

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	May 26, 2009 at 18:07
Note Taker:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 1 <sup>st</sup> Floor 9 <sup>th</sup> Grade Classroom, Tilton

Present from the Board: Commissioner Auger, Commissioner Gallant and Commissioner Waldron.

Also Present: Chief Stephen Carrier, Deputy Chief Mike Robinson, Administrative Assistant Kathy Tobine, Ben Labelle, Owen Wellington and Pat Clark.

Commissioner Waldron called the meeting to order at 6:07 PM.

1<sup>st</sup> order of business: Sheryl Burke, Melanson Heath & Company, P.C.

### **Sheryl Burke, Melanson Heath & Company, P.C.**

Thank you very much for asking our firm to attend your meeting tonight. My office is located in Nashua. I am a senior manager and have been working there for 20 years. I will give you just a brief overview of our firm and answer any questions that you might have. I have a handout here that I have given you all. Our firm has been around for 29 years. We specialize in governmental or municipal accounting. We have five offices: two in NH in Nashua and Manchester; two in Massachusetts in Greenfield and Andover; one in Maine in Ellsworth. Our firm is comprised of 10 officers or partners. In addition to that there are 76 employees including 30 are CPAs. One thing our firm has done since 1984 is we have participated in a peer review. It's an audit of ourselves. We are audited every three years and they issue a report. That report is available for to you if you are interested in looking at it. We have 135 municipal audit clients. We have five Municipal Officers. Each one has their own specialty. My firm is recognized by bond rating agencies, the NH Department of Revenue Administration, major financial institutions, banks, and so forth. One thing I want to point out about my firm is that we emphasize timely service with our audits. We like to turn them around as fast as possible. When we do the work, you will have a report in your hand shortly thereafter. We are very accessible. I encourage my clients to call me or email me throughout the year. One thing our firm is a little different on for municipalities is that our firm will prepare those financial statements in accordance with the GASB 34 guidelines. Do you have any questions?

Commissioner Gallant: I have a question relative as to how you may be able to help us. We have been audited in the past. It's been the general consensus that we no longer need an audit. What are your feelings relative to that? As you know may or may not know, we are a fire district that is comprised of two towns, Tilton and Northfield. We have no bonded debt at this time nor have we had bonded debt in the past. That's not to say we wouldn't have it in the future. In light of that information, can you give us some sort of a guideline as to why or why not audits are required or prudent?

TNFD Commissioner's Meeting  
May 26, 2009

Sheryl: From the information that I look at regarding your organization, it doesn't appear that you are required to have an audit. One reason for having an audit is its good business practice. I'm sure you have all heard about Enron. As a result of that, auditing standards have changed significantly over the last few years. To do an audit, not so much of your time is spent focusing on the numbers. We always give you an audited financial statement with our opinion on it. A very large part of our time during the audit is spent reviewing your internal control system, making recommendations on any hole you might have in your system and also recommendations for operating a little more efficiently. As a result of that, we issue a separate report called the management letter. It's a by product of the audit process. It's intended to be helpful. It's important from a board's standpoint; you are really on the line here for managing the funds.

Roland: Short of an audit, there could be a review or compilation. We prepare and you mentioned that you do a lot of work with the NH Department of Revenue so you are familiar with the MS forms that we submit. If you do one of the three mentioned do you also prepare the MS forms?

Sheryl: No, we usually assist. Mostly it's answering questions.

Roland: Do you want to consider or if the board wants to consider something short of an audit, a compilation or review.

Sheryl: These are different levels of service. In the accounting world there are three types of reports we could issue for you. A Compilation is a set of financial reports pulled together from the information you give us. There is no testing. There's no looking at how your data is processed. It's really just pulling the numbers you give us together and putting them together in the form of a report. A Review is a step up from that. We start looking analytically at the numbers. We start asking a few questions. We talk to you more about making sure that things are properly included and reported in the report. It's not the level of assurance that an audit report would give. An Audit is our opinion on your financials. It's the same numbers as in a compilation or review report but we have tested them. We've proven them to outside documents. We've got letters from your attorneys that there are no unrecorded liabilities or anything. Everything is in there and we believe that they are materially fairly stated in accordance with generally accepted accounting principals. Part of audit is looking at how transactions are processed. It's testing invoices. It's testing to be sure it is designed and operating properly. A lot more work is involved in an audit.

Commissioner Waldron: Are the fees flat rate?

Sheryl: We usually quote fixed fee. Sometimes it's difficult looking at your past financials to give a fixed quote. So in that case, we will give a range of fees not to exceed a certain dollar amount.

