

CONWAY VILLAGE FIRE DISTRICT
COMMISSIONERS' MEETING
Thursday October 14, 2021, 5:00 P.M.
Admin Building Meeting Room

Meeting was called to order at 5:09 P.M.

Commissioners present: Tom Bucu, Steve Bamsey, and Mike Digregorio
Staff present: Chief Solomon, Amy Snow – Municipal Bookkeeper and Superintendent Vallieres.

Motion to enter non-public session under 91-A:3II(j) made by Mr. Digregorio, seconded by Mr. Bucu. Roll call vote: Mr. Digregorio – yes, Mr. Bucu – yes, Mr. Bamsey – yes.

The public portion of the meeting resumed at 5:22 P.M.

Motion to seal the minutes made by Mr. Digregorio, seconded by Mr. Bucu. Motion passed 3-0-0.

SUPERINTENDENT'S BUSINESS

Construction is wrapping up. Water and sewer are 99% complete. They are finishing the last three manholes now. The southbound wear layer is being done today and the northbound lane wear layer is being laid tomorrow. There was discussion regarding the replacement of the bricks in front of the Park.

Amy added that the Main Street loan was closed October 1st, our 1st payment will be around October 1, 2022.

Camering the Main Street sewer main line is scheduled for mid-November. Bruno stated that we're waiting for the money before scheduling the sewer re-lining. The estimate came in at \$143,000.00 because more was cameraed than what we need to have done. Discussion ensued.

Amy offered that we have a checking account with just over \$50,00.00 of grant money that was never spent, and we have been holding onto it for Main Street purposes. \$3,600.00 must be used for manholes. There is also \$31,000.00 in the sewer Trust Fund.

FIRE CHIEFS' BUSINESS

The Fire Department will not be getting the ARPAA money. The expenses were incurred prior to the first date of ARPAA and the revenue calculations changed for loss of revenue, and now they are both ineligible. Discussion ensued.

The Chief presented the 2021 Fire Budget. Discussion ensued. (See attached)

Moving on to the RFP. Mr. Bucu asked the Chief if changing the start date was going to be a problem? The Chief answered that if it's a problem we won't do it. Discussion ensued.

Mr. Bamsey made a motion to authorize the Chief to submit the response to the RFP to the town of Conway for Ambulance coverage, as written. Seconded by Mr. Digregorio. Motion passed 3-0-0.

BOOKKEEPER'S BUSINESS

Amy presented Abatement requests. The first one being for 56 Quint Street in the amount of \$1,638.55. **Mr. Bamsey made the motion to approve the sewer abatement at 56 Quint Street in the amount of \$1,638.55 as per policy. Seconded by Mr. Digregorio. Motion passed 3-0-0.**

290 Eastside Road. This is a billing error abatement in the amount of \$214,584.11.

Mr. Digregorio made the motion to approve this abatement as presented by Amy. Seconded by Mr. Bucu. Discussion ensued. Motion passed 3-0-0.

Amy requested permission to post the Public Hearing notice for October 28, 2021, to accept the monies from the town, in Saturday's paper.

Because of lack of use due to Covid, we have a Health Insurance surplus of \$30,671.51, of which \$8,528.00 is refunded to employees and \$22,000.00 goes back against the health insurance. Health Insurance has gone down 8.1% for next year and dental went down 1.5%. **Mr. Digregorio made the motion to enter into an agreement with HealthTrust for our insurance needs for 2022. Seconded by Mr. Bucu. Motion passed 3-0-0.**

Amy presented new insurance options for Conway Village Fire District employees. (See attached) Discussion ensued. Decision was tabled till next week.

ADMINISTRATIVE BUSINESS

Mr. Bamsey made a motion to ratify a., and b. seconded by Mr. Digregorio.

- a. Ratify Payroll Manifest and sign checks for week ending 10/10/21
- b. Ratify A/P Manifest dated 10/13/2021 and sign checks dated 10/15/21

Discussion: Minute Man Press - \$487.00

Boiler Inspection - \$200.00

Motion passed 3-0-0.

Mr. Bamsey made a motion to approve the chief's timesheet for week ending 10/10/21, seconded by Mr. Bucu. Motion passed 3-0-0.

