

The Alstead board of selectmen met in open session on Tuesday September 19, 2017 at 6:30 at the municipal offices. Timothy Noonan called the meeting to order at 6:30. The members that were present were Tim Noonan and Alan Dustin. Tim led the pledge of allegiance.

Mary Ann Wolf showed a PowerPoint presentation regarding Alstead Ambulance billing.

There was discussion about ways to receive money for claims that have not been paid. The recommendations were to “stay with the current billing service, reroute hospital faxes to a convenient secure location or use an eFax service, squad to fax current face sheet to billing service for each TEMSIS entry, Jesse “locked’ the insurance field on TEMSIS so no one can submit the patient info to the billing service without completing that field, Squad to highlight the insurance section of the ambulance form. Additionally, Mary Ann becomes a temporary unpaid auxiliary member of the squad. (HIPAA would no longer be an issue.)” In this capacity, she would see that transports are billed; all patient information is current and all insurance submissions are tracked until payment or denial. Both Alan and Tim thought this was a good idea but wanted to run it by Kelly and Rock first.

Jesse said that his current computer is 11 years old and is not keeping up with current software. He asked for a new computer and gave a quote to the selectmen from Greg Charland, the tech person the town currently use, of \$1,807. Alan motioned to allow Jessie to get the computer, Tim seconded.

Bob Quaglin asked the board if they were interested in job descriptions for full time positions only. He questioned other departments such as the transfer station, fire and ambulance stating that he felt that although they were part time he would like to put a general job description for each department. Tim is only interested in full time however Alan did agree that in order to justify the part time jobs there should be a general description for the department. Bob said that he plans to have everything complete within the next few weeks.

Jesse mentioned that the radios are in. He said that he would have his budget numbers next month. He would like to give the squad sweat shirts and will come back with what the cost of that will be.

Alan Dustin moved to accept the minutes as read, Tim Noonan seconded.

Alan motioned to appoint Gordon Kemp to the planning board, Tim seconded.

Tim Noonan moved to adjourn, Alan Dustin seconded meeting adjourned at 8:03.

Respectfully Submitted,

**Charlotte Comeau**