Commissioner Waldron: Is that true of all three options?

Sheryl: Yes. However, we should be able to hit it a little more closely on the lower level of service. The audit is where you will generally run in to problems so we will give a range.

Roland: I sent a copy of the 2006 Audit to Mr. Biron. Based on that were you prepared to give us any type of quote tonight?

Sheryl: Not tonight. We will do that if you are interested. If you are interested, please let me know which you would like and we will submit a formal proposal to you.

Commissioner Waldron: If we do a compilation or review every so many years and then an audit, is the audit more expensive?

Sheryl: Yes. You have beginning balances in an audit year that haven't been audited. We would need to go back to the beginning of the year and kind of do a mini audit. There is a bit more work involved in what we call an initial year audit or an audit that hasn't been done.

TNFD Commissioner's Meeting  
May 26, 2009

Commissioner Waldron: So no matter what you do, the initial year will be more than the following years?

Sheryl: Yes, if you just start to pick up with audits right now. If you want a completely clean audit report we would need to look at your beginning balances to make sure you had proper cutoff at the beginning of the year. Then in subsequent years we wouldn't have to do that so there may be a little bit more cost involved in that first year.

Discussion ensued between the Commissioners and Treasurer.

The Commissioners requested a quote for a review and an audit.

Sheryl: We will put the numbers together within the next month.

Commissioner Waldron: Pat Clark came to make a presentation on the By-Laws Committee.

Commissioner Gallant: We can dispose of the Minutes quickly and before Old Business I would think.

Commissioner Waldron: We will go right to the minutes and get them out of the way.

### Minutes

April 23<sup>rd</sup>: A motion was made by Commissioner Gallant to accept the minutes as printed. Commissioner Waldron seconded the motion.

Commissioner Waldron: Any discussion?

Commissioner Gallant: There are a few minor corrections in punctuation. Otherwise, there was no problem.

Commissioner Waldron: On page 5 replacement cover on ambulances should say replacement coverage on ambulances.

After minor corrections, vote was taken. All were in favor of accepting the minutes as corrected.

April 23<sup>rd</sup> non public minutes: The board will review these at the next meeting.

April 28<sup>th</sup>: Commissioner Gallant made a motion to accept the minutes as printed.

Commissioner Waldron seconded the motion.

Commissioner Waldron: Any discussion?

Commissioner Gallant: There are a couple corrections. On page 3 there are three minor corrections in the third paragraph.

Commissioner Waldron: Any further discussion?

Hearing none, vote was taken. All were in favor of accepting the minutes as corrected.

### Treasurer's Report

Roland: You all have received the budgeted report up through May 12<sup>th</sup>. For the Operating Budget the numbers are as they are. I don't have any comments on them. The actual budget is in the second column from the left. The actuals up through May 12<sup>th</sup> are in the first column. I don't see anything out of the ordinary in here.

The Apparatus & Equipment Fund: That's ambulance charges for four months up through April. We haven't posted May's yet. The other numbers are as they are. The loan payment was the payoff on Engine 3.

Commissioner Waldron: Is that the \$68,000?

Roland: Yes, that's the \$68,000 that is in the Apparatus & Equipment Fund.

There is a Balance Sheet that was sent out. The reason we send that is to reflect the

TNFD Commissioner's Meeting  
May 26, 2009

accrued retirement and payroll taxes that get posted to the statement but the checks have not actually been issued. The balance of cash up above, \$463,044.06, is the actual checkbook balance as of May 12<sup>th</sup>. I'm going to give you one more handout, a listing of those two account balances.

I am giving you a handout that was requested of me to prepare, a Cash Flow Budget. The first page is just the checkbook balances of the 12<sup>th</sup> as they correspond to the Balance Sheet. The other report is just the Operating Account, not the apparatus & Equipment Account as we don't have any worries about the balance in that account. What I have done is prepared on a monthly basis what is called a cash flow projections budgeted statement. January, February, March and the month of April are actuals. We took the 12 months of last year and looked it over to see where we might get any big hits on insurance payments and that type of thing. I have prepared this based on the actual cash coming in and going up. You can see up above is the revenue. The Town of Northfield paying us quarterly and the Town of Tilton paying us monthly, any other miscellaneous payments we may have. You can see revenue sharing from the State of NH in the months of June and December. What happens is we start with a beginning cash balance which was the actual cash balance as of January 1<sup>st</sup>. Again, the revenue and expenses up through April are the actual balance. Then we have projected out May through December our anticipated revenue and expenses. In the last column is the actual budget. If we spent every nickel that we had budgeted and our revenues were as anticipated, our ending cash balance would be the same as it was last year. What this shows us, is on a monthly basis come the end of May we should have \$76,000 in the bank, June \$161,000, July \$105,053 and so on. This is on a monthly basis. Again, this is our first shot at it, Kathy's and mine, subject to review. One thing, if you look down under account 480 Property Insurance, these are the types of things we try to budget for say where is that going to hit. I've got it in July. That's where it was last year. If it comes up in August or September, we move it around. If for some reason something big gets paid in May and changes that balance, each month I will go and correct the figures so when I get May done we posted we end up with the May correct balance and it moves forward.

