

CONWAY VILLAGE FIRE DISTRICT
BOARD OF COMMISSIONERS' MEETING
Tuesday, August 24, 2023, 5:00 P.M.
Admin. Building Meeting Room

The meeting was called to order at 5:00 P.M.

Commissioners present: Mike DiGregorio, Steve Bamsey, and Etienne Vallee.
Staff present: Bookkeeper Amy Snow and Chief Solomon.

Administrative Business

Mr. Vallee made the motion to ratify a., b., c., and d. Seconded by Mr. Digregorio.

- a. Ratify Weekly Payroll Manifest signed out of session for W/E 8/13/23.
- b. Ratify A/P Manifest signed out of session for checks dated 8/18/2023.
- c. Ratify Weekly Payroll Manifest and sign checks for week ending 8/20/23.
- d. Ratify A/P Manifest dated 8/23/23 and sign checks dated 8/25/23.

Discussion: Mr. Vallee asked about the following:

*Fire Tech and Safety - \$30,450 – 30 replacement SCBA cylinders

*HealthTrust - \$29,702 – medical insurance

*Josh Scotton - \$12,820 – Saco Pump Station pump rebuild, will come out of the STAR account.

*State of NH Diesel vehicles – fuel from the state fuel station

*Treasurer State of NH - \$140,922 – West Main St. loan payment

Mr. Vallee asked why we use so many phone companies.

Time Warner is for a device at the Fire Station

Consolidated is for office phones at the station and admin building.

Verizon is for cell phones.

AT&T – Bruno and the Chief are trying First Net and so far, the coverage is great so at some point we may migrate all cell phones to First Net.

Motion passed 3-0-0.

The commissioners were not able to review the minutes of 8/10, these were tabled until the next meeting. **Motion to accept the minutes of 8/3/2023 made by Mr. Vallee, seconded by Mr. Digregorio. Motion passed 3-0-0.**

Mr. Bamsey asked if the water department does any water testing in the school buildings like testing pipes, sprinklers, etc. Amy explained that no one goes into any building without making an appointment first and the only thing the district touches would be the meter. No one from the District was in Conway Elementary on Thursday when the toilet leaked. Discussion ensued.

Motion to adopt the Sewer Usage Abatement Policy as amended was made by Mr. Vallee, seconded by Mr. Bamsey. Motion passed 3-0-0.

Fire Chief's Business

The chief presented the updated budget (attached). Vehicle maintenance is going to be well over the budgeted amount. The Town garage is very picky with inspection and is finding items that need to be done in order to pass. We need to repair these items which were not budgeted for such as a new exhaust for the rescue truck. Discussion ensued. There are issues with the way the town bills from the garage and it makes it difficult to know how much we are spending on vehicle maintenance. Electricity usage is up as well as the call volume affecting the vehicle fuel but by the end of the year, he believes he will still be under budget.

Mr. Bamsey asked about the radios. The chief explained that the grant award process has started by the Assistance to Firefighters, they ranked each request and started at the top (highest priority) and are working down the list, we do not know where we were ranked, they will keep disbursing funds until they run out of money. We are not out of the running though; we have not received a letter stating we did not qualify.

The chief presented a proposal to become a participating health care provider with Community Health Options, a non-profit health insurer in the state of Maine. They will pay 200% of the Medicare rate – the rates are attached. The chief explained in detail the attached rate form. If we are not a participating provider, we can balance bill what the insurance does not pay and as a participating provider we accept what they pay and cannot balance bill, they also pay quicker if you are a participating provider.

Mr. Valee made a motion to enter into a Participating Provider Agreement with Community Health Options. Motion was seconded by Mr. Digregorio, motion passed 3-0-0.

Amy asked how it was going with getting the town as a Medicare biller. The chief responded that they finished step 2 of 100.

The chief presented an ambulance abatement for Mary Wellman in the amount of \$250. She qualifies per policy. **Mr. Vallee made a motion to approve the ambulance abatement in the amount of \$250 for Mary Wellman. Motion was seconded by Mr. Digregorio. Motion passed 3-0-0**

Bookkeeper's Business

Amy again stated that the \$1,000,000 is in the ASAP system waiting for us to start drawing funds for the I/I construction project. We are waiting for the contract from Underwood Engineering. Once the contract is accepted, we will have to have a discussion with Underwood to negotiate a fair profit margin. It then has to be approved by the EPA.

