

## Tilton-Northfield Fire & EMS Commissioners' Meeting

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| Meeting called by: | Commissioners | Date, Time: | March 19, 2009 at 18:05 to 21:43   |
| Note taker:        | Kathy Tobine  | Place:      | Tilton School, new Academic Building, School Street, 1 <sup>st</sup> Floor 9 <sup>th</sup> Grade Classroom, Tilton |

Attendees: Commissioners Paul Auger, Tom Gallant and Kevin Waldron, Treasurer Roland Seymour, Chief Stephen Carrier, Deputy Chief Mike Robinson and Administrative Assistant Kathy Tobine

Commissioner Waldron called the meeting to order at 6:05 PM.

First order of business is to elect the chairperson. Motion made by Commissioner Auger to nominate Kevin Waldron as chairman. Motion seconded by Commissioner Waldron. Vote taken. Commissioner Auger and Commissioner Waldron in favor, Commissioner Gallant: against. Commissioner Gallant: you can't vote for yourself. Commissioner Waldron: what is alternative? Commissioner Gallant: The real answer to the question would be in the by-laws. Historically, the chair was assumed by eldest statesmen meaning the person serving his last year. Last year you chose not to go that direction. In years prior, he who was senior did not always accept the chair. Let's move on. Commissioner Auger: There is no way anyone can get it if no one votes. Tom: The only way it will work is if the nomination is made and other person voted the same way.

### Minutes

February 19th: Motion made by Commissioner Auger to accept the minutes as printed. Motion seconded by Commissioner Waldron. No discussion. Vote taken. Commissioner Gallant abstained as he was not a member of the board at that time. Commissioner Auger & Waldron in favor. Motioned passed. Minutes accepted as printed.

### Treasurer's Report

Operating vs. Actual. As you can see, at the meeting they voted \$25,000 out of the budget. \$25,000 will be taken out of the MS forms when submitted to DRA. They will only allow us to raise enough money to cover the budget. Tilton has made two payments and Northfield has made none at this time. Commissioner Waldron: He was at the meeting Tuesday and a check will be forthcoming from Northfield. He was told the money was coming next week.

Account balance is the balance of all accounts.

The accrual is in the checkbook balance at this time as it has not been paid yet. Commissioner Gallant: He would like copy of balance sheet.

Apparatus & Equipment Fund. Expenses are as they are. We have received two payments so far. Commissioner Gallant asked if the money in the Apparatus & Equipment Fund was invested. Roland: No, it is in an interest bearing checking account. Commissioner Gallant: He was not aware that the Apparatus & Equipment Fund and Operating Account are interest bearing accounts at this time. Roland: This was established last year. Commissioner Gallant: We are doing better in the checking than in the NH DIP. Roland: The interest is not being reflected on the NH DIP account at this time. Commissioner Gallant: How do we report that on an annual basis? Roland: He doesn't report those. They are in the hands of the trustee of the trust funds. Commissioner Waldron: Who is the trustee? Commissioner Gallant & Roland: Northfield. Commissioner Gallant: He had just forgotten that it was in their hands.

Commissioner Gallant: he would like this report emailed to the ones that have email the day before the meeting. Motion made by Commissioner Gallant to accept the Treasurers Report as printed. Motion seconded by Commissioner Auger. No further discussion. Vote taken. All in favor. Report accepted as printed.

## Chief's Report

Chief: It was a pretty normal month as far as activity went. We have a number of vehicle maintenance issues we are dealing with.

Ladder 1: we are still trying to determine how we can get a steering box. We received information yesterday that directed us to an E-One dealer in Montreal who used to work for Thibeault and takes a lot of old Thibeault's in trade.

Ambulance 2 had its leaf springs and sway bars replaced recently. It also has an oil leak that we have been monitoring.

Engine 2 has had an antifreeze leak for some time now. The leak is on a coolant line that is actually under the motor head. This would require a considerable amount of labor to repair. Todd Mosher has looked at and diagnosed the problem and is waiting for us to let him know when we want him to fix it.

Engine 1 has performed marginally during pump testing over the past three years. Last year it did not pass the test. This indicates wear in the pump. The pump will need to be taken apart to determine what the problem is and the extent of the problem. Desorcie does our pump work and is aware of the problem. They are waiting for us to let them know when to fix it.