Commissioner Waldron: So you are going to do one of these every month?

Roland: I can give you one of these every month. I will update the month that has just ended. So we will come up with the actual number for the end of May. This is on a simple spreadsheet so if you change on number it flows through the whole sheet. If, for example, Northfield decides to pay us on a monthly basis then we would change that and spread that out monthly. That addresses part of your question.

Commissioner Gallant: I appreciate that. So at this point, it points out that the Town of Tilton is carrying the District at certain times of the year. So that means that the taxpayers in Tilton are paying for tax anticipation notes that are providing us with money throughout, shouldering the burden of that. The option is for Tilton not to give us monthly payments and to go with the system the Town of Northfield has decided to go to and we will have to go out to borrow money. That hurts Tilton again because now Tilton is going to be paying 61% of that. So Tilton is in a lose/lose situation and Northfield is in a win/win. It's not the way you run a family and it's not the way you run a partnership. We are in a partnership. I definitely appreciate you putting this together because it will be valuable at times of the year.

Commissioner Waldron: This is what you were speaking of?

Commissioner Gallant: Absolutely. This is great.

TNFD Commissioner's Meeting  
May 26, 2009

Roland: I think you could take this if you choose and address the Selectmen in Tilton and then the Selectmen in Northfield.

Commissioner Gallant: The Selectmen in Tilton aren't going to stop. Their letter was clear. They have full intentions of fulfilling their obligations to the District.

Roland: I don't understand Northfield's attitude. They have always been the ones in the past.

Commissioner Gallant: Oh absolutely. They are under a different regime from time to time and things change. I, for one, am very appreciative of the fact you put everything together. It's great.

Commissioner Waldron: There is no point based on this that we are going to have to borrow money.

Roland: No, if the revenues hit as they proposed, as I have them in here. That's right, we would not have to borrow money.

Commissioner Waldron: So next month, this will be actual and the rest will be projected.

Roland: That's right.

Commissioner Gallant: Part of the fact that we don't have to borrow money is that we started the year with \$127,000. This is just level funding. So whatever your revenues are and expenses, that's the best of all cases. Not necessarily what could happen as we all know; but the two low points are March, which is behind us, and projected end of August. This doesn't indicate we have to borrow money. This helps clarify a lot of things in my mind. If use this and balance sheet, these are educational tools for everybody. As was pointed out earlier, we are responsible for the well being of the District, which I think was a good point. I just have one question on account #390, other professional services. We had a dollar budgeted and we spent \$1,000.

Kathy: That was the down payment to the LGC on the wage study.

Commissioner Gallant: We have not budgeted anything for that.

### **Chief's Report**

Chief Carrier: You have a copy of the written report I believe. It's been a pretty busy month. Part of the month was taken up by dealing with the H1N1 flu situation. Luckily the flu is fairly mild. Everyone is being warned to be vigilant especially if it comes back in the fall.

There's a lot to do with Lakes Region Community College. I sit on the Advisory Committee and the CRAFT Committee which is a curriculum committee for the Science Technologies programs. The quality of the program has been called into question. The college administration is investigating and trying to rectify. I would suspect by the fall you will see something happening within the program.

As far as vehicle maintenance, the steering box on Ladder 1 has been rebuilt. Ambulance 1 had an air conditioning problem. Engine 1 still has a pump shaft issue. It is leaking pump oil. Engine 3 indicators were not working. We changed them in house. Now the Tanker's tank indicator gauge is not working either.

As far as statistics, they are much slower this year than they were last year at this time. This is busiest month to date. We are still behind on the total calls. Our back to back calls rate stands at 17%.

Commissioner Waldron: The pump shaft in Engine 1 is not fixed?

Chief Carrier: No. It has a ceramic shaft but we never fixed it. We decided to wait and see.

