

Middleton EMS Committee Meeting May 25, 2021

Board Members:

Scott Ferguson, Chair	Andrea Bowden, Vice-chair
Roxanne Tufts-Keegan, Secretary	Jake Bourdeau
Jim Knapp	Christine Maynard
David Morrison	John Stevens (absent)
Jon Swift	

Public:

Tracy Donovan-Laviolette

Scott Ferguson called the meeting to order at 5:34pm.

Pledge of Allegiance led by Scott Ferguson.

Andrea Bowden made a motion to accept the 5/17/2021 minutes as amended. David Morrison seconded the motion. Motion passed 8-0-0.

Scott commented about draft minutes being available within 5 business days after the meeting. Roxanne stated she would have draft minutes available within the 5-day time frame. She will send them to the committee and include the town clerk on the email.

There was discussion on whether Seana Marcoux was going to be on the EMS committee. Scott stated he spoke with her and she is not currently available to be on the committee. Scott said Cathy Colleran expressed interest in being on the EMS committee. He has reached out to her on Facebook to see if she is still interested. Christine inquired about how the committee would proceed if Cathy declined. Scott stated the committee would go down the list of interested individuals. Scott provided the people's names who were interested in being on the committee. The interest parties are Walter Mills, Wendy Funk, Bonnie Gagnon, Tracy Donovan-Laviolette, and Lisa Brown. It was noted that Lisa Brown works at Middleton Building Supply but is not a Middleton resident.

Scott asked everyone on the committee for a status update on the tasks they were assigned from the May 18th meeting.

Jim Knapp provided the committee the EMS Exploratory Committee document, the letter from Milton EMS, a printout of the check register for monies sent to Milton Fire-Rescue, and an estimate of the Ambulance Revolving fund. (see attached sheets)

Jim stated there is \$35,429.23 dollars that has not been transferred to the Ambulance Revolving fund. The last bank statement showed the Ambulance revolving fund with a balance of \$24,687.47. Andrea stated as of the end of 2020 there was approximately \$48,000 in the Ambulance Revolving fund.

There was discussion on Milton holding off on billing for calls for service while the EMS committee works to find a solution for EMS coverage for Middleton. Jake to get clarification on if Milton will bill after the EMS committee make recommendation to the BOS.

David stated he has been researching grants. His commented his focus was on pay and retention. He stated most of the grants available are for equipment and training, these mostly for Fire with the EMS falling under the Fire umbrella. Some of the resources he is checking are EMS.gov, the Flex program (helps towns set up mutual aid process), HRSA resource, FEMA.gov, and AFG. Andrea commented that AFG has been where Middleton has gotten most of its grant money. She also stated to receive grants the town needs to provide a DNS number.

Scott stated he spoke with the Farmington chief and he is going to speak with the BOS about potentially providing coverage to Middleton. If the Farmington BOS agrees the chief will put together 2 proposals; one for business hours (hours need to be defined) and the second proposal for 24/7 coverage. Scott stated the Farmington chief will need the calls to service numbers to prepare the proposals.

Jon provided a Police-EMT guidelines rough draft (see attached sheet). He also commented he is continuing to gather the August 2019 to current call numbers.

Andrea has questions regarding "abandonment" and would like more clarification. She is concerned with the liability exposure. Scott stated he would try to find information regarding abandonment. Jim suggested we contact the insurance carrier.

It was stated Waterville Valley is the only town in NH that has combined EMT/Police coverage. They have had this type of coverage since the 1970's. Scott contact Waterville Valley and ask who they use for an attorney. The committee had discussions about liability issues. Andrea is going to contact the EMS coordinator. There was discussion and questions about worker's comp, primarily about classification of jobs.

Jake stated that John reached out to Wakefield. They are going to provide numbers.

