



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

MINUTES OF AMBULANCE STUDY COMMITTEE

January 13, 2015

Attachments:

1. Meeting Agenda

Members Present: Catherine Gabriel – Capital Asset Management Committee  
William Gramer – Board of Selectmen  
Darryl Wickens – Finance Committee

Also in Attendance: Tim Madden – Chief, Tyngsboro Fire Department  
Kerry Colburn-Dion – Town Treasurer/Finance Coordinator

Members Absent: Arthur Michaud – Board of Fire Engineers  
David Carney – Citizen-at-large

**7:05 p.m.** - Meeting called to order.

Agenda Item #1 – Review and approve previous meeting minutes

Minutes for the prior meeting are not ready for review and approval.

Agenda Item #2 – Create a couple of financial revenue models using the information obtained to date.

Chief Madden presented and explained a spreadsheet showing actual medical transports in December 2013, there were 63 calls, and showing a proposed fee of \$1200 per transport. For each call the Chief assigned a value for expected revenue, whether private pay or by Medicaid based upon the type of call/patient. The revenue is estimated at \$48,500. The \$1200 does not include charges for mileage or supplies/consumables used for that specific transport, so the actual amount billed to the patient would be above \$1200. It is about 7 miles to Lowell General, at \$30/mile, so \$210 should be added to the \$1200 figure.

The members reviewed an information sheet from Comstar which showed \$511 average collected per transport. This figure may not be comparable to us. There was discussion about assuming \$511 and at that rate would we be able to sustain the ambulance program. There was discussion that Wilmington averages \$707 per transport.

Catherine reported that she spoke to DOR and obtained information about how incoming funds would be added to the general fund and our options to establish an enterprise fund.

Kerry presented an information sheet showing the cost of the new ambulance and discussed with the members the options of lease-to-purchase rather than buying a new ambulance outright for \$200,000, that we might be better to start generating revenue to make the payments estimated at \$40,000 per year. Another option is to take the money coming from Trinity as reimbursement, about \$16,000 this year, and another \$8000 next year, and rather than having it go into the general fund we could vote at May special town meeting to pull that money out and put into a stabilization fund for the ambulance, which would let us get the account up and running. We would need about \$25,000 for initial start-up costs for supplies, but this would be reimbursed through billing. There was further discussion about needing to decide what the Town would bill a patient, whether the \$1200 is appropriate. Based upon the calls in December, Kerry projected the annual revenue at \$582,000. The members asked what does Trinity charge? The members requested that we ask Trinity to provide this information and other relevant data as the Trinity representative indicated would be possible.

The members discussed the various staffing options, and a sheet with three options was presented. The Chief commented that option 3 was probably the best option, which calls for adding 2 full-time firefighters/EMT's to work Mon-Fri. in 10 hour shifts (50 hours each), with weekend coverage for 20 busy weekends per year. Costs for the option are estimated at \$287,156.31 annually. The goal would be to have 4 firefighters/EMT on busy weekends, 2 firefighters and 2 for the ambulance; the busy weekends are during summer, school vacations, extreme weather conditions when low call-in firefighter turnout is expected but maximum staffing is needed.

Agenda Item #3 – Discuss topics for a quarterly update for the BOS.

This will be discussed a later meeting when the full committee is available.

Agenda Item #4 – Establish objectives for next meeting.

The members discussed that we needed to continue updating the numbers, obtaining details showing the day of the week for all calls, determining the rate to bill and projecting what is likely to be collected, and that we need to start work on a quarterly report to the Board of Selectmen. The members also want to discuss personnel costs, and have details in the report to show the total number of hours worked under each personnel scenario.

Agenda Item #5 – Schedule next meeting.

The members discussed a possible next meeting for February 3.

8:00 p.m.

**Daryl:** Motion to adjourn

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

**Passes:** 3-0-0

Minutes respectfully submitted by  
Bill Gramer, Recording Clerk