Mr. Bamsey made the motion to approve the meeting minutes dated 10/7/21. Seconded by Mr. Bucu. Motion passed 3-0-0.

Mr. Bucu inquired if the payments to Coleman from last week's minutes were final bills. They are not final bills. Discussion ensued.

Mr. Digregorio inquired as to an update to the new sewer truck. Bruno said that it is currently in the body shop, and we are waiting to hear more.

There being no further business to come before the Board, meeting was adjourned without objection at 7:11 P.M.

The next meeting will be October 21, 2021 at 5 P.M. in the Administration Building.

Respectfully submitted,
Lisa Chisholm, Office Assistant

NAME	MEDICAL	80%	85%	90%	95%
Chisholm, L	\$1,006.53	\$805.22	\$855.55	\$905.88	\$956.20
Couture, C	\$1,006.53	\$805.22	\$855.55	\$905.88	\$956.20
Knight, R	\$2,013.06	\$1,610.45	\$1,610.45	\$1,610.45	\$1,610.45
Myers, A	\$2,013.06	\$1,610.45	\$1,711.10	\$1,811.75	\$1,912.41
Rogers, S	\$1,006.53	\$805.22	\$855.55	\$905.88	\$956.20
Snow, A	\$2,013.06	\$1,610.45	\$1,711.10	\$1,811.75	\$1,912.41
Vallieres, B	\$2,013.06	\$1,610.45	\$1,711.10	\$1,811.75	\$1,912.41
TOTAL	\$11,071.83	\$8,857.46	\$9,310.40	\$9,763.34	\$10,216.28
x12		\$106,289.52	\$111,724.80	\$117,160.08	\$122,595.36
WATER		\$53,144.76	\$55,862.40	\$58,580.04	\$61,297.68
SEWER		\$53,144.76	\$55,862.40	\$58,580.04	\$61,297.68
FIRE		\$123,682.32	\$131,412.48	\$139,142.64	\$146,872.80
Leavitt, M	\$2,717.63	\$2,174.10	\$2,309.99	\$2,445.87	\$2,581.75
MacMillan, J	\$2,717.63	\$2,174.10	\$2,309.99	\$2,445.87	\$2,581.75
Meador, G	\$2,717.63	\$2,174.10	\$2,309.99	\$2,445.87	\$2,581.75
Powers, J	\$1,006.53	\$805.22	\$855.55	\$905.88	\$956.20
Remick, Z	\$1,006.53	\$805.22	\$855.55	\$905.88	\$956.20
Solomon, S	\$2,717.63	\$2,174.10	\$2,309.99	\$2,445.87	\$2,581.75
TOTAL		\$10,306.86	\$10,951.04	\$11,595.22	\$12,239.40

ALWAYS AT 80%

85%
90%
95%
W-S
7,730.16
15,460.32
23,190.48

Increase

NAME	DENTAL	x12	x80%	w	s	f	w	s	f
Chisholm, L	\$43.88	\$526.56	\$421.25	\$210.62	\$210.63		210.62	210.62	
Couture, C	\$43.88	\$526.56	\$421.25	\$210.63	\$210.62		210.62	210.62	
Leavitt, M	\$147.16	\$1,765.92	\$1,412.74			\$1,412.74			210.62
Myers, A	\$84.36	\$1,012.32	\$809.86	\$404.93	\$404.93		210.62	210.62	
Powers, J	\$43.88	\$526.56	\$421.25			\$421.25			210.62
Remick, Z	\$43.88	\$526.56	\$421.25			\$421.25			210.62
Rogers, S	\$43.88	\$526.56	\$421.25	\$210.62	\$210.63		210.62	210.62	
Snow, A	\$84.36	\$1,012.32	\$809.86	\$404.93	\$404.93		210.62	210.62	
Solomon, S	\$147.16	\$1,765.92	\$1,412.74			\$1,412.74			210.62
Vallieres, B	\$84.36	\$1,012.32	\$809.86	\$404.93	\$404.93		210.62	210.62	
TOTAL	\$766.80	\$7,361.28	\$1,846.66	\$1,846.67	\$3,667.98		1263.72	1263.72	842.48

