

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**CHARLOTTE SELECTBOARD
MINUTES OF MEETING
TOWN HALL
and
CVFRS JOINT MEETING
CVFRS STATION
APRIL 21, 2014**

APPROVED

SELECTBOARD MEMBERS: Lane Morrison, Chair; Charles Russell, Ellie Russell, Fritz Tegatz, Matthew Krasnow.

ADMINISTRATION: Dean Bloch, Town Administrator.

OTHERS: Chris Davis, David Nichols, Peter Trono, David Stewart, Pam Dawson, John Snow, Stephen Brooks, David McNally, Michael Cook, Rob Mullen, Matthew Bijur, Kip Mesaro, Dick St George, Steve Mack, Peter Carreiro, Kim Zigelman, Nancy Wood, Ruth Uphold, John Hammer, Charlotte News, and others.

NOTE: the Selectboard meeting was called to order at 6:45 p.m. at the Charlotte Town Hall, recessed at 6:55 p.m. and reconvened at the CVFRS Station for a joint meeting with CVFRS members at 7:06 p.m.

ITEMS TAKEN UP:

- **6:45 p.m. (Town Hall) Administrative Assistant – action item**
- **7:05 p.m. (CVFRS Station) Review of CVFRS’ quarterly financial statements**
- **7:20 p.m. Transfer of vehicles from the Town to CVFRS**
- **7:40 p.m. EMS District 3 review/inspection**

TOWN HALL

CALL TO ORDER

Mr. Morrison, Chair, called the meeting to order at 6:45 p.m.

ADMINISTRATIVE ASSISTANT – action item

MOTION by Mr. Russell, seconded by Ms. Russell, to appoint Britney Tenney to the position of Administrative Assistant as per a Letter of Employment, dated 04/21/2014, for 35 hours per week at \$16.00 per hour, and to authorize the Charlotte Selectboard Chair to sign the letter on behalf of the Town of Charlotte.

VOTE: 5 ayes; motion carried.

The Selectboard members signed a document changing the Spear Street speed limit from 50 mph to 45 mph from the Charlotte/Shelburne town line south to the Spear Street/Hinesburg Road intersection.

There was brief discussion regarding a paramedic conditional license operation as outlined in a letter from Dr. Plante, District 3 Board member, to Meg Modley, Charlotte Rescue Chief; a suggestion that the CVFRS/Town MOA may need to be modified to

47 include language related to notifying the Town regarding CVFRS inspections and results;
48 and how to resolve paramedic service issues. Ms. Russell said that as the Selectboard
49 liaison with the CVFRS Corporate Board she would like to discuss notification and
50 communication issues with the Corporate Board first to get their reaction.

51

52 Mr. Morrison recessed the meeting at 6:55 p.m.

53

54 **CVFRS STATION**

55 Mr. Morrison reconvened the meeting at the CVFRS Station at 7:00 p.m.

56

57 **ADJUSTMENTS TO AGENDA**

58 None.

59

60 **PUBLIC COMMENT**

61 None.

62

63 **REVIEW OF CVFRS' QUARTERLY FINANCIAL STATEMENTS**

64 Mr. McNally, CVFRS representative, reviewed a written Monthly Financial Package for
65 the month ending March 31, 2014, dated 04/15/2014, a Charlotte Rescue Call Tracking
66 Receivables Summary year to date, a FY2014 CVFRS Budget vs Actuals for the period
67 July 2013 to March 2014, and a FY2014 Revenues and Expenses by Department year to
68 date.

69

70 Mr. Morrison noted that the budget was 75 percent spent to date. Were there expenses
71 that were held off to the end of year, asked Mr. Morrison. Mr. McNally replied that the
72 paid fire fighter position was recently filled, and introduced Rob Mullen as the new fire
73 fighter staff. It was anticipated that the expenses would come in under the appropriation,
74 said Mr. McNally.