All members have received their Position Description Questionnaires from Barry Cox at LGC. We have set a date of March 30<sup>th</sup> to have those turned back into him.

This District was in a position this week of not being sure that it could cover the call payroll scheduled to be paid today. However, Tilton mailed its monthly payment last Friday and it was more than enough to cover the payroll. Once Northfield makes its quarterly payment, we should be in a better position. I am concerned that we will continue to be tight as the end of each quarter approaches.

Commissioner Gallant: He thinks we should put together a cash flow for the future. This way we can become a little bit more proactive with our finances. Roland: He thinks we should wait to see what Northfield is doing. He feels if we run into a problem with money we should borrow from ourselves rather than take out a TAN. Commissioner Gallant: He is opposed to that. Even if Northfield starts paying monthly, we should do a cash flow monthly so we can keep track of our finances. Glenn does it in Northfield, Tim in Tilton. He just feels that we should look at it.

Commissioner Auger: Do we track the hours, mileage and actual calls? Chief: Yes. Commissioner Auger: He would like that info on Engine 2 and the Ladder. If we don't use them to their full potential, why would we replace it? Chief: We do use them. Chief then explained how they are used. He will get Commissioner Auger that info.

Commissioner Waldron: Is there another fix to Engine 1? Chief: Yes. He explained they might score the shaft. Commissioner Waldron: Do we have an estimate for fixing Engine 2? Chief: Not yet. Commissioner Waldron: Who is Todd Mosher? Chief: He lives in Northfield. His business is Equipment Solutions of New Hampshire. He was formerly Todd's Truck & Trailer Repair. He has done work for us before. He comes directly to the station to do the work. Deputy Robinson: He is a good diesel man.

Commissioner Gallant: A comment on the activity log. Chief: It has been slow. March has picked up slightly. Commissioner Gallant: Do you see any trending that changes the manner in the way you structure or would structure the department. Chief: Not really. The trend has coincided with the economy. Medical aid is all over the place. We can't make sense of that sometimes. MVAs are right on par being busier in the winter months. He doesn't think it's a matter of changing staffing. We have addressed this through training. Commissioner Auger: What is other? Chief: It could be anything that does not fit into those other categories. Fire related incidents. Under medical, it could mean lift assist. It doesn't fit into those other categories.

### Fire Prevention Report

The Fire Prevention Report is not available today. Someone close to Captain Ober is in Dartmouth Hitchcock Medical Center so he is up there with them. Commissioner Gallant: If he does have one, can he email it to us. Chief: Yes.

### Old Business

Commissioner Gallant: Barry Cox. Have the questionnaires been distributed? Chief: Yes, he gave hard copies to everyone and then emailed it to the Chief so we can process them electronically. He has only received one back yet but we will get them back by the 30<sup>th</sup>.

Commissioner Gallant: how was the seminar LGC put on? Stress in the workplace. Chief: It was pretty good. She did a nice job.

Commissioner Auger: If we go to other communities for mutual aid and transport, do we get the money? Chief: Yes.

Roland: The audit for the district. A firm is doing one for Northfield right now. Melanson and Associates. An accountant told us in the last meeting that he will not give us anything in writing without doing a full audit. Commissioner Gallant: When was that decided? Commissioner Waldron: We were trying to set up a meeting. We were not available to meet when they were able to meet. Roland: Kathy and I met with them. They would cost buko bucks. They didn't want to do it. Roland told them rather than go through him they should meet with the commissioners. We had a date that fell through. Let's leave it at that. We thought we were going to get a compilation from them. At the last meeting they said not to even mention their name. Roland talked with the accountant that is doing Northfield's. They were positive about being able to do something for us. They will do an audit, a review or a compilation. Whatever we want. Commissioner Gallant: We should talk with them. Have them come in to the April meeting. Roland: They are talking prices in our ballpark. A review will be 7 to 8 grand. Discussion ensued.

### New Business

Roland: he will not be here at the April meeting as he has a conflict. Chief: He will not be here either as he will be at the academy.

