

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, February 10, 2020 at 6:00 p.m. in Council Chambers with the following members present: Deputy Mayor Thomas Ayer, Joan L. Theriault, Hugh A. Kirkpatrick, Jody R. Smith, and Douglas C. Morrell. Mayor R. Mark Goughan and Nicole L. Cote was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Scott Susi (Fire Chief), Christina Kane-Gibson (Events & Marketing Director), and Gary Marquis (Supt. of Parks and Recreation), plus Adam Chartier and Luke Brabant (Caribou Fire/Ambulance Department).

Christopher Bouchard of the Aroostook Republican, YouTube, and Spectrum covered the meeting.

Council Agenda Item #2: Invocation / Inspirational Thought

Councilor Theriault read a prayer.

Council Agenda Item #3: Pledge of Allegiance

The Deputy Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

- Ben Zetterman – EMT – former regional director for Aroostook Regional V EMS Council, Inc. – provided a brief explanation of the available training centers in Maine and the amount of necessary training required to be an EMT and/or paramedic.
- Milo Haney – suggested that people need to look at the whole picture when looking at the ambulance service. Mr. Haney made a comparison between number of roads and public works costs with the Town of Fort Fairfield and the City of Caribou. He stated that Caribou is in a crisis, and noted that three businesses have closed since the first of the year. Mr. Haney challenged the Council to review the budget numbers to determine if they could do better.
- Jennifer Quinlin – spoke in support of the Caribou Fire & Ambulance by sharing her very personal experience with the department. Ms. Quinlin explained how she is alive today because of the care the department provided her four years ago.
- Richard Learnard – a pay call fire fighter – asked if the City can choose not to respond to an emergency call in another community.
The City Manager stated that the City doesn't have to respond unless the community has a contract with Caribou.
- Wilfred Martin – stated that Caribou does have a "pretty good" fire and ambulance service. Mr. Martin disagrees that it can't be done as well in the private sector and further he stated that is the only way for the City to go. He believes that ambulance service should be closely tied to the hospital and believes the hospital could do a better job. Mr. Martin stated that the way the fire & ambulance are integrated causes a lot of overtime. He commented that it is hard to keep people here including the students.

Ben Zetterman – Mr. Zetterman noted that Aroostook Regional V EMS Council, Inc. includes all of Aroostook County, parts of Washington County, Penobscot County, and Piscataquis County and services over 75,000 people. There are approximately 240 EMS providers with roughly 85 of those are paramedics and 16 of the paramedics are with Caribou Fire & Ambulance.

Council Agenda Item #5: City Council Minutes

a. January 13, 2020 Regular Meeting

Motion made by D. Morrell, seconded by J. Smith, to accept the minutes of the January 13, 2020 Council meeting as presented. (5 yes) So voted.

b. January 27, 2020 Regular Meeting

Motion made by J. Smith, seconded by H. Kirkpatrick, to accept the minutes of the January 27, 2020 Council meeting as presented. (5 yes) So voted.

Council Agenda Item #6: Financials – December 2019

2019 year end and unaudited numbers.

A question was asked about line for the Caribou Community Band. The City Manager will research the account to see if there are any strings attached to the funds or could they be moved to another line.

The December 2019 Financials reflects the actions taken by the Council at the January 27th meeting under Council Agenda Item #7d.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept the December 2019 Financials as presented. (4 yes, 1 abstention, D. Morrell) So voted.

Council Agenda Item #7: Bid Openings, Awards, and Appointments

a. Wanda Theriault, Library Board

Motion made by H. Kirkpatrick, seconded by J. Smith, to appoint Wanda Theriault to the Caribou Library Board of Trustees for a three year term. (5 yes) So voted.

Council Agenda Item #8: New Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action Regarding Extension of Northern Maine Brew Pub Alcohol License for a Special Event

Motion made by H. Kirkpatrick, seconded by J. Theriault, to approve a Request for Extension of License on Premise by the Northern Maine Brewing Company, LLC as presented. (5 yes) So voted.

b. Discussion and Possible Action Regarding 212 Old Washburn Road Property Reclamation

Motion made by J. Smith, seconded by D. Morrell, to accept \$1,700.00 from the former owner Michael Tompkins and to waive approximately \$135.00 of interest and other charges and quit-claim 212 Old Washburn Road to the previous owner to keep the property on the tax rolls. (4 yes, 1 no, H. Kirkpatrick) So voted.

c. Discussion and Possible Action Regarding Bid for Tax Acquired Property at 7 Lower Lyndon

Manager Marker noted that a gentleman has offered a bid amount of \$166.22, which was the tax amount in 2017 when it became acquired.