Andrea has compiled data regarding calls and call times for 2019-2021. She has reached out to Strafford Dispatch for 2021 data and is still working on 2019. She has all the data compiled for 2020 and will email the report (see attached sheet). She also put together costs for the town to provide its own coverage. She stated she provided figures for 24/7 coverage (7 days M-F, 6a-6p per diem coverage at \$15/hr and on call for 6p-6a M-F and on call for weekend at \$5.50/hr), the cost is \$155,376. She also provided the costs of \$65K would be for just 6p-6a for on call only, \$5.50/hr. She stated per diem coverage affects worker's comp because the EMT is considered an employee of

the town and not a contractor. It was also stated that per diem workers should not go over 40 hours otherwise benefits may need to be provided.

Andrea will contact Primex.

Andrea asked Roxanne what the tax rate would be on \$156K. Roxanne stated for \$200K the tax rate is \$1.07. She said it would be under \$1.00 per thousand.

Roxanne stated all the documents provided by everyone on the committee would be attached to the minutes.

Christine commented she was waiting to reach out to Milton until she had the data from Andrea.

Andrea is going to work on the potential revenue reports for the revenues generated with keeping the coverage in town.

Jim stated he would like to match Andrea's call numbers for December 2020. Andrea stated there were 20 calls for December 2020.

Scott spoke with the town of Newfields and was told they sublet out to Newmarket for EMS coverage. He is going to find out what Newfields pays for EMS coverage. It was stated Newfields is of similar size as Middleton.

Jake commented that per diem coverage would cover Fire calls as well as EMS calls. He states that per diem typically have both fire and EMS training.

Roxanne made a motion to close the meeting and adjourn at 6:40pm. Jim seconded, all in favor, 8-0-0.

Respectfully submitted,



Roxanne Tufts-Keegan



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF SELECTMEN
(603) 473-2261
FAX: (603) 473-2577

Town of Middleton EMS Exploratory Committee

Scope and Purpose

On March 22, 2021, the Town of Middleton Board of Selectman approved the formation of an EMS Exploratory Committee which is tasked to research, evaluate, and recommend options for providing the best possible EMS to the residents of the Town. The research will consist of a report on the current operational status of the EMS including its operations, its staffing, and its operating costs. Additionally, the report will include research on how other communities within New Hampshire and elsewhere provide EMS to their communities. A final report will be issued with all data provided and a recommendation on how to provide the Town of Middleton with the most efficient and cost-effective means of providing the EMS to its residents.

Committee Structure

The committee will consist of ten (10) members consisting of the following:

- One Member from the Middleton Fire Department.
- One Member from the EMS Team.
- One Member from Police Department.
- One Member from the Board of Selectman.
- One Member from the Budget Committee.
- Two (2) Residents of Middleton who may hold an elected, appointed or employed position within the Town.
- Three (3) Residents of Middleton not affiliated with any elected, appointed or employed position within the Town.

Committee Operational Procedures

- The Committee will form within forty-five (45) days from the date of the BOS approval of the formation of the Committee, **which is May 5, 2021.**

- All meetings will be open to the public.
- At the first meeting the Committee will elect a Chair, Vice Chair, and a Secretary and establish its rules of operation.
- Meetings will be held as often as the Chair feels necessary to complete its task and each meeting will be posted as any other Town body, commission or committee does. (Minimum 24 hours prior to a meeting)
- Minutes will be recorded by the Secretary and filed with the Town Clerk within five (5) days after a meeting or hearing is concluded.

Suggested Operational Activities

- The Committee should divide up various subjects matters among committee members to spread out the workload.
- Choose meeting times and dates that will allow full participation of all members. If video conferencing is helpful seek the assistance of the BOS to provide the means in which to accomplish it.
- Seek community input by conducting periodic public hearings on the subject matter.

Final Report and Recommendation

- The Final report and the Committee's recommendations shall be presented to the Board of Selectmen by **October 29, 2021**.

