Regional Ambulance Meeting

Town of Freedom, Town Hall

Monday, September 16, 2019

No attendance sheet was circulated, however, based upon a visual survey of those in attendance, present at the meeting were the following:

Town of Freedom: Selectmen Leslie Babb, Ernest Day, Jr., Alan Fall; and, Fire Chief Robert Cunio.

Town of Madison: Selectmen John Arruda, Josh Shackford; Fire Chief Richard Clark, Michael Brooks, Assistant Fire Chief, and, Matt Tavares, AEMT.

Town of Effingham: Selectmen Michael Cahalane, Chuck Fuller; Dan Felix, Fire Capt.;

Town of Eaton: Selectmen Ed Reilly, and, Dick Fortin.

Town of Ossipee: Selectmen’s Representative Richard Morgan, Ossipee Corner Fire Chief Adam Riley; and, Center Ossipee Fire Chief Dana Cullen, Jr.

Town of Tamworth: Selectman Rebecca Mason, Willie Farnham; and, Zach Remick, Firefighter.

Media: Daymond Steer, Conway Daily Sun, and, Tim Hughes, Madison TV.

Also in attendance were representatives from the ambulance service providers who had submitted proposals.

Chairman Fortin called the meeting to order at 6:00pm.

Fortin stated the goals for the meeting; to review the proposals and determine what providers the Board wished to meet with at a future meeting.

The Chairman questioned if there was a way to streamline the process.

* Selectman Arruda felt that the proposals could be trimmed to two providers.
* Selectman Fuller felt that we should eliminate any proposals that did not meet the specifications of the RFP.
* Mr. Morgan would like to hear from all four providers to see if anyone has something to offer to the entire process.
* Selectman Cahalane was concerned that we only look at the proposals that meet the RFP.
* Selectman Reilly stated that he felt that the Town of Eaton was focused on two providers. He wondered if the Board should formulate the issues that they want to address with the providers.
* Selectmen Babb stated, that based upon his review of the proposals, he has different questions for each provider based upon their respective proposals. He did not feel that the Board could limit itself to a set list of questions to be posed to every provider.
* Selectman Farnham was concerned that an oral presentation by the providers may differ from their written proposal. He is concerned about poisoning the process and the possibility that we may have to request new proposals.
* Mr. Morgan feels that the pivotal issue is the pool of potential employees to fulfill the contract, no matter which provider is selected. He did not feel that any of the providers would be relocating employees from Massachusetts. He wanted to hear from the providers regarding how they intended to ensure that the requested ambulances would be staffed.

It was suggested that the Providers be afforded 15-20 minutes each to make an oral presentation of their respective written proposals.

* Selectman Shackford felt that the list could be narrowed to two providers. He suggested that the Board be polled to determine how many the Board wished to hear from.
* Selectmen Arruda also requested that the list be narrowed to two providers.
* Mr. Morgan stated that hearing a presentation from all four providers may provide some insight into the quality of the leadership of each provider.
* Selectman Babb wondered if the Board would ask questions or if it would simply be a presentation.
* Selectman Mason was concerned that if the Board asked questions it may lead to differences in the presentation from what was submitted in writing and, thus, open the door to having to start the process anew.
* Mr. Morgan reminded the Board of the differences between an RFP process and a bid process. There was discussion regarding why the Board elected the RFP process over the bid process.
* Selectman Cahalane did not feel that it would hurt to hear everyone speak to their respective proposals.
* Selectman Fuller felt that it was important to see the people in front of the Board making a presentation. He stated that it would provide an opportunity for the Board to make a determination regarding the quality of the leadership of the respective providers.

Selectman Farnham felt that only three of the four providers met the RFP and that the Board should only consider talking with those three providers. He was concerned with the fact that Life Star EMS sent an email to this reporter on September 3, 2019 with an attached document containing supplemental information to its proposal. He felt that this material should not be considered and that the proposal that was opened on August 26, 2019 should stand on its own merit. If the original proposal was not complete, it should not be considered.

* There was some discussion regarding the nature of the information contained in the email.

Selectman Day requested that the Chairman poll the Board to determine how many providers the Board wish to hear presentations from.

By a show of hands:

* Six (6) members wished to hear from all four providers;
* Four (4) members wished to hear from only three providers; and,
* One (1) member wished to hear from only two providers.

Selectman Farnham stated that the presentations should be limited to the material in the written proposals and that the Board should not ask questions of the providers.

It was RESOLVED that the Board would hear presentations from all four providers. The presentations would be limited to 20 minutes and be focused on the materials contained in the written proposals. No questions would be asked by the Board.

Chairman Fortin asked if all members were available Monday, September 23, 2019. All members answered in the affirmative. He then asked the providers if they could be available and they all stated that they could.

Chairman Fortin stated that the presentations would be 20 minutes followed by a 5 minute break and would be scheduled alphabetically by company name as follows:

* 6:00 PM, Action Ambulance
* 6:25 PM, Brewster Ambulance
* 6:50 PM, CarePlus
* 7:15PM, Life Star

The meeting, with presentations, will be at the Freedom Town Hall.

Selectman Day asked if Tamworth had submitted their quarterly reports with response statistics. The reports have not been submitted.

Selectman Cahalane wanted to discuss the response statistics and how the contract would be apportioned among the member towns. He felt that tonight was not the time for that discussion but did feel that all Towns’ quarterly reports should be available to the public for review.

Meeting adjourned at 6:45 PM.

Respectfully submitted,

Michael R. Brooks

Madison, Assistant Fire Chief