Increase
W-S
5,582.94
F = 2,182.50

10/14
minutes

2021 Fire Budget Through September 30

	2021 Budgeted	2021 YTD	Remaining	% Remaining	EOY Estimate
1 Salaries-Full Time	\$ 357,000	\$ 253,020.00	\$ 103,980.00	29%	\$ 350,000.00
2 Salaries- Part Time	\$ 125,000	\$ 78,558.00	\$ 46,442.00	37%	\$ 110,000.00
3 Overtime	\$ 40,000	\$ 34,336.00	\$ 5,664.00	14%	\$ 50,000.00
4 Health/Dental/Life/Disability	\$ 156,000	\$ 107,474.00	\$ 48,526.00	31%	\$ 141,930.00
5 FICA	\$ 7,750	\$ 4,857.00	\$ 2,893.00	37%	\$ 7,750.00
6 Medicare	\$ 7,500	\$ 5,304.00	\$ 2,196.00	29%	\$ 7,500.00
7 NH Retirement	\$ 123,000	\$ 88,188.00	\$ 34,812.00	28%	\$ 122,000.00
8 Workers Comp/ Unemployment	\$ 32,556	\$ 19,697.00	\$ 12,859.00	39%	\$ 19,697.00
9 Audit and Accounting	\$ 5,200	\$ 5,350.00	\$ (150.00)	-3%	\$ 5,350.00
10 Legal/ Professional Fees	\$ 1,000	\$ -	\$ 1,000.00	100%	\$ -
11 Medical Expenses	\$ 2,000	\$ 633.00	\$ 1,367.00	68%	\$ 633.00
12 Ambulance Billing	\$ 20,000	\$ 13,835.00	\$ 6,165.00	31%	\$ 18,400.00
13 Telephone	\$ 3,250	\$ 2,112.00	\$ 1,138.00	35%	\$ 3,250.00
14 Electricity	\$ 8,000	\$ 5,546.00	\$ 2,454.00	31%	\$ 8,000.00
15 Heat	\$ 5,000	\$ 3,427.00	\$ 1,573.00	31%	\$ 6,000.00
16 Building Maintenance	\$ 5,000	\$ 8,107.00	\$ (3,107.00)	-62%	\$ 10,000.00
17 Property/ Liability Insurance	\$ 22,000	\$ 16,034.00	\$ 5,966.00	27%	\$ 16,034.00
18 Training	\$ 8,500	\$ -	\$ 8,500.00	100%	\$ -
19 Office Expenses	\$ 10,000	\$ 8,487.00	\$ 1,513.00	15%	\$ 10,000.00
20 Equipment Maintenance	\$ 10,000	\$ 8,609.00	\$ 1,391.00	14%	\$ 10,000.00
21 Radio Maintenance	\$ 4,000	\$ 300.00	\$ 3,700.00	93%	\$ 1,200.00
22 Fire/ Rescue Supplies	\$ 500	\$ 18.00	\$ 482.00	96%	\$ 500.00
23 Medical Supplies	\$ 20,000	\$ 17,893.00	\$ 2,107.00	11%	\$ 25,000.00
24 Vehicle Fuel	\$ 9,000	\$ 4,587.00	\$ 4,413.00	49%	\$ 7,500.00
25 Vehicle Maintenance	\$ 15,000	\$ 11,661.00	\$ 3,339.00	22%	\$ 20,000.00
26 Uniforms	\$ 4,000	\$ 1,415.00	\$ 2,585.00	65%	\$ 4,000.00
27 Equipment Purchase	\$ 20,000	\$ 17,795.00	\$ 2,205.00	11%	\$ 26,000.00
28 Quint Lease Purchase	\$ 112,009	\$ 112,009.00	\$ -	0%	\$ 112,009.00
29 Total Operating Budget	\$ 1,133,265	\$ 829,252.00	\$ 304,013.00	27%	\$ 1,092,753.00

\$(40,512.00)

