

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	February 19, 2009 at 18:11 to 19:55
Note taker:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 1 st Floor 9 th Grade Classroom, Tilton

Attendees: Commissioners Kevin Waldron and Paul Auger, Treasurer Roland Seymour, Chief Stephen Carrier, Deputy Chief Mike Robinson, Captain Brad Ober, Tom Gallant and Admin Assistant Kathy Tobine. Commissioner Watson absent for personal reasons.

Commissioner Waldron called the meeting to order at 6:11 PM. The Commissioners offered condolences to Chief Carrier on loss of his father.

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.

Commissioner Waldron stated that the agenda has been rearranged. Barry Cox from the Local Government Center will be first.

Old Business

Barry Cox. From LGC's point of view, the Pay & Classification Study will provide two things. (1) It will bring internal equity to the work environment and (2) it will bring external equity. Analysis from other departments. Comparative pay and benefit analysis will be done. The Internal is most important. It is driven by job description. This will have the longest lasting value for the district. Every job will be evaluated using a factor valuation system. The factor valuation system was developed by the federal government approximately 30 years ago. There are 10 different factors. Each factor has different levels. Because everything is driven by job description, the first part of the process is to meet with as many of people as possible whose positions are going to be included in the study. He will walk them through the questionnaire and explain how to fill out. They will use current job descriptions and questionnaires to derive new job descriptions. He will meet with employees and have them work on the questionnaire. The completed questionnaires will be returned to Barry. The job descriptions will probably go back and forth several times before everyone is happy. After this is done, he will do a wage schedule. Chief: The raises have been based on merit over the past six 6 years. There is no step and grade system. Barry: He needs a list of employees, title and current salary. Is there a union? Chief: They have a union but they are not recognized. Barry: They typically survey about eight districts or communities. They will collect pay data from them. Wage data will show current pay and average minimum, maximum and mid point of comparisons. He will make recommendations and suggestions as to where people fall. He also needs info on benefits so he can make recommendations and suggestions. Commissioner Waldron: For the comparison communities what is some of criteria we should look at? Barry: In the study, MRI used departments and communities of comparable size. He will pick some on basis of size, some because of budget, some for service calls. He will average the figures. People get nervous about pay and benefit studies. Involving them helps with that. At end of the process, he will provide a draft of the study. Meetings with employees take about 20 minutes. The more effort employees put into the questionnaires gives better quality. Chief will call Barry tomorrow to set up some times.

Minutes

Jan 15th: Commissioner Auger motioned to accept the minutes of January 15, 2009, as printed. Commissioner Waldron seconded. All in favor.

Jan 19th: Commissioner Auger motioned to accept the minutes of January 19, 2009, as printed. Commissioner Waldron seconded. All in favor.

Jan 26th: Commissioner Auger motioned to accept the minutes of January 26, 2009, as printed.

Commissioner Waldron seconded. All in favor.

Feb 10th: Commissioner Auger motioned to accept the minutes of February 10, 2009. Commissioner Waldron seconded to accept the minutes as corrected. The 5th paragraph in 6th line should say either one or both can be done the same way as article 11.

Feb 16th. Commissioner Auger motioned to accept the minutes of February 16, 2009. Commissioner Waldron seconded to accept as the minutes as corrected.

Commissioner Waldron would like minutes to reflect that Commissioner Watson was absent due to personal reasons. On page 2, article 6 which deals with the by-law committee. Some would like and some would not. It should reflect that we were advised that we didn't have to have by-laws as we regulated by the State. This advice came from legal counsel. The next sentence says this article would pay off but due to changes at the annual meeting was not pursued. Due to changes at annual meeting was not pursued should be struck. It should say this article was proposed in 2008 but failed. Two lines below that. A question was asked as to what amount was left in the apparatus and equipment fund. This would leave a remaining balance of approximately \$88,000. Commissioner Waldron said it would have \$46,500 if done today along with buying the new vehicle for Chief Carrier. On page 3, two thirds of the way down under article 13 the question was asked as to why this article was removed. With this article being previously approved by ballot vote should say by majority at annual meeting. For a lifetime should be removed. It should say it is in effect until rescinded by a future warrant article. The vote was taken on the minutes with these changes. All were in favor. Minutes were accepted as corrected.

Treasurer's Report

Balance of accounts as of today:

Operating: \$83,039.13 reflects two payments from Tilton so that keeps us solvent.

App & Equip reflects one deposit.

The budget reflects only payments as the budget has not been entered.

Roland is meeting with the accountant tomorrow at 10:00 AM to wrap up 2008.

He spoke with Deb Tessier yesterday at Franklin Savings Bank regarding TAN. With a week to 10 days notice, they will get us money. He talked with Glenn Smith, Administrative Assistant in Northfield, about releasing funds. Glenn was to talk with the selectmen about releasing funds rather than making us wait until the end of the quarter. He doesn't have much hope that this will happen as they want to pay quarterly.