Now it needs to be fixed. It definitely could be a worst case scenario of the pump having to be

rebuilt. I don't know what Desorcie will find when he gets in there. I'm assuming that it is just the shaft.

### **Fire Prevention Report**

Chief Carrier: Captain Ober submitted his report. He was unable to be here tonight. He's covered five shifts this month. I've covered two. That is for Captain Michaud for school.

Captain Ober has been fairly busy recently with fire extinguisher classes.

Commissioner Gallant: Any idea where we stand as far as pre-plans are concerned on most of those buildings on Main Street?

Chief Carrier: We had an existing pre-plan that we did as a group of officers some years back but not to any extent of the detail that Sean has been doing in some of those buildings. I don't know if he has a comprehensive plan of Main Street but I know that he has done the building in front of the fire station.

Commissioner Gallant: From my own personal standpoint, it should be priority to do those buildings. One, you don't know what you are going to find when you get into those buildings. On one hand, some of them are supposed to be business only. There are others which are being used for residential. I am very concerned about it.

Chief Carrier: I think we share those concerns. It's not uncommon for the guys to take it upon themselves to walk through. Probably two to three months ago, they did walk through and one of the guys caught that the building was different than what the pre-plan shows. We try to pay attention to what is being said on the street and handle that the best we can. There's a fine line there on how to handle that and Sean tries to be sensitive to that. All that information is going back to Captain Ober.

Deputy Robinson: The other thing that we discussed at last officers meeting to expand our horizons just a little bit. We are starting to work pre-plans relative to the Alton situation where you start looking at, maybe take sections of downtown and set a pre-plan up for that. We want to expand that into sections of areas.

### **Report of By-Laws Committee**

Pat Clark: I'm just reporting back. The people that showed an interest in being on the By-Laws Committee got letter from the Moderator, Kent Finemore. Those people are myself and Scott Davis from Tilton, Leif Martinson and Scott McGuffin from Northfield. In the letter Kent Finemore asked if I would be the temporary chairman until we have our first meeting and a chairman can be elected at that time. We need to get a member from the Commissioners to be on that committee. I am here to ask who would like to be on the committee from the commissioners.

Commissioner Gallant: We have a letter from Kent Finemore requesting that.

Pat Clark: That's what I'm here to do is to ask who would like to be on the committee from the Commissioners. So far I have taken a poll from the four people that are at large and Tuesday night in general looks to be a fairly open night for the four. We are certainly open to adjust that if that doesn't meet with one of the Commissioner's schedule.

Commissioner Gallant: What do you envision for the number of meetings?

Pat Clark: I don't know. Maybe a half a dozen to eight tops. I can't foresee it taking a lot of time. It's a matter of collecting information that's already out there, looking at the RSA's. Probably having one public hearing to share what we have come up with and to get input from

TNFD Commissioner's Meeting  
May 26, 2009

the public as to what they see as being important, then doing a report back to the Commissioners. I can't see more than six to eight meetings.

Commissioner Waldron: One of the items on our agenda under new business is to appoint someone to that Committee.

Commissioner Gallant: Why not do it right now?

Commissioner Gallant nominated Commissioner Waldron. Commissioner Auger seconded the nomination.

Commissioner Waldron: Any discussion? Hearing none, vote was taken. All were in favor.

Pat: Clark: I would like to start meeting in late June or early July if ok with you.

### **Report of Life Safety Committee**

Commissioner Gallant: The first meeting that he was a member of the Life Safety Committee was held two weeks ago tonight. The first thing that took place was everyone met at 31 Industrial Drive. We looked at the structure then went back to town hall and held the regular meeting.

The basic upshot of the meeting: Owen put on a presentation relative to the calls that the police department experienced and where they are in the confines of town and superimposed that over the map Deputy Robinson has used. It was interesting that they pretty much mirrored each other in many ways. The next topic of discussion was to review available pieces of property that fell within the confines of certain parameters as far as size and location were concerned. The proximity to exit 20 was major consideration for police or life safety.

It was mentioned in the study that had been commissioned for the fire department stated that the police should be in highly visible place. That same thought was mirrored in the MRI Report as it related to the Fire District. I brought up the topic again of the legal ramifications of a district comprised by two towns considering the possibilities of incorporating itself in a life safety complex. It was agreed that Pat Consentino and myself would draft questions relative to that subject which she would then carry to LGC to get answers. That Committee is going to do all the legwork to get answers to all those questions. Other than that, there were no significant discussions to affect the District in any way.