2021 Fire Budget YTD

Revenue

	2021 Projected	2021 YTD	Remaining	% Remaining	EOY Estimate	
30						
31	Albany Contract	\$ 132,000.00	\$ 66,000.00	\$ 66,000.00	50%	\$ 132,000.00
32	Grafton/ Waterville Agreement	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00
33	Ambulance Billing	\$ 275,000.00	\$ 185,348.00	\$ 89,652.00	33%	\$ 245,000.00
34	Ambulance Collections	\$ 2,000.00	\$ 653.00	\$ 1,347.00	67%	\$ 700.00
35	Ambulance Details	\$ 2,500.00	\$ 1,051.00	\$ 1,449.00	58%	\$ 2,500.00
36	Conway Amb Agreement	\$ 127,663.00	\$ 63,320.00	\$ 64,343.00	50%	\$ 127,663.00
37	Hales Location	\$ 35,000.00	\$ 17,500.00	\$ 17,500.00	50%	\$ 35,000.00
38	Fire Prevention Fees	\$ 500.00	\$ 400.00	\$ 100.00	20%	\$ 400.00
39	Miscellaneous	\$ 250.00	\$ 46.00	\$ 204.00	82%	\$ 46.00
40	Non-Precinct Fire	\$ 194,468.00	\$ 129,645.00	\$ 64,823.00	33%	\$ 194,468.00
41	Sale of District Property	\$ 1.00	\$ 14,477.00	\$ (14,476.00)		\$ 14,477.00
42						
43	Total Revenue	\$ 770,382.00	\$ 479,440.00	\$ 290,942.00	38%	\$ 753,254.00
44						
45						
46						
47						
48						

Over/ Under \$ (17,128.00)

Net Gain/ Loss \$ 23,384.00

DRAFT

10/14
minutes

Introduction

The Conway Fire Department is pleased to present to the Town of Conway this proposal to provide ambulance service to its residents and guests located in **Service Area 2**. Conway Fire has been providing EMS since the mid 1960s and has been providing the ambulance transportation portion of EMS since 1983 when it purchased the assets of White's Ambulance.

Conway Fire has an outstanding reputation for providing high quality EMS. It is an industry leader always pushing to provide quality EMS care to its patients. Conway Fire never staffs its primary ambulance at the BLS level as most EMS patients require at least Advanced EMT level care and many require Paramedic level care. Conway Fire has a standing quality assurance (QA) and continuing quality improvement (CQI) program to ensure we continue to provide the highest level of service possible.

Cost shifting from the Federal and State Governments, and reductions in reimbursements from commercial insurance, have put financial pressures on ambulance services. Nationally we have seen ambulance services both large and small closing their doors. These financial pressures effect municipal entities as well causing them to look for more local tax contribution then in the past. That being said, Conway Fire is a department of the Conway Village Fire District, a municipal subdivision of the State of New Hampshire, and does not make any profit from ambulance service. Every dime received in subsidy directly benefits those providing that subsidy.

Conway Fire is much more than a contractor to the Town. It is a member of the Community. Conway Fire's ambulances and personnel participate in health fairs, public education sessions, cover sporting events at the Middle and High Schools, teach CPR to citizens and Town staff, and maintain the public access AEDs throughout the Town. All these things are tangible community benefits provided by Conway Fire.

The Conway Fire Department has been servicing the citizens of Conway since 1919 and providing EMS care for 50 years and hopes to continue to provide these services for 50 more.

DRAFT

Background

In 1966, The National Academy of Sciences released a paper titled, "Accidental Death and Disability: The Neglected Disease of Modern Society." This white paper is the basis on which today's EMS system operates. Conway Fire, or then as it was called, the Conway Rescue has been providing EMS care since that time. In the 1960s and 1970s Conway Rescue would respond to the scene and provide BLS care while awaiting an ambulance from White's Ambulance to arrive. More often than not, Conway Rescue would continue to provide care in the back of White's Ambulance while the patient was transported to the hospital.

In 1983, Richard White sold his ambulance service to the Conway Village Fire District. A special meeting was held and the voters agreed to purchase and provide the ambulance service under the Conway Fire Department. Conway Fire has been providing that service from its location at 97 Main St since 1983.

About that same time, The State of New Hampshire introduced the EMT-Intermediate. This would be the first ambulance care provider outside Concord and Derry that would be able to provide more than basic first aid and CPR. Conway Fire, through its partnership with Stonehearth Open Learning Opportunities (SOLO) was one of the first agencies to train this new level of care provider and provide advanced life support care. Since then Conway Fire has added Paramedic Level Service and provides the highest quality advanced life support care in Northern New Hampshire.

