



City of Keene  
*New Hampshire*

**FINANCE, ORGANIZATION  
AND PERSONNEL COMMITTEE  
AGENDA  
Council Chambers B  
April 12, 2018  
6:30 PM**

Mitchell H. Greenwald  
Carl B. Jacobs  
Terry M. Clark  
Thomas F. Powers  
Bettina A. Chadbourne

- 
1. Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department
  2. Sponsorship Update - Banner Placement at Wheelock Park
  3. Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department
  4. Acceptance of Donation - Friends of Open Space in Keene - Parks, Recreation and Facilities Department
  5. Advanced Life Support Intercept Transport Agreements - Fire Department
  6. Life Insurance and Long-Term Disability Insurance - Human Resources Department
  7. USDA Rural Business Development Grant - IT Department  
Resolution R-2018-14

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

April 4, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 1.

**SUBJECT:** Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of \$174.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.

**BACKGROUND:**

A non-denominational Easter Sunrise Service has become an annual event at the Sumner Knight Chapel in Woodland Northeast Division Cemetery. Local citizens gather together and present a short service. At the service, attendees are given the opportunity to donate towards the upkeep of the chapel. The 2018 donation was \$174.00.



City of Keene, N.H.  
*Transmittal Form*

March 20, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 2.

**SUBJECT:** Sponsorship Update - Banner Placement at Wheelock Park

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**RECOMMENDATION:**

Move that the Finance, Organization and personnel Committee accept the sponsorship update for banner placements at Wheelock Park as informational.

**BACKGROUND:**

Through the sponsorship policy adopted in April 2016, the department has secured a sponsorship agreement with Financial Solutions Group, Inc. for banner placements in Wheelock Park. This is a one year agreement beginning April 1, 2018 with the option to renew on an annual basis. The financial structure of the sponsorship is \$250.00 each year.



City of Keene, N.H.  
*Transmittal Form*

April 4, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 3.

**SUBJECT:** Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center.

**BACKGROUND:**

The Monadnock Squares dance club has provided a square dance program at the Recreation Center since the early 1960's. The club has at various times participated in some way in the upkeep or improvement of the building. The club holds classes every Wednesday night and larger club events every other Saturday night.



City of Keene, N.H.  
*Transmittal Form*

April 5, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 4.

**SUBJECT:** Acceptance of Donation - Friends of Open Space in Keene - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that The Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to do all things necessary to accept a donation of \$2,241.00 from the Friends of Open Space In Keene for the purposes of creating a pocket park at 238 Church Street.

**BACKGROUND:**

Last September, the Friends of Open Space In Keene submitted a letter through the PLD Committee for the purposes of creating a pocket park at 238 Church Street. This property was acquired by the City through a FEMA grant process relating to multiple floods on the east side.

As a result of the grant, the land is to remain as green space, therefore the Friends inquired through the Parks division about creating a neighborhood pocket park. A design was created and reviewed by City staff, and then an estimate was created for a few benches and trees. After City Council approval, the Friends began their fundraising efforts.

The result of their efforts is a donation of \$2,241.00, combined with the Keene Rotary Club donation of \$5000.00, for a project total of \$7,241.00.



City of Keene, N.H.  
*Transmittal Form*

April 6, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Mark Howard, Fire Chief

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 5.

**SUBJECT:** Advanced Life Support Intercept Transport Agreements - Fire Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute the new one year Advanced Life Support Intercept Transport Agreements with Gilsum, Harrisville, and Stoddard, as well as a new 14 month agreement with the Town of Sullivan.

**ATTACHMENTS:**

Description

2018 Advanced Life Support Intercept Transport Agreement

**BACKGROUND:**

Currently we have three 2017 Advanced Life Support Agreements with the towns of Gilsum, Harrisville and Stoddard. During the current agreement all fee's required by the agreements were paid in full by the three towns.

In the Fall of 2017, the Town of Sullivan approached the Fire Chief to see if they could enter into a secondary Advanced Life Support Agreement and if so what would the contract look like. A proposed cost estimate and a draft contract was put together and shared with them in November of 2017. After their 2018 Town Meeting, the Town of Sullivan contacted the Fire Chief and reported their interest in starting the process necessary to enter into a possible agreement.