From: "christine maynard" <christinemaynard32@live.com>
To: "Roxanne Keegan" <keegan25@roadrunner.com>
Cc:
Bcc:
Priority: Normal
Date: Tuesday June 1 2021 5:47:42PM
Fwd: Middleton EMS Invoices

Sent from my iPhone

Begin forwarded message:

From: Nick Marique <nickmarique@miltonfirerescue.com>
Date: June 1, 2021 at 3:09:21 PM EDT
To: christinemaynard32@live.com
Subject: FW: Middleton EMS Invoices

Christine,

Please see below and attached. This was the information I provided to the town attorney back in December. Once you look it over let me know if you have any questions.

Nick

Nick Marique

Fire Chief-Emergency Management Director

Milton Fire-Rescue

865 White Mountain Highway

Milton, New Hampshire

nickmarique@miltonfirerescue.com

www.miltonfirerescue.com

From: Chief Marique <nickmarique@miltonfirerescue.com>
Date: Thursday, December 24, 2020 at 11:11 AM
To: <joe@mitchellmunigroup.com>
Subject: Middleton EMS Invoices

Hi Joe,

I wanted to reach out and let you know I am in receipt of your letter and requests reference the invoices sent to the Town of Middleton from Milton Fire-Rescue.

It has been my intention to get back to you sooner but a recent sprinkler pipe break over my office and the Holiday season has limited my availability.

Please find attached letter sent to the Middleton BOS dated July 28th 2020 which gives the back ground and our reasoning for the referenced invoices.

As I'm sure you are aware information about the services rendered for each call and the payments received by our agency are HIPPA protected and cannot be furnished. Verification of the calls and general information can be obtained from the Middleton Fire Department if needed. Additionally the fee was explained as a flat rate per response and not prorated based on revenue collected by my agency.

The \$500 fee was adopted based on the average cost per call of other municipal EMS contracts as well as the average cost per call based on the Milton Ambulance expenses see attached. The attached excel sheet is a working document to help formulate cost ESTIMATES and data is likely a year or so old. The actual cost is only based on this data and what my agency feels is a fair fee for the services we provide to the Community of Middleton who cannot provide the service on their own. As you can see the average cost is based on actual expenses and several industry accepted cost share formulas is close to \$1,000 per call not the \$500 fee we assessed.

It is not the responsibility of the Town of Milton and our tax payers to subsidize a municipality who is unable to or unwilling to provide this needed service to their community. Also, there is nothing mutual about the EMS services we provide to Middleton.

If you have any further questions please contact me via this e-mail.

Thank you and Merry Christmas,

Nick

Nick Marique

Fire Chief-Emergency Management Director

Milton Fire-Rescue

865 White Mountain Highway

Milton, New Hampshire

nickmarique@miltonfirerescue.com

www.miltonfirerescue.com



Milton Fire-Rescue

865 White Mountain Highway
PO BOX 588
Milton, NH 03851
P:603-652-4201 F:603-652-9180

*Nicholas Marique
Chief*

July 28th 2020

Middleton Board of Selectman, Fire Chief Jacob Bourdeau
182 Kings Highway
Middleton, NH

I am writing this letter in an effort to open a dialogue between Milton Fire-Rescue and the town of Middleton in regards to Emergency Medical Services. As a neighboring community we have watched your situation and assisted in providing ambulance service when you could not provide it for yourselves. With the increasing demand in medical emergency calls and a steady decline in available volunteers I have growing concerns with Middleton's ability to sustain an adequate EMS service for your community and the subsequent strain it will place on Milton Fire-Rescue and other area agencies.

In May of 2019, I met with Chief Bill Lawrence to discuss this very issue. At that time I expressed concern of Middleton's ability to provide a level of service the citizens of Middleton should expect. At this meeting and over subsequent conversations Chief Lawrence requested I formulate a proposal for the town of Middleton to contract with the town of Milton to provide EMS coverage. Additionally, I requested Milton EMS be the primary agency requested when Middleton EMS was not available. A meeting was to be scheduled between both towns' Board of Selectman, which never transpired. In 2019 Milton Fire-Rescue responded to Middleton 46 times of which only 4 were for fire related incidents. As of this date in 2020 crews have responded 50 times to your community including 6 in the past week.

