



TRI-TOWN AMBULANCE

West Tisbury • Chilmark • Aquinnah

Chief Ben Retmier, Tri-Town Ambulance Chief
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Tri-Town Ambulance Committee December 13th, 2017 Meeting Minutes Approved by the Committee January 10, 2018

The meeting was called to order by Committee Chair Warren Doty at 12:00 p.m.

In attendance

Cynthia Mitchell, Committee Member, Warren Doty, Committee Chair, Jim Newman, Committee Member, Chief Retmier, Allison Graczykowski, Admin Assistant

- **Approval of November 29, 2017 Meeting Minutes**

Committee Member Cindy Mitchell motioned to pass the November 29th meeting minutes as written. Committee Member Jim Newman seconded the motion. The motion passed unanimously.

- **Old Business**

Warren Doty, Committee Chair advised the committee that the goal today is to review and approve the budget for FY19.

Committee Chair Warren Doty shared that he anticipates receiving feedback from the Pacheco Ross firm within the next few days.

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- **New Business**

No new business.

- **TTA Chief report**
- **Three Month Review**

Chief Retmier shared that over the last three months, September 13th – December 13, 2017, Tri-Town Ambulance had 79 incidents. At the same time last year Tri-Town Ambulance had 101 incidents.

The number of incidents year to date for 2018 is 406 as compared to last year at 392 incidents.

- **Final Fiscal Year 2019 Budget**

The major increases to the budget are health insurance with an anticipated increase of up to 15%, as well as the addition of OPEB and Retirement for Tri-Town Ambulance. Chief Retmier shared that there was an increase on line item 5872, Defib/LP 15 Maintenance. The reason for this is that when the defibrillators were acquired, it was done so via a grant. The grant covered the service contract initially, but that agreement has since expired, therefore, TTA will need to cover that cost at \$1500.00 per defibrillator.

Total salaries increased by 1.3%. Due to a decreased revenue assumption the net budget has increased by 20%. OPEB and retirement are a onetime correction.

Committee Member Cindy Mitchell motioned to pass the budget as written, Committee Member Jim Newman, seconded the motion. The motion passed unanimously.

Chief Retmier shared that the Executive Secretary Tim Carroll is still waiting to hear back from the retirement board on a break out of Tri-Town Ambulance employee's prior years retirement.

- **Administrative Assistant Grade/Step**

Chief Retmier shared with the committee that due to timing with approval of updated administrative assistant job description and regrading, that he was seeking the approval of the committee to go before the Board of Selectmen to request that the administrative assistant be paid retroactively as other full-time staff at the new grade 8 step 3. Committee Member Cindy Mitchell moved to pass the motion, Committee Member Jim Newman seconded the motion. The motion passed unanimously.

- **Building Committee Updates**

Committee Chair Warren Doty shared that he engaged Dennis Ross recently to evaluate the town owned land at Beetle Bung Corner. They agreed to this and it shouldn't be very long before the Pacheco Firm provides feedback.

- **Comstar Update**

Allison Graczykowski, Administrative Assistant shared that Comstar met with Chief Retmier and herself to review the health of the TTA Account. The feedback received from Comstar is that Tri-Town Ambulance's percentage of collections is excellent at approximately 95% while a 90% collection rate is considered excellent. Additionally, Comstar shared that under the "Other Insurance" category that typically most accounts maintain approximately a 20% collection rate while Tri-Town runs at approximately 50%.

- **Next Meeting Date**

The next meeting will be held on January 10, 2018 at 12:00 pm at the West Tisbury Fire Station on State Road, West Tisbury.

- **Adjournment**

Committee member Jim Newman motioned to adjourn the meeting at 1:00 pm and Cindy Mitchell committee member seconded the motion. The motion passed unanimously.

Prepared by: _____
Allison Graczykowski, Clerical Assistant

