

GREENFIELD, LYNDEBOROUGH, TEMPLE & WILTON
AMBULANCE ADVISORY COMMITTEE
WILTON AMBULANCE AND EMS SERVICES BUILDING
JULY 31, 2019

ATTENDEES: Lyndeborough Town Administrator Russ Boland, Greenfield Town Administrator Aaron Patt, Wilton Town Administrator Paul Branscombe, Ambulance Captain Rob Cole, Ambulance Deputy Chief Karen Artemik, Finance Officer Deb Harling, and Administrative Assistant Janice Pack

Chairman Boland called the meeting to order at 9:00 AM

NEW BUSINESS:

Physical Plant Analysis –Chairman Boland opened a discussion about the ownership of the building by stating that he understood that the Ambulance Association, a 501 (C) (3) organization is the owner of the ambulance building. Wilton Town Administrator Branscombe expressed some concerns about comments at a Select Board meeting as to whether the Ambulance Association should disband. He stated that he advised the Selectboard's meeting attendees that the Town of Wilton has no authority to disband the Ambulance Association, and he feels under the terms of the lease agreement currently in effect, the town is in violation of the agreement due to nonpayment of "rent". The Ambulance Association could act on the violation, although the likelihood is low. He stated that at the time of the original agreement apparently Town Counsel did not think ahead as to what would happen when the mortgage was paid. He concluded that the Ambulance Association should've been paying the mortgage to the bank; instead, the Town of Wilton had been sending the mortgage payment to the bank. This has resulted in understandable confusion in the community with the result that when the mortgage was paid, the Town of Wilton stopped making payments.

Finance Director Harling contacted Primex regarding the building. The building is on the town of Wilton's schedule of exposures. Primex has been asked to confirm, as the Town is leasing the building, that Primex is able to provide insurance for the building (even though it has private ownership). She is waiting for an answer.

Town Administrator Branscombe noted that the only signed lease agreement on file is from 2006; Finance Director Harling is pretty sure there is a later signed agreement (2016) on file in Wilton. Mr. Branscombe stated that the Ambulance Association is trying to work with the town. Town Administrator Patt asked if the Town of Wilton is working on a new agreement or if the 2016 document continues to evergreen. The Town of Wilton is waiting to hear when the next Ambulance Association meeting will be held.

Chairman Boland asked who the Vice Chair of the Ambulance Association is; Captain Cole said he will follow up with Mr. Caisse.

Town Administrator Patt highlighted the rental issue. Wilton did not budget rent for the rest of 2019 as they didn't feel it was owed after the mortgage was paid off in May. Town Administrator Branscombe

outlined the last discussion held with the Ambulance Association and the Select Board meeting where the terms and language of the lease were discussed, and the Association volunteered to take 2019 payments in 2020. Town Administrator Patt feels that the rent should be paid in the year it is due.

Deputy Chief Artemik stated that the call volume was higher than anticipated, so the revenues should be higher, too. Chairman Boland asked if the numbers for Ambulance billings were collectables or collected. Finance Director Harling said those were the amounts BILLED. This year \$252,080 has been billed, which is net of the contractual allowances. Chairman Boland asked how much of that has been collected.

"Current year paid to date revenues" is a line item on the report that is not populated. Town Administrator Patt asked if Wilton could use that line to show actual revenue that has been collected. Finance Director Harling will check with BMSI. She said she will print a Trial Balance.

Deputy Chief Artemik ran a report of what the actual income is and said that \$147,000 has been collected so far this year. She noted we still have outstanding billings from 2018.

Town Administrator Patt would like to know where we're actually at; depending on the revenue report, when it's finalized, either Town Administrator Branscombe has a lot more work to do or things are okay in the near term. Looking at the numbers, showing for current year revenues billed, if that was cash in the bank we'd be okay. But we don't have a clear report on the percent of billings collected month to month, or annually to date. The question was asked if there is a report for monthly cash in the bank. Ms. Harling can send that AR report monthly. Chairman Boland noted that the labor line will go over by more than 20%. Chairman Boland said that the expenses indicate we'll be about 30% over budget. We are 70% spent at 50% of the year. He asked what is being done to address that without jeopardizing the mission. Town Administrator Branscombe said that Deputy Chief Artemik and Captain Cole are trying to adjust the payroll.

Town Administrator Branscombe said the Chief's salary figure is reduced while he is on leave. Deputy Chief Artemik has also been trying her best to reduce the payroll line. She stated that there are only 2 people on during the day now. Captain Cole said it was budgeted for 2 EMTs and a medic during the day. Chairman Boland noted that Addendum C says when A1 goes out they immediately tone to staff the second ambulance. Deputy Chief Artemik said it is immediately toned. No one has recollection of anyone saying STAFF the second ambulance, although apparently there was a trial period from January through March where that happened, which was the cause of the labor line overrun.

OLD BUSINESS:

Finance Director Harling said one thing that is being done is that the IT person is looking at the phone lines as we currently get bills from multiple different providers.

Town Administrator Patt asked Deputy Chief Artemik what they've been experiencing with reducing the labor costs. She said in June they'd done very well; she didn't think they'd missed a call. However, in July they had 3 mutual aids from Milford when calls came in and A2 wasn't staffed. There was one request for paramedic intercept.

Chairman Boland asked for clarification on staffing. Deputy Chief Artemik said the goal is to staff a paramedic 24/7 and to have a per diem physically here during the day. Town Administrator Patt said June was an average month with 56 calls. Chairman Boland asked if the paramedic took the fly car home; Deputy Chief Artemik said not always. Deputy Chief Artemik said that they have 2 EMTs who live in Milford and sometimes they take the fly car home.

Response times were discussed. Chairman Boland asked what are the expectations, and are they being met, and does it meet the budget established. When you're building a budget you have to build it to meet the expectations.

Town Administrator Patt is looking to understand whether or not the receivables are coming in. Chairman Boland is also concerned operationally. Town Administrator Patt discussed the near term question of whether Wilton may need to ask for 3rd and 4th quarter payments sooner than scheduled. There is \$182,000 left from the other towns to put in to the ambulance budget that could be required as a contingency depending on revenues. If the A/R report shows sufficient revenue than no contingency is needed. That is the likelihood but the report will provide confirmation.

Under future goals, Chairman Boland said we need to be cognizant of the potential political fall-out that is going to occur during budget season due to the labor budget being overspent.

Town Administrator Branscombe noted that the Wilton Select Board is reviewing the Ambulance budget at every meeting.

Town Administrator Branscombe noted that in the 3rd quarter we were going to look at budgeting by call volume rather than population. Chairman Boland said we will visit this then. Town Administrator Patt's concern is that he doesn't know how we can go into the budget season without having better reports. Deputy Chief Artemik said collections have always been hard to predict. Town Administrator Patt would like to see reports that contain the information needed to build effective projections for budget season.

Town Administrator Branscombe noted that the Budget Committee has been talking about Fire and EMS integration. He said that would be a discussion for next year. He just wanted to mention it so there would be no surprises. Town Administrator Patt, Captain Cole and Deputy Chief Artemik did not feel that would be a good idea.

A motion to adjourn was made by Chairman Boland, and seconded by Town Administrator Branscombe. The meeting adjourned at 10:12 AM.