

GREENFIELD, LYNDEBOROUGH, TEMPLE & WILTON
AMBULANCE ADVISORY COMMITTEE
WILTON AMBULANCE AND EMS SERVICES BUILDING
OCTOBER 28, 2019

CALL TO ORDER - Chairman Boland called the meeting to order at 4:57 PM.

Chairman Boland asked all to review the minutes of July 3, 2019. Administrator Branscombe moved to approve the minutes as written, and Selectman Caisse seconded. All were in favor; motion passed.

MEMBERS PRESENT: Lyndeborough Town Administrator Russell Boland, Greenfield Town Administrator Aaron Patt, Greenfield Select Board Chair Margaret Bliss, Temple Selectman Ken Caisse, Wilton Town Administrator Paul Branscombe, Ambulance Chief Steve Desrosiers, Ambulance Captain Rob Cole, Finance Officer Deb Harling, and Administrative Assistant Janice Pack

COMMUNITY FORUM AND PUBLIC COMMENT

Administrator Patt welcomed Chief Desrosiers back; the Chief said he's very happy to be back.

NEW BUSINESS:

Physical Plant Update – Administrator Branscombe said he'd been told not to distribute the notes from Town Counsel regarding the Ambulance Association (AA) building until the Ambulance Advisory Committee (AAC) met. Conversations with Legal indicated that we might not know for a year who actually owns this building now. Administrator Patt asked what the Wilton Select Board intends to do; Administrator Branscombe said he believes they will go with the Town Counsel's recommendation. He stressed that this is a partnership, and all must have a voice.

Administrator Patt asked Selectman Caisse if the AA has made any plans to go to court for a quiet title. Selectman Caisse said the Association's next meeting is November 5th and they will discuss it then. Chairman Boland said if this was to be the action taken, why it wasn't taken when filing lapsed and the State dissolved the previous entity. Administrator Patt said this isn't messy in just one area; the administrative affairs have been neglected for some period of time by all parties. There is no lease on file from previous years, and Wilton has not signed a lease in the interim period. This has caused the insurance to lapse with Primex. As a result the AA has purchased insurance for the building. Administrator Patt stated that he is encouraged that the Town of Wilton got advice from Town Counsel. At least now the Wilton Select Board has a legal opinion on how to move forward, however the Association could choose to advance their own petition for quiet title.

Administrator Branscombe said he thinks that Wilton should be paying rent, even though the Budget Committee doesn't agree. Administrator Patt maintains that the rent all along should've been enough to cover the insurance. Chairman Boland stated that he has not spoken to the Lyndeborough Selectmen, and any decisions would come from them, however, he felt that it gives the impression that Wilton is trying to obtain the building at no cost. Chairman Boland asked that Administrator Branscombe comment on this perception. Administrator Branscombe said he hopes that's not what the Wilton Select Board is trying to do. He further stated that the Select Board in Wilton don't want to sign a lease with an Association that they feel does not own the building. Chairman Boland stated he would really like this resolved so we can focus on the mission. Chief Desrosiers wants to know how he's supposed to formulate the budget not knowing whether or not to include the rent. Should he carry double the usual amount so as to cover for what wasn't paid in 2019?

2019 Budget Expenses/Revenue to Date – Wilton Finance Officer Harling distributed a sheet showing the cash balance, the cash receipts collected, appropriations received from the Towns, and another which showed the total amount billed. She noted that Medicare and Medicaid are very slow payers. Chief Desrosiers said that the Government shutdown contributed to that, too. Administrator Patt asked Finance Officer Harling if she was comfortable with the amount in the account. Finance Officer Harling said if the cash runs out, Wilton covers it, and the payroll is the largest draw on that

account. Administrator Patt wanted to get a sense of the revenues and how they were going to carry the revolving fund. The first payroll of November will exhaust the money left in the budget. Chairman Boland noted that the budget will be significantly over by the end of the year. Administrator Patt said there are a number of line items that are over as well, not just payroll; Vehicle Maintenance and Repairs is one, Telephone is another. A number of operational costs are also over, and those numbers should've come from the Town of Wilton and would not have been the Chief's fault. Administrator Patt noted that the 4th quarter billing to the towns was still outstanding; this will help cover the gap. Budgeting was discussed further.