#### Sole Purchase Orders:

- Chief: Firematic Supply, Inc. They are our Hurst Tool dealer. This is the quote for service testing that equipment. Commissioner Auger: Is this something that should be done every year? Chief: We haven't been, but it should be. Commissioner Waldron: It wasn't done last year? Chief, No. Commissioner Gallant made a motion to accept Firematic Supply, Inc. as our sole purchase order. Commissioner Waldron seconded the motion. No further discussion. Vote taken. All in favor.
- Chief: Bids on his new vehicle. AutoServe and Grappone. Irwin stated they could not meet the State bid. It will take eight to 10 weeks to get the new vehicle. The inspection expires on his 2001 Ford Expedition this month. Commissioner Waldron: Have we looked into an extended warranty? Chief: No. Discussion ensued. Commissioner Gallant made a motion that we authorize the purchase of the new vehicle for the Chief through AutoServ less the class 4 hitch and running boards. Commissioner Auger seconded the motion. Commissioner Waldron: Any further discussion? Commissioner Auger: He would like to know the cost of an extended warranty or insurance for five years/75,000 miles base care. Commissioners Gallant and Auger in favor, Commissioner Waldron against. Commissioner Waldron: What process are we going to use to carry out the purchase? When we bought Engine 3, the Chief was authorized to sign all the documents. Commissioner Gallant: He believes that will work fine now. Commissioner

Gallant: He feels the chair should execute the contract for the new vehicle. He made a motion for the chair to sign the contract. Commissioner Auger seconded the motion. Vote taken. Motion carried. Commissioner Gallant: Chief is to set up the deal and Commissioner Waldron to sign. What are we going to do about Chief's current vehicle? He is willing to go talk to AutoServ to see what can be done. He would be willing to go up there to see if he could get a vehicle for the Chief. Commissioners Auger and Waldron have no problem with Commissioner Gallant doing that.

- Chief: Water Rescue Boat. He has three quotes. Basically all the quotes are the same. He feels they can drive to MA to pick up the boat cheaper than having it shipped. Shipping is \$50 from MA. Discussion ensued. Commissioner Gallant made a motion to authorize the purchase of the water rescue boat out of MA; and if all possible, not to pay the freight. Commissioner Auger seconded the motion. No further discussion. Vote taken. All in favor.
- Chief: He got a quote from Raelyn Cottrell for EMS Training. They are pretty competitive. Dave Rivers was a little higher. However, Gilmanton added in \$300 per year for prep time. EMT refresher was higher with Gilmanton. All in all, Dave Rivers is still a safe bet. We have good rapport with him as well. Chief requests that Dave Rivers Associates is approved as the sole source for EMS Training. Commissioner Gallant made a motion Dave Rivers Associates to be the sole source for the year 2009. Commissioner Auger seconded the motion. No further discussion. Vote taken. All in favor.
- Chief: Medical Oxygen. Merriam Graves is now Airgas. He called Maine Oxy. They gave us a quote. They are considerably less than Airgas. He also called Life Plus for a quote but they never got back to him. Discussion ensued. Commissioner Waldron: Airgas will sell D tanks and fill them. Will Maine Oxy? Chief is to research buying D tanks.
- Chief: Sole source approval for Belknap Communications. This was done last month for 2009. Commissioner Waldron: He feels radios and lights should go out to bid for the new vehicle.
- Chief: He would like sole source approval to use Mango Security Systems, Inc., to service the fire alarm system at the Park Street Station. This is another thing that hasn't been done regularly. Commissioner Gallant made a motion to approve Mango Security Systems to service the Park Street fire alarm system for 2009. Commissioner Auger seconded the motion. No discussion. Vote taken. All in favor.

**Review District Meeting:**

Chief: He thinks we could all have benefited meeting prior to the district meeting to go over how the meeting would go. Commissioner Gallant: They have done this in the past. It makes for a smoother meeting. Commissioner Waldron: He's gotten several complimentary remarks from people on how the meeting went.

**Other Business**

Commissioner Gallant: Thursday is the worst night for meeting. There is no specific night we need to meet. If there is another night that will work, better we should meet then. Commissioner Auger: Actually, Thursday is not so bad. It gives him a Thursday off.

Commissioner Gallant: What has been decided on use of USP recorder? Is that something we want to purchase? Discussion ensued. Commissioner Gallant made motion to authorize the purchase of recording device and program as long as it does not exceed \$325. Commissioner Auger seconded the motion. No further discussion. Vote taken. All in favor.

Commissioner Gallant: He would like clarification on the agenda. Who is to put it together?  
Commissioner Waldron: The way he understands it, technically it is up to the chairman. Commissioner Gallant suggested that the Chief continue to put it together and it be emailed out a week in advance so people can review and make additions for discussion. Everyone thought it was a good idea.

