

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	October 15, 2009 at 18:05
Note Taker:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 1 <sup>st</sup> Floor 9 <sup>th</sup> Grade Classroom, Tilton

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

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

Also Present: Treasurer Roland Seymour, Chief Stephen Carrier, Deputy Chief Mike Robinson, Captain Brad Ober, Captain David Hall, Tilton Selectmen Pat Consentino, Sandy Plessner, Dave Wadleigh, Tilton Town Administrator Joyce Fulweiler, Administrative Assistant Kathy Tobine, Duane Harbour, Vince Paratore, Ben LaBelle, Gretchen Wilder and Winnisquam Echo Reporter Donna Rhodes.

### Minutes

#### September 17th

Commissioner Gallant made a motion to accept the minutes. Commissioner Auger seconded the motion. It was explained that two sets of minutes were sent out due to error in transcribing on page 15. After the correction was made on page 16 all were in favor.

### Town of Tilton

Selectman Katherine Dawson spoke on the parking ordinance. She stated that the Selectmen received information last week that they ended up with more parking spaces in their parking lot than they originally thought. She gave the Commissioners a letter thanking them. They don't need the parking behind the fire station as they gained spaces in other areas. They do not need the interim intergovernmental lease agreement. They are withdrawing their request. The letter goes on to explain that we are free to develop our property as we wish for parking and what not and that we can obtain permits if we wish to use their parking from the police department. The Parking Ordinance will be in effect November 1st.

Commissioner Waldron asked if the Town is now intending to charge the fire department to park where we have been parking forever. Selectman Consentino explained that it is Town property. They haven't discussed all of it yet and that we do have parking behind fire station. There should be ample parking space there for the department and the Chief. Selectman Dawson stated that as we decided to develop that, whether we put it into parking or not, we could talk later about the Town plowing it for us, etc.

### Gretchen Wilder

Gretchen thanked the Commissioners for accommodating her request to meet earlier. She has been going to a variety of meetings over the last several months and reading the Fire Chief's regular newsletter. This is all about impressions. She was at the high school waiting for her son to get out of cross country practice and our equipment pulls up. It turns out it's our staff out running the track. This has happened off and on over the past few weeks. We are paying people to exercise? Commissioner Waldron said yes. Gretchen asked why we are doing that. Commissioner Waldron replied that there are some that think it's our responsibility to keep our employees fit. Gretchen replied that she personally doesn't know of any other employer that pays for their employees to work out and maintain their health. She then asked why it is our responsibility to maintain their health. Commissioner Gallant requested Chief Carrier address Gretchen's concerns. Chief Carrier stated it is fairly common among fire and police departments to offer some kind of physical fitness on and off duty. We have taken it

TNFD Commissioner's Meeting  
October 15, 2009

upon ourselves to acquire some equipment and established an area in the back of the Center Street Station that quite a few of the people take advantage of. There are several that prefer to go to track to run. He has made that an option. It sets a good example to not only other members of department as well the as community. Today he received our experience modification from Workers Comp and it decrease by .2 which is very good. It went from .96 to .94. This is very good because a few years ago it was up around 1.3. Being a strong advocate for fitness, health and safety, it is only fitting to allow our firefighters to work out on duty during their 24 hour work shift. Gretchen asked if it was an industry standard. Chief Carrier responded that there is a standard that both the International Association of Firefighters and International Association of Fire Chiefs have co-authored and it has been out there for now for probably at least 10 years. It is called the IAFFIAFC Wellness Fitness Initiative. It is based on national standards, the NFPA 1582 Standard for firefighter physicals. Extensive discussion continued regarding firefighters exercising while on duty.

Gretchen asked what the industry standard is. She stated that police departments have guidelines about physicals and passing. The police department have to pass either annually or every two years. She wanted to know why we aren't following the industry standard for the police on that. Chief Carrier responded that the police do have a standard and it's a mandate for all full time police officers but the fire service does not in NH. It has been talked about many times. Some people would welcome that. There is no internal policy for following any standard where you have to recertify so to speak. We do have annual fitness evaluations done by LGC and it provides a baseline for people to work off and improve on. We feel through that process which is a testing process of strength, flexibility and cardio vascular endurance that it is a way to encourage physical fitness and to help people improve. The reason we don't use the police standard is that it is not a standard for firefighters. It is not job related or job specific to firefighting. Gretchen asked if every fire academy graduate had to pass a physical aptitude or physical endurance test. Chief Carrier explained that they have the candidate physical ability test which is for all full time firefighter candidates. So anybody that wants to become a full time firefighter has to qualify themselves by taking the CPAT and successfully passing it.