Commissioner Waldron: Is the Committee aware that Business Park Drive is not a place we will go?

Commissioner Gallant: That Committee is more than aware that the District will not go to Business Park Drive.

Discussion ensued.

### **Old Business**

Web Site:

Commissioner Gallant: It's an abomination. It's sick. It's not up to date. We need to establish what's going to go on there and who's responsible for putting it there.

Commissioner Waldron: I wouldn't mind seeing whole thing revamped. I like the Town of Tilton's. It's very informative, easy to use.

Commissioner Gallant: The Finance Manager, Tim Pearson, does Tilton's. He has offered his services.

Commissioner Waldron: He has. I've talked to him a couple of times about it. If he's game, and it's something we could be proud of I wouldn't mind.

TNFD Commissioner's Meeting  
May 26, 2009

Commissioner Gallant: Would you agree to let me be the representative for the board to get the framework put together for your review. I will get Tim, the Chief and Brad to assist.

Commissioner Waldron & Commissioner Auger agree with that.

Chief: I just want to be sure that the department isn't blamed for that. We were outright told that we had no authority.

Commissioner Gallant: The brakes were put on a year and a half ago. The Commissioners do not blame the Department. They put the hold on that. Now that Tim Pearson will help us, let's use him.

**New Business:**

Purchasing Requests

Chief Carrier: I tried to get most of these out to you. There are some things that came in at the last minute.

Command Cabinet: There is a quote from Ossipee Mountain, Truck Vault, Odyssee and Custom Command Cabinets. The quote from Odyssee specifies on it the center console as well. There are two other quotes for center consoles, one from Havis and Galls. On the command console for the rear, it would be my recommendation that we go with Custom Command Cabinets out of Contoocook. For the center console in the seats, I recommend going with Galls.

Commissioner Waldron: So these quotes are not for same item?

Chief Carrier: They are basically the same.

Discussion ensued.

Commissioner Gallant: I make a motion to purchase the rear console from Command Cabinets and from Galls for the center console.

Commissioner Auger: I second the motion.

Commissioner Waldron: Any discussion?

Commissioner Auger: That's not installed?

Chief Carrier: No.

No further discussion. All were in favor.

Lights and Radio Installations:

Chief Carrier: I have quotes from Ossipee Mt, Belknap Communications and Wright. Wright did not quote. Belknap Communications had the best quote and included installation of custom cabinet supplied items.

Discussion ensued.

Commissioner Waldron: I'm on board with everything except the light bar. I would like to reuse the one we have.

Commissioner Gallant: I make a motion to authorize Belknap Communications LLC for the services as shown on their quote.

Commissioner Waldron: No second. Motion failed for a second. Are there any other motions?

Commissioner Auger: I make a motion to accept everything except the light bar.

Commissioner Waldron: I second the motion.

Commissioner Gallant: What if it can't be used? Why do we want to replace light bar?

Chief Carrier: Because it's old technology. The cost to replace the strobe packs will soon out pace the value of the light.

TNFD Commissioner's Meeting  
May 26, 2009

Commissioner Gallant: That would be my reason to go with it. It is the responsibility of the Commissioners is to administer the monies of the District appropriately. However there was an amount for this expenditure under a separate warrant article.

Commissioner Waldron: Right, which set a maximum amount to spend.

Commissioner Gallant: Well, whatever you want to parcel the words on is fine. I'm just pointing it out and I would like it in the record. Ok, Mr. Chairman.

Commissioner Waldron: For whatever its worth, some towns don't even run a light bar on their command vehicle.

Commissioner Gallant: I don't care for what it's worth. This District we're talking about.

Commissioner Auger: Whether a brand new one or the old existing one, it's not going to due anything different for the vehicle.

Commissioner Gallant: That's not the point being made.

Chief Carrier: Historically, we have been in this situation before settling for a light bar on the cheap and come back and replaced it in subsequent years. I'm not saying that is going to happen. Why put ourselves in that position? As far as having a light bar or not having a light bar, we just spent \$600 to make the one of the engines more visible.

Commissioner Waldron: You can't say this one won't be visible with front, back and side lighting.

Chief Carrier: That's what the lighting will be if you take the 'I could care less if it has a light bar or not attitude'. The only place it will be visible is around waist height. The only place you will have lights is in the grille, in the posts. There will be no light above waist high on the vehicle.

Deputy Robinson: There is a State RSA that requires us to have a 360 degree light at the highest level on the vehicle.

Commissioner Waldron: Any further discussion?

