

1 **GREENFIELD, LYNDEBOROUGH, TEMPLE & WILTON**
2 **AMBULANCE ADVISORY COMMITTEE**

3 CITIZENS HALL, LYNDEBOROUGH

4 DECEMBER 20, 2019
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6 CALL TO ORDER – Chairman Boland called the meeting to order at 5:58 PM.
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8 INTRODUCTION OF MEMBERS PRESENT: Lyndeborough Town Administrator and Ambulance Advisory Committee
9 Chairman Russ Boland, Lyndeborough Select Board Chair Mark Chamberlain, Lyndeborough Select Board Member Fred
10 Douglas, Lyndeborough Select Board Member and Greenfield Fire Chief Rick McQuade, Greenfield Town Administrator
11 Aaron Patt, Greenfield Select Board Chair Margaret Bliss, Greenfield Selectwoman Karen Day, Temple Selectman and
12 Ambulance Association President Ken Caisse, Wilton Town Administrator Paul Branscombe, Wilton Selectwoman Kellie-
13 Sue Boissonnault, Ambulance Chief Steve Desrosiers, Wilton Finance Officer Deb Harling, and Wilton Town
14 Administrator Assistant Janice Pack
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16 APPROVAL OF MINUTES - In review of the minutes from the meeting held on December 6, 2019 Chairman Boland noted
17 that the location was incorrect; the last meeting was held here at Citizens Hall. Chief Desrosiers noted on page 2,
18 second paragraph, where it says the tone backs are not happening – the tone backs **are** happening but we are not
19 always getting staff to respond. **Administrator Branscombe Moved to approve the minutes as amended, Selectwoman**
20 **Boissonnault seconded. All were in favor; motion passed.**
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22 2020 PROPOSED BUDGET DISCUSSION – Chairman Boland recapped the previous budget discussions.
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24 Administrator Patt shared a draft copy of a letter from the AAC to the Wilton Select Board for consideration. He feels a
25 letter should go to the Wilton Select Board defining issues that the AAC has found in the 2019 budget. Fix costs such as
26 Liability Insurance, Health Insurance, and Worker's Comp., – these are all fixed expenses that you don't normally see
27 overspent. The AAC needs to communicate that the 2019 budget was too low in order to ensure that the 2019 budget is
28 not used as a starting point by the Wilton Select Board and Budget Committee. The end result was that we all had the
29 opportunity to underpay for service this year. If the fixed costs had been correctly allocated, there would've been a
30 slightly larger contribution from the towns. The 2019 budget would have been in better shape, even with overages in
31 labor and vehicle repairs and maintenance, if the fixed costs were included properly.
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33 The other important thing for the AAC to acknowledge and address is the issue about the building lease. The Wilton
34 Select Board has a belief regarding ownership of the building, which the Ambulance Association does not share.
35 Resolution will likely come from the court. In the meantime, the budget has to be built so that if the resolution goes
36 against Wilton's Select Board, the rent can get paid without competing against other line items, similar to what
37 happened this year.
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39 Administrator Branscombe said, speaking for the Wilton Select Board, this is a bone of contention. Legal Counsel said
40 that without ownership of the building, we cannot move forward with a lease. Charitable Trust will determine who owns
41 the building. Selectman Caisse said there has been no change; the Ambulance Association is in the process of getting
42 numbers for quiet title and that will be pushed forward. Ms. Harling said the budget in front of them does have money
43 in it for the lease. Selectman Caisse asked if it took into consideration the 6 months of this year that the building was
44 not paid for; Ms. Harling said it did not. Administrator Patt said even if Wilton elects not to pay the rent, the amount
45 should be in the budget in case the court decides in the Association's favor. Administrator Branscombe agreed as
46 ownership will probably not be clear by Town Meeting, we should keep the money in there for it.
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48 Chairman Boland said Lyndeborough does not agree with the Wilton standpoint on the \$1 ownership. Selectman
49 Douglas asked if anyone had contacted DRA to ask this question. Should we be paying for a building that we don't have

50 a clear owner for? Administrator Patt said that the ambulance program serves four towns and has a budget. Ownership
51 will be settled at some point, and until the dispute between the AA and the Town of Wilton is settled, an amount for
52 rent should be carried in the budget. In 2019 a complicating factor in the budget is that rent was not carried for the last
53 6 months of the year without having that agreement in place with the landlord of the building. Selectwoman
54 Boissonnault said the discussion that the Board had was that one member felt we should not have to pay anything
55 further and Wilton should own the building. However, she disagrees and does feel that the money for rent should be
56 budgeted for. Administrator Branscombe noted that he doesn't think DRA would answer this question; they would refer
57 the towns to Legal.

