

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	January 15, 2009 at 18:00 to 21:00
Note taker:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 1 st Floor 9 th Grade Classroom, Tilton

Attendees: Comm. Kevin Waldron, Comm. Bob Watson, Comm. Paul Auger, Treasurer Roland Seymour, Chief Steve Carrier, Deputy Mike Robinson, and Admin Assistant Kathy Tobine. Members of the Public

Commissioner Waldron called the meeting to order at 6:00 PM. First order was Chief apologized that new Firefighter/EMT-I Matthew Gilman was not there. He had planned to introduce him tonight but due to emergency calls, Matt was unable to attend the meeting.

Minutes from Dec. 18, 2008. Paul motioned to accept minutes and Kevin seconded. No discussion. Vote taken and minutes from 12/18/08 accepted unanimously as written. Minutes from Dec. 18, 2008, non-public meeting. Paul motioned to accept minutes and Kevin seconded. No discussion. Vote taken and minutes from non-public session accepted unanimously as written.

Treasurer's Report: Operating account Beginning balance was ending balance from last year. Budget account was overspent by \$1,640.66. Roland is ok with that. Payments coming out of the debit account had not been posted and this was the reason the accounts did not balance. Figures are unaudited. Revenue received from DRA.

Chief did not expect this to happen. He does not know if there is a better way to account for this. Balance of \$2800 in debit account. Payments were posted but never went to the correct account. Everything appears to have gone to accounts payable. Roland will look at it again to see where it went.

Apparatus & equipment is as is. We are now earning interest on this account. Report balances right to the penny.

Report of bank account balances is as of January 10. Apparatus & Equipment: \$153,522.47; Operating Account: \$60,101.52; Debit Card: \$2,831.07; Payroll: \$500 for a total of \$216,955.06. Reserved Funds @ 11/30/08 NPDIP: Land & Building \$229,700.74; Rescue: \$12,228.03; Truck Fund: \$1,802.35 for a total of \$243,731.12. Total all funds: \$460,686.18.

Roland received a call from Town of Tilton requesting letter for payments on a monthly basis. We will do that tomorrow. Northfield wants to do quarterly at the end of the quarter. Kevin asked if we will have enough money with just Tilton's to meet the expenditures. Roland believes there will be no problem.

Tom Gallant stated that the town will not be able to change due to RSA52:16. This covers taxation procedure. Tom suggested that we contact the bank to borrow in anticipation of taxes should cash flow become a problem. It was explained that this had already been done.

Paul made motion to accept treasurer's report as printed. Bob seconded. All in favor.

Fire Chief Report: Chief assisted with delivering food and gifts for the TNS Christmas Fund. He took 2 days vacation as well as covered 1 day shift. He attended the Tilton Staff Meeting, an ALS training at Gilford Fire-Rescue, a Fire Standards and Training Curriculum Review committee meeting, a Fire Standards and Training Commission meeting at the NH Fire Academy and the NH Association of Fire Chiefs monthly meeting and seminar (NH State Fire Marshal's Office – school inspections). He met with representatives from the Attorney General's Office in reference to an incident they are investigating. Chief also attended a hearing at the Legislative Office Building concerning the State budget and funding cuts to the Fire Academy's dedicated fund as well as 3 Tilton-Northfield Rotary meetings.

Chief reported that the year-end incident numbers show a slight increase in calls of 3%. What is

interesting to note is the call percentage breakdown between the two communities. This has typically run 65% - Tilton, 35% - Northfield. In 2008, it was 58% - Tilton and 42% - Northfield. For the 10 year period of 1999 to 2008, the average is 63% - Tilton, 37% - Northfield. It's interesting to see that the gap is closing between the two towns. Chief brought attention to the last line on the log for other calls for service. This is for taking boxes off lines, etc. all of the 1500 calls above were for emergency/911 calls that were toned out through the dispatch center. Chief also reported that we are seeing an increase in chimney fires. In 2008 we responded to 11, after previous years of 8, 5 and 3. We expect this trend to continue throughout the rest of this winter and possibly into next.

Paul asked what other is under fires. Chief responded that it was anything that did not fit one of the above categories. It could be like smoke in the building or other things like that. Paul asked if the mutual aid given included calls to Canterbury. 22.47 hours were spent on Canterbury calls. Kevin asked if there were 2 people on each call the hours would be double that. Paul asked when we would be in service from these calls. Chief responded that it would be when we are back at the town line.