I realize that issues of this magnitude take time to resolve and may come at a financial cost to the town of Middleton. However, the town of Milton and the taxpayers of our community cannot continue to provide assistance indefinitely. Each time an ambulance responds to your town from ours, because you cannot staff your own unit, it comes to you as an expense to our taxpayers. While many municipalities are now struggling to provide proper personnel and resources, we too have limited resources and cannot provide this type of service on what was thought to be a "mutual aid" basis. It was only a few short years ago that Milton Fire-Rescue was in a similar situation so I am very familiar with the daunting task of building a robust EMS system with limited funding and resources.

Therefore, Milton Fire-Rescue is willing to continue as the primary back up EMS response unit when Middleton EMS is not available until October 1st 2020 at such time a fee of \$500.00 will be assessed for each response to your community by the Milton Ambulance. This time

increasing call volume, a global approach with a collaborative effort must be taken to build a sustainable EMS system in our area. I strongly believe together we can come up with a solution that will be mutually beneficial to both of our communities for years to come.

Respectfully submitted,

Nicholas Marique



Fire Chief
Milton Fire-Rescue

CC: Milton Board of Selectman
Milton Town Administrator

EMS contracts				
Service Provider	Service Reciepiant	Contract Amount	Call Volume	Cost/Call
Derry	Auburn	\$83,896.00	283	\$296.45
	Chester	\$83,896.00	209	\$401.42
Hopkinton	Warner	\$77,000.00	276	\$278.99
	Webster	\$29,700.00		
Hudson	Litchfield	\$67,500.00		
Peterborough	Dublin	\$60,079.00	79	\$760.49
	Hancock	\$64,643.00	108	\$598.55
	Greenfield	\$61,335.00	142	\$431.94
	Francestown	\$55,110.00	82	\$672.07
	Sharon	\$13,805.00	17	\$812.06
Amherst	Mount Vernon	\$17,000.00		
Bristol	Hill	\$32,740.00		
	Alaxandria	\$49,000.00		
	Danbury	\$48,920.00		
Plymouth	Holderness	\$50,267.00	218	\$230.58
	Ashland	\$50,424.00	321	\$157.08
Wakefield	Brookfield	\$36,866.00	60	\$614.43
Average		\$51,893.00	163	478

Town	Population	Area	Valuation	EMS Costs	Call Volume	Cost Per Call	Cost Per Capita	Housing Units
Milton	4592	33	\$409,114,980	\$440,000.00	550	\$800.00	\$95.82	2040
Middleton	1783	18.5	\$177,716,572	\$62,000.00	120	\$516.67	\$34.77	780
Combined	6375	51.5	\$586,831,552	\$502,000.00	670			2820
Percentage Milton	72.03%		69.72%		82.09%			72.34%
percentage Middleton	27.97%		30.28%		17.91%			27.66%
Cost of Service Middleton			\$133,249.98		\$78,805.97	\$96,000.00	\$123,061.96	\$121,702.13 Average
Cost per call			\$1,110.42		\$656.72	\$800.00	\$1,025.52	\$1,014.18
Personell	\$357,491.79							
Supplies	\$11,750.56							
Training	\$9,575.82							
Fuel	\$4,925.00							
Contract Services	\$24,971.39							
Utilites	\$21,840.00							
Maintenance	\$6,251.01							
Equipment	\$2,170.10							
Uniforms	\$2,000.00							
	\$0.00							
	\$440,975.67							

