



TRI-TOWN AMBULANCE

West Tisbury • Chilmark • Aquinnah

Chief Ben Retmier, Tri-Town Ambulance Chief
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Tri-Town Ambulance Committee November 29th, 2017 Meeting Minutes Approved by the Committee December 13, 2017

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 Estrella, Mrs. Estrella, Kathy Logue, West Tisbury Treasurer, Chief Retmier, Allison Graczykowski, Admin Assistant

- **Approval of October 10 and October 24, 2017 Meeting Minutes**

Committee Member Jim Newman motioned to pass the October 10th meeting minutes as written. Committee Member Cindy Mitchell seconded the motion. The motion passed unanimously.

Committee Member Jim Newman motioned to pass the October 24th meeting minutes as written. Committee Member Cindy Mitchell seconded the motion. The motion passed unanimously.

- **Old Business**

Chief Retmier shared that the expected delivery date of the new ambulance is February, 2018.

- **New Business**

No new business.

- **TTA Chief report**

- **Three Month Review**

Chief Retmier shared that over the last three months, August 15th-November 15th, Tri-Town Ambulance had 118 incidents. At the same time last year Tri-Town Ambulance had 123 incidents.

The number of incidents year to date for 2018 is 388 as compared to last year at 370 incidents.

- **Review OPEB Liability**

Kathy Logue, West Tisbury Treasurer, reviewed the OPEB Liability with the committee. Chief Retmier proposed an OPEB policy that is similar to West Tisbury's. The proposed language read: The following policy shall be used to fund the Tri-Town Ambulance Portion of Other Post-Employment Benefits (OPEB).

- 1) To fund the Normal Cost from the most recent actuarial study for FY2019
- 2) Will gradually increase the funding of this by FY2022 to include the interest portion of the ARC.
- 3) To switch to fully funding the ARC when our pension liability is fully funded. (The Dukes County Contributory Retirement System is currently scheduled to be fully funded by FY2032)

Committee Member Cindy Mitchell motioned to approve the OPEB Policy and Committee Member Jim Newman seconded the motion. The motion passed unanimously.

- **Fiscal year 2018 Budget Review**

Chief Retmier expressed that TTA is absorbing expenses from the retirement contribution as well as the raise in pay for full time staff. Chief Retmier believes the budget can absorb the retroactive pay for staff. Chief Retmier also shared that he is not confident that he can find the funds to cover fiscal year 18 retirement. Committee Chair Warren Doty explained that with

surplus budget the past practice was to return the funds to the towns, however, that is not a requirement of the Tri-Town Ambulance Agreement. This would mean that the hold over surplus could be applied to fiscal year 18 retirement. The Committee would like to revisit this item in January.

- **Fiscal year 2019 Budget**

Chief Retmier spoke to the budget and shared that Town of Chilmark had adopted the new wage scale. The overall salary increase for FY19 is 1.3%. Chief Retmier offered that he was able to keep the overall increase down due to the elimination of per diem shifts and adding a 30 hour per week paramedic.

Chief Retmier provided feedback to the audience as to why the new position would be 30 hours versus 40 hours.

The administrative assistant position is also being increased to 25 hours per week.

Under the expense side of the budget, the retirement line item is roughly \$94,000.00. Group one retirement is budgeted at roughly \$60,000.00 and an additional \$34,000.00 has been added for Group four retirement per Kelly McKracken's calculations. A placeholder of \$52,000.00 has been added for Tri-Town's OPEB Liability.

Chief Retmier asked the Committee to review and provide feedback at the next meeting, and then approve.

With the overall increase in the budget, the projected assessment to each town will increase by 14.04%.

- **Administrative Assistant Job Review**

Chief Retmier shared with the committee that the Chilmark HRB reviewed and approved the updated Administrative Assistant Job Description, pending TTA Committee approval.

Committee Member Cindy Mitchell motioned to approve the job description and 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 reviewed the collections to date with the committee. Collections continue to go well.

- **Next Meeting Date**

The next meeting will be held on December 13th, 2017 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