2020 Proposed Budget – On January 16th the towns will be meeting with the Budget Committee to go over the budget.

OLD/TABLED BUSINESS:

Expectations of the Communities Served - Chief Desrosiers said that to meet the expectation model there needs to be four people on during the day. Staffing at this level earlier in the year proved the concept; "we weren't missing anything with this model", he said. Administrator Patt said that is a significant departure from the agreement that was signed at the beginning of the year, which required tone backs. Chief Desrosiers stated that this is true; the tone backs are not working during daytime hours. Administrator Patt suggested that there will be a significant increase in the budget overall for this model.

Administrator Patt said when Chief Desrosiers was out and we spoke about the shortfall, it was mentioned there was an "experiment" earlier in the year. When the labor line reflected an unsustainable burn rate, it was scaled back. Chief Desrosiers said when we first picked up Greenfield it was the busiest month on record, with 67 calls. He was concerned about the potential to get the second ambulance out so he spoke to Administrator Branscombe and they initiated a trial period with increased staffing to sustain A1 and A2 during the day. Administrator Patt asked if the numbers were consistent with Chief Desrosiers's original projection, and he said "Yes". Administrator Patt asked what was different and Chief Desrosiers said it was the time of the calls. The Ambulance program had a massive increase between 6 AM and 6 PM, especially on Thursdays. Chairman Boland encouraged Chief Desrosiers to build the 2020 budget accordingly.

There was discussion on the type of calls – where there was transport, mutual aid or if a call was cancelled. Chief Desrosiers said he could not document whether or not the call was cancelled. These are not represented in the data presented. Chief Desrosiers said the moment he sends A1 out now, it's a roll of the dice as A2 is not covered.

Administrator Patt asked what the chance was that the Budget Committee would let the Revolving Fund dissolve. Finance Officer Harling noted that Dawn Tuomala was really not in favor of it, and she felt they'd give it at least another year. She said there were years previously where the Ambulance Fund was significantly over budget.

Capital Equipment Replacement – Chairman Boland noted that capital costs need to be incorporated into the budget. Chief Desrosiers said the fly truck was scheduled to be replaced in 2020; it is currently at the shop where it has failed inspection. However, the Select Board told him to put off the fly truck to 2021. It needs air conditioning and transmission work at a minimum. The driver's side flooring is rotted and needs to be replaced. The work promises to be very expensive. He has researched the lease of a replacement vehicle.

Communication between Departments and SOGs – Chief Desrosiers hasn't had any problems to report. He did say that he had heard from Rick McQuade that we missed an A2 call a few weeks ago in Greenfield.

WILTON AMBULANCE CHIEF REPORT – Chief Desrosiers said upon his return he went over a number of issues at the Select Board meeting. Now it's full speed ahead. He's working on getting vehicles repaired and getting back on track. He hopes to have one of his employees, Ed Burke, take over routine vehicle maintenance at a significant savings. He gave examples of the types of preventative maintenance that could be done in-house; oil changes, wipers, fluids, brakes, etc. Selectman Caisse said that he has had issues with similar programs in the past. He stated that Chief Desrosiers shouldn't have brake work done as there could be liability for any problems. Perhaps he could do oil changes, wipers, and lights, but the brakes

0 and other safety items would be a liability to have an employee maintain. Selectman Caisse suggested that the Chief
1 check with the insurance company. He offered to set up a safety checklist on all of the vehicles.
2

3 MEMBER REPORTS – Chairman Boland said the situation with the second ambulance needs to be resolved. It's
4 unacceptable not to be able to get this out.
5

6 Administrator Patt wants to find out the result of the AA meeting in November, and to know where the Wilton Select
7 Board stands regarding Wilton-Temple-Lyndeborough ownership of this building. Is it a 3-party ownership where
8 everyone has a share and a vote? Administrator Branscombe can't speak for the Wilton Select Board. Selectman Caisse
9 said if the building is turned over to Wilton then the other towns should get a market rate return on their investment.
0

1 ADJOURNMENT – Administrator Patt moved to adjourn at 6:05 PM and Selectman Caisse seconded. All were in favor;
2 motion passed. The next meeting was scheduled for Friday, November 22nd at 10:00 AM at the Ambulance Bay.