



*Town of Tyngsborough*  
*Board of Selectmen*  
25 Bryants Lane,  
Tyngsborough, Massachusetts 01879-1003  
Office: (978) 649-2300

MINUTES OF AMBULANCE STUDY COMMITTEE

October 21, 2014

Attachments:

1. Meeting Agenda

Members Present: David Carney – Citizen-at-large  
Catherine Gabriel – Capital Asset Management Committee  
William Gramer – Board of Selectmen  
Arthur Michaud – Board of Fire Engineers  
Darryl Wickens – Finance Committee

Also in Attendance: Kerry Colburn-Dion - Finance Coordinator  
Tim Madden – Chief, Tyngsboro Fire Department  
Wes Russell – Captain, Tyngsboro Fire Department

Members Absent: None

**7:00 p.m.** - Meeting called to order.

Agenda Item #1 – Committee Organization

Art Michaud opened the meeting as acting Chairperson and welcomed the members to the first meeting of the Ambulance Study Committee. The first order of business was to organize the committee consistent with the Mission Statement. Art requested any nominations for Chairperson.

**Bill:** Motion to nominate Art as Chairperson.

**Dave:** 2<sup>nd</sup> the motion.

**Passes:** 5-0-0

The Chair asked for nominations for Recording Clerk.

**Darryl:** Motion to nominate Bill as Recording Clerk.

**Dave:** 2<sup>nd</sup> the motion.

**Passes:** 5-0-0

The Chair asked for nominations for Vice Chairperson

**Dave:** Motion to nominate Darryl as Vice Chairperson.

**Bill:** 2<sup>nd</sup> the motion.

**Passes:** 5-0-0

## Agenda Item #2 – Review of Mission Statement & Regulations

The Chairman discussed the content of the Mission Statement and confirmed the members each had a copy for review, and the members generally discussed the goals of the committee and timeline by which to complete the study. The committee hopes to complete the mission within one year, with quarterly updates to the Board of Selectmen and perhaps a larger presentation at the 6 month mark and final report/recommendations at 1 year.

## Agenda Item #3 – Overview of past consultative studies

A copy of the 1999 Ambulance Study Report was circulated and reviewed by the members prior to the meeting, and the members discussed the contents of the report and what items would need to be updated. There was discussion about the events leading up to the 1999 report. The report was updated in 2006. The Chief stated he had updated the figures himself since 2006 and would put that data into a report to circulate. The members discussed and asked questions regarding start-up costs and funding options, billing in-house vs. out sourcing that work. The Chief stated a new ambulance is approximately \$200,000, and it lasts about 5 years. There are lease/purchase options that may work to reduce start-up costs until the revenue can start coming into the Town. Darryl asked about down sides, what financial burden could be imposed upon the Town, what if the actual revenue is lower than projections. The Chief explained that the actual numbers in terms of calls per year were in line with the projections in the 1999 report and as updated in 2006, that the data looks very accurate, that the demographics of Tyngsboro are similar to communities where an ambulance program has been successful, such as Pepperell, Townsend. There was discussion of Chelmsford, Lowell, Dracut, Westford, Hudson, Pelham and how these Towns operate and interact with Tyngsboro. Catherine commented that she worked in Merrimac, MA and they have a relatively new ambulance program, perhaps she could try to have someone from Merrimac come talk to the committee about how they started the program and what challenges they faced. Art also stated he could arrange for someone from Burlington FD to speak with the committee. There was discussion about response times, that the TFD is sending a truck to calls and arrives first, then Trinity arrives and is transporting and billing the patient. The Chief stated TFD had 1,039 medical calls for FY 2014, 663 transports, 495 were BLS and 168 were ALS.

## Agenda Item #4 & #5 – Objectives for next meeting; Scheduling next meeting

For the next meeting the committee will try to arrange for a discussion with someone from Merrimac and also Burlington, that Catherine and Art will reach out to their contacts and then contact all members to schedule a next meeting date.

8:15 p.m.

**Bill:** Motion to adjourn

**Dave:** 2<sup>nd</sup> the motion

**Passes:** 5-0-0

Minutes respectfully submitted by  
Bill Gramer, Recording Clerk