	Budget 2019	EMS related		revolving
4220-110 (FT Salary)	\$114,047.76	\$79,833.43	4216-110 (Wages)	\$125,010.98
4220-120 (PT Salary)	\$80,000.00	\$56,000.00	4216-220 (FICA)	\$7,750.68
4220-130 (Elected Salary)	\$38,660.24	\$27,062.17	4216-225 (Medicare)	\$1,812.66
4220-220 (FICA)	\$8,968.93	\$6,278.25	4216-240 (EMS Training)	\$9,575.82
4220-225 (Medicare)	\$3,751.27	\$2,625.89	4216-290 (EMS Uniforms)	\$0.00
4220-230 (NHRS)	\$35,343.40	\$24,740.38	4216-340 (Contracted Services)	\$3,392.75
4220-240 (Training)	\$6,800.00	\$0.00	4216-341 (Billing Service)	\$9,743.32
4220-243 (Employee Testing)	\$200.00	\$200.00	4216-620 (EMS Supplies)	\$8,600.56
4220-290 (Uniforms)	\$20,350.00	\$2,000.00	4216-640 (Fuel)	\$0.00
4220-340 (Contracted Services)	\$16,907.60	\$11,835.32	4216-730 (Vehicle Maintenance)	\$0.00
4220-410 (Electric)	\$15,500.00	\$10,850.00	4216-740 (Equipment Maintenance)	\$854.51
4220-420 (Heat)	\$8,500.00	\$5,950.00	4216-741 (Equipment Purchase)	\$2,170.10
4220-430 (Water)	\$3,000.00	\$2,100.00	4216-815 (Certification & Licenses)	\$177.35
4220-433 (Dry Hydrant)	\$1.00			\$169,088.73
4220-435 (Hydrant Fees)	\$4,830.00			
4220-450 (Telephones)	\$4,200.00	\$2,940.00		
4220-460 (Public Education)	\$600.00			
4220-610 (Printing)	\$400.00			
4220-620 (Supplies)	\$4,500.00	\$3,150.00		
4220-625 (Postage)	\$50.00	\$0.00		
4220-640 (Vehicle Fuel)	\$2,750.00	\$1,925.00		
4220-645 (Diesel Fuel)	\$6,000.00	\$3,000.00		
4220-720 (Building Maintenance)	\$1,995.00	\$1,396.50	Total EMS	\$440,975.67
4220-730 (Vehicle Maintenance)	\$14,000.00	\$4,000.00		
4220-740 (Equipment Maintenance)	\$7,500.00	\$0.00		
4220-741 (Equipment Purchase)	\$16,500.00	\$0.00		
4220-742 (Equipment Lease)	\$1,572.00	\$0.00		
4220-840 (Mileage/Travel)	\$1.00	\$0.00		
4220-890 (Miscellaneous)	\$1.00	\$0.00		
4220-961 (EMS On Call)	\$26,000.00	\$26,000.00		
	\$442,929.20	\$271,886.94		
Personell	\$357,491.79			
Supplies	\$11,750.56			
Training	\$9,575.82			
Fuel	\$4,925.00			
Contract Services	\$24,971.39			
Utilites	\$21,840.00			
Maintenance	\$6,251.01			
Equipment	\$2,170.10			
Uniforms	\$2,000.00			
	\$440,975.67			



Milton Fire-Rescue

865 White Mountain Highway
PO BOX 588
Milton, NH 03851
P:603-652-4201 F:603-652-9180

*Nicholas Marique
Chief*

May 11, 2021

Middleton Board of Selectman, Fire Chief Jacob Bourdeau
182 Kings Highway
Middleton, NH 03887

Middleton Fire Chief Jacob Bourdeau has recently made Milton Fire-Rescue aware that the Town of Middleton has recently established an "EMS Research Committee" in an attempt to correct and implement an robust EMS system for the Town of Middleton.