Motion made by J. Smith, seconded by D. Morrell, to accept a bid amount of \$166.22 to cover any account balances and authorize city staff to execute conveyance deeds to the gentleman bidder. (5 yes) So voted.

d. Discussion and Possible Action Regarding Bids for 142 Lower Lyndon Property

142 Lower Lyndon property has been out to bid for a minimum bid of \$150,000. No bids were received. The \$150,000 amount would have made both the City and the Caribou Utilities District (CUD) "whole". Manager Marker recommended that the minimum bid be lowered to \$95,000, which would make the City "whole" and provide a smaller amount for the CUD.

Discussion as to advertising of the bid. Councilor Kirkpatrick recommended that the City place the property back out to bid and to advertise to a larger area.

Motion made by H. Kirkpatrick, seconded by D. Morrell, to rebid the property with a minimum bid of \$150,000 and advertise in more places than it was previously advertised. (5 yes) So voted.

Council Agenda Item #9: Old Business

a. Discussion Regarding City Council Priorities for 2020

The Council decided to rescore their Council Priorities for 2020 with the understanding they would score "1" for their lowest priorities and "5" for their highest priorities.

b. Discussion Regarding Creation of Personal Property Accounts with a Taxable Value Less Than \$1,000

Tax Assessor Penny Thompson reviewed her memo dated February 5, 2020 on the subject of Business Personal Property.

Memo highlights include: a history of the department's practice of not creating new accounts with a taxable value determined to be less than \$1,000 as this is seen as operational efficiency, cited the state statute that justifies the \$1,000, and that it isn't lawful for the municipality to create an exemption or credit for any amount of personal property this is otherwise taxable under State law.

In the evening on March 17th at the Wellness Center, the Tax Assessor will be available to assist taxpayers with any necessary paperwork. Additionally in March, Ms. Thompson will be speaking at a Rotary Club Meeting.

To be more equitable to everyone, going forward starting in 2020, the Assessing Department plans to send out personal property taxes bills to everyone that has personal property items regardless of the valuation.

Councilor Morrell noted that his original question about giving a \$1,000 exemption on personal property was to make the City more business friendly. The Councilor commented that he has been doing his own research on this topic and wonders how Home Rule plays in the matter. Manager Marker spoke about operational efficiency for

the department and the work necessary to create a personal property tax account for businesses with less than \$1,000 in valuation.

Deputy Mayor Ayer stated that this topic is a First Read and this topic is tabled to the next meeting.

c. Discussion Regarding EMS Transfer Operations

Manager Marker presented a PowerPoint Presentation titled "Caribou EMS Transfer Operations" (Exhibit A).

Councilor Morrell read into the record several questions that he wants answered:

- What year did the air ambulance start?
- Who does the Department bill for a 2-hour minimum OT call-in if the staff doesn't respond to a 911 call or perform a transfer?
Chief Susi has said this is billable . . . who pays for it?
- What's the total number of OT hours worked per year (not dollars)?
From 2008 to 2019, ambulance service only . . .
- What year did Caribou Fire & Ambulance begin serving: New Sweden, Woodland, Connor, T16-R4, Westmanland, Washburn, Wade, etc. (ambulance service only)?
- For each of those towns, and each year served, what was the contracted per capita rate?
- Assuming the Department started with 2 ambulances in 1984:
What year was the 3rd ambulance purchased/operated?
What year was a 4th ambulance purchased/operated?
What year was a 5th ambulance purchased /operated?
- For just the transfers, and only going back to 2008:
What example; in 2013 there were 2,009 transfers
How many were privately insured
How many had Federal Medicare/Medicaid
How many had State/Mainecare insurance
How many were not insured?

Discussion. About 80% of the ambulance service payer mix is Medicare/Medicaid. The City Manager noted that changes have been made to save monies include the stacking of calls.

