



***Town of Tyngsborough
Board of Fire Engineers***
TYFD PO Box 52
Tyngsborough, Massachusetts 01879
Office: (978) 649-7671

MINUTES OF BOARD OF FIRE ENGINEERS' MEETING

31 MAY 2016

Members Present: Arthur Michaud – Chair
Raymond Ledoux – Vice Chair
Wilfred D. Mercier – Recording Clerk
Timothy Madden – Fire Chief
James Doster – Member
Donald Singleton – Member

Also in Attendance: Wes Russel, Deputy Chief TYFD (Tyngsboro Fire Dept.)
Pat Sands, Captain TYFD
Richard Martin, COMSTAR Ambulance Billing Service
Cathy Martin, COMSTAR Ambulance Billing Service
Jeff Tassi, COMSTAR Ambulance Billing Service

Members Absent: none

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

Agenda Item #1 – Ambulance Billing Service

Discussion: An RFP was sent out and the Selectmen picked COMSTAR. COMSTAR has over 250 clients. COMSTAR explained how they would service the billing needs of the TYFD, using Zole Software. COMSTAR would train a TYFD firefighter/EMT to be an in-house trainer for the TYFD on how to use the Zole Software.

Costs would be : \$1,000 Start-up fee, \$250 per month charges and \$1.00 per PCR (Patient Care Report) sent to COMSTAR. The \$1,000 Start-up fee may be waived.

1st step is for the TYFD to get credentialed for CMS and DPH Ambulance license.

Donald Singleton: Motion to approve the COMSTAR proposal and move forward with the contract pending the Town's Legal and Accounting Departments review of the contract.

Raymond Ledoux: 2nd the motion

Vote: 6 - 0 - 0 Passed

Agenda Item #2 – Review and approve 27 April 2016 meeting minutes

Discussion: none

Raymond Ledoux: Motion to accept as written the minutes of the 27 April 2016 meeting.

James Doster: 2nd the motion

Vote: 6 - 0 - 0 Passed

Agenda Item #3 – Tyngsborough Firefighters Association donation of a used ambulance

Discussion: Tyngsborough Firefighters Association has purchased a 2007 E450 ambulance which will arrive in the first week of June 2016 for use by the TYFD.

Donald Singleton: Motion to accept used ambulance donated by the Tyngsborough Firefighters Association.

James Doster: 2nd the motion

Vote: 6 - 0 - 0 Passed

Agenda Item #4 – Motion to adjourn

Discussion: None

Arthur Michaud: Motion to adjourn

Wilfred D. Mercier: 2nd the motion

Vote: 6 - 0 - 0 Passed

Adjourned at _8:50_p.m.

Minutes respectfully submitted by
Wilfred D. Mercier
Recording Clerk