75

76 There was lengthy discussion regarding patient billing to be collected (Mr. McNally
77 explained that the practice was not to send overdue balances of Charlotte citizens to
78 collection for services); use of Special Funds to cover budget overages or enhancements
79 that were Capital-like in nature, such as an upgrade to the station water system from the
80 Barrows fund; an explanation of what was taxable income, such as the Tower income
81 (Mr. Russell asked if it made more sense to pay income tax from the Tower fund versus
82 the operating budget); a proposed RFP for an engineering study/review the Tower asset,
83 maintaining and potential upgrades to radio communication, and future RFPs to
84 implement any changes discovered by a Tower review engineering study. Mr. McNally
85 said that a new outside audit firm was engaged. It was hoped that the audit firm would
86 clarify what was taxable, or not, said Mr. McNally.

87

88 Mr. Davis explained that the Tower fund was considered a decommissioning fund based
89 on an actual engineering study to be done. The tower would continue to be utilized into
90 the future depending on how technology changes, or if new technology makes the tower
91 obsolete. Currently the tower location was the best in the area for communication needs,
92 said Mr. Davis.

93

94 Mr. Brooks asked why CVFRS had concerns regarding the integrity of the tower. Mr.
95 Davis replied that CVFRS did not own the land. CVFRS owned the base, tower structure
96 and some of the equipment on the tower. In 1996 WIZN paid for the maintenance of the
97 tower. CVFRS had to become compliant with federal changes regarding narrow band
98 emergency radio and had grants to do that. Also, CVFRS was cost sharing radio antenna
99 space on the Mt Philo tower with Vermont Railway, the state police, Vermont Fish and
100 Wildlife, and others, said Mr. Davis.

101

102 In response to a question by Mr. Brooks regarding the condition of the tower, Mr. Davis
103 explained that an engineering study was done that said the tower was fine.

104

105 Mr. Brooks asked if the \$165,000 cash in the accounts as per page 1 of the Monthly
106 Financial Package report was free and available for operating expenses. Mr. McNally
107 explained that the amounts were used in the estimated budgeting process. CVFRS was
108 tasked by the Selectboard to present and use Special funds. CVFRS was trying to be
109 conservative and identify more sources of revenue, such as fundraising and grants, said
110 Mr. McNally.

111

112 Mr. Brooks asked if page 2, patient billing, which was marked "confidential" was public
113 information, or not. Mr. McNally replied that the information referenced patient billing
114 and CVFRS was attempting to be sensitive to HIPA requirements and individual patients,
115 said Mr. McNally.

116

117 **TRANSFER OF VEHICLES FROM THE TOWN TO CVFRS**

118 Mr. McNally said that the transfer of titles of capital assets would be brought before the
119 CVFRS Corporate Board at the next meeting of the Board. There may be transfer fees
120 associated with the transactions, said Mr. McNally.

121

122 Ms. Wood, Town Auditor, said that the Capital Asset lists may be missing some
123 information. What was owned by the Town, or CVFRS and values needed to be clarified,
124 said Ms. Wood.

125

126 Mr. Tegatz asked if the Vermont Bond Bank had been contacted regarding asset titles.
127 Mr. McNally said he would add a Capital Asset list to the next Corporate Board agenda.

128

129 Mr. Morrison asked CVFRS to keep the Selectboard updated.

130

131 **EMS DISTRICT 3 REVIEW/INSPECTION**

132 Mr. McNally reviewed events regarding a recent District 3 Board inspection that resulted
133 in a conditional license operation for the EMS service in Charlotte from January 2014 to
134 June 2014. The inspection pointed out a deficiency on how narcotics were secured on the
135 ambulances. Violations and concerns as per the letter from Dr. Plante have been
136 immediately addressed. CVFRS was collecting documentation regarding security
137 procedures and Dr. Ruth Uphold has offered to assist us. A meeting with the District 3
138 Board has been requested, said Mr. McNally.

139

140 Mr. Krasnow asked if there was a governing body for the District 3 Board, and if there
141 were written guidelines regarding security issues. Mr. Snow reviewed that the District 3
142 Boards were established by state statute and was legislatively enabled. There were 13
143 district boards that fell under the jurisdiction of the State Health Commissioner. It was
144 unclear what the appeal process was, if there were written documentation/procedures or
145 guidelines, or where to find such guidelines. There were no accusations of the paramedic
146 certification, or services provided, said Mr. Snow.