At this time Gretchen returned the discussion to firefighters exercising while on duty and running at the track. Commissioner Auger asked if there are any other towns that the Chief is aware of where the firefighters run the track during they day. Chief Carrier responded that he is not sure of who goes to the track during the day but he does know of other departments that have physical fitness equipment in their stations and they allow their firefighters to work out while on duty. Commissioner Auger thought they had addressed this. Commissioner Waldron thought that the meeting Commissioner Auger was thinking of was the meeting he brought it up. He wanted to put a stop to it but got no support from the Board. He offered the Board a chance to make a policy and two of the three of us then sitting decided it wasn't something they wanted to address. Gretchen stated she works for the State. She works out and goes to the gym. She pays for it herself. She does it on her lunch hour or after hours. She feels when they talk about perspective, impressions and things like that that this should be revisited. Commissioner Auger agreed with her. Gretchen doesn't care if they are working out in the station. She has no problem with that. Running around the track, moving the equipment out she wants revisited. Her impression is not good. She is not happy. She doesn't feel it makes the guys look good. She doesn't care what they do on their time off as it's their business. Chief Carrier told her that the same argument could be made from his point of view. He doesn't really care what they do on their days off either but when they are under his control he can tell them and encourage them to work out while on duty. This provides him with the sense that somebody is actually getting some physical fitness time in. We are making an effort to make our people healthier, stronger, more flexible and better cardio vascularly ready for whatever task confronts them. Just as many people support this as ones that say it doesn't promote a good impression. He thinks it does promote a good impression. It's a very forward impression here in 2009. This is the way we should be looking to set an example. Commissioner Waldron asked Chief Carrier if it was his impression that employees would not stay fit if that was not allowed. Chief Carrier replied that the people that want to exercise will find ways to exercise. Commissioner Auger asked if he felt their job requires them to be physically fit. Chief Carrier

TNFD Commissioner's Meeting  
October 15, 2009

responded absolutely. He encourages physical fitness. They all need to be ready for whatever comes their way. Commissioner Auger feels that if the job requires it they should do it on their own time. Chief Carrier does not agree with that. They work a 24 hour shift, 48 hours per week. During that time they are ours. During that time we should encourage physical fitness. We should encourage it when they are under our direct control. Gretchen didn't agree. She really thinks them working out on her dime. Commissioner Waldron pointed out that it is her dime no matter where they do it, whether it is in the station or not. Gretchen doesn't have a problem with them working out in the station. Being in the station working out is different than taking the apparatus, driving up the street and running the track. Commissioner Gallant stated there could be something said for working 24 hour shifts and using a period of time to work out to refresh their minds, to sharpen their minds let alone their bodies. Gretchen commented that it's a small community. Chief Carrier is in touch with other fire departments in the area. She wanted to know if Franklin had implemented some kind of fitness thing. Chief Carrier did not know. Roland asked if things are not getting done because these men are out working out. Chief Carrier replied that it's typically late afternoon. That's when most of the housework is done. It's personal time. They try to work out before dinner. The thing that goes even further than that is it has become a priority for some people to work out. It's part of their day. It's one of the job responsibilities so to speak. It's not 100% across the board but every shift tries to work it into their daily routine.

Gretchen talked with Chief Adams of Northfield Police and asked him what they do about this. They have established gym through grant money in the basement of the police station. She spoke with someone at LGC and it does qualify for gym reimbursements and things like that. The only time that people are allowed to work out on company time is when their annual fitness results have not been met and they have certain period of time where they can retest. In preparing for the test, there is leeway.

Katherine Dawson stated that everybody in this room agrees that exercise is a good thing but she does think the equipment should stay in the barn. They shouldn't be using that drive themselves to exercise. Whether they exercise on their own time or our dime is debatable but using the equipment to drive themselves to the field to exercise, she doesn't think they should do that. She feels that equipment should stay put and be used for emergency reasons only or training. Vince Paratore stated that firefighting is not a typical 9 to 5 job. These people are trained to save lives. It is completely appropriate for them to exercise in the public places. It sets a great community example. Just because you see them they could be working out, what's the difference because you don't want to see them running on the track? They are still working out and getting paid for it. These people are trained to save lives. They have to be in excellent physical health and he feels the community outreach part of it can't be understated. The fact that they have the equipment there, it maybe faster for them to respond if they have a piece equipment no matter where they are instead of going back to the station. It seems a little bit like micromanaging that you don't want to see them on the track. He doesn't get it. They could be working out anywhere. What's the difference? They need to be in physical health. He has the complete opposite prospective that you do. Gretchen asked Catherine if she knows if the police department is allowed to work out on the clock. Catherine replied that she believes they do. They are not in cars driving out all night long. Exercise helps keep you mentally sharp.

