

August 18, 2016

MINUTES OF A REGULAR SESSION OF THE  
NEW HAVEN/ADAMS TOWNSHIP FIRE/EMS GOVERNING BODY

The regular meeting of the New Haven/Adams Township Fire/  
Emergency Medical Services Governing Body was called to order at 7:00 p.m.  
by Terry McDonald who presided.

Present: Terry McDonald, Terry Werling, Bob Byrd, Brian Yoh, Rick  
Kaylor

Absent: None

Terry Werling made a motion to approve the regular session meeting  
minutes of the July 21, 2016 meeting and the August 4, 2016 Executive Session  
and Special meeting as mailed. Rick Kaylor seconded the motion and the motion  
was approved.

First item on the agenda under Fire was the swearing in of the new Fire  
Chief, Josh Hale. Mr. Hale read a letter of thanks and appreciation for the  
retiring Fire Chief John Bennett.

Good Evening Governing Body Members, Fellow Firefighter, Paramedics,  
EMT's, and our community members. I want to take a brief moment to show our thanks  
and appreciation for Fire Chief John Bennett. Chief Bennett has dedicated 41 years of  
service to our organization with the last 16 of those years as Chief...that's  
OUTSTANDING! Let me share some short stories. Chief Bennett has been in many  
positions, Private on C-Shift, Shift District Chief, Fire Prevention Officer, Deputy Chief  
and FIRE CHIEF! Something Chief Bennett was so proud of is our fire department  
library and the large amount of materials we have. While I had the opportunity to be the  
Training Office I could see firsthand why he was so proud, he was a major contributor to  
the library, much of the information had his writing on it.....yes sorry Chief I still don't  
like all those transparencies. That is something he is proud of and should be, it's a great  
asset to our organization. When it comes to our central station, he has always been well  
versed about the building, because he was a member of the building committee. I'm sure  
he never imagined some of the spaces he gave input on we would be outgrowing. Chief  
Bennett was instrumental in merging 2 fire departments into 1 successful combination  
department, with an efficient fleet of apparatus.

Over the last 2 weeks we spent together training, I'm grateful for the wisdom and  
guidance you have shared. I had the pleasure of attending a few meetings with Chief  
Bennett; at 1 of those the School Safety Coordinator for EACS spoke about how  
instrumental Chief was for school safety not just in our primary response area, but all of  
EACS. He stated Chief Bennett had even gone with him to schools outside of New  
Haven to offer ideas and suggestions on school safety. A representative from the County  
Health Department also spoke about the positive relationship they have always had with  
NHATFD and the City of New Haven, because Chief Bennett was always willing and  
able to be proactive and coordinate with the Board of Health.

I've heard frequently over the last 2 weeks "you have big shoes to fill, which is  
certainly true. I've thought about what to do, what to say, or what to get for you. As  
other firefighters have said "it's hard to buy something for a Fire Chief who has almost  
every FD collectible you could want". Some firefighters have organized a get together in  
your honor, some have come together to organize a getaway for you. If I could I would  
give you a perpetual key to the Fire Department, but I haven't been to nearly as many  
auctions as you to have found a great old key!

What I can say or do is, I can promise I won't buy you a box of fireworks or rice.  
However, I will say THANK YOU, thank you for the opportunities you have given to our  
entire organization and to me. Thank you for all your dedication and service to our  
community. It's been an honor to work with you, it will be an honor to carry on some

things you have put into motion. Congratulations to Chief John Bennett on 41 years of service! There was a loud round of applause for Chief John Bennett.

Next Clerk Treasurer Brenda Adams swore in Chief Josh Hale in front of the Board, Employees and many Family and Friends. Amber Hale pinned the collar pins on Chief Hale's shirt. There was a loud round of applause for Chief Josh Hale.

Next item on the agenda under Fire Business is the 2017 Budget. Brian Yoh asked where the Volunteer compensation was being taken out of since it is not in the Fire budget. Terry McDonald said out of the LOIT budget in the amount of \$77,786.00. There was concern from Brian Yoh and Rick Kaylor that our expenses are out pacing our taxes. Terry McDonald said if the A/V continues to rise for both the City and the Township that helps, if we get new businesses and manufactures in town that helps, as more property owners reach their caps, there will be reductions, but he does not see the LOIT increasing dramatically and we have been taking expenses out of LOIT for 2 years. Terry said we have been able to make it work, but there still needs to be some frugality. Brian Yoh made a motion to approve the Fire Department Budget for 2017 as presented. Bob Byrd seconded the motion and the motion was approved. The total fire budget for 2017 is \$1,437,037.00 with the City of New Haven's portion being \$1,143,621.00, Adams Township's portion \$189,581, Jefferson Township's portion \$85,000.00, overage \$18,835.00 and Milan Township's portion \$.00. The fire department 2017 salaries are as follows:

Fire Chief.....	\$ 59,413.00
District Chief/EMT.....	\$ 49,639.00
Firefighter/EMT.....	\$ 46,623.00
Firefighter/Paramedic....	\$ 48,070.00
FF/Paramedic Probation....	\$ 47,148.00
Firefighter/EMT-Probation...	\$ 45,704.00
Deputy Chiefs.....	\$ 2,154.00
Three Assistant Chiefs....	\$ 1,817.00
Firefighter 1st Responder ...	\$ 10.00/hr.
Firefighter /EMT fill-in	\$ 12.00/hr.

The next item was an update on Truck 124. Fire Chief Josh Hale said the tanker is at RPI for repairs and it is expected to take up to six to weeks. He has arranged for the other two tankers to be inspected by RPI.

