

## **Fire District #1 Prudential Committee**

### ***Open Session June 25, 2015***

Call to order @ 6:30 pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

- Signing of the Warrants

### **Approval of minutes from previous meetings**

There was nothing to approve

### **Review and vote on the acceptance of amendments to the ATT Cell Equipment Lease on water tanks**

There were new equipment upgrades and an extension of the agreements out to 25 years. The amendments were reviewed by District Counsel

- GS- Motion to approve presented amendments
- RM-2<sup>ND</sup>
- UA

### **Ambulance Director Report and recommendation for Ambulance Receipts, including update of 2014/2015 receipts and adjustments by month**

- GS- motion to adjust the ambulance receipts ending 5/31/2015 in the amount of \$72,483.87
- RM- 2<sup>ND</sup>
- UA

We received about 77k and adjusted out 72k. Capt. Schenker felt that receipts were tracking at all-time highs. KT also noted that our expenses have gone up as well.

KT- had asked for a report on ambulance calls and transports because all calls are not transports.

Review and vote on 32B section 19 and sections 21-23 annual reporting requirements. On an annual basis the Hampshire county council of government's group insurance trusts produces a report that they have to file with the state. The trust has sent an electronic copy of the report on our behalf to the secretary of finance and administration specifically stating that our group insurance plan is equal to or better than the GIC plans. The water commissioners will need to sign as well.

### **Update on status of providing documentation to Comstar for new billing contract**

Comstar will be the new billing service for the district. Comstar had sent a validation packet that needed to be filled out before they can take over the service. KT commented that he didn't want to notify the current provider that we were terminating the service until we were sure that Comstar was ready to begin. Capt. Schenker confirmed that he had the majority of the required information for Comstar ready to go and was scheduled to connect with Jeff Tossi at Comstar on the remaining outstanding items the next day. We are looking for an August 1<sup>st</sup> start date.

### **Preparation for the special district meeting to authorize spending on prior fiscal year ambulance invoices**

**Details on unpaid invoices-** to summarize the discussion. The ambulance billing agency notified the treasurer that there were a number of outstanding bills for current and previous fiscal years totaling est. 23k. The Chief tried to explain what he had thought happened that caused the issue. It was not clear based on his explanation what exactly had happened. What was clear was that there was no clearly defined process in place for paying the Medi-Compts invoices. There was no consistency in whom or how they were paid and this ultimately led to a delinquency in payment to the provider.

Capt. Schenker said that he is taking full responsibility for the issue. He felt it was his fault and that a lack of organization and assumption most likely contributed to the error. He has since put a series of checks and balances to verify the bills are being paid in a timely manner as well as assuring that the process and duties of that billing process can be easily fulfilled should Capt. Schenker not be around or away from the station for extended periods of time, i.e. vacation etc.

Chief seemed to think it was a cross up between Monica and the Captain. GS had asked the Chief what procedures he had in place. Did he have a 2<sup>nd</sup> set of records that he was comparing to the treasurer's records to make sure that accountabilities were being met. He said he did not. GS also mentioned that he thought there were a number of parties with responsibility in this matter from Medi-Compts to Capt. Schenker to Monica and the Chief. GS referenced a conversation he had in the driveway of his residence with Capt. Schenker a few days prior to the meeting. GS asked Chief Authier if he was aware that Capt. Schenker had been to his home to speak with him. The Chief said he was not aware of this visit. GS said it was important that the Chief know that one of his staff spoke directly to a Prudential Board member without his approval. GS commented that in the past the Chief has disciplined staff for speaking directly with Prudential Board members without his approval and didn't want there to be an inconsistency with the way Chief has applied discipline for the same action in the past. GS said that he happy Capt. Schenker reached out to him in a proactive way to address the issue and offer suggestions for improving the process.

KT- went through the missed payments schedule provided by Medi-Compts. He noted that those missed in the current fiscal year did not need a special meeting but previous years did. He also noted that the district was never informed of the delinquencies until June of 2015. KT felt the issue was a communication issue between the treasurer and Capt. Schenker. KT thought the system for paying the bills was not synchronized.

There was discussion about the billing system. GS commented that we have been discussing the billing system for the last 3 years and it is no longer acceptable to say that those interacting with the software aren't properly trained.

KT suggested that all the invoices go to accounts payable and get logged in. Then if a few weeks go by and the bill hasn't been paid it can be followed up on. KT said he wanted to discuss this further when Monica gets back from vacation.

GS asked how many paramedics we currently had and how many of our calls are ALS. Capt. Schenker said about 70% were ALS. GS also asked if we had anybody in paramedic school, what's their status, when do they finish etc.

Chief said there are 4 paramedics on the call team. He said Mike O'Neill was almost finished; Josh Clegg was in now as a fulltime FF. GS asked if Mike O'Neill was the same Mike O'Neill that was a shift FF for District 2. Chief confirmed he was. GS asked why we were paying for the paramedic training of a fulltime FF from a different district. Chief said that all paramedics had a time commitment of employment to our district otherwise they would have to pay the district back for the training. Chief said FF O'Neill was a call FF for District 1 and that's why we were covering the cost. Chief said the time commitment for employment was 5 years. GS asked if that was full time employment or did being a call FF count towards that 5 year requirement. Chief responded that the time as a call FF counted toward the requirement.

**Chief's monthly update on events spending vs. plan, administrative, interactions with town departments, inspections**

See attached Chief's report as well as the inspection report

**New Business unforeseen 48hours or less before this meeting**

No new business

**Motion to adjourn**

- GS- Motion to adjourn
- RM-2<sup>ND</sup>
- UA

Meeting adjourned 7:38pm

Respectfully submitted



Greg Sheehan  
Prudential Committee, Clerk