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59 Administrator Patt said the letter drafted was a vehicle for the AAC to communicate that they feel that the 2019 budget
60 was too low. The budget shouldn't have been \$625,000 in 2019; it should've been closer to \$643,000. The corrected
61 numbers represent significant differences over the \$625,000, and Wilton needs to understand that going forward the
62 2019 budget is not an acceptable baseline for 2020. Chairman Boland asked if anyone thought there should be any
63 changes to the letter. Select Board Chair Chamberlain gave some minor text considerations, which Administrator Patt
64 will incorporate. Chairman Boland asked for a motion to accept the document and forward to the Wilton Budget
65 Committee. Discussion: Administrator Patt hopes to resolve the line regarding the budget. Chief Desrosiers moved to
66 table the motion until the end of the meeting.

67 68 EXPECTED PERFORMANCE LEVEL

69 Ms. Harling passed out a worksheet showing the payroll. The first 12 weeks were staffing A1 and A2; the last 14 were
70 staffing A1 and toning out for A2. She created this to show the staffing costs. Ms. Harling shared updated budgets at the
71 5% amount including the increases for each Town and the total bottom line increase. Regarding Ambulance
72 Maintenance, she reviewed that and found there was an accident involving A2 that was partially reimbursed by the
73 insurance company in the amount of \$2,445 which is not reflected here. Of the remainder, the fly truck was 25.41% of
74 the cost. A2 had \$6,779.19 in repairs (32.63%), A1 had \$6,628.22 (31.91%) and the balance was for miscellaneous
75 materials.

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77 Administrator Branscombe stated that we had asked Chief to do a budget on the 5% increase. Chief Desrosiers said the
78 model would be staffing A1 with a 3rd person Monday through Friday from 6 am to 6 pm. He has a high success rate
79 getting A2 out the door 87% of the time. When he has to ask for 2 people, the percentage drops to 32%. Right now we
80 have one paramedic and one other person on staff. If he has one other person already staffed, he should be able to get
81 a 4th person with a tone, if A2 needs to go out. This model relies heavily on use of the fly truck. Administrator Patt said
82 Ms. Harling's worksheet showed \$377,000 in wages for just the staff; this budget has \$332,000 in wages. Ms. Harling
83 said the amount for the first 12 weeks of 2019 was for full staffing. This was discussed further.

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85 Administrator Patt said Chief Desrosiers has spent \$377,000 in staffing so far this year; \$45,000 more than he is asking
86 for in this budget model. Chief Desrosiers said last year's budget was proposed for 3 people. They experimented with
87 staffing A2 all the time; that is not proposed in this budget. Chairman Boland said the green part of Ms. Harling's
88 worksheet would annualize at \$310,921. Can we add another person for just \$21,000? Chief Desrosiers said that
89 number is correct. The committee continued to debate the labor line amount and thought it should be about \$65,000
90 higher. Administrator Patt asked if that staffing model was one full time (Chief Desrosiers) and included a rotating block
91 of EMTs; Chief Desrosiers said the staffing model was one paramedic, one EMT and one A-EMT. Selectwoman
92 Boissonnault said she got \$62,400 for adding a 3rd person; Chief Desrosiers said he comes out with \$340,320 after
93 revising his numbers. The revised figure according to Ms. Harling is \$665,334; this would be approximately a 6.4%
94 increase in the budget.

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96 Chairman Boland asked if everyone felt comfortable with this staffing model, which would hopefully reduce the need for
97 mutual aid down to 12%. Select Board Chair Chamberlain asked about the model for nights and weekends. Chief
98 Desrosiers said they staff with one EMT and one AEMT or Paramedic. Chairman Boland asked how this model compares
99 with previous years. Chief Desrosiers said this was the proposed model when we brought Greenfield on. In the first
100 month they were shocked at the increased call volume during the day. He feels this model is the best one.