The next item discussed was the hiring process for the open positions on the Fire Department. Chief Hale said the applications are in, written exams are scheduled for August 23<sup>rd</sup>, physical agility tests on August 27<sup>th</sup>, staff interviews are scheduled August 29<sup>th</sup> and if all goes well he will be bring a recommendation to the September meeting.

Next on the agenda was the EMS budget for 2017. The Mayor explained to the Board, we will try to put a 40 hour a week full-time person into 2018 budget, but for 2017 we will be putting \$20,000.00 in the LOIT budget for EMS to help with man hour concerns. Terry Werling made a motion to approve the EMS budget for 2017 as presented. Rick Kaylor seconded the motion and the motion was approved. The total EMS budget for 2016 is \$898,082.00 with the City of New Haven's portion being \$418,737.54, Adams Township's portion is \$44,379.11, Jefferson Township's portion is \$34,965.36, and Milan Township's portion \$.00. Revenue for collections is expected to be \$370,000.00 and the subscription revenue at \$30,000.00. The EMS department 2017 salaries are as follows:

EMS Director.....	\$59,413.00
Part-Time EMS Director.....	\$ 28.57/hr.
Captain/Firefighter.....	\$48,740.00
Paramedic/Firefighter.....	\$48,070.00
Probation-Paramedic/Firefighter...	\$47,148.00
Billing Clerk.....	\$39,000.00

Paramedic Fill-In.....	\$15.00/hr. to \$20.00/hr.
Advanced EMT Fill-In.....	\$12.00/hr. to \$15.00/hr.
EMT Fill-In .....	\$10.00/hr. to \$12.00/hr.

Terry McDonald said he is grateful for the LOIT.

Next item discussed was a maintenance contract for defibrillators. Physio Control, our current vendor has offered a four year contract for the following pieces of equipment in the amount of \$22,467.10:

- 3 Lifepak 12- 2 years
- 2 Lifepak 15- 4 years
- 8 Lifepak 500- 1 year

Bob Byrd made to a motion to approve the maintenance contract with Physio Control as discussed. Terry Werling seconded the motion and the motion was approved.

Next item discussed was proposal from AccuMed Group to provide EMS billing and claims management, collections, financial reporting and analytical services. This includes complete management of the billing process from patient transport to delinquent accounts. EMS Director Bob Atkinson explained to the Board the contingency fee for all-inclusive billing plus ESO, two Surface Pro's and training would be 6.40% of collections and this will be for a five year term. The patient charting will be on the Surface Pro's, so we can hook up to cellular or the wireless at the hospital, so we will not need a jet pack. Bob said from what he has witnessed, the charting is easier than what we currently have. It is web-based programming. They would do the billing and have people do the coding. They have worked with State Board of Accounts and our Medical Director is good with the charting. Bob Atkinson is recommending we start with them October 1<sup>st</sup>. Bob Byrd was asked if we break the Surface Pro's would it be replaced. Bob Atkinson is working on this. Bob Byrd believes this will make the medic's job easier. Terry McDonald said this is a five year commitment. The Mayor believes this is a professional service for the department. He went on to say billing is important and half the department's budget. Rick Kaylor asked what percent will this increase revenue and Bob Atkinson said there were no promises but the company is confident collections will increase and AccuMed will also go after the Medicaid reimbursement monies. Shawna Gunder said since we are a combination department, we need to make it very clear we will need the fire reports. Bob Atkinson said we will sit down and work it out. Brian Yoh made a motion to approve the contract with AccuMed Group with a contingency fee for all-inclusive billing plus ESO and two Surface Pro's for a five year term at 6.40% revenues collected. Rick Kaylor seconded the motion and the motion was approved.

Next, Director Atkinson reported the old EMS International Ambulance will be put up for auction on August 31<sup>st</sup>. Bob also gave the EMS report.

Fire Station Reports were prepared by Craig Sampson for Station #1, Jon Stauffer for Station #2 and Cody Brooks for Station #3 and given to the board. Director Bob Atkinson said the EMS Volunteer is status quo.

Cody Brooks said Chief Bennett was not able to be here tonight, but asked Cody to present to Chief Hale a bugle. Cody said the pinning of the bugle concludes every promotion ceremony. The more bugles you see the higher the rank. The tradition goes back through centuries of the Fire Services and modern day personnel continue to cherish is significates. It is unique to the Fire Service and a tradition. Duty, pride and tradition are the core principals we pass along to each generation of Fire Fighters. Officers wear insignia's on their uniform to indicate their rank or position of authority. These insignia's are universal to Firefighter's but the public knows little of their significance. So the history of insignias can be traced back to early American Fire Service where speaking

trumpets (as you see here) or bugles were used to communicate on the fire ground. The bugle was worn around the Officer's neck so they could direct firefighting operations, therefore Officers could be identified easily. Here at New Haven Adams Twp. Fire Department, this tradition carries on as this bugle will identify the rank of Chief. The tradition of passing this bugle to the "new" New Haven Adams Twp. Fire Department chief, Chief Hale, welcome, we all know you will be outstanding leading our department. Congratulations. You now hold the trumpet at your highest esteem and continue the tradition.

Under other comments Rick Kaylor said he knows the Volunteer Comp is not in the budget, but as a Governing Body vote for that fund since the amount is coming out of the LOIT. Brian Yoh asked who the contract is with and Terry McDonald said it is still with the Governing Body. Terry said if Adams Twp. wants to pay half they are welcome to. We will review the contract in the November meeting. Bob Byrd thanked Fire and EMS for coverage at the New Haven Football games. Terry McDonald told the Board Josh's Father, Mike Hale and his Grandfather served as Fire Chief's at Base 40.

Terry Werling made a motion to adjourn the meeting. Bob Byrd seconded the motion and the motion was approved.

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Brenda Adams, Clerk Treasurer