



TRI-TOWN AMBULANCE

West Tisbury • Chilmark • Aquinnah

Chief Ben Retmier, Tri-Town Ambulance Chief
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Tri-Town Ambulance Committee July 12, 2017 Meeting Minutes

The meeting was called to order by Committee Chair Warren Doty at 12:05 p.m.

In attendance

Cynthia Mitchell, Committee Member, Jim Newman Committee Member, Warren Doty, Committee Chair, Chief Retmier, Chief Simon Bollin, Chief Estrella, Sharon Estrella, Paramedic Haley Kraus, Deputy Chief Matthew Montanile, Allison Graczykowski, Admin Assistant

- **Approval of June 7, 2017 Meeting Minutes**

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

- **Old Business**

Chief Retmier shared that the “EMT on DUTY” signs are out at each station.

Committee Chair Warren Doty provided handouts of TTA FY 17 budget and offered that there was good budget management.

Chief Retmier updated the Committee on the purchase of the new ambulance. The order has been placed. Chief Retmier was advised that the build time could be up to 250 days, but probably closer to 180 days. Chief Retmier is working with Dave Rich at Bull Dog to purchase the stretchers for the other two ambulances.

- **New Business**

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

Committee Member Cynthia Mitchell requested a cost benefit analysis to staff all three stations equally. Chief Retmier will provide the CBA at the next committee meeting.

Committee Chair Warren Doty shared that the Building Committee met and the next meeting will be held in two weeks. At the next meeting, they will review ambulance needs and review a property that is for sale.

- **TTA Chief Report**

Three Month Review

Chief Retmier shared that over the last three-month period Tri-Town Ambulance has had 131 incidents. During this same three-month period, last year, Tri-Town Ambulance had 113 incidents. The year to date number of runs is 201 as compared to last year which was 181. Chief Retmier credits the increase to better documentation of stand-by calls and refusals.

Aquinnah Fire Station

Chief Bollin expressed his concerns regarding accidents at the Aquinnah Fire Station.

Chief Retmier shared a formal apology letter to Chief Bollin.

In addition, Chief Retmier has/is implementing the following policies to lower the risk of future accidents:

- Mandatory spotters are required for backing into any ambulance bays.
- If a member of TTA hits anything, they are required to notify the Chief with pictures immediately.
- Chief Retmier is looking for an Emergency Vehicle Operator Course that will be mandatory for all staff.
- Disciplinary action will be implemented as well.

Committee Member Jim Newman wondered if painting white lines would be helpful. Everyone agreed that's a great idea.

Per Diem Policy

Chief Retmier will provide the policy at the next meeting.

- **Comstar Update**

Allison Graczykowski, Administrative Assistant reviewed the collections to date with the Committee. Collections continue to go well.

- **CPE Funds**

Allison Graczykowski shared that Tri-Town Ambulance was awarded \$7,000.00 in CPE (Certified Public Expenditure Funds) and that the funds have been deposited into Town of Chilmark's bank account. The Chief and Committee will review recommendations at the next meeting on how to spend the available funds.

- **Next Meeting Date**

The next meeting will be held on August 9, 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 12:43 pm. and Cynthia Mitchell, Committee member seconded the motion. The motion passed unanimously.

Prepared by: _____
Allison Graczykowski, Clerical Assistant