Deputy Mayor Ayer requested, in the future, all presentations to be included in the packet so there is time for Council to review.

d. Discussion Regarding Airport Services and Staffing

The Manager reviewed activities and services at the airport. Before 2016, a Fixed Based Operator (FBO) oversaw activities and services. Once the FBO left, the Public Works Director went and completed the necessary training to operate the fueling station and to file NOTAMS. The Manager estimated that it would take around five hours a week to complete the duties. During 2019, the Public Works Director was given a stipend to compensate him for the additional duties and responsibilities until a FBO was in place. The Manager wants to hire a part-time person to complete these tasks and relieve the Public Works Director of this responsibility. To share a fuel attendant with the City of Presque Isle would cost \$85.00 an hour plus transportation costs.

Councilor Morrell asked if the fuel system could be “pickled” and whether the area pilots could step up and help. Councilor Theriault suggested that it might be cheaper to have the Public Works Director continue doing those activities. The Manager commented that Airport duties are not included in the Public Works Director’s job description. Councilor Theriault spoke in favor of continuing with the Director doing the necessary work and for him to be compensated. Councilor Morrell suggested leasing the fueling system to the area pilots and let them run it.

Council Agenda Item #10: Reports and Discussion by Mayor and Council Members

Councilor Morrell: asked the City Manager about purchase orders and the City’s purchasing practices. The Manager stated that he reviews, and signs all warrants.

Council Agenda Item #11: City Manager’s Report

The City Manager reviewed his report dated February 7, 2020.

Council Agenda Item #12: Reports by Staff and Appointed Officials

The City Clerk updated the Council on dog licensing, late fees, absentee ballots, and, registering to vote. The City Clerk asked about the City’s Catastrophic Leave program.

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

a. Collective Bargaining Negotiations with Public Works Union

8:46 p.m. Motion made by H. Kirkpatrick, seconded by J. Smith, to move to executive session to discuss collective bargaining negotiations with Public Works Union under MRSA Title 1, §405(6)(D). (5 yes) So voted.

9:15 p.m. Council returned from executive session.

Motion made by J. Smith, seconded by H. Kirkpatrick, that the City proceed with mediation efforts to resolve issues with the Public Works Union and authorize the Manager to take the appropriate actions. (5 yes) So voted.

Motion made by H. Kirkpatrick, seconded by D. Morrell, that the City Manager prepare an RFP for snow removal and plowing services in the urban compact area. Councilor Smith asked if that would include sidewalks. Councilor Morrell noted that it should as well as parking lots and the work being done during night hours to avoid traffic conflicts. The Manager should draft the RFP and a contract for the Council to consider. (5 yes) So voted.

9:25 p.m. Motion made by D. Morrell, seconded by H. Kirkpatrick, to move to executive session to discuss real estate matters under MRSA Title 1, §405(C). (5 yes) So voted.

9:35 p.m. Council returned from executive session.

No action taken.

Council Agenda Item #14: Next Meeting(s): February 24

Council Agenda Item #15: Adjournment

Motion made by H. Kirkpatrick, seconded by D. Morrell, to adjourn the meeting at 9:35 p.m. (5 yes) So voted.



Caribou EMS

Transfer Operations

Costs

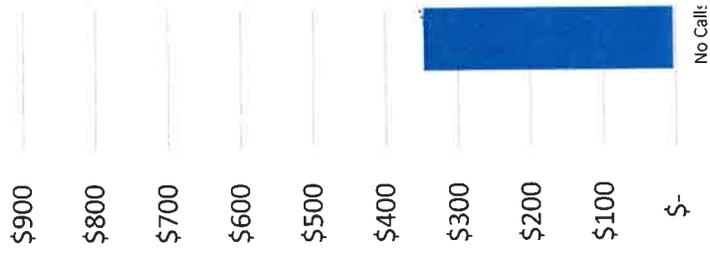
- Responding Personnel
 - 1 Call = 1 Regular Time + 1 OT
- Vehicles
 - More Miles = More cost
- Facilities
- Ambulance Billing

Revenues

- Call Type
- Payor Mix
 - Variable Reimbursement Rates
- Speed of Travel
 - Improve Efficiency = Generate \$
- Distances
 - More Miles = More Revenue