Today Conway Fire is not content to provide the minimum, whether it is the minimum specified in a contract or the minimum required by the State. Conway Fire has found that the minimum does not provide what the patients need. Conway Fire possesses equipment beyond the minimum and provides care to the maximum allowed within the State. Conway Fire is always seeking to do more for their patients.

In 2017, Conway Fire began providing additional high level care called Rapid Sequence Intubation. Specially trained Conway Fire Paramedics are able to administer anesthesia medications in the field to facilitate airway and breathing control for critically ill patients. Less than a dozen services in the State are able to do this.

Examples of What Conway Fire's EMS staff can do

A resident of Conway calls 911 complaining of chest pain. On arrival at the scene, Conway Fire Paramedics assess the patient, perform a 12 lead EKG and determine the patient is having a heart attack. There is no need to rush the patient to the hospital. Conway Fire Paramedics start multiple IV lines, provide medications including advanced IV drip medication on an IV pump to start reducing the damage to the heart while right there in the patient's living room.

DRAFT

Ability to Perform

Service: The Conway Fire Department, part of the Conway Village Fire District, is a municipal subdivision of the State of New Hampshire. Since 1919 it has served the Towns of Conway and Albany New Hampshire. It is duly licensed by the State of New Hampshire to provide EMS Care. Please see appendix A for a copy of the Service license. It operates out of the Fire Station at 97 Main St in Conway Village. Should something happen and that building be unusable, Conway Fire has a continuity of operations plan that will move administration and equipment to the other buildings owned by the Conway Village Fire District, namely the administration building at 128 West Main St and the now closed Wastewater treatment facility off VFW Road.

Vehicles: Conway Fire maintains two licensed Paramedic ambulances. Ambulance 1 is a 2020 Dodge 5500/ AEV Ambulance. Ambulance 2 is a 2015 Chevy G4500/ AEV Ambulance. We also maintain an agreement with Center Conway Fire should we have an ambulance out of service or need a third ambulance.

Equipment: Conway Fire equips its ambulances beyond the State minimum equipment list in both quantity and quality of what is carried. It purchases equipment after careful thought and consideration as to ensure money spent is money well spent. Please see appendix B for a list of what we commonly carry on each ambulance. In addition, Conway Fire possesses a cache of special bariatric equipment to move and transport patients that weigh in excess of 400 pounds. No other service in Carroll County has this equipment.

Staffing: The Conway Fire Department staffs one ambulance 24/7 and uses on-call crews to staff the second ambulance as needed. Staffing is maintained at the minimum of the AEMT level with the preference to staff at the Paramedic level. We currently are staffed at the Paramedic level all but 12 hours per week. Our staff are local. They are members of the communities we serve.

Schedule Example:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day	Paramedic	Paramedic	Paramedic	Paramedic	Paramedic	Paramedic	Paramedic
	AEMT	AEMT	AEMT	AEMT	AEMT	AEMT	AEMT
Night	AEMT	Paramedic	Paramedic	Paramedic	Paramedic	Paramedic	Paramedic
	AEMT	AEMT	AEMT	AEMT	AEMT	AEMT	AEMT

As one can see, the Monday overnight shift is the only shift we are not currently staffing at the Paramedic level. We cannot always fill days off with a Paramedic, meaning we, at times, are covering at the AEMT level when normally we have a Paramedic.

DRAFT

Hiring Practices: Here at Conway Fire we understand that our service is our people. With the best vehicles and equipment in the world, our service would be poor without good people. Our hiring practices help ensure that the staff we hire will be a good fit with the team and provide good service to our community.

We begin our process with interviews. We have a standing membership committee that interviews all prospective call staff and the Chief Officers of the Department interview prospective career staff.

If the interview goes well, we perform a background check. Criminal and Driving Records are reviewed. We then call past employers and personal references.

Finally we look at the employee's residency. We have found that the best employees are the one that live in the community and are vested in it. The more transient people and those who wish to commute in for a job simply don't work out for us.

Doing these things has helped us provide a team of dedicated individuals to provide care to those in our community that are in need.

Training: A certain amount of training and continuing education is required to maintain EMS licensure. At Conway Fire we provide that training for our staff. We hold in-house trainings monthly in which our staff receives both service specific training, state sponsored training, and current trending EMS topics.