Fire Prevention Report: new development in Northfield for Winnisquam River Health Care Facility – 3 story 144 beds and a new restaurant on Park Street next to Park N Go. FF Valovanie continues to focus on pre-plans of commercial property.

We ended the year with 404 inspections total. We are starting to see a lot of improvement with the inspections. Firefighter Valovanie is making a big dent in the preplan so those numbers are coming up. December was a pretty uneventful month for fire prevention. No orders to vacate. Paul asked questions about the inspections. He wanted to know if we charged for that. Chief stated we do not charge for inspections but we do charge for permits. We have a list of charges if the commissioners would like a copy. Captain Ober had a copy of the list of permit fees and gave it to Paul.

Captain Ober stated that he had to go to another meeting and would like to present warrant articles at this time. The first one was to expand upon the RSA that was adopted previously. He went over it explaining the differences.

Kevin asked the procedure to follow when someone wants to build. Captain Ober responded that they start with the Town then proceed to the Fire Department. If this warrant article passes, it could correspond with the building process where each town has a book to hand out with the building permit explaining the rules and regulations.

The second document is on fire alarm rules & regulations. It pertains to fire alarms only. Up to now, Brad could only tell contractors and home owners what NFPA requires. Captain Ober went over changes. Kevin asked if this would be a radio box system. Captain Ober responded yes, that it is included. The radio box would have to be approved by Tilton-Northfield Fire & EMS and Lakes Region Mutual Fire Aid. Kevin asked if any of these changes would require more man power. Captain Ober responded that it shouldn't. Kevin also asked if any of these made it more expensive and less attractive to build in our towns. Captain Ober responded that the only portion that might make it more expensive is adding the sprinkler system. Kevin wanted to know where the language came from. Captain Ober responded State fire codes, Salem fire codes and Concord fire code. Captain Ober also stated that this is the bridge to start preparing people for the new codes that are coming out. The Listed Agent Program is from Concord although Salem does some. Kevin asked if we couldn't just adopt the State fire codes. Captain Ober said yes, but some of the info is specific to our area. This would be another tool that can be used to help simplify things.

The last sheet is a proposed warrant article to do away with the current telegraph system and to switch over to the radio alarm system. Kevin asked the current cost for the radio alarm system. Captain Ober does not have that at this time. Separate system cost around \$3000 but with the combined system it will be approx 1000 to 1500 less. Kevin wanted to know if you had to have the combined system or you could stay with the separate. Captain Ober told him yes. Fees being charged by Lakes Region Mutual Fire Aid will be less than what an alarm company currently charges. One advantage is quicker

dispatch. The current wire system is in a state where it needs extensive work. The cost of repair will be in area of \$20,000 plus. Kevin wanted to know where proposed dates came from. Captain Ober responded that Salem did it a few years ago and went with a 3 year phase out. We thought this would give people time to budget with the next 3 years. Street boxes are not being replaced. They are being taken off line when they break down. Bob wanted to know how many radio boxes we have not on line at this time. Captain Ober responded 2.

Captain Ober wanted to know if we could have the public hearing on this at the same time as the budget meeting. Fire alarm rules and regulations is a revision of what is currently adopted.

An advantage for the radio boxes is that government entities (i.e. the Veterans Home and schools) will not be charged for the service.

Old Business

The Tilton FD study. The next meeting with both towns will be on 1/26 at 6:00 PM. Kevin thinks that they will be looking for input from the board. Tom feels that it was pretty clear at the last meeting that the hashing has been done. Commissioners should be coming to the meeting with their perception of the fire study. The commissioners will have to hold a meeting to decide their consensus. They will have to have a meeting to do that as it will not be done tonight. Kevin asked the other commissioners what parts they would or would not support. Paul feels they should get together to come up with how they feel about the report, what they should support or disagree with. They agreed to meet Jan 19th at 1800. Scott Davis offered to lend the commissioners the Water District recorder so that the minutes can be transcribed off it. The commissioners decided to accept the offer from the water district.

Wage and salary study. Kevin talked to Barry Cox at Local Government Center who wanted to know the number of positions in the study. Kevin asked the Chief to verify the positions. We have 8 positions: Firefighter/EMT-B, Firefighter/EMT-I, Captain/EMT-I, Captain/EMT-I, Captain/EMT-P, Lieutenant/EMT-I, Chief and secretary. The commissioners signed the contract for the study to be completed.

