

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date / Time:	June 19, 2008 at 18:00 to 20:01
Note taker:	Katina Lemay	Place:	Center Street Station

Attendees: Comm. Tom Gallant, Comm. Bob Watson, Comm. Kevin Waldron, Treasurer Roland Seymour, Captain Ober, Deputy Mike Robinson, and Clerk Katina Lemay

Call Meeting to Order - Comm. Gallant called meeting to order at 6:00PM. Stated for the record that three (3) Commissioners present, Captain Ober, Deputy and Treasurer.

Review of the Minutes – Comm. Waldron made a motion to accept the minutes from the 05/22/08 Commissioners' Meeting. Seconded by Comm. Gallant. Upon discussion, there were three corrections to be made to the minutes. On line 10, the word “month” needs to be amended to the word “minute”, leaving the sentence to read, “10-14 minute range to town line.” On line 12, the word “stands” needs to be amended to the word “standards” and once again amend the word “month” to “minute”, leaving the sentence to read, “National standards 10 to 14 minute range to town line.” Unanimous vote to accept the 05/22/08 minutes as amended.

Review Treasurer's Report – Treasurer Seymour started with the Account Balances – Checking & Funds. Comm. Gallant asked about the NHPDIP- RESCUE (COMSTAR) line and if it would be necessary to write a warrant article to move this amount (\$12,094.57) to the Apparatus & Equipment Rep. Fund line (which is a COMSTAR floating fund as well) in order to draw on these funds. It was agreed that this would be necessary. The NHPDIP – TRUCK FUND line was also discussed and how this is money that can only be used towards the purchase of a new truck. Next, the Operating Budget vs. Actual (4 page statement) was reviewed. Comm. Gallant questioned why line item 3502 (Interest Earned) is \$0.00. Treasurer Seymour explained how the Trust Funds are earning interest (\$1,630.08 balance) but that the Operating Budget was not currently invested. He will look into available options with the bank for a decision at the next Commissioners' Meeting. The income on this statement shows only five (5) months of revenue, but six (6) months of expenditures and that the quarterly payroll is not included because it had not been posted at time of report. It was also noted that the June payments from the towns of Tilton and Northfield had not been received, so are not on this statement. Captain Ober believed those checks did come in and were in Secretary Vary's inbox. The last statement, Apparatus & Equipment Fund Budget vs. Actual, was discussed. Treasurer Seymour stated that this account was in balance to the penny. Motion made by Comm. Gallant to accept the Treasurer's Report. Seconded by Comm. Waldron. Unanimous vote to accept the Treasurer's Reports dated 06/11/08.

A side note was made by Captain Ober that the additional funding needed for the Bullox Fire Extinguisher Training Prop was donated by the Tanger Outlet. It is now fully funded and should be in by mid July, 2008.

Report of the Fire Chief – was looked over. Comm. Waldron asked about the “multiple-call rate” to see if they could see the time of day the calls come in at. Captain Ober said he would see if a report could be generated with that information.

Report of the Fire Prevention Office - in Chief's absence, Captain Ober gave the report. The Hampton Inn is getting close to completion – sprinklers are in and so is a fire radio reporting box. Scribner Road in Northfield – road upgrades are in progress. Holiday Inn Express – very laid back, not planning on opening until sometime around 10/01/08. There is an Order to Vacate 21-23 Vine Street, 3rd Floor. It was being used as a boarding house – not to fire code, also not proper town zoning. They are working on changing it to a 2-family. Smoke detectors have been installed (with wiring held up by staples) – electrician will be reported.

Old Business:

- **Credit Card – Roland** – Treasurer Seymour called the bank but could not find any program involving a credit card that would suit the needs of the Fire Department. Debit cards would have to be issued in every person's name that would be using the account. Another option would be to get a credit card (not from the bank) in the Chief's name. Secretary Vary had the bank come to the office for a meeting and determined that having one debit card in the Chief's name would be able to suit the needs of the Fire Department for online purchases. Comm. Gallant read from the 05/22/08 minutes (page 3) for clarification. Treasurer Seymour will open a new account (Franklin Savings Bank) with \$5,000 balance. A debit card will be issued in Chief Carrier's name (under the Fire District) and held at the Center Street Station. This money will come from the Operating Account and be reconciled back to \$5,000 each month.
- **2006 Audit – letter still needed** – Comm. Gallant offered to draft this letter. Other option would be to hire another auditing company to draft the letter at a cost. Comm. Gallant will have the letter drafted within 4-6 weeks. Comm. Watson and Comm. Waldron both agreed to let Comm. Gallant draft the 2006 Audit letter.
- **Tilton FD Study** - Comm. Gallant commented that the Selectmen's attendance at the 05/22/08 Commissioners' Meeting went well. He is concerned however about the Selectmen having approached the Town of Belmont about setting up a Regional Fire Department without discussing this matter with the Tilton-Northfield Fire Commissioners.
- **2007 Audit** - Treasurer Seymour will call to schedule the 2007 Audit (cost around \$6,000) and be sure we are on target. This item will be carried over under Old Business for the next meeting.
- **DRA letter regarding the Unreserved Fund Balance** – this item will be carried over under Old Business for the next meeting for input from Secretary Vary.

