

**Select Board Work Session
Wilton Town Hall Courtroom
October 31, 2018**

Attending: Chairwoman Kellie-Sue Boissonnault, Selectman Kermit Williams, Budget Committee Secretary Dawn Tuomala, Treasurer Bill Chalmers, Finance Officer Deb Harling, Town Administrator Paul Branscombe, Ambulance & EMS Chief Steve Desrosiers, Administrative Assistant Janice Pack

Chief Desrosiers handed out some up to date information on his budget expenses. He has also prepared the numbers for 2019 although those present said that this Work Session was purely about the 2018 budget. Chief Desrosiers did come prepared to answer the staffing questions with a complete schedule which shows who was there, who was getting paid, etc. He said that many times someone was there who was in training. Also, drivers and apprentices – who are not paid – are also at the Ambulance Bay.

Chairwoman Boissonnault asked if Chief Desrosiers was staffing for both ambulances or just for one. Chief Desrosiers said he has a total of 3 people scheduled at all times. In 2017 they relied on Mutual Aid a total of 46 times. This year we have used Mutual Aid a total of 9 times. They've been able to get A-2 out the door over 36 times this year. This is an average billing of \$2,000 per run.

Chairwoman Boissonnault asked if A-1 was responding and we needed a second paramedic, can we get one? Chief Desrosiers said not always, but if they can come, they will. After 6 pm or on nights and weekends, anyone who can respond could; if they don't transport the patient, they don't get paid. Selectman Williams asked how many people would need to be at the bay to insure 2 ambulances could get out. Chief Desrosiers said 2 licensed providers. Drivers are not required to get the ambulance out the door; they are not paid. Chief Desrosiers said Monday, Wednesday and Friday there are 3 people scheduled. Tuesday and Thursday there are only 2 people scheduled. On the weekends, 1 paramedic is on call along with an additional provider.

Training was discussed, and Chief Desrosiers said that if the training is mandatory, the staff is paid for training. Chief Desrosiers is the paramedic on duty 4 days a week. He said he hopes that everyone understands that he totally understands the severity of where he is in his budget and how far over budget he is. Chairwoman Boissonnault said now that Chief Desrosiers has explained the staffing procedure, she understands that he is not really able to reduce his staff. Chief Desrosiers showed those present the formula he uses for labor costs.

Chief Desrosiers said that new EMT's who work through our driver's program are encouraged to get hours elsewhere for training. Chairwoman Boissonnault asked if adding Greenfield would increase response time; Chief Desrosiers said "no". Chief Desrosiers handed out a sheet showing the estimated time they were called and the estimated time they arrived on scene, confirming that our response time had decreased on nights and weekends. Mr. Chalmers asked what the metric was that Chief Desrosiers used to tell him how he was doing. Chief Desrosiers said he uses Genesis to run reports. He said that the one part of the budget that no one can account for is how many of the calls will be on nights and/or weekends.

Chairwoman Boissonnault said the next step is to figure out where they can come up with the funds to get him through the rest of the year. Selectman Williams said it's more complicated than that because we were supposed to be using the revolving funds but we have not been doing that.

Selectman Williams referred to the 2017 Town Report on page 29, the Treasurer's Report which showed that at the beginning of the year the Ambulance Fund had \$33,500. Chief Desrosiers said that part of his confusion is that he had been asking for quarterly reports, and hadn't been getting them. He needs to know what his revenue is. Ms. Tuomala said it doesn't matter what his revenue is, he can only spend the budgeted amount. Selectman Williams said the revolving fund is a separate amount. Chief Desrosiers doesn't understand how he can have over \$109,000 cash in the revolving fund, but still be so much over budget. The way Quick Med bills and collects differs from the way ComStar did, but he doesn't feel he's collected as much revenue as anticipated. Mr. Branscombe asked if we should be asking Tamar why the \$33,500 was set up as the beginning balance.

Chief Desrosiers will reach out to Quick Med to find out exactly how much revenue we have received, and find out what their involvement in Medicaid is. Mr. Chalmers asked him to get a breakdown by month. We need to know exactly where we are with revenue. Deb should have the beginning figures from Tamar tomorrow.

Chief Desrosiers asked if perhaps the Ambulance Budget should be removed from the Town Budget. Mr. Branscombe said that the two revolving funds need to stand alone. There should be a budget for the overall Town operating fund, one for the Ambulance Revolving Fund and one for the Recycling Revolving Fund. Deb said that we'd received the money from the Trustees in September. The CRFs were done in the beginning of October.

Chairwoman Boissonnault said we need to know if we can utilize the funds in the revolving account. Selectman Williams said we need to know what our real revenue is, and are we able to exceed the budget for the Ambulance Service, and how do we account for that? Can we account for it by just saying that the Select Board approves exceeding? Selectman Williams said it is important to find out where the money came from. Selectman Williams said we should schedule a meeting with DRA and Tamar to move forward. Deb will print all of the bank statements for 2018 and compare them with the figures Chief Desrosiers has.

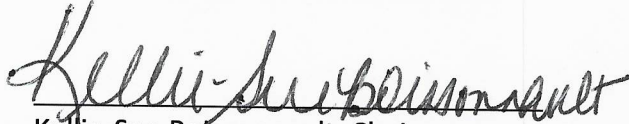
Ms. Tuomala said when you speak to DRA, ask about "Equipment New" which was for the car and the cardiac monitors; those still need to come out. For Ambulance Expense, Ms. Tuomala wants to know if that could come out of the Revolving Fund. She'd like for it to be accounted for separately. The agreement was made in 2017 but they think it was paid for in 2018. Deb said there wasn't a vote to encumber the money for the Rapid Response Vehicle. Chief Desrosiers said he thinks that the Select Board directed Scott Butcher to be sure the money came from the 2017 budget.

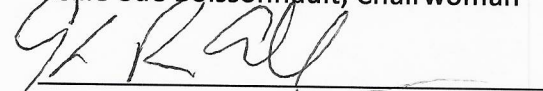
It was noted that we do not need to get approval for the revolving fund at Town Meeting; solely for the amount that Wilton puts in. The \$59,000 under equipment needs to come out.

Deb asked if every expense except the car and the lease should've come out of the operating budget. Ms. Tuomala said anything that was not approved within the original budget needs to be shown at the end. It's discretionary that the Select Board has the right to spend the money. All warrant articles need to be shown at the end.

Chairwoman Boissonnault motioned to adjourn at 7:01, Selectman Williams seconded. All were in favor; motion passed.

Respectfully submitted,
Janice Pack, Administrative Assistant


Kellie-Sue Boissonnault, Chairwoman


Kermit Williams, Selectman