

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

*Approved Minutes*

July 21, 2011

7:00pm EMFD Emergency Services Facility

**Attending:** Denise Wheeler, Calais Selectboard Chair, Mike Garand, Toby Talbot, Bruce Johnson, East Montpelier Selectboard Chair, John Audy, Fire Chief, Ty Rolland, Greg Pelchuck, Sandy Conti, Jim Carrien, Larry Brown and Rose Pelchuck.

**Actions:**

The meeting was called to order and all were welcomed to the 2010-2011 4<sup>th</sup> Quarter review.

EMFD Chief, John Audy, presented the Operational part of the presentation.

The flooding that occurred in central Vermont at the end of May proved to be some of the most severe weather in recent memory. John Audy reported there were no major injuries in the EMFD service area and the new facility was used as an emergency operation center. John expressed praise to the town road crews and Selectboards for their response and assistance during and after the storm.

With the end of the 4<sup>th</sup> quarter and FY 2011, John Audy reported EMFD exceeded projected call volume estimates. Major expenditure overages were realized with heat/wood pellets, propane and electricity in which case the budget projections used were very low. The trend is leveling off and EMFD learned a lot about this building but are still not 100% on top of the numbers. EMFD also had a huge overage in truck maintenance since we maintain and run a used fleet.

The ambulances repair bills were as follows: \$17,000.00 for Rescue 4 and \$7,000.00 for Rescue 3.

The EMFD Board has begun to pursue a different used vehicle to replace Rescue 4 and plan to stay within our means. EMFD has put a refundable deposit on a used ambulance in NY that we have not looked at yet in person. In August, some EMFD officers will travel to Long Island to look at it and meet with the mechanic that serviced it. The ambulance is not available until October has only 24,000 miles and the asking price is \$24,000.00. Larry Brown reviewed costs of various new and used ambulances.

EMFD will be buying an EMS online software system for scheduling and communicating within the department. This will allow members to go online to post messages, announcements and to view available work schedules and to receive notifications instantly on their cell phones, too. John Audy believes this will be a tremendous management tool, training schedules, messages, and online discussion will be improved. John expects it will be coming online in 1-2 weeks.

Community Connections – 18 students participated for six weeks of fun and learning at EMFD. The Boy Scouts were here teaching flag etiquette and came back to use the Jaws of Life. Twenty-boy Boy Scouts participated with EMFD members. Vermont Emergency Management will be here tomorrow 8am-2pm critiquing the flooding in May. Zach Vincent, our VTC Fire Science Intern who was critically injured last winter, continues to improve and we hope that Zach will be back at VTC this fall to continue his studies.

Strategic Plan – the department has begun work on a strategic plan; the outline was briefly presented. John Audy expressed sincere thanks to the dedicated men and women who serve with him at EMFD. For the year, EMFD members attended 707 hours of training (excluding outside classes) and performed 292 hours at work nights. Other data totals for the 4<sup>th</sup> quarter and FY 2010-2011 were reviewed.

EMFD Treasurer, Jim Carrien presented the 4<sup>th</sup> Quarter Financial Report.

Jim Carrien noted the large overages in electricity use and propane consumption. The ambulance budget was reviewed and overages in different line items were highlighted. Between both the fire budget and ambulance budget, \$13,346.00 was over spent in both budgets.

Year end summary – to balance the EMFD checking accounts to zero, the EMFD Board asked for both Selectboards approval to transfer \$10,309.48 from the savings contingency account (the contingency account is

made from 25% of the ambulance revenue) to reimburse the checkbook. Several questions about the EMFD Capital Reserve Fund, contingency funds and trying to better understand the figures presented were asked and answered. Jim Carrien explained that each month the ambulance revenue is approved and appropriated to the contingency fund and capital reserve funds by the EMFD Board of Directors (refer to handout provided).

Collection rates for ambulance revenue for the year was presented and reviewed. The collection rate was 70.81%, which exceeded our expectation for the year. EMFD now has collection letters asking outstanding bills to be paid after six months; two differently formatted letters - one for taxpayers and a stronger one for non-taxpayers. EMFD attorney, Paul Giuliani, is reviewing the letters at present. The Selectboards want to review the draft letters prior to being sent out. Bruce Johnson wants to see the policy about non-transports.

Since a quorum of the Calais Selectboard was present and Bruce Johnson was the only member of the East Montpelier Selectboard present, the purpose of the meeting was reviewed and process for posting the warned meetings. EMFD Board Member, Larry Brown, asked that future meetings be duly warned and clearly understood that the meetings will be to conduct business as usual.

Mike Garand made a motion to authorize the transfer of \$10,309.48 out of the EMFD Contingency Fund to the EMFD fire checking account. The motion was seconded, voted on and carried by Mike Garand, Denise Wheeler, and Toby Talbot from the Calais Selectboard.

The East Montpelier Selectboard will meet August 1, 2011 to take action on the request to transfer funds. The EMFD Board will wait until after the August 1<sup>st</sup> East Montpelier Selectboard meeting before it moves funds from the contingency fund to the fire checking account.

Discussion ensued about Rescue 4 repairs and replacement options.

Building Issues: A bill from RB Technologies will be paid out of the next warrant; Lamberton Electric was paid by general funds and not to treat it as a bond expenditure Bruce Johnson reported. Bruce Johnson said there really are not any updates to report. The state will maintain the ditch and replace the culvert along Route 2. Mike Garand is meeting with Central Vermont Construction to obtain a quote to have the pavement sealed and likely will have to repaint parking lines. Sealing between pavement and concrete joint is part of the job.

Floor paint – no great solution that is going to make anybody happy Bruce Johnson reported. Different tests that can be performed to verify were reported by Ty Rolland. John Audy said, “Let's get the paint off the floor, I don't think we'll be behind the eight ball if we take it off – that's what is prudent”. It was suggested that you should test the floor before putting anything else down. Mike Garand asked that EMFD get together and decide what you would like the floor to look like for the next year; and would like to move forward and put this floor issue to rest.

Mike Garand made a motion to have the Calais Selectboard adjourn at 8:47pm. The motion was seconded, voted on and carried 3-0.

Respectfully submitted,

Rose Pelchuck  
Calais Selectboard Administrative Assistant  
EMFD Administrative Assistant