Milton Fire-Rescue will continue to provide primary back up EMS response to the Town of Middleton, and place the fee of \$500.00 per response "on hold" for 90 days while the committee and the town attempts to establish a plan of action. Milton Fire-Rescue will continue to provide Middleton Board of Selectman with monthly statements of the calls that we responded to in Middleton with the fee attached "on hold".

On September 1, 2021 Milton Fire-Rescue will evaluate the progress of the committee and Middleton's response plan, a determination will be made at that time as how to handle the fee's that were placed on hold and how to handle future responses.

Respectfully Submitted,

Nicholas Marique

A handwritten signature in black ink, appearing to read 'Nicholas Marique', with a long horizontal line extending to the right.

Fire Chief
Milton Fire Rescue

Town of Middleton 2019
Check Register
For the Period From Jan 1, 2020 to May 31, 2021

Filter Criteria includes: 1) Vendor ID's from Milton Fire-Rescue to Milton Fire-Rescue. Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
020390	3/22/21	Mitlon Fire- Rescue	1001-00-000	9,000.00
020498	4/19/21	Mitlon Fire- Rescue	1001-00-000	<u>2,500.00</u>
Total				<u><u>11,500.00</u></u>

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

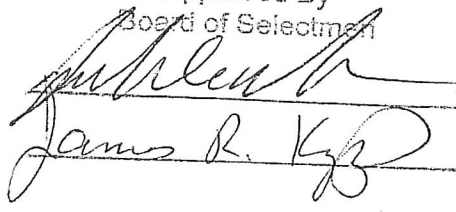
Apr-21

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month of April 2021 to the best of my knowledge:

- All checks are in sequence and have been accounted for.
- All expenditures match those shown on the month's bank statement.
- All deposits match those shown on the month's bank statement.
- The bank statement balance was reviewed with no irregularities found.

All information has been organized and filed for year end review by the town's accountant. Enclosed please find a summary of all transactions for the month including expenditures, summary of deposits, and a summary of outstanding transactions.

Beginning bank statement balance	\$	334,727.65
Deposits	\$	325,526.03
total after deposits	\$	660,253.68
Service Charge		
Withdrawals	\$	531,304.48
Ending Bank Statement Balance	\$	128,949.20
Sweep Account	\$	1,433,256.60
Ending Balance	\$	1,562,205.80
Outstanding Checks	\$	49,078.26
Outstanding Deposits	total	
<hr/>		
Return Check		
Total Cash Available	\$	1,513,127.54
<hr/>		
Interest to Checking	\$	36.23
Interest to Sweep Account	\$	185.16
<hr/>		
Police Department Revolving Fund		
\$ 2.21	\$	10,785.59
<hr/>		
Ambulance Revolving Fund		
\$ 5.07	\$	24,687.47
	\$	

Approved By
Board of Selectman

James R. Kyte

Jim -
Counstar Frisbie
Total receipts thru
2/20/19-5/12/2021 0.00

31,548.32
2,116.86
1,411.24
352.81
35,429.23

= 60,116.70

Respectfully Submitted
Sandra Bruedle
Town Treasurer



Police-EMT guidelines

Rough Draft

- All Calls will be answered based on their level of priority.
- In the event that two priority calls come in at the same time Police calls will take precedence
- When an Officer arrives on scene he will act as a Police Officer first and an EMT second unless the situation dictates otherwise.
- When acting as an EMT, the Police Officer will follow the current EMS chain of command.
- As a general rule Police Officers will not be going to mutual aid EMS calls in another community, unless there is a critical incident or some type of catastrophe
- If an Officer is involved in an incident where a suspect has become injured or is in need of EMS, he will not act as the transporting EMT.
- If it is clear that the patient has an issue with a Police-EMT treating them, the officer should not transport during this situation.
- If more than one EMT or higher-level provider is present the Police Officer should not assist in transporting unless the situation dictates otherwise.
- Prompt return to town will be a priority for the Police-EMT.
- When an Officer is involved in the transportation of a patient to the hospital, they will request another available agency to cover priority calls