Gretchen stated she has some other things and wants to go non public as they are staff specific. Commissioner Waldron stated there is non public posted and asked what the inclination of the Board is. Commissioner Gallant stated there is one scheduled for the end of meeting. We will take it up then. Commissioner Waldron asked Gretchen if she was able to do that. Gretchen replied she was. Captain Ober had a question on the request. He wanted to know who it pertained to because that person has the right to be there with representation if they would like. He doesn't believe that anybody has been notified that this is going to be talked about tonight. Commissioner Waldron replied that he believes he is right. Captain Ober told him he knew he was right. Maybe we should have that at another time. Gretchen asked if she had to give them notice. Commissioner Gallant replied that if you are going of an individual the individual has to be notified. He has the right to say if they want it public for that matter. Gretchen asked what they would like in the future. Commissioner Waldron asked if there was a law. Selectman Dawson replied that it is 91A. She believes they can go into non public for

TNFD Commissioner's Meeting  
October 15, 2009

discussion. They cannot take action on it without the person being notified. To pass information from one to another does not require notifying an individual or a group of people or whoever the discussion is about. She didn't realize that they had established that it was an employee issue. To pass information from one to another if you are going to discuss a person by name would be non public. Simply to pass the information you don't need to notify them. If you were going to look into it further and go beyond just the information then that person has the right to be notified, to come here and they can determine if they want it public or non public. It's 91A. Captain Ober believed that is a correct statement but he would be very careful on how they tread there. Commissioner Gallant thinks what Selectman Dawson said is if it's just the passing of information that's fine. That's as far as it goes. If a discussion ensued and involves an individual the individual has the right to be there. Information only can be passed. You can pass information, that's it. Then you take it under advisement. If you are going to pursue it then you have to pursue it at a later date after that person has been notified. Roland stated that if you are going to bring up a person's name they should have the right to be there. Commissioner Gallant stated only if a discussion ensues. You accept the information, take it under advisement, if they want to pursue it they would notify the person, schedule a hearing and go from there. Commissioner Waldron asked Gretchen what she wanted to do. Gretchen replied she will wait until the end. Commissioner Waldron stated there will be no discussion.

### **Treasurer's Report**

Roland told everyone they all have a copy of the packet. The checkbooks all balance up through September 30<sup>th</sup>.

#### Operating Budget vs. Actual

This is up through October 15<sup>th</sup>. I believe there is one more payroll in this budget that didn't get posted here for \$11,000. The report speaks for itself. The Town of Northfield has paid three quarters, the Town of Tilton nine months. The rest of the items are as they are stated here.

#### Cash Flow Revenue & Expense

At this point in the year we want to sit down and start fine tuning these last three months particularly November and December. The first nine months are as printed here. I don't see any cash shortage for the rest of the year assuming that Tilton and Northfield continue to make their payments.

#### Account Balances

This shows our balances as of October 15<sup>th</sup>. Again, take out of the Operating Account another \$11,000 for payroll.

#### Apparatus & Equipment Fund Budget vs. Actual

The ambulance billing has nine months posted in there for \$215,000. We are pretty close to what you budgeted but if we annualize that you will end up with approximately \$270,000 to \$280,000. That's looking good.

#### Balance Sheet

There is a copy of the Balance Sheet that lists the accruals.

Commissioner Waldron asked if any of our investments are in sweep. Roland replied that we did not put them in a sweep. They weren't paying us any interest. Some municipalities have a separate account where they keep a minimal balance that the funds are swept out of. Rather than doing that and giving us one more bank statement Franklin Savings Bank has agreed to pay us interest. The Apparatus and Equipment Account has earned \$1,527 in interest through September. The Operating Budget has earned \$959 in interest. We are getting something. Discussion ensued about interest rates and how NH DIP compared to Franklin Savings Bank.

Commissioner Waldron then asked how often we make payroll. Roland replied payroll is weekly.

Commissioner Gallant asked Chief Carrier where we stand on all the vehicle repair maintenance accounts where we are tapped right out. Chief Carrier replied that the last time

TNFD Commissioner's Meeting  
October 15, 2009

he projected out to the end of the year that maintenance lines are over and training is over. We were lucky with the heating line. He's trying to hold the line on spending at this point in time. Commissioner Gallant stated that the next 30 days will be critical to be sure we come somewhere close. Chief Carrier replied it always is, just more so this year.