147

148 Mr. Morrison asked if the District 3 Board could meet with CVFRS as an advisory and
149 less formal relationship. Mr. McNally replied that Meg Modley, Rescue Chief, has been
150 in contact with the District 3 Board constantly and was building a relationship with the
151 board. CVFRS would need to re-think how to engage with the District 3 Board and get
152 the District policies in writing. Regarding overall quality control documentation has been
153 submitted to District 3. There has been no communication back. Dr. Uphold would be a
154 help with review of calls and CQI processes and it may be a positive asset to have an
155 MD. We have been told that guidelines were in the District 3 Board minutes and
156 Paramedic Committee minutes, which have been requested. Nothing has been received at
157 this time. Historically, e-mails have been the medium of communications, said Mr.
158 McNally.

159

160 Mr. Morrison asked what services could, or could not be done. Mr. Stewart replied that
161 CVFRS can't do the following: administer pain medications off the ambulance,
162 defibrillations, intubations, cardiac medications, put a needle in chest to resolve air in
163 chest, or alleviate blood pressure issues. We can administer some medications to prevent
164 cardiac arrest. Rescue was operating at an advance ambulance level at, or above
165 surrounding towns. There were four paramedic licensed services in Chittenden County as
166 a fall-back, said Mr. Stewart.

167

168 Mr. Tegatz suggested contacting the Charlotte legislator as voters and taxpayers.

169

170 Mr. Morrison pointed out that based on the letter from Dr. Plante an appeal may not be
171 workable. Mr. McNally said that clarity in writing on where the service stood was
172 needed.

173

174 Mr. Carreiro expressed concern that the District 3 Board has not corresponded with
175 CVFRS.

176

177 Dr. Uphold suggested that this was an opportunity to clearly understand what CVFRS
178 was doing. The EMT's were doing a doctor's work in the field. There were standards to
179 follow and the EMT/ambulance service needed to follow District 3 policies. Charlotte has
180 a representative on the District 3 Board and that person should make sure to attend the
181 meetings and come back with the information needed. She had met with District 3 and
182 asked what they wanted of Charlotte. They want us to provide service in Charlotte,
183 Vergennes and Bristol. We need to know the rules and abide by them, said Dr. Uphold.

184

185 Mr. Tegatz asked if there were written rules. Dr. Uphold replied that there were state and
186 national standards.

187

188 Mr. Nichols said he was hearing that there are standards and rules. However, Charlotte
189 doesn't know what they were since they were not in writing, said Mr. Nichols. Mr.
190 McNally replied that CVFRS had and understood clear standards and protocols for care,
191 which were upgraded and modified. Those were fully understood. Less clear were
192 expectations of District 3 and the state regarding orientation of new EMT's, for example,
193 and CQI activities and standards. District 3 SOP's and bylaws were not in writing, or
194 posted on their website. CVFRS wrote proposals that were sent to District 3 three years
195 ago. CVFRS has operated under those proposals without any comment or communication
196 from District 3. If there were written District 3 policies he hasn't seen it. The key versus
197 key pad access of the locked narcotic boxes on each ambulance issue has been addressed
198 immediately and was in writing, said Mr. McNally.

199

200 Mr. Tegatz asked if the new employee would be a second line of control. Mr. McNally
201 replied that CVFRS would use all resources possible.

202

203 Mr. Brooks said that he has reviewed all correspondence except a piece that Dr. Plante
204 referred to regarding a probationary issue, and asked if he could have a copy so that he
205 could understand what was going on. Mr. McNally replied that he would ask Meg, or Dr.
206 Plante if that was a confidential document, or not. Mr. Morrison asked Mr. McNally to
207 forward information on any previous action to the Selectboard when it was available.

208

209 Mr. Russell suggested that additional language to address such issues would need to be
210 added to the CVFRS/Town MOA.

211

212 Mr. Morrison thanked the CVFRS members and public for a thoughtful discussion.

213

214 **ADJOURNMENT**

215 **MOTION by Mr. Russell, seconded by Ms. Russell, to adjourn the meeting.**

216 **VOTE: 5 ayes; motion carried.**

217

218 The meeting was adjourned at 9:06 p.m.

219

220 Minutes respectfully submitted, Kathlyn L. Furr, Recording Secretary.

221

222