Vote taken: Commissioner Waldron and Commissioner Auger in favor. Commissioner Gallant vehemently opposed. Motion passed 2 to 1.

Chief Carrier: Firefighter Joubert has multiple requests for protective equipment. Bergeron overall has the lowest quote. The only thing they came in a little higher on was forestry goggles.

Discussion ensued.

Commissioner Gallant: I make a motion to purchase the equipment from Bergeron at the quoted prices.

Commissioner Waldron: I second the motion.

Commissioner Waldron: Any discussion? Hearing none, vote was taken. All were in favor.

Chief Carrier: You have the spec sheets on the thermal dry suit liners. Firefighter Powell put these together. I believe that Rescue Source was the cheapest at \$125 apiece. Fire Tech & Safety who we deal with quite often were \$169 apiece. There's quite a discrepancy there. These were budgeted for in the rescue portion of the Apparatus & Equipment Fund.

Commissioner Waldron: We bought the suits already right? These are the liners. What I wonder about is that these products before us are not the same products from competing distributors.

Chief: The liners are for the dry suits.

Commissioner Waldron: If we are going buy something and we are going to have three competitive quotes, we need to have the same products from three distributors.

Chief Carrier: Firefighter Powell indicates that he attempted to find dry suit liners. This is what he was offered for the products.

TNFD Commissioner's Meeting  
May 26, 2009

Commissioner Waldron: I notice that it is the same with the head lamps.

Chief Carrier: It's a competitive business. You get to sell what the larger companies will allow you to sell.

Commissioner Waldron: Which head lamps are you looking to buy?

Chief Carrier: The cheapest ones, Fire Tech and Safety.

Commissioner Auger: Who did this?

Chief Carrier: Jon Powell requested it.

Commissioner Waldron: Are any of these liners better than the others?

Chief Carrier: I'm just going on what Jon is telling me.

Commissioner Waldron: There's not enough money difference here between the three of them to not use any of them.

Chief Carrier: We certainly wouldn't mind using Fire Tech & Safety because you know we get good service from them.

Commissioner Waldron: This is a place where I don't want to be cheap just for the sake of being cheap. If one is better than the other, buy whichever one.

Commissioner Gallant: I make a motion to go with a cap on the purchase eight survival suits and 8 head lamps from Fire Tech and Safety if they prove to be the best.

Commissioner Waldron: I second the motion. Is there any discussion?

Commissioner Auger: If it's not a better product, don't spend the money.

Vote was taken. All were in favor.

Chief Carrier: There's a memo here from Captain Ober. He has been awarded a grant from the 3M Foundation. He asked to purchase 2 additional Bullex fire extinguisher trainers and SLR digital camera with flash. He has it all laid out here. He suggested going with Ritz Camera in Belmont.

Commissioner Waldron: We have a \$1,400 grant and you want to spend \$1,354.56.

Chief Carrier: That will be deposited into operating budget.

Commissioner Gallant: I make a motion to authorize purchase of 2 Bullex Fire Extinguishers and the SLR digital camera to be paid for from the grant received.

Commissioner Waldron: I second the motion. Is there any discussion?

Vote was taken. All were in favor.

Chief Carrier: I have a sole source approval request from Captain Hall to use IPS as our preferred vendor for Scott products.

Commissioner Gallant: I make a motion to use IPS as our sole source provider for Scott products.

Commissioner Waldron: I second the motion. Is there any discussion?

Hearing none, vote was taken. All were in favor.

Chief Carrier: These aren't completed yet, but I wanted to bring it up tonight for the proposal to fix the bay floor in Center Street. I have only been able to get one quote.

Discussion ensued.

Commissioner Gallant: Get the best price and take care of it for no more \$3,490. That does not include any pipe work.

Commissioner Waldron: I second the motion. Is there any discussion?

Hearing none, vote was taken. All were in favor.

#### Fire Alarm at Park Street

Chief Carrier: We are being asked to move fire alarm wire on Park Street. It runs down Park Street to the Park Street Station. The poles have been changed out. We have asked Franklin

TNFD Commissioner's Meeting  
May 26, 2009

to give us a hand with that. Of course that costs us money every time we do this for the use of their bucket truck. I'm not sure why, but they are not very willing to help us this time even though we are willing to pay. It leaves us in the situation where that is our only notification is the master box on Park Street to notify us that the alarm has been activated. If we could simply could go down and take the wire down that would leave Park Street without any notification system. So the question is, do you want us to find other means to move that wire or do we start to go down the road of purchasing a radio box or do we go down the road temporarily of putting a dialer alarm in there until such time when we transfer over to a radio box. I found out about this after we just did the work on the fire alarm system at Park Street.