The current Advanced Life Support Intercept Transport Agreements expire on June 30, 2018 with the three communities we serve. I have worked with Elizabeth Fox, Human Resources Director/ACM, Thomas Mullins, City Attorney and Steve Thornton, Finance Director on changes we are recommending to the agreements. The new proposed agreement changes include:

1. Propose a new Advanced Life Support Agreement for the Town of Sullivan that would commence on May 1, 2018 and expire June 30, 2019 (14 month). This would allow the contract to stay on the same expiration cycle as the three current towns.
2. Propose a new Advanced Life Support Agreement for the Towns of Gilsum, Harrisville and Stoddard that would commence July 1, 2018 and expire June 30, 2019.

3. On page 2, #4 of the agreement, the last sentence of the paragraph, changed 2nd 30 day notice to read: the City shall have the right to terminate this agreement upon five (5) business days' notice (currently reads thirty (30 days' notice).
4. Update to Attachment A: ALS Standby Fee Schedule: Adjustment in budget from a \$5,174.00 to \$6,000.00 budget. The cost to each town is still based on 50% flat fee and 50% based on population.
5. Attachment B: Advanced Life Support Transport Rates: The rates were updated to reflect the July 2017 adopted rates by the City Council.

We have adjusted the needed budget accordingly to the number of towns and call volume projected for the 2018 agreement. The new contract provides for a greater service to the towns that choose to enter into an agreement while at the same time allowing the City to sustain such service. With the approval of this recommendation we would move forward immediately to get these contracts out and executed.

**AGREEMENT FOR ADVANCED LIFE SUPPORT  
INTERCEPT TRANSPORT SERVICEQA/QI BILLING**

BETWEEN

THE CITY OF KEENE, NEW HAMPSHIRE

AND

TOWN OF SULLIVAN, NEW HAMPSHIRE

Effective May 1, 2018, the City of Keene (hereinafter “City”), and the Town of Sullivan (hereinafter “Town”), agree that the Keene Fire Department (“Service Provider”) will provide emergency Advanced Life Support Intercept Transport Services (“ALS Intercept Transport Services”) to the Town for a fourteen (14) month period, starting May 1, 2018, and ending June 30, 2019, in accordance with the terms and conditions set forth below.

**WITNESSETH THAT:**

WHEREAS, the Town provides primary ALS transport services to the residents of the Town either directly or through third party agreements with a primary transport service provider (“Service Receiver”); and

WHEREAS, the Town desires a secondary ALS transport service provider in the event that emergency ALS services are required and the Service Receiver is either unavailable, or the medical certification necessary for the ALS and emergency transport of the patient is unavailable; and

WHEREAS, the City is willing to provide emergency secondary ALS Intercept Transport Services to the Town in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. Service Provider agrees to provide ALS Intercept Transport Services to the Town as stated under the terms of this Agreement. Service Provider will respond to such requests with Service Provider’s ambulance and equipment, and with the appropriate medical personnel, and will provide transport of the patient by its ambulance and personnel to the appropriate medical facility.
2. The Town agrees that all requests for ALS Intercept Transport Services shall be predicated upon Service Provider having available sufficient and qualified personnel and equipment necessary to respond to the Town’s request while also



maintaining Service Provider's other responsibilities, commitments, and agreements.

