

NORTHERN OXFORD REGIONAL AMBULANCE SERVICE
REGULAR BOARD OF DIRECTORS' MEETING
Med-Care Ambulance Facility
290 Highland Terrace, Mexico, ME 04257

December 13, 2023, Board Meeting Minutes

Present: President Robert (Bob) Chase (Rumford), Vice President Reggie Arsenault (Mexico), Treasurer Carol Roach (Peru), Frederick Detheridge (Andover), Paul Moisan (Canton), Peter Stankovics (Carthage), Richard [Dick] Pickett (Dixfield), Peter Merrill (Mexico), Virgil [Tink] Konkright (Newry), Barbara Chambers (Roxbury), Frank DiConzo (Rumford), Tammy Moran (Rumford), Leonard (Lenny) McKenna (Rumford-Alternate), Med-Care Director Paul Landry.

Absent: Cheryl Wade (Byron), Brenda Gross (Hanover).

President Chase called the meeting to order at 6:30 p.m. declaring a quorum present.

He asked for a moment of silence in memory of Paramedic Allan Parsons, 07/01/1961 – 07/05/2007 who died in the line of duty.

Written minutes of the October 11, 2023, board meeting were distributed at the meeting. **Motion made to accept the minutes as written by Frank DiConzo, 2nd by Reggie Arsenault. The motion carried.**

Financial Reports: see attached written reports.

- Profit & Loss Budget Performance - January through November 2023 – Cash Basis
- Profit & Loss Budget Performance - January through November 2023 – Accrual Basis
- Balance Sheet as of November 30, 2023
- Other miscellaneous financial reports

Director's Report: The written report is attached.

- a. American Rescue Plan Act (ARPA) Update – refer to the attached ARPA Contribution Tracking report. ARPA funds must be obligated by 12/31/2024.
- b. Grants Update:
 - Maine State Stabilization Program for EMS Agencies – grants are based on financial needs. A grant application has been completed and submitted for \$155,681.28.
 - 2022 Assistance to Firefighter Grant (AFG) is pending.
 - Community Para Medicine Grant – contract amendment has been submitted.
- c. Fund Raiser Activity. Raffle money is due. Winners will be drawn next week.
- d. Fleet Update – two trucks are out of service – see attached Fleet Condition Report.
- e. Equipment Update - two power stretchers costing \$25,000 each need to be replaced.
- f. Staffing Update – one full-time position is open, and 2 staff members are out on extended leave. The vacancy and absences cause additional overtime and forced assignments. To

address staffing shortages a Memorandum of Understanding regarding the creation of “Part Time” positions was discussed with Teamsters Local 340 representatives. An agreement tentatively approved by the parties was included in the Board packet for consideration and Board action.

- g. Call Volumes – were steady in October and November - see attached reports.
- h. A draft of a Non-Discrimination Policy also addressing Limited English Proficiency services was included in the Board packet for consideration and Board action.
- i. Maine PERS – The Agreement Between Northern Oxford Regional Ambulance Service DBA Med-Care and the Maine Public Employees Retirement System has been executed.

New Business:

- a. Solar Proposal – The Revision Energy contract proposal dated October 27, 2023, funding considerations and options, the Franklin Savings Bank loan proposal of terms and conditions for the installation of a solar project dated November 28, 2023, the Inflation Reduction Act of 2022 tax credit allowance covering 30% of solar installation costs through 2032, and a financial summary titled Turnkey Solar Project dated 10/27/2023, were presented by Chief Landry and considered and discussed by the Board.

Carol Roach moved to approve the Revision Energy contract proposal, to authorize Chief Landry to execute the Franklin Savings Bank loan proposal in an amount of up to \$168,000 for a term of 10 years, and to use ARPA funds in the amount of \$50,000 as the solar project downpayment. The motion was seconded by Frank DiConzo. The motion passed unanimously.

- b. **Carol Roach moved to adopt the proposed Policy and Notice of Nondiscrimination as written and presented by Chief Landry. The motion was seconded by Reggie Arsenault. The motion passed unanimously.**

- c. **Peter Merrill moved to authorize Chief Landry, President Chase, and Vice President Reggie Arsenault to agree to the proposed Memorandum of Agreement with the employees of Med-Care Teamsters Local 340 regarding the creation of “Part Time” positions to address staffing shortages. The motion was seconded by Frank DiConzo. The motion passed unanimously.**

Old Business:

- The Bylaws of the Northern Oxford Regional Ambulance Service dated 5/4/88 need to be reviewed and revised. President Chase asked for volunteers to assist with this project. Dick Pickett, Fred Detheridge, and Frank DiConzo volunteered and set a meeting date.

Public Comment:

- Assistant Deputy Chief Dakota Turnball thanked the board for its support.

Adjournment:

**Dick Pickett moved to adjourn the meeting at 8:03 p.m. 2nd by Reggie Arsenault.
The motion passed unanimously.**

Respectfully submitted.

Carol Roach

Next meeting: February 14, 2024, at 6:30 p.m.