Commissioner Waldron: Do you have the personnel to actually do the work?

Chief Carrier: Yes, Tim and Sean both do that type of work.

Commissioner Gallant: It's not a good idea to rent a truck.

Chief Carrier: We have used White Mountain Cable's truck before.

Commissioner Waldron: Your concern with the truck rental?

Commissioner Gallant: It's not something we do everyday. There are too many things that can happen.

Discussion ensued.

Commissioner Gallant: Please come back next month with the options.

#### Street Box System Hearing

Commissioner Waldron: We need to get on the stick with that. Does anyone know how much notice we need to give for public hearing?

Chief Carrier: You are talking about creating an ordinance right? You don't have to. You just have to post it. It probably should post for 30 days to give people plenty of notice.

Commissioner Waldron: Do we want to have a hearing or just do it?

Commissioner Gallant: I think it would be less than prudent for us not to have a public hearing.

Commissioner Auger: Yes, we should have a public hearing.

Commissioner Waldron: We have to post that.

Commissioner Gallant: We could have it at our next meeting. June 18<sup>th</sup> doesn't give us much time. Let's make it at our July meeting.

Commissioner Waldron: Public meeting to be July 16<sup>th</sup> at 6 PM here.

#### Sprinkler System Regulations

Commissioner Waldron: Sprinkler system regulations. I don't know why that is here.

Commissioner Gallant: This was a carry over from last month. These are the proposals that Captain Ober made that I wanted to start looking at. I suggested last month that we get started on that.

Commissioner Waldron: So we will pass it over to next month as old business for next month.

Commissioner Gallant: I would suggest that we do that. I would appreciate it if Brad could email the proposal to Commissioner Waldron and Commissioner Gallant and make a hard copy available for Commissioner Auger before next month.

#### AFG Grant

Chief Carrier: I spoke with Commissioner Waldron last week. After reviewing the guidelines that were put out on line for the AFG Grant, I thought we should take a shot at going to replace our ladder truck. Looking at the program guidelines, we are in the first priority for less than 76' for a ladder. So at the last minute, I talked with Commissioner Waldron and submitted that.

Commissioner Waldron: Are we notified if we are awarded or denied?

Chief Carrier: Yes. Usually you just get a letter that says thanks for submitting a grant. When you get awarded you usually get a phone call. You might get a request for some additional information.

Discussion ensued.

### Comprehensive Facilities Review

Commissioner Gallant: When we talked about Life Safety Committee on the 28<sup>th</sup> and the District relative to both Park Street and Center Street, I offered and it was accepted that I would put together a proposal for the facilities review of the Tilton-Northfield Fire District. I've laid out a skeleton framework of how I believe this should be approached and how it could possibly work. It goes as follows:

-- I that believe that some consideration should be given to a comprehensive facilities review. I use the work comprehensive because I believe that we need to consider Center Street, consider them both and consider the needs of the District.

-- I think we should establish a committee to review the existing facilities, both Park Street and Center Street. I believe that his committee should include all three commissioners and Chief Carrier. I also believe that either a selectman or resident at large appointed by the selectmen from Tilton and Northfield should serve on the committee. This I believe would serve two purposes. First, it would keep them engaged in the process; and secondly, it would offer diversity to the committee. They would get insight into what the problems are that we specifically see that we have and what strengths we have. This is something we have been shy on in the past.

-- I indicate that a detailed review of all current uses. We should highlight the strengths and shortcomings of each facility as they exist today. Also, an analysis of our strengths as it relates to our service to the District and how if at all physical structure and/or its location could be improved. An analysis of the shortcomings as it relates to our service to the District and how if at all physical structure and/or its location could be improved. So, both the strengths and shortcomings, in dealing with both the location as well as the physical structure.

-- A presentation by Deputy Robinson of the call volumes and locations of the last 5 years. He's charted these and has them laid out. I didn't hear that presentation when it was made to the Life Safety Committee. I understand that it was going to be superimposed on the District. I think it would be beneficial.

-- A detailed review of apparatus needs for the next 5 to 15 years. This is imperative in a comprehensive facilities review in so much as sizes of apparatus change. A total review of whether we are going to add more apparatus or whether we are going to decrease apparatus. What the overall game plan will be.

-- A detailed review of personnel, both present and future, as this may well affect the facilities needs. It obviously would affect the facilities needs if we put a person on per shift.