Selectwoman Boissonnault said this percentage based split is not going to fly with Wilton's Board. They are leaning toward population or call volume. Administrator Branscombe said the Board feels they don't have enough data to do call volume at this point. The population percentages would be Wilton 43%, Greenfield 21%, Lyndeborough 20%, and Temple 16%. Call volume percentages would be Wilton 48%, Greenfield 21%, Lyndeborough 14%, and Temple 11% with the additional 6% being mutual aid. Selectman Douglas suggested someone call MACC Base and get the data for the past 3 years. Chief Desrosiers said that when Crochet Mountain was open, their volume was much higher so that would skew the data.

Based on the Population data percentages of Wilton 43%, Greenfield 21%, Lyndeborough 20%, and Temple 16%, Ms. Harling recalculated the numbers for the Town's portions and came out with:

Wilton	\$172,144
Greenfield	\$ 84,070
Lyndeborough	\$ 80,067
Temple	\$ 64,053

Administrator Patt asked if this is Wilton's proposal and Wilton prefers population? Wilton would have a reduction and everyone else would receive an increase. Administrator Patt said that \$84,070 is a very significant jump. Chief Desrosiers will reach out to MACC Base for the past 3 years numbers so that call volume can be obtained. Whether or not the information will be accurate was disputed between Chief Desrosiers and Selectman Douglas. Administrator Patt said the current agreement is not set up for either call volume or population, so switching the model would cause the agreement to need to be resigned. Greenfield's agreement ends in a week; they are the only ones who have an end date. If Wilton changes the agreement, that is something that everyone would have to sign on to. This will need to be brought up Monday night at the Wilton Select Board meeting.

Selectman Douglas asked several questions. Regarding the Health Insurance increase; Chief Desrosiers said the budget reflects a change from a single to a two person plan. The W/C increase is because of the increase in wages. MACC Base has not charged us the \$10,000 in 2019; it is unsure if they will charge us in 2020. Regarding the Radios Repairs and Maintenance line, Selectman Douglas questioned why \$12,000 was carried last year and only \$1,000 for 2020; Chief Desrosiers said everything is up in the air with MACC Base so they held off on new radios. Regarding the Gasoline line, he asked why they were budgeting \$5,000 now and only spent \$1,000? Ms. Harling said the fuel line does not include the December charges. Selectman Douglas asked for explanations to be put in the Notes section going forward.

Selectman Douglas asked why Chief Desrosiers is carrying \$12,000 in Vehicle Maintenance for 2020. Is there any consideration from the Wilton Select Board to buying a new vehicle? Chief Desrosiers said the Wilton Select Board was not in favor of that. However, Administrator Branscombe noted that the budgets are based on having a fly truck; the staffing model depends on it. We plan to revisit this on Monday night.

There was further discussion on the fly truck and Selectman Douglas felt that having a vehicle with that many miles on it was ridiculous. The Wilton Select Board needs to be thinking about the safety of the ambulance personnel. **Select Board Chair Chamberlain moved that the Wilton Select Board strongly look at replacing that vehicle. Chairman Boland seconded it. All were in favor; motion passed.**

Administrator Patt said that it appears that the Wilton Select Board is contemplating a different path forward. The Greenfield Fire Department really enjoys working with Wilton, but what Wilton's Select Board is currently proposing is a non-starter for Greenfield's Selectboard. He asked what the next steps are. Administrator Branscombe said Monday night will be critical. He will bring it up at the Select Board meeting. This is not Wilton's Ambulance Service; we are a partnership. We can't let Greenfield vanish over some dollars. This is life safety and he will go to bat for Greenfield. Administrator Branscombe stated that the 51% is in the IMA. This is not the time to change that. Administrator Patt wonders if we'll get a budget done before the end of the year. Chairman Boland said to accomplish the desired model, this budget needs some fine tuning. Select Board Chair Chamberlain said this model has to include the fly car.

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Administrator Patt recommended that we support Chief Desrosiers' proposal for the 3 person model, staffing 6 am to 6 pm with the fly car and tone back of A2, based on his recommendation to the AAC that this will provide the service model that the other communities are expecting, and that the budget will be built around. Administrator Branscombe seconded. All in favor; motion passed. This staffing model is 1 24-hour paramedic, 1 12-hour A-EMT, and 1 12-hour EMT.

Administrator Patt asked if the letter would need to be changed since we have put forth a model. Administrator Branscombe moved to leave the letter as it was, Administrator Patt seconded. All were in favor; motion passed. Selectman Douglas thanked Administrator Patt for putting the document together.

Administrator Patt moved to adjourn at 7:54