21Engine3 is back in service as reported by Chief as last meeting. We have a punch list of items to be completed. Desorcie Emergency Products, LLC has been contracted by Roberts & Nichols Fire Apparatus to complete the checklist.

Budget 2009. Copies of the most up-to-date budget draft were reviewed. The budgets the Chief gave did not include the debit card.

Accounting review. John Lars office has finished their review up through 2006. They have reconciled the balance sheet. This automatically carries through 2007. A review will not be done of 2007. They will come in and do 2008. Roland feels that there is no problem with the books. They all balance. Roland will be contacting John Lars office before they get busy so 2008 can be completed before they get too busy to complete them in a timely manner.

Report of By-Laws Committee. Pat Clark reported. It took longer than anticipated. They learned a lot. They feel it is important to do but it's going to take longer than the one month. The By-Laws Committee would like to propose a warrant article so that a committee can be formed to come up with a rough draft of the by-laws to present to the commissioners to consider and bring before the voters in 2010. This will allow the committee to use the legal services at the Local Government Center. It will go a long way to clear things up and give people a comfort level to see where their money is being spent. In the course of meeting they can set up public hearings for people to have input into the by-laws. It was an interesting process. RSA52:2113 was discovered in the process. This RSA addresses if the money is held back, any interest that the town collects should go to the fire district. Other info came up on how firefighters are protected. What their duties should be. By doing this, you are buying into regulations that everyone is buying in to. Scott Davis said that there is a lot to it. More than meets the eye. We have a district that has been in existence for quite some time without bylaws. You cannot create by-laws

that will handicap the district. We have gone by some of the things that they recommend. We do not want to set the district back.

Changes can always be made. The by-laws need to be flushed out very carefully. Kevin asked if the documents that they have looked at from other districts were large. Pat stated that they were about 10 pages.

New business

Purchasing Requests: Chief has a sole source purchasing request by Captain Michaud. He is requesting that Belknap Communications be approved for 2009 as a sole source vendor under the purchasing policy for the following items: pager purchase, pager repair, mobile radio parts and repair, portable radio parts and repair, portable radio replacement batteries, radio and pager programming and vehicle warning equipment (lights/sirens) repair/replacement. The TNFD has been using Belknap Communications as a vendor for pagers, radios and emergency vehicle warning products. Their workmanship is superior to other vendors in the State. Belknap Communications is located in Northfield. It is more cost effective to use a local vendor to perform work on our mobile and portable communications equipment. Kevin asked if they were the closest. Chief replied yes. There is Lily Pond in Gilford and Ossipee Mountain Electronics in Moultonboro. The commissioners feel it is good to do business locally and as long as they stay within reason they do not have a problem using Belknap Communications as the sole source. Motion was made by Kevin to use Belknap Communications for the year 2009 and seconded by Bob. All in favor. Kevin asked Chief if they do more than radio work. Yes, they do antennas and lights on vehicles.

Any other business. Firefighter/EMT-I Valovane requested to carry over vacation time for the birth of his 2nd child. Paul made motion to approve request and Kevin seconded. Discussion: Kevin feels reasonable request. He wishes them the best. All in favor to carry vacation time if needed.

Kevin received e-mail from Joanne Murray regarding the fact that a charity was not named. Suggestion was made that a donation be made. Money went to the Tilton-Northfield Firefighter Relief Association and they will disperse it to the community. Paul brought up that wherever the money is donated it should be brought up to the commissioners to be sure they feel it is appropriate. Kevin thought that Firefighter Association should be able to handle it. He feels that the commissioners should not be standing over their shoulder when they do it. Paul made motion the money should go to the Tilton-Northfield Firefighter Relief Association. Bob seconded. All were in favor. Paul and Bob gave Kevin authority to execute that document.

Kevin brought up calls to Canterbury. He has heard that Canterbury has formed a committee to look into their own structure.

Kevin brought up the calendar of events. The Budget Committee meeting is being held 2/16. Tom Gallant suggested that the public hearing for the warrant articles be held on the same night. The Budget Committee is holding theirs in the basement of the church. The commissioners will contact the Budget Committee regarding holding both hearings at the same time and changing the location.