-- A comprehensive review of administration needs both present and future. A review of where the administrative offices should be located, either Park Street or a relocated Center Street station.

-- A review of the pros and cons of a life safety complex. A review of the legal opinion of how a fire district comprised of Tilton and Northfield would work with occupying such a facility with the Tilton's police department.

-- In conclusion of the comprehensive study of the facilities needs of the District, formulate a course of action to deal with the needs of Park Street and Center Street each independently.

TNFD Commissioner's Meeting  
May 26, 2009

-- Issue a report as to findings and recommendations to each of the respective communities. Possibly present warrant articles to voters in 2010 if the results of the committee warrant it. If not, the committee should issue a report to the voters.

This is what I have put together as a framework so we can proceed. At least it will give us some direction. It certainly can be modified at onset or as we progress. No question we all agreed at the last meeting that something needs to be done at Center Street and something needs to be done at Park Street. That's why I put this framework together and we should consider using it. The first step would be to form the committee and set up meetings.

Commissioner Waldron: I think we should have done this instead of jumping on board with that other committee.

Commissioner Gallant: You made your feelings quite clear about that, Kevin. This studies strictly the needs of the District. That's what we need to do. The other is only keeping options open. I do however believe that there is a lot of stuff being done on that committee that will be helpful to us. A lot of legwork we also need to do to study our own house will be done.

Commissioner Waldron: What do we have going now? We have the Tilton Life Safety Building Committee, the By-Laws Committee, regular meetings, and the public hearing.

Commissioner Gallant: This needs to be done, however, Kevin.

Commissioner Waldron: I understand that.

Commissioner Gallant: We can't wait until next year to do that. We need to do it now. At least get it started. Life Safety doesn't involve you.

Commissioner Waldron: It does because it involves the District.

Commissioner Gallant: The life safety does not involve you. I will keep you updated.

Commissioner Auger: You're right Tom. Something should be done. Finding people to be on the committee here, you are asking a lot. First of all you have to put together a committee.

Commissioner Gallant: Let's see if we can find people who are willing to do that. I'm just asking to start somewhere. If you agree with me that much, then let's start somewhere.

Commissioner Auger: I would start there.

Commissioner Gallant: How are we going to approach the select people? I would suggest that it be done by letter. Would you be willing to allow me to draft it?

Commissioner Waldron: I'm all for your drafting it. We will look at it and send it off.

Commissioner Auger: I'm fine with that. We are talking the commissioners and select people. Who else would we have on this committee?

Commissioner Gallant: The Commissioners, Chief and either select person from Tilton and Northfield or whoever they designate. It's their choice. It's very important to keep them involved. I'll draft the letter and get copies to both of you and take it from there.

Deputy: This is the response to 60 day requested time period?

Commissioner Gallant: Yes, it would be.

Ben LaBelle: Any work we do that would be helpful to you, you are welcome to it.

Owen Wellington: As resident, I think this is a good comprehensive plan or at least an idea. It's a place to start. This gives you the start at assessing what you have and where you want to be in the future.

Commissioner Waldron: Wouldn't that all be part of a strategic plan as well?

Commissioner Gallant: We need a strategic plan and I have given both of you copies of one as a sample. We need to start this before we start the strategic plan.

**Any Other Business:**

Correspondence has already been discussed under By-Laws Committee.

TNFD Commissioner's Meeting  
May 26, 2009

**Public Comment:**

Nice job fellas.

**Pay Bills:**

There are no bills to be paid tonight.

A motion was made by Commissioner Gallant to go to non-public session at the hour of 8:39 PM citing 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 8:44 PM. Roll call vote: Commissioner Gallant, yes; Commissioner Auger, yes; Commissioner Waldron, yes.

Commissioner Gallant made a motion to go to public session at 8:45 PM. Commissioner Waldron seconded the motion. Roll call vote: Commissioner Gallant, yes; Commissioner Auger, yes; Commissioner Waldron, yes.

Commissioner Gallant: Just as we made the minutes non-public, we have discussed nothing else in non-public session, minutes should remain sealed.

The motion was made by Commissioner Gallant and seconded by Commissioner Waldron. Roll call vote: Commissioner Auger, yes; Commissioner Gallant, yes; Commissioner Waldron, yes.

Commissioner Gallant made a motion to adjourn at 8:46 PM. Commissioner Waldron seconded the motion. There was no discussion. Vote was taken. All were in favor.

Meeting adjourned at 8:46 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** June 18, 2009 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, First Floor, Ninth Grade Classroom, Tilton.