Commissioner Gallant made a motion to accept the Treasurer's Report as printed. Commissioner Auger seconded the motion. There was no discussion. All were in favor of accepting the Treasurer's Report as printed.

### **Chief's Report**

Chief Carrier stated he was able to attend the Lakes Region Mutual Fire Aid Board of Directors meeting last month. At that meeting the Board which is made up of all the fire chiefs from all of the communities in the Lakes Region Mutual Aid Association passed the 2010 operating budget which includes the reinstatement of the deputy chief's position at 32 hours per week. The position was originally a 40 hour per week position that was cut out of the budget last year. He voted against the reinstatement of the deputy chief position and the 6.2% increase was inappropriate at this time. The budget passed overwhelmingly and he just wanted to pass that along.

He answered a subpoena to Franklin District court to recoup some monies in an arson case out of Franklin that we responded to. It was the second afternoon where we (10 fire chiefs) spent all afternoon waiting to be called to testify. It was a juvenile matter. Unfortunately he doesn't believe any of them will see much money coming their way from that.

The vehicle maintenance issues we continue to deal with. Ambulance 2 had transmission troubles. A rebuilt transmission was put into that. We got it back, put it back into service and immediately we had another problem with it where we were responding to a call and couldn't get it above 20 miles per hour. We returned the ambulance to Irwin's who had put in the transmission thinking, again, it was a problem with the transmission. It was not. It was a problem with the turbo charger. They made adjustments on that. There was a tremendous amount of labor put into that with very few parts. Every since we got it back it has been running fine. Engine 1 went to Donovan Spring. It had new springs put on the rear and the on-spots serviced. Once it was back it received a new muffler that Duane Harbour put on. We purchased it from Winnepesaukee Truck. The Chief's vehicle is completely finished. All of the components are in service. Firefighter Smith was able to install mud guards on that. Engine 3 had new front tires purchased. Based on that, we felt that it would be appropriate to align the front end. The technician was concerned the vehicle wasn't tracking right when he test drove it. The technician was told that the vehicle had been in an accident previously and thought that might have had something to do with the tracking problem. He called Desorcie and Harry Roberts from New York who reminded him that after they got that truck back there was a problem with sag in the rear so they had those springs replaced at Donovan Spring. Sometimes you can have tracking problems after springs are replaced if they don't re-square the shackles. He needs to call Donovan and see what they did after that to backtrack through the process to see if they can get that taken care of. Both Desorcie and Roberts assured me that if it was a problem that was traced back to the accident the case could be reopened and insurance would pay for it.

There were questions upon signing the manifest regarding the rope purchase. The Commissioners didn't agree to buy the rope however that bill appeared in this month's manifest. That bill has already been reimbursed by The Firefighters Association who stepped

TNFD Commissioner's Meeting  
October 15, 2009

up to take this on and buy the rope. We realize there would have been a much easier way to handle that. It could have been dealt with just by simply giving the invoice to the Firefighters Association and they could have cut a check for it rather than going through our account. We will try to avoid that in the future.

Last Sunday there was a first alarm building fire on West Main Street. Another interesting call we had was a smoke in the building on Vine Street in Northfield. When we arrived we had light smoke showing. When we started investigating we realized that none of the occupants had vacated the building. We knocked on doors and got everybody outside. The smoke detectors were sounding. There was a problem with the boiler in the basement that was causing the smoke. We vented the building for about half an hour and then went back in with the meter. He thought it was interesting that they had a couple different things. One, nobody got out of the building with the smoke detectors sounding but also if this was 15 to 20 years ago they never would have metered that building. They would have just put the residents back in and they would have been exposed to that level of carbon monoxide for however long it stayed in the building.

You were made aware of the CRI Pod drill when Jim Richardson and Donna Quinn came in earlier in the year. This drill was rescheduled and is being held this Saturday at Winnisquam Regional Middle School. This is just a drill to practice dispensing medication to people. They will be trying to give out 200 doses of placebo to 200 actors within an hour Saturday morning.

Commissioner Waldron asked if all the fire chiefs of the 36 towns in Lakes Region Mutual Fire Aid are all officers of that organization. Chief Carrier responded yes. Basically that's what the association is.

Commissioner Auger asked about the first alarm structure fire on West Main Street. One ambulance was out on a call and the second one responded to the scene. Did any apparatus show up? Chief Carrier replied yes. Commissioner Auger asked if that was that manned by volunteers. Chief Carrier responded that yes it was by call firefighters. Commissioner Auger asked if they put out the fire. Chief Carrier replied that he didn't believe so. Firefighter Valovanie was on the hose line. Captain Bousquet was the incident commander. Deputy Robinson stated that there were two permanent firefighters on scene when he arrived along with several call. Duane ran the first engine. He was on standby at the station while the ambulance was out. Commissioner Auger questioned if there were volunteers there. Deputy Robinson replied absolutely there were call members there.