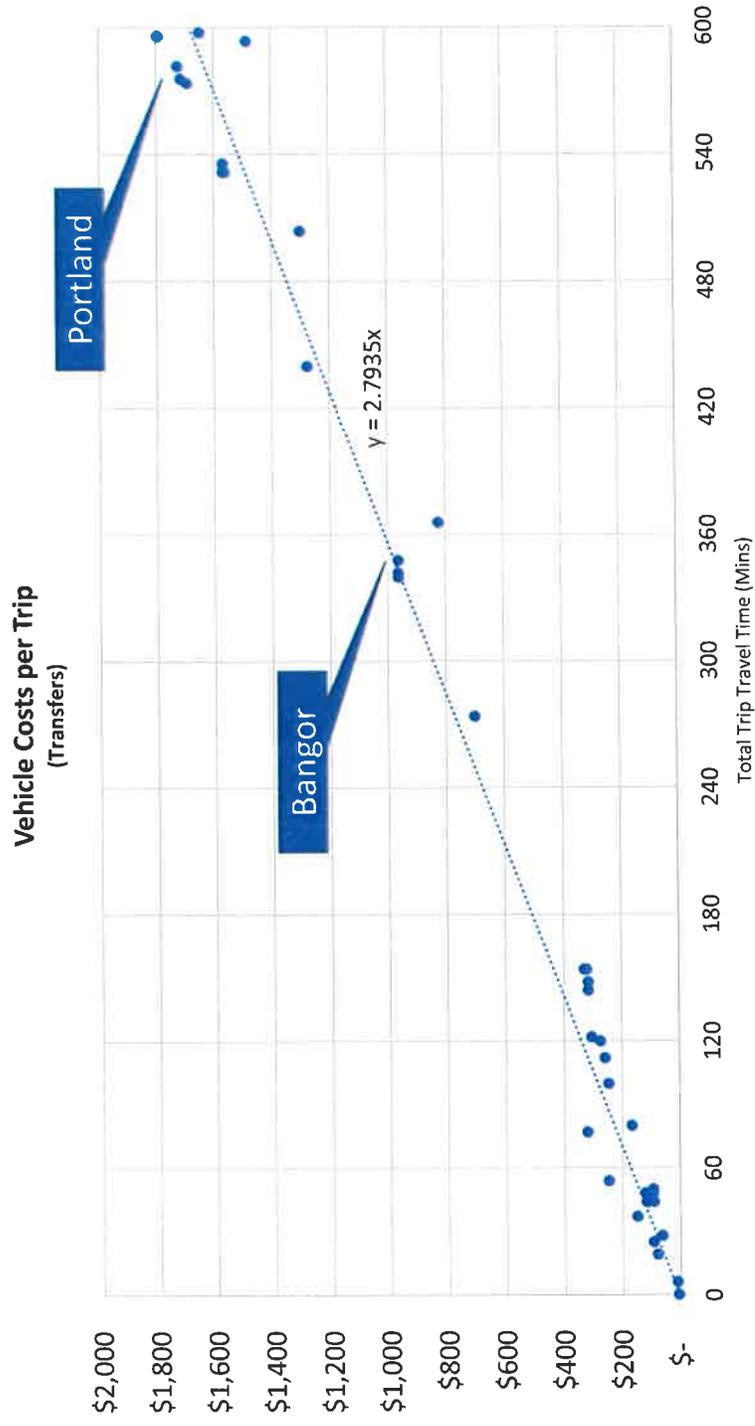
Personnel

Hourly Responding Personnel Costs
(Fully Burdened)