- **Step and Grade Increases** – this item will be carried over under Old Business for the next meeting for input from Chief Carrier.
- **Training Policy - Paramedics Program** – This item was omitted from Old Business. Deputy Robinson presented the Training Policy and the revisions that were made – definition of the three types of training, steps for approval, commitment to the District for 50+ hour training classes. Comm. Gallant questioned how the department would collect monies from employees that no longer worked for the District and what about life changes where family issues caused the need for a move? Comm. Gallant read Captain Bousquet's letter and looked for clarification on a few points. Captain Ober explained the difference between the NHTI Paramedics program and the Elliot Hospital program. NHTI offers a 2-year Paramedic Program where the graduate would not only graduate with a paramedic's certification, but also an Associate's degree. The Elliot Hospital program is 18-months and the graduate earns the paramedics certification only. Officer Greg is looking to pursue the NHTI program at a cost of \$7,700. Comm. Waldron reminds the group that the cost of Greg taking this program would be more than just tuition – there are also costs to cover his shifts, which may result in overtime. Captain Ober stated that this amount would be dependent upon his class schedule and his rotation schedule. Some weeks there may be more coverage needed and other weeks may not need any coverage. The Commissioners would like to have an estimate (or range) of possible payroll costs so they can better determine the true cost of Greg (or any other Officer) taking the paramedics program. Comm. Waldron would also like to see consideration for what the Fire District's needs are for paramedics (how many would be ideal for the District). Comm. Gallant added that a pyramid of the District's training needs be drafted. Something that could be posted. Comm. Gallant added that shift rotations and shift changes should be considered over overtime. All agreed that the number of Officers in training at the same time, as well as who is approved for the different levels of training, should be looked at by the Chief on a case-by-case basis. Comm. Waldron asked if there was a step in grade for an Officer who is also a paramedic. Captain Ober stated that there was not. Comm. Waldron feels this should be addressed – it may even be the incentive for the Officer to pay for the paramedics training himself if he knows upon successful completion that he will be reimbursed through a higher pay level. Captain Ober stated that the revenue the District receives for a paramedic treated patient is \$200 more for a base rate. The paramedic program requires a large commitment on the part of the Officer. What the Commissioners would like to do is find a way to limit the cost impact on the town while still improving the quality of service the District can offer. Captain Ober will work with Chief Carrier on coming up with a range of possible payroll costs, consider limiting the number of employees that can be enrolled in the paramedic program at one time (only one at a time) – and on a case-by-case basis, determine the ideal number of paramedics the District would like to have on board, consider potential pay grade increase for paramedics and check on the Training and Hiring policies of Franklin, Belmont, Laconia and Gilford. The above would apply to both full time employees as well as on-call employees.

New Business:

- **Purchasing Requests** – Captain Ober submitted two (2) purchase requests. The first request is for thirteen (13) replacement batteries for the Motorola XTS 2500 portable radios. The cost is \$128.00 per battery for a total of \$1,664.00. Each full time employee carries a radio and there is also a radio at each rider's position on the trucks. The radios are three years old and there is a known problem with the original batteries. The department would like to replace all the batteries over time. Comm. Waldron wanted to know how many radios the department has (42). He also wanted to know if any of those 42 radios were not in use and had batteries in them that could be swapped out with the more frequently used radios. Captain Ober said there were not. Comm. Waldron made a motion to approve the purchase of the 13 batteries. Comm. Watson seconded the motion. Unanimous vote to approve the purchase of thirteen (13) Motorola NiMH Batteries for a total of \$1,664. The last request is for a basic thermal imaging camera. Captain Ober presented three (3) quotes – C&S Specialty, Inc. for \$9,995 (company they purchased the last thermal imaging camera from), ISG Thermal Systems USA, Inc. for \$10,995 (company that makes the camera) and FireCo, Inc. for \$10,400. The desired camera would be from C&S Specialty due to better graphics and lowest price. Their intention is to rotate the camera onto Engine 1 and move the camera on Engine 1 to the Ladder Truck. Comm. Waldron asked why there is a need for a new camera if the one on Engine 1 still works. Captain Ober explained that the camera on Engine 1 does not work very well and the pictures are very hard to see. Comm. Gallant reminded the group that the purchase of a new camera would be upholding the wishes of the District. Comm. Watson made a motion to purchase the ISG K1000 Elite Thermal Imaging Camera, ISG Lanyard and ISG Fast Attack Truck Charger from C&S Specialty, Inc. for a total of \$10,745. Seconded by Comm. Gallant. Approved Comm. Gallant and Comm. Watson. Opposed, Comm. Waldron.

Any Other Business – None

Public Comment – no public present

Pay Bills

- **Discussion / questioning of invoices** – there are two (2) bills marked for discussion. The first bill is to L&L Emergency Education for EMT I training of two Officers. Comm. Waldron reminds the group that multiple invoicing is not permitted and that this bill for \$1,000 is over the \$750 limit specified in the training policy. He agrees that the training is almost complete and that the bill needs to be paid, but does not agree with the procedure with which it was handled. Comm. Watson and Captain Ober both feel every Officer should strive to reach the highest training and skill level possible. It only better the department. Bill released and signed by Comm. Waldron. The training policy needs to be added to Other Business at the next meeting for more discussion with Chief Carrier. The second bill is to Valley Inn. Comm. Gallant overruled Comm. Waldron and signed this bill.

Non-public Session RSA 91-A:3 II(a) – Comm. Gallant made a motion to enter into non-public session at 7:59PM. Roll call vote taken – Comm. Waldron aye, Comm. Watson aye and Comm. Gallant aye.

Back to public session at 8:09PM. Comm. Gallant made a motion for the minutes to remain sealed. Unanimous vote for the minutes to remain sealed.

Motion to adjourn made by Comm. Waldron and seconded by Comm. Gallant. Unanimous vote to adjourn the meeting at 8:11PM.