3. The Service Provider shall have the sole discretion to determine whether it has adequate personnel and equipment to respond to any request for ALS Intercept Transport Service by the Town. The City shall not be liable if, in the sole discretion of the Service Provider, the Service Provider is unable to provide ALS Intercept Transport Services to the Town for any reason.
4. The Town agrees to pay the City the current standby fee for providing the ALS Intercept Transport Services as stated on Attachment A to this Agreement, which is incorporated by reference herein. Payment of the fee is due within thirty (30) days of billing. In the event that the Town fails to pay the invoice within thirty (30) days of billing, the City shall have the right to terminate this agreement upon five (5) business days' notice.
5. The Town agrees to pay the City the current fee for providing the ALS Intercept Transport Services as stated on Attachment B to this agreement, which is incorporated by reference herein. The Fee Schedule is subject to change without notice within the sole discretion of the City Council. Service Provider shall invoice the patient (or the patient's insurance provider) directly for the emergency transport services in accordance with the Rate Form attached as Attachment B. In the event that the patient invoice is not paid, the Town shall be responsible for the payment of the invoice to the Service Provider within thirty (30) days of notice by the Service Provider. The Service Provider will not balance bill the Town for any amount that is not allowable for those patients with Medicaid and/or Medicare.
6. The Town may cancel an intercept request at any time prior to ALS patient contact by the Service Provider. Cancellation of an intercept request shall be made only by an EMS provider having jurisdiction within the boundaries of the Town.
7. If, the Service Provider is required to provide ALS care during patient transport in the Town's ambulance the Town agrees to pay an intercept fee of \$391.67.
8. If, at the annual town meeting of the Town, no appropriation is approved by the voters for the ALS Intercept Transport Services described herein (after a request for such appropriation has been placed on the warrant by the Selectmen and/or Budget Committee), the Town shall be released from its obligations under this Agreement not less than sixty (60) days from the date of the town meeting vote; however, the Town shall remain fully obligated to pay for ALS Intercept Transport Services provided by the Service Provider, or unpaid patient invoices under the terms and conditions of this Agreement, until the expiration of the same.

9. In performing the services contemplated by this agreement, the Service Provider, the Town, and the Service Receiver as required of it by the Town, shall comply with all applicable federal, state, and municipal laws, statutes, and ordinances.
10. The Service Provider, the Town, and the Service Receiver, as required of it by the Town, shall at all times maintain general and professional liability insurance as required by N.H. Code of Administrative Rules, He-P 1203.03 (2) b and Saf-C 5903.03 (2) b, as they may be amended from time to time, issued on an occurrence basis. The Town shall provide the City with certificates of insurance, together with appropriate endorsements, naming the City as an additional insured and evidencing compliance with the coverage requirements of He-P 1203.03 (2) b and Saf-C 5903.03 (2) b. The Town shall also provide proof of automobile insurance coverage and workers' compensation coverage within the statutory limits. The Town shall notify City in writing within ten (10) days of any proposed cancellation, actual cancellation, or change in insurance coverage.
11. The parties, and their respective successors, do hereby indemnify, defend and hold the other party and its officers, employees and officials, harmless from any liability which either party may have, if any, for loss, damages or claims for damages, which may arise out of the negligent, reckless, or intentional acts of the other party, its officials, employees or agents, arising from or related to the terms of this Agreement. In case a claim should be brought or an action filed with respect to the subject of the indemnity provided for herein, the indemnifying party may, upon mutual agreement of the other party, employ attorney(s) to appear and defend the claims or action on behalf of the other party at the expense of the indemnifying party. The indemnifying party shall have the sole authority for the direction of the defense and shall keep the other party timely informed of same. However, any compromise or settlement shall be entered only with the prior consent of the indemnified party. The parties agree to notify the other of any claim made against the party in writing within thirty (30) days by Certified Mail, at the address specified above.
12. Either party may terminate this Agreement at any time during the term of the Agreement upon providing the other party with ninety (90) days' written notice via certified mail, return receipt requested.
13. The parties understand that this Agreement is subject to review and approval by the Office of the Attorney General pursuant to RSA 53-A, and agree to revise the Agreement in such manner as may be required by the Attorney General.
14. If any ALS Intercept Transport Services are provided for after the termination or expiration of the term of this Agreement, such services and the payment therefore shall be governed by the terms and conditions set forth in this Agreement.
15. Nothing under this Agreement shall be construed to give any rights or benefits, create any duty, or make any promise to anyone other than the City, the Town,

and Service Receiver, and all duties and responsibilities undertaken pursuant to this agreement will be for the sole and exclusive benefit of the City, the Town, and the Service Receiver and not for the benefit of any other party.