When there are longer classes, or classes only one or two people are taking, we send our employees other places to get that education. The North Country EMS conference is now held here in Town. This creates a low cost opportunity for a wide variety of training for our staff.

Working with the Conway Police Department and the State of New Hampshire, Conway Fire's EMS personnel are trained and equipped to respond with the Conway PD to active shooter incidents. Conway Fire was the first agency in northern NH to have this training and remains one of a few services that can provide tactically trained EMS personnel.

DRAFT

6F. Personnel

Conway Fire staffs its primary ambulance with a minimum of AEMT staffing and a preference for Paramedic staffing. Conway Fire finds that staffing at the EMT level does not meet the needs of the patients we serve.

6G. Insurance and Indemnification

Conway Fire is insured through PRIMEX. Our certificates are located in appendix C.

6H. Vehicle and Equipment Maintenance

The Conway Fire Department maintains two ambulances. We currently have an agreement with the Center Conway Fire Department that allows us to borrow their ambulance if one of our vehicles is not operational for any length of time, or to call them if both our ambulances are tied up. In this manner we go above the minimums as set forth in our existing contract to ensure coverage.

6I. Reimbursement

Conway Fire transports all patients regardless of their ability to pay for the service. Quick Med Claims is our designated business partner for billing.

As required by 42 CFR 414.601, Conway Fire accepts Medicare and Medicaid allowance.

Monies collected through billing for ambulance service are used to pay the operating expenses. Any monies generated beyond anticipated revenue for the year are acted on by the Conway Village Commissioners and the Voters in Conway Village the following year as per New Hampshire municipal budget rules.

The stipend requested from the Town is really to make up for losses in billing. If everyone paid their ambulance bill, there would be no need for a stipend. If the State and Federal Government paid sums more in line with cost, there would be no need for stipends.

DRAFT

Experience

The Conway Fire Department has been providing ambulance service continually since 1983. It currently has contracts to provide this service to the Towns of Conway and Albany New Hampshire and from 1983 to 2001 provided 911 Ambulance coverage to Eaton New Hampshire as well.

The current contract with the Town of Conway is virtually identical to that in which this proposal is for. Conway Fire covers Conway Village, Center Conway, and the B9, C9, and D9, non-precinct areas. Conway Fire continually meets or exceeds the parameters of the existing contract for level of service, number of ambulances available, and response times. Conway Fire staffs at the AEMT level as a minimum. Nearly 12% of our calls are 'overlapping calls' meaning both ambulances are on calls at the same time while the current contract only requires us to provide one ambulance. Our response times for the primary ambulance in Conway is as follows:

Average Response Time:	4 minutes 57 seconds
75% Fractile Response Time:	5 minutes 10 seconds
90% Fractile Response Time:	8 minutes 27 seconds

These times include responses into Redstone, East Conway, North Conway, and the non-precinct areas not covered by Conway Fire normally, but do not include the responses to Albany.

Contract List

Conway Fire and the Town of Conway:

1. Agreement Duration: 5 years from May 1, 2017 to April 30, 2022
2. Services Performed: Emergency Medical Services to "Service Area 2" of this RFP and Conway Village up to and including Paramedic level care and transport of the sick and injured.
3. Contact: Thomas Holmes, Town Manager, Town of Conway, 1634 East Main St. Center Conway NH 03813. 603-447-3811

Conway Fire and the Town of Albany:

1. Agreement Duration (current): 5 years from January 1, 2018 to December 31, 2022.
Agreement Duration (previous): 3 years from January 1, 2012 to December 31, 2014.
2. Services Performed: Fire Suppression, Rescue, and Emergency Medical Service up to and including Paramedic level care and transport of the sick and injured. Fire inspection and prevention services.
3. Contact: Kathleen Vizard, Board of Selectmen, Town of Albany, 1972-A Rte 16, Albany NH 03818. 603-447-6038.

These contracts, or similar ones have been in effect for more than 30 years.

Please see Appendix D for copies of the current agreements.

DRAFT

Signature

Submitted this _____ day of October, 2021

Stephen Solomon, Chief Conway Fire Department

Please see Appendix E for minutes of the Commissioners meeting authorizing submittal.