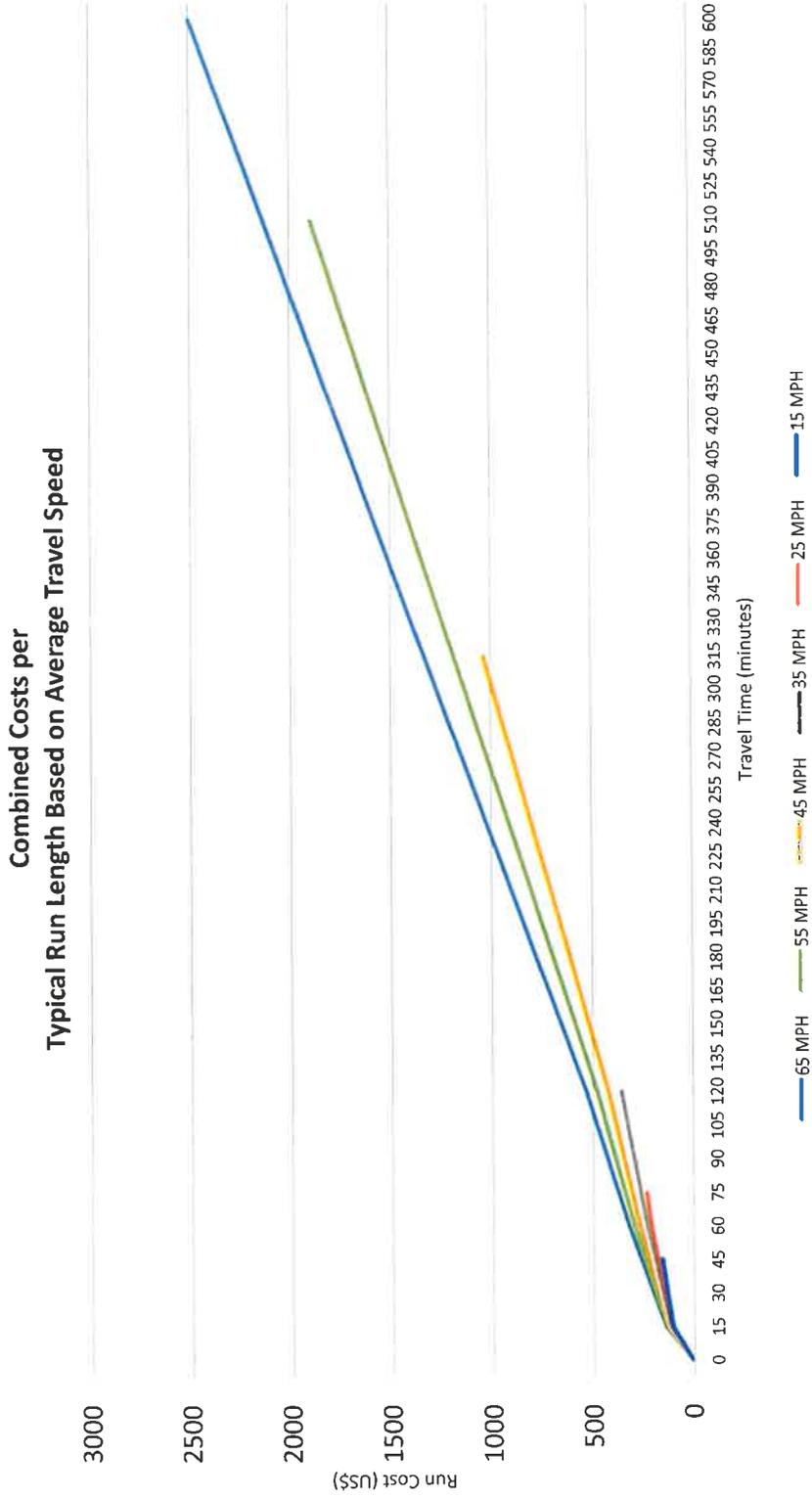
- **Maintain 4 members in the house at all times.** This provides coverage for an ambulance and fire truck in town if needed.
- 5 Person Shifts
- 1st call out brings 1 OT person in
- More call outs at same time bring in 2 more OT personnel per call
- 3 Calls out = 6 in field + 4 in house.