Commissioner Gallant: The website. What is going to be done with it? We need to come up with what we want on there and who is going to maintain it. He would like put on the agenda for the next meeting.

Commissioner Gallant: He has list of goals and objectives for upcoming year. He will give it to board members to review for discussion in the future.

Commissioner Gallant: He is going on record as challenging the election of the chair for tonight.

Commissioner Waldron: The payoff figure on Engine 1 was for April 1<sup>st</sup>. Kathy is to call tomorrow to get the payoff amount and write the check for Roland to sign.

Conflicts with the April meeting. Wednesday is not good for Commissioner Waldron. The meeting is rescheduled to April 23<sup>rd</sup>.

Commissioner Waldron: Sometime ago he brought up what he thought was a problem with personal use of department vehicles. He feels it is still happening. He feels we need to have a policy regarding that specific item. Any personal use of a department vehicle that is not incidental. Commissioner Gallant: Such as? Commissioner Waldron: Going to Shaw's to buy food. Commissioner Gallant: They go there to buy food for their 24 hour shift. That is why they use the vehicle so they can respond to calls. Discussion ensued. Commissioner Waldron: Obviously it bothers him. If it doesn't bother anyone else, that's what bothers him about the board. He doesn't know how anyone else feels. Commissioner Gallant: He believes that there is a policy on that. The chief has one. Commissioner Gallant feels that people are following the Chief's protocol and he agrees with that.

Commissioner Waldron: Do you know that personnel are washing or changing oil in their own personal vehicle while on duty? Chief: He doesn't know. Commissioner Gallant: Commissioner Waldron, do you know that for a fact. Commissioner Waldron: Yes, he thinks so. Commissioner Gallant: If you have a problem with that, go in to the office and talk to the Chief. Commissioner Waldron: Are we interested in making a policy? Commissioner Gallant: No. Deputy Robinson: He has always been a firm believer in if there is a problem child you take care of the problem child, you don't start a policy. Open the communication. You can call me at home at night if you want.

Commissioner Waldron: A couple months ago he made a comment about professional firefighter association business being conducted out of the station on company time. Chief & Kathy explained that is not happening.

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### **Pay Bills**

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The Manifest was gone over. The Town of Tilton bill for the checklist is not to be paid. The bill is to be given to Commissioner Gallant and he will go see Tim Pearson regarding it. The supplemental manifest was reviewed. Commissioner Waldron questioned the bill from Beauchine Auto & Towing. Chief explained that this was to replace the inverter in Ambulance 2. Ok to release all checks except the one to the Town of Tilton.

Chief: Since the budget has been passed he wanted to be sure it was ok to issue raises and issue retroactive pay to January. Commissioner Gallant: The body has spoken. Therefore, we should abide by their decision. Yes, issue checks. Commissioner Auger: They voted on it so that is the way it is. Commissioner Waldron: He would personally want to see that raises be held at no more than 2% for any one person. Commissioner Gallant: Commissioner Auger and he agree, so go ahead and issue.

A motion was made by Commissioner Auger to go to non public session at the hour of 9:17 PM per RSA 91-A:3, II(a). Commissioner Waldron seconded the motion. Roll call vote: Commissioner Gallant, yes;

Commissioner Auger, yes; Commissioner Waldron, yes.

Commissioner Gallant made a motion and Commissioner Auger seconded to come out of non-public session at 9:38 PM. Roll call vote: Commissioner Gallant, yes; Commissioner Auger, yes; Commissioner Waldron yes.

Commissioner Gallant made a motion to go to public session at 9:38 PM. Commissioner Auger seconded the motion. Roll call vote: Commissioner Gallant, yes; Commissioner Auger, yes; Commissioner Waldron yes.

Commissioner Gallant made a motion to seal minutes of non-public session indefinitely. Commissioner Auger seconded. Roll call vote: Commissioner Gallant, yes; Commissioner Auger, yes; Commissioner Waldron yes.

Chief asked if he could have copy of non-public minutes. Commissioners said yes. Commissioner Waldron is to call Attorney Sean Chandler to ask about non-public minutes as to whether they need to be available to the public in 72 hours.

A motion was made to adjourn by Commissioner Gallant and seconded by Commissioner Auger. No discussion. Vote taken. All in favor.

Meeting adjourned at 9:43 PM

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

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

April 6, 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