16. The provisions of Paragraph 11, shall survive any termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their seals and the hands of their duly authorized officers to be hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

TOWN OF SULLIVAN  
By its duly elected Board of Selectmen

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

CITY OF KEENE

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Elizabeth Dragon, City Manager

**ATTACHMENT A**

**CITY OF KEENE FIRE DEPARTMENT**

**2018 - 2019 ALS Intercept Standby Fee**

	<b>50% (6,000/50)</b>	<b>Population</b>	<b>Percentage based on population</b>	<b>Fee based on population</b>		<b>Transport Agency</b>
Gilsum	\$ 750.00	813	22.8%	\$ 684.00	<b>\$ 1,434.00</b>	DiLuzio
Harrisville	\$ 750.00	961	26.96%	\$ 808.80	<b>\$ 1,558.80</b>	DiLuzio
Sullivan	\$ 750.00	667	18.71%	\$ 561.30	<b>\$ 1,311.30</b>	DiLuzio
Stoddard	\$ 750.00	1124	31.53%	\$ 945.90	<b>\$ 1,695.90</b>	Antrim FD
	<b>\$ 3,000.00</b>	<b>3,565</b>	<b>100%</b>	<b>\$ 3,000</b>	<b>\$ 6,000.00</b>	

**Pro-ration for May & June 2018**

Sullivan	\$ 125.00	667	18.71%	\$ 93.55	<b>\$ 218.55</b>	DiLuzio
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**ATTACHMENT B**  
**CITY OF KEENE FIRE DEPARTMENT**  
**ADVANCED LIFE SUPPORT INTERCEPT TRANSPORT RATES**

<b>Charges</b>	<b>Rate</b>
BLS Emergency Base Rate	\$ 1,325.00
ALS1 Emergency Base Rate	\$1,589.00
ALS 2 Emergency Base Rate	\$ 2,300.00
Mileage	\$ 26.00
No Transport Fee (Patient treated on scene, refused transport by KFD to hospital)	\$ 491.90
Intercept Fee (KFD Medic provided patient care during transport in Town's ambulance)	\$ 391.67



City of Keene, N.H.  
*Transmittal Form*

April 6, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Elizabeth A. Fox, ACM/Human Resources Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 6.

**SUBJECT:** Life Insurance and Long-Term Disability Insurance - Human Resources Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to enter into a new multi-year contract renewing with Anthem Life Insurance Company to administer the City's life and long term disability insurance.

**BACKGROUND:**

In July of 2015, the City entered into a multi-year agreement for life/long term disability insurance with Anthem Life Insurance Company to administer the city's life and long term disability insurances. At the time of renewal in 2015, City benefited from a rate guarantee that reduced cost of over its three year term by more than \$30,000.

A bid process for this renewal, to be effective July 1, 2018, resulted in Anthem Life offering to hold current rates for an additional two years, through June 30, 2020. Analysis of those responses by Walther Rohr, President of IPG Employee Benefits determined that no other carrier was able to do better than match Anthem's combined rates for these lines of coverage.



City of Keene, N.H.  
*Transmittal Form*

April 6, 2018

**TO:** Finance, Organization and Personnel Committee

**FROM:** Rebecca Landry, Assistant City Manager & IT Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 7.

**SUBJECT:** USDA Rural Business Development Grant - IT Department

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**RECOMMENDATION:**

Move that the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2018-14.

**ATTACHMENTS:**

Description

Resolution R-2018-14

**BACKGROUND:**

An application for a USDA Rural Business Development Grant is presently being drafted in support of a pending Workforce Development Study project. The study will provide current data and recommendations regarding the barriers and opportunities for workforce development for current and prospective Keene businesses. Keene has many employers, three higher learning institutions and a City government that has prioritized economic development as a primary goal for long term community sustainability. A complete study is necessary to identify gaps between local employer demand and workforce talent, to assess any opportunities for alignment between educational programs and employer needs, and to collect data that will improve the City of Keene's ability to focus employer and employee recruitment efforts. The USDA RBD grant opportunity would make this project possible, and the application, due April 30th, requires that the City Council authorize the City Manager via Resolution to apply for and administer the grant.



# CITY OF KEENE

R-2018-14

In the Year of Our Lord Two Thousand and .....Eighteen.....

A RESOLUTION .....RELATING TO THE AUTHORITY OF THE CITY MANAGER TO APPLY FOR.....  
AND ADMINISTER USDA RURAL BUSINESS DEVELOPMENT GRANT

***Resolved by the City Council of the City of Keene, as follows:***

That the Keene City Council authorize Elizabeth Dragon, Keene City Manager, to do all things necessary to apply for and administer a USDA Rural Business Development Grant for a City of Keene Workforce Development Study.

\_\_\_\_\_  
Kendall W. Lane, Mayor