Amy explained that there was a glitch with the billing system and that some people who were not supposed to be charged late fees were, there will be a bunch on the abatement report. Two, however, are over \$20.00 and need board approval. Both were for Parker Fairfield of

850 White Mt. Hwy. One for \$31.69 and one for \$34.68. **Mr. Vallee made a motion to abate the billing error late fees for \$31.69 and \$34.68 for the Parker Field accounts. Motion seconded by Mr. Digregorio; motion passed 3-0-0.**

Amy stated that there has been no word from Jason Dennis on the suit with North Conway Water Precinct.

Amy said that all the new equipment for the upgrade to the meter reading system is here and paid for, however, the training will not take place until October.

Other Business

Mr. Bamsey told the Board that a citizen had a concern over Phil's use Command 2. Phil was working for Fryeburg rescue, brought Command 2 because he was bringing Command 2 to the Conway Town garage to be worked on, Fryeburg ambulance followed him there and picked him up so he could do his shift there; he was doing CVFD a favor. This citizen – Glen Doe – stated he will be doing a FOIA request for salaries and other stuff.

Mr. Bamsey also stated that the Baker Upholstery building was moved, and it is being put on the Conway Scenic Railroad property on West Main St. which was this board's suggestion.

The chief said he was working on a wage survey for firefighters, and it is not pretty.

The next meeting will be September 7, 2023, at 5:00 P.M.

There being no further business to come before the Board, the meeting was adjourned without objection at 5:40 P. M.

Respectfully submitted,
Amy Snow
Municipal Bookkeeper

Fire Department Budget Status August 24, 2023

	<u>2023 Budgeted</u>	<u>Expended YTD</u>	<u>Remaining</u>	<u>% Remaining</u>	<u>EOY Est</u>	<u>Over/ Under</u>
1 Salaries-Full Time	\$ 519,621.00	\$ 298,701.00	\$ 220,920.00	43%	\$ 511,000.00	\$ (8,621.00)
2 Salaries- Part Time	\$ 138,000.00	\$ 72,601.00	\$ 65,399.00	47%	\$ 120,000.00	\$ (18,000.00)
3 Overtime	\$ 60,000.00	\$ 31,592.00	\$ 28,408.00	47%	\$ 60,000.00	\$ -
4 Health/Dental/Life/Disability	\$ 227,000.00	\$ 101,280.00	\$ 125,720.00	55%	\$ 170,821.00	\$ (56,179.00)
5 FICA	\$ 8,600.00	\$ 4,501.00	\$ 4,099.00	48%	\$ 7,440.00	\$ (1,160.00)
6 Medicare	\$ 10,400.00	\$ 5,648.00	\$ 4,752.00	46%	\$ 10,020.00	\$ (380.00)
7 NH Retirement	\$ 183,566.00	\$ 96,283.00	\$ 87,283.00	48%	\$ 171,370.00	\$ (12,196.00)
8 Workers Comp/ Unemployment	\$ 32,900.00	\$ 32,854.00	\$ 46.00	0%	\$ 32,854.00	\$ (46.00)
9 Audit and Accounting	\$ 5,460.00	\$ 4,768.00	\$ 692.00	13%	\$ 4,768.00	\$ (692.00)
10 Legal/ Professional Fees	\$ 1,000.00	\$ -	\$ 1,000.00	100%	\$ -	\$ (1,000.00)
11 Medical Expenses	\$ 2,000.00	\$ 1,246.00	\$ 754.00	38%	\$ 1,246.00	\$ (754.00)
12 Ambulance Billing	\$ 19,500.00	\$ 11,571.00	\$ 7,929.00	41%	\$ 21,000.00	\$ 1,500.00
13 Telephone	\$ 5,200.00	\$ 2,838.00	\$ 2,362.00	45%	\$ 5,200.00	\$ -
14 Electricity	\$ 15,000.00	\$ 7,933.00	\$ 7,067.00	47%	\$ 16,000.00	\$ 1,000.00
15 Heat	\$ 10,000.00	\$ 4,089.00	\$ 5,911.00	59%	\$ 10,000.00	\$ -
16 Building Maintenance	\$ 12,000.00	\$ 4,464.00	\$ 7,536.00	63%	\$ 9,500.00	\$ (2,500.00)
17 Property/ Liability Insurance	\$ 26,424.00	\$ 26,424.00	\$ -	0%	\$ 26,424.00	\$ -
18 Training	\$ 15,000.00	\$ 3,058.00	\$ 11,942.00	80%	\$ 10,000.00	\$ (5,000.00)
19 Office Expenses	\$ 25,000.00	\$ 7,860.00	\$ 17,140.00	69%	\$ 25,000.00	\$ -
20 Equipment Maintenance	\$ 14,000.00	\$ 10,430.00	\$ 3,570.00	26%	\$ 14,000.00	\$ -
21 Radio Maintenance	\$ 2,000.00	\$ 722.00	\$ 1,278.00	64%	\$ 2,000.00	\$ -
22 Fire/ Rescue Supplies	\$ 750.00	\$ 345.00	\$ 405.00	54%	\$ 750.00	\$ -
23 Medical Supplies	\$ 28,000.00	\$ 14,825.00	\$ 13,175.00	47%	\$ 28,000.00	\$ -
24 Vehicle Fuel	\$ 15,000.00	\$ 8,688.00	\$ 6,312.00	42%	\$ 16,200.00	\$ 1,200.00
25 Vehicle Maintenance	\$ 17,500.00	\$ 12,732.00	\$ 4,768.00	27%	\$ 40,000.00	\$ 22,500.00
26 Uniforms	\$ 5,000.00	\$ 4,738.00	\$ 262.00	5%	\$ 6,000.00	\$ 1,000.00
27 Equipment Purchase	\$ 30,100.00	\$ 31,442.00	\$ (1,342.00)	-4%	\$ 45,000.00	\$ 14,900.00
28 Total Operating Budget	\$ 1,429,021.00	\$ 801,633.00	\$ 627,388.00	44%	\$ 1,364,593.00	\$ (64,428.00)

