducing risk on the other side. Rose Pelchuck spoke on behalf of Greg Pelchuck, Calais' Forest Fire Warden. In Calais, burn permits are issued after careful review and discussion with the landowner and without inspection. Rose noted inspections in East Montpelier are done by paid staff in EMFD vehicles. Greg has been the Forest Fire Warden for nearly ten years without a single forest fire from a permitted open burn. Greg and Assistant Forest Fire Warden, Chris Tuller, attend the annual training's offered by the Department of Forests, Parks and Recreation to keep up with the latest regulations. East Montpelier has not attended these annual training's in years. Denise Wheeler wanted to confirm that issuance of burn permits in East Montpelier is coming out of the current budget. Ty Rolland said he could come up with a line item for issuing burn permits and said sometime in the future, one may have to buy a burn permit.

Scott Bassage made a motion to adjourn at 8:55 pm. The motion was seconded, voted on and carried 3-0.

Respectfully Submitted,  
Rose Pelchuck, Calais Selectboard Member