Payoff for Engine 3. Kevin called the bank to find out the payoff but they would not tell him as he was not a signer on the loan. He had to sign paperwork for the bank in order to be able to discuss that with them as he was not a signer on the loan.

Public comment is at the bottom of the agenda. Kevin wanted to know how long that has been that way. Tom Gallant told him that he always ran the meetings where the public could comment any time during the meeting upon asking to be able to speak. Public comment is like asking if there is other business that is not on the agenda. Scott Davis also stated that there can be a time limit for public comment. It is up to the moderator on how he wants to run the meeting. Tom recommends leaving public comment at

the end of the meeting. If they move it to the beginning of the meeting, it might make the meeting last a lot longer than necessary. Scott stated that if someone comes in for a Water District meeting and are not on the agenda, he might move them up should he know it is only going take 5 minutes. It is good policy to allow public comment during the meeting while discussing something. If they wait to the end of the meeting, they might not say anything as it won't have any bearing any longer. It is strictly up to the moderator on how he wants to run the meeting. Pat also thought that public comment might be changed to other public business rather than public comment if you want to allow it could come up at other times.

Tom Gallant brought up that on the District Time Table, the 1/30 annual report due to the town offices. The warrant cannot go at that time as the meetings have not been held and the deadline has not passed for petitioned articles. The only thing Scott Davis had to say about the Jan. 30 deadline was that their letter had to be in to the towns for the town report. Tom Gallant recommends that they do not give it to the towns until the info is correct. Be sure that all l's are dotted and t's are crossed. He also recommended that it not be given to the towns until it has been voted on by the commissioners.

Petitioned warrant articles must be turned in by the 9th not the 10th. The time table is incorrect. Pat Clark, Tom Gallant and Scott Davis want the date checked to be sure that it is correct.

Tom Gallant brought up the web site. The meetings were not on the web site. Info needs to be updated on the website. Who's going to maintain and what's going to be put on it? The website needs to be addressed. Tim Pearson is still interested in helping us. Tom feels it needs to be updated immediately. Deadline dates should be listed. Dates should not be missed. Kevin stated that the meeting dates and minutes need to be kept up on the website. Kathy is to keep info up to date as she is only one that has authority to handle.

Bills were discussed. Kevin wanted to know why Belknap Communications did not do work on the station lights. Chief replied that they do not service that model. Kevin asked if we have a contract with Airgas. Chief responded no. Kevin asked if there are others that supply gas. Chief said yes.

Kevin asked about the hammer drill. Chief said that they had to replace the batteries and they could get the hammer drill with the batteries for little more than the cost of the batteries. Chief will look into it. Kevin asked if there was a cordless drill on the truck. Chief did not know. He knows that we have a cordless circular saw and cordless reciprocating saw. Kevin asked about the Stihl pull cords. We have a chain saw and a rescue saw. Check was okayed to go. Kevin wanted to know if the pull cords actually broke twice on the same saw. Chief did not know off the top of his head.

Kevin brought up the body wash. Chief explained that this is the refill for the shower dispenser. The Laurent Overhead Door bill from 2006 was brought up. It was explained that Laurent Overhead Doors has a work order system and a billing system. When they entered the work order for work to be done in January, they discovered that the work done in 2006 had not been billed. They then billed us for the \$359. The Commissioners would like to know if the bill was paid in 2006. Chief told them we would research and get back to them.

The other item that was lined out was the \$1500 insurance opt out option. Kevin wanted to know if this has always been paid in the beginning of the year. He feels that this should be paid as the insurance is paid. He does not feel that it should be paid in one lump sum. Bob explained that his wife has the opt out option and receives her opt out portion in her paycheck weekly. Chief stated that payment can be made per paycheck if that is what the commissioners decide to do.

Betty Mills can be paid. Belknap Communications check was voided with the bill being sent to LGC for the claim on the truck. Grainger will be on hold until Chief gets back to the commissioners on how we ended up with the whole kit when all we needed was batteries.

A motion was made by Bob and seconded by Paul to adjourn at 9:00 PM. Vote was unanimous.

Meeting adjourned at 9:00 PM.

TNFD Commissioner's Meeting Minutes
January 15, 2009

Respectfully submitted,
Kathy Tobine, Administrative Assistant

Next Meeting Date, Time, Place:	January 19, 2009 at 18:00 at Tilton School, new Academic Building, School Street, 1 st Floor 9 th Grade Classroom, Tilton
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