



TRI-TOWN AMBULANCE

West Tisbury • Chilmark • Aquinnah

Chief Ben Retmier, Tri-Town Ambulance Chief
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Tri-Town Ambulance Committee September 13, 2017 Meeting Minutes Meeting held at Town Hall Chilmark

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

In attendance

Cynthia Mitchell, Committee Member, Jim Newman Committee Member, Warren Doty, Committee Chair, Chief Retmier, Ellen Biskis Accountant, Tim Carroll Executive Secretary, EMT Jennifer Haynes, Allison Graczykowski, Admin Assistant

- **Approval of August 9th, 2017 Meeting Minutes**

Committee Member Cynthia Mitchell motioned to approve the meeting minutes, Committee member Warren Doty seconded the motion. The motion passed unanimously.

- **Old Business**

- **New Business**

Time will be reserved for topics the chair did not reasonably anticipate.

Chief Retmier shared that he and Jason Blandini are working with Dukes County Retirement to determine the cost of the full-time paramedics moving to group IV retirement.

- **Budget Update by Ellen Biskis**

Ellen shared that she has started fiscal year 2018 with new software. Some of the data has not yet been imported. Ellen provided print outs that reflected two

different balances that are maintained within the ambulance fund. Ellen reviewed the numbers from the reserve account with the Tri-Town Ambulance Committee and audience members.

Warren Doty offered that it appears we can plan on putting aside approximately 30,000 per year to the Capital Fund.

Ellen then shared a reconciliation sheet of the operating budget account. The left-over balance in the operating account was \$58,000.00.

Dukes County Retirement – Budget

Committee Chair Warren Doty asked if the remaining balance from fiscal year 2017 budget is before taking care of the Dukes County Retirement budget line item. Ellen shared that she had already allocated \$59,961.00 to FY17 Dukes Country Retirement.

Tim Carroll, Executive Secretary offered that Dukes County Retirement will pull Tri-Town Ambulance employees out of the Town of Chilmark annual invoice. It will be some time before that occurs as they only perform a full actuarial study every three year. Additionally, he hopes that Dukes County Retirement will be able to provide figures for Tri-Town before the budget is set for fiscal year 2019.

Committee Chair Warren Doty shared that we need to think about how to fund the retirement line item for fiscal year 18. Tim Carroll shared that he advised Ellen not to return the \$58,000.00 left in the operating account until the TTA Committee had an opportunity to discuss the retirement short fall. The TTA agreement is between the towns, and Tim believes this may be an appropriate time for each committee member go to their own town accountants to hold a conversation.

Committee Chair Warren Doty shared that we seem to run a surplus each year. Warren Doty agrees that Ellen should not return the fy17 surplus until the TTA Committee has an opportunity to speak with their own towns and make a decision.

- **TTA Chief Report**

Three Month Review

Chief Retmier shared that over the last three-month period (June 13th – September 13th) Tri-Town Ambulance has had 171 incidents. During this same three-month period, last year, Tri-Town Ambulance had 162 incidents. The year to date number of runs is 323 as compared to last year which was 292. Chief Retmier credits the increase to

better documentation of stand-by calls and refusals. Chief Retmier also shared that there was a significant increase in calls this August at 79 calls as compared to last year at 60 calls.

- **Building Site Committee Updates**

Warren Doty shared that the committee is meeting every two weeks. The committee is still actively seeking a suitable site.

- **Cost Benefit Analysis of Year- Round Full Time EMT's**

Chief Retmier prepared a spreadsheet that reflected increases of adding staff and the impact by percentage the added staffing would have on the Tri-Town Ambulance Budget.

Chief Retmier's recommendation would be to add 6 EMT's on seasonal shifts and a new paramedic hire at 30 hours. Committee member Cindy Mitchell would like to see a brief analysis of what the cost per call is as compared to other Island towns. Committee Chair Warren Doty offered that perhaps we add additional EMT coverage during the months of July and August in lieu of the entire four-month season.

- **CPE Funds**

Ellen advised the committee that the funds should be treated as insurance receipts and held to the same rules as insurance receipt revenue. Ellen also shared that an appropriation would need to be done to make any purchase.

- **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 October 11, 2017 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 1:02 pm. and Cynthia Mitchell, Committee member seconded the motion. The motion passed unanimously.

Prepared by: _____
Allison Graczykowski, Clerical Assistant