Commissioner Waldron: Concerning the debit card, there was a problem getting it to balance. There is \$2,600 in it and we started with \$5,000. When do we put money back in? Roland: Transfer money from the operating account to the debit account with a check. Chief: We need to discuss how the debit card was accounted for last year. All except two transactions were accounted for. We accounted for the money twice at the end of the year. Tom: The money was accounted for as it was spent. The best way to handle the debit card account is to bring the balance back up every month. Otherwise, how is it hitting the books? Roland to research.

Commissioner Auger made a motion to accept the Treasurer's Report as printed. Commissioner Waldron seconded the motion. No discussion. All in favor.

Tom: Looking at numbers, we have to realize that we are going to have a money problem and we are going to have to borrow. Everyone is involved and is reasonable. If we go to Northfield and ask them to reconsider their position, we should have the facts as to what position they are putting the district in. We should have a cash flow set up for a year so they will see what position we are in. Roland: He wrote them a letter and got no results. Commissioner Waldron has gone to them and he spoke to them again last week. He has talked to them about it three or four times. Commissioner Waldron: He does know that they are clear on what they are doing. Tom: If that's the way they want to be, we can play hardball with them as it is illegal. They have got to pay us interest on that money. Every dollar that comes in that door that is for this District they need to pay us at that time or pay us interest on that money.

Chief's Report

Chief: The body of the report is routine. He brought attention to the call in Northfield that was cardiac.
Commissioner Waldron: This is second time within two weeks we have heard about our guys being in the right place at the right time.

Engine 3 has had a sag in the driver's side rear since it came back. Both leaf springs have been replaced at the cost of the insurance company. Also, they replaced some valves but are unsure if it is accident related.

He sent a few people to live burn training in Sanbornton. It was very effective.

Duane is not comfortable inspecting the ladder this year. He feels it should be inspected by a third party. It will be going to Winnepesaukee Truck. The initial inspection has been completed. The only problem is the steering box is leaking. We can either replace it or rebuild it. It's not a huge problem. It's fixable. We are in a wait and see mode. Winnepesaukee Truck is trying to locate a box and see how much it will cost.

Franklin has purchased a second ambulance.

Believes Todd Mosher can repair oil leak in Ambulance 2 and anti-freeze leak in Engine 2.

Commissioner Waldron: Who is he? Deputy: Todd's Truck Repair in Northfield. Commissioner Auger: He knows him too. Deputy: He's a pretty decent diesel man.

Tom: Chief on Engine 3 how much out of pocket are we looking at? Chief: About \$740 material and labor. He believes it will be covered.

Fire Prevention Report

There have been a couple freeze ups. Tanger Outlet came in today. A couple of the buildings are without protection. The hydrant at Hampton inn is also frozen. Commissioner Auger: Is it our responsibility to take care of it? Captain Ober: No. It is a private hydrant. It should be our responsibility to remind them. They have recently changed managers.

They are working with the Town of Tilton on Police Department plans.

They continue with rental property inspections. Sean is really going after pre-plans on commercial and rental properties.

Fire prevention education was done at Tanger. They recently had trash can fire that an employee was able to put out with an extinguisher before we got there.

Roland: The restaurant that is going in next to his house is going to have a full bar. Are there any restrictions as to how close to a gasoline pump they can be? Chief: He doesn't think that there are any fire code issues but in planning issues they will watch so that there is plenty of room for patrons to get in or out without going too close to pumps.

Commissioner Auger: What does shift coverage 5 mean? Captain Ober: This means he has covered shift five different times. It is not the whole shift. It is just five different days.

New Business

Purchasing Requests: Chief has three purchasing requests to come out of the Apparatus & Equipment Fund. They are as follows:

- A mounting bracket for a little giant ladder that we carry on the ladder truck.
- A mounting bracket for Engine 3. The saws have been relocated to the rear compartment and need to be mounted. This is so they won't move around and so they won't fall out when you open the compartment door.
- 16 traffic cones. Currently the majority of our apparatus does not have cones.

TNFD Commissioner's Meeting Minutes
February 19, 2009

All three purchasing requests were approved.

A motion was made by Commissioner Auger and seconded by Commissioner Waldron to adjourn at 19:55 PM. Vote was unanimous.

Meeting adjourned at 19:55 PM.

Respectfully submitted,

Kathy Tobine, Administrative Assistant

**Next Meeting Date, Time,
Place:**

March 2, 2009 at 18:00. Joint Meeting with the Selectmen of Tilton and Northfield. Meeting to be held at Winnisquam Regional High School, Cafetorium, Main Street, Tilton