Revenue

	2023 Estimate	Received YTD	Remaining	% Remaining	EOY Est	Over/ Under
30						
31	\$ 170,000.00	\$ 80,000.00	\$ 90,000.00	53%	\$ 160,000.00	\$ (10,000.00)
32	Grafton/ Waterville Agreement \$ 1,500.00	\$ 1,500.00	\$ -	0%	\$ 1,500.00	\$ -
33	Ambulance Billing \$ 260,000.00	\$ 178,144.00	\$ 81,856.00	31%	\$ 270,000.00	\$ 10,000.00
34	Ambulance Collections \$ 2,000.00	\$ 3,428.00	\$ (1,428.00)	-71%	\$ 4,000.00	\$ 2,000.00
35	Ambulance Details \$ 2,500.00	\$ 1,425.00	\$ 1,075.00	43%	\$ 2,500.00	\$ -
36	Conway Amb Agreement \$ 185,000.00	\$ 92,500.00	\$ 92,500.00	50%	\$ 185,000.00	\$ -
37	Hales Location \$ 38,000.00	\$ 19,000.00	\$ 19,000.00	50%	\$ 38,000.00	\$ -
38	Fire Prevention Fees \$ 500.00	\$ 225.00	\$ 275.00	55%	\$ 500.00	\$ -
39	Miscellaneous \$ 1.00	\$ 60.00	\$ (59.00)	-5900%	\$ 60.00	\$ 59.00
40	Non-Precinct Fire \$ 214,435.00	\$ 164,924.00	\$ 49,511.00	23%	\$ 214,435.00	\$ -
41	Sale of District Property \$ 1.00	\$ -	\$ 1.00	100%	\$ 1.00	\$ -
42						
43	Total Revenue \$ 873,937.00	\$ 541,206.00	\$ 332,731.00	38%	\$ 875,996.00	\$ 2,059.00

Proposal from Community Health Options
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HCPCS	Description	Medicare	Our Rate	CHO 200% Medicare
A0425	Mileage 1-17	\$ 13.20	\$ 24.00	\$ 26.40
A0425	Mileage 18+	\$ 8.80	\$ 24.00	\$ 17.60
A0427	ALS 1 Emergency	\$ 478.19	\$1,195.00	\$ 956.38
A0429	BLS Emergency	\$ 402.69	\$ 840.00	\$ 805.38
A0433	ALS 2	\$ 692.12	\$1,522.00	\$ 1,384.24

Example Call				
ALS 1 Emergency	\$ 478.19	\$1,195.00	\$	956.38
7 Miles	\$ 92.40	\$ 168.00	\$	184.80
Total	\$ 570.59	\$1,363.00	\$	1,141.18
	\$ 456.47			