Vehicle Costs



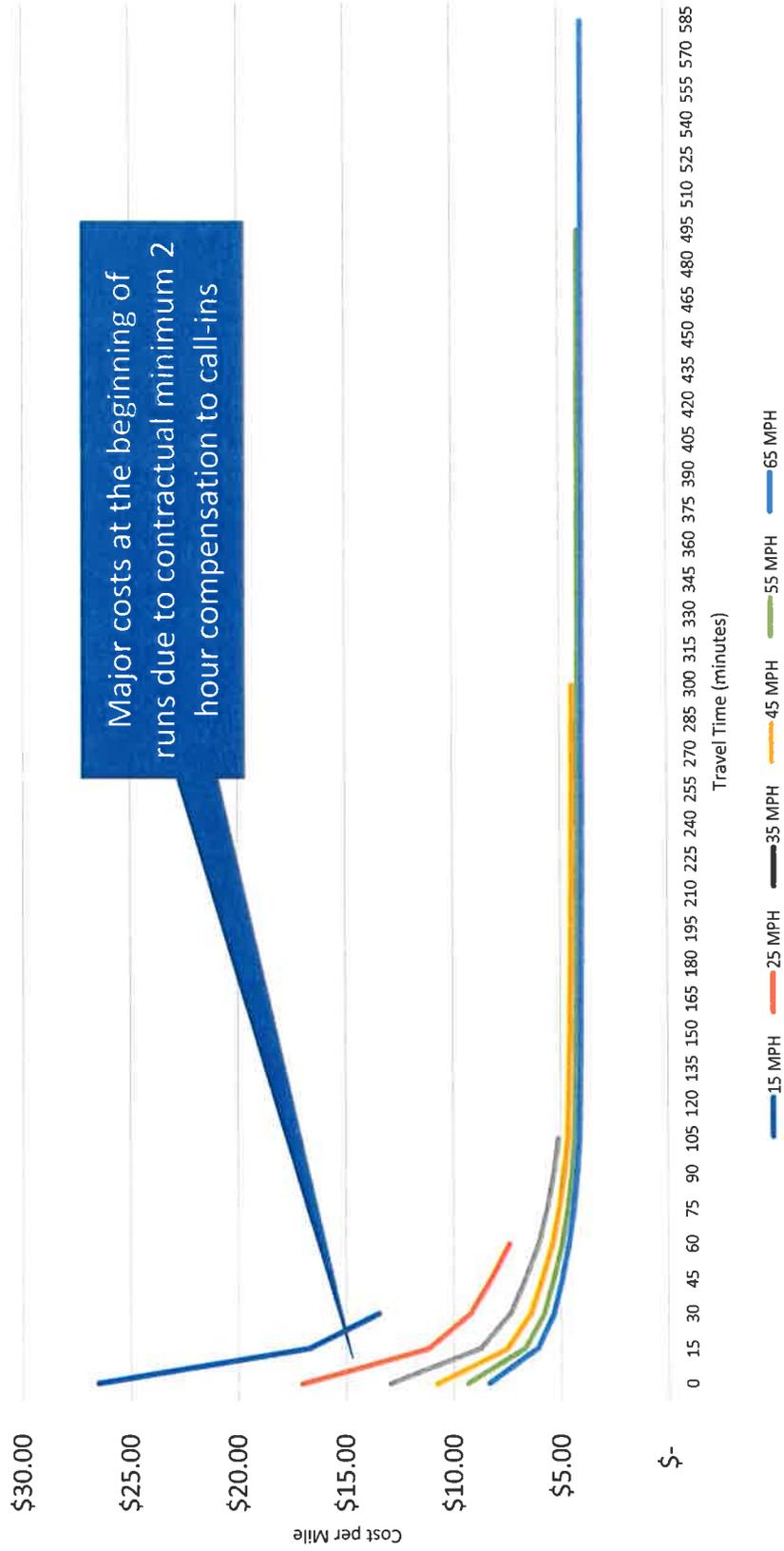
Assumes \$2.8 per mile to cover fuel, wear & tear, insurance, and replacement costs, storage, etc.

Personnel and Vehicle Cost



Personnel and Vehicle Cost

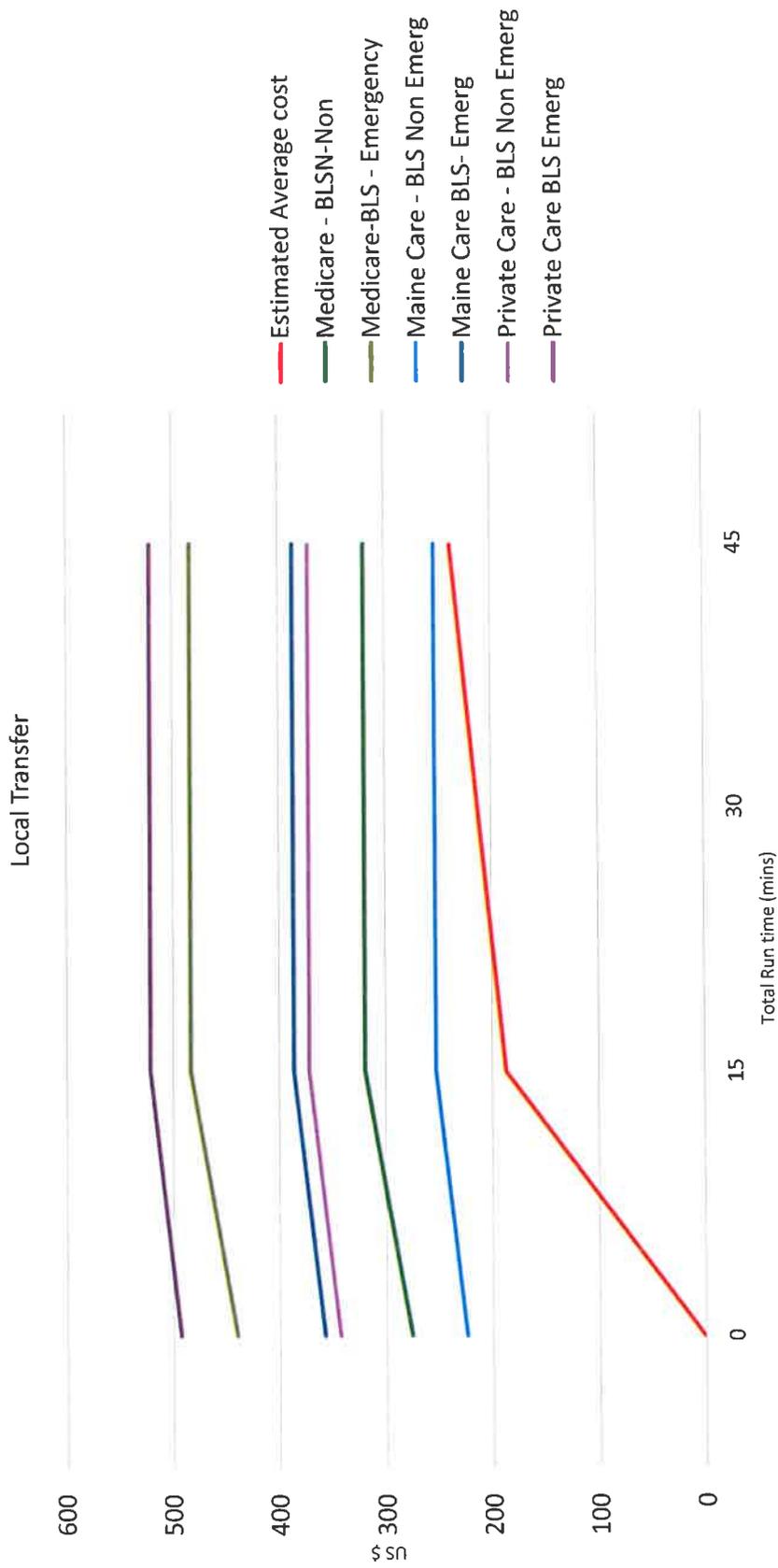
Cost Per Mile Per Average Travel Speed and Typical Run Time



Reimbursement Rates

	Medicare Rates	Maine Care Rates	Private Rates
	0-17 Miles 18+	0-17 Miles 18+	0-17 Miles 18+
BLSN	\$274.49	\$222.8	\$313
BLSN-Non	\$274.49	\$222.8	\$342
BLS - Emer	\$439.18	\$356.48	\$492
ALS1-Emer	\$251.52	\$423.32	\$588

Calculated Costs and Revenues for Transfers



Now What

Operational and Administrative Changes being considered

- Possible changes to union contracts to address front loaded run costs
- Staffing changes to eliminate time and ½ wage costs for every call
- Limiting non-emergency transfers to day time hours
- Fleet changes for non-emergency runs during day time hours
- After trial period, we'll be able to revisit contractual costs to outside communities.



Caribou EMS

Questions?