### **Fire Prevention Report**

Captain Ober told everyone that they should have a copy of his report there. There is certainly not a lot of extra going on now. Pretty normal activity levels although they are starting to see about one or two change outs at Tanger Outlet a month. That's a good sign.

They are continuing with the fire extinguisher training program although it is starting to slow down a little bit. He thinks that is due to the weather.

They recently went through training at NH Veterans Home. They are in the middle of a major upgrade to their kitchen facility. They had no fire suppression in their hood system for about two weeks so they instituted a fire watch. They took turns sitting there with a fire extinguisher while they were cooking their meals. That went pretty well.

Captain Ober stated there should be another memo from him in their packet on the hydrants. He understands there is some discussion going on especially with the West Main Street water

main project. He just wanted to provide them with a little bit of information to help them through that process. Commissioner Waldron asked if the fire flow requirements in gallons per minute were for a given type of fire. Captain Ober explained that, for example, if we targeted a specific building, there is a formula that we use that would tell us what the fire flow requirement for that building would be. You can then throw it into that chart or say there was a development or something. For example, if they were all single family homes you could say one of them is this. Then you could say they all would be this because they are all about the same size house. Captain Ober then explained how to use the chart. Commissioner Waldron asked if you have a regular hydrant that produces a certain number of gallons and you have to hook to two hydrants and those hydrants have been tested say at 1,000 gallons a minute, do I get 2,000 gallons a minute if I'm pulling from both. Captain Ober replied not necessarily but possibly. Chief Carrier stated that if it was a loop system and it's being fed from two different directions then there is a possibility you can get the flow out of both hydrants. On a dead end system there is no way you ever would. Commissioner Waldron asked if we had both those situations in our system. Chief Carrier replied that we do.

## **Report of Committees**

### Comprehensive Facilities Review

Commissioner Gallant reported that when last they met the sum total of the 2½ hour meeting was that they had as a group reviewed to the best of their satisfaction the five points that were brought out in the basic outline for the committee. It was generally agreed that it was time to act. It was mutually agreed that each member of the committee would go away and come back with a 10 year plan for the District. The intention is to take all of those plans and melt them down into one basic 10 year plan. Katherine Dawson asked at what point, when the committee develops a plan, will they introduce it to the public or will the Commissioners. Commissioner Gallant responded that it was his proposal at the last meeting and wasn't addressed that I felt it was time for them to hold a public meeting to let the people speak as to what they think should be done. Relate to them what we found and let them feed back to us before we went forward and put together a plan. He assumes they will be putting a plan together, the presenting the plan and see what they think about it. Katherine Dawson asked if the committee has made a decision or not to publish the proposed 10 year plan and then have a public hearing and gather input on it. Commissioner Gallant replied that will be the avenue of pursuit now. Catherine asked if the decision will be made at the next meeting. She is trying to get a time line of when it will happen. Commissioner Waldron stated he expects that to be the case. Commissioner Gallant stated they will come together, consolidate and come up with a 10 year plan. Commissioner Waldron stated they will call a public hearing subsequent to that meeting.

### Property Clarification for Park Street.

Commissioner Gallant stated they are going to be coming up with what to do with Park Street and what to do with Center Street. There is a tremendous cloud that exists over how much property we actually own at Park Street. Sandy Plessner has done a signification amount of research on that and has passed along all the deeds she has procured. We are in possession of those at this time. There definitely a situation that exists that tells us that the tax maps in Northfield and the deeds do not agree. We definitely own more land than what is reflected on the tax map. As a Board we need to make a decision as to what we are going to do about that. Commissioner Waldron asked where this came from. Who has been doing the work on the deeds? Commissioner Gallant responded that he didn't know where this came from. It's

TNFD Commissioner's Meeting  
October 15, 2009

the first he has seen of it. Sandy Plessner has been doing the work on the deeds. Commissioner Waldron asked Sandy if the committee asked her to do that. Sandy replied not the committee. The individual that is looking into grants and things for the Life Safety Committee, Pat Clark, ran into some confusion. They need detailed information. One of the items was land, how much land was there and the buildings and such. This was unclear. He ran into some confusing problems and asked me if I would help him. Commissioner Waldron wanted to know what Pat Clark had to do with the Comprehensive Facilities Review Committee and who asked him to look for grants on behalf of the fire district. Sandy didn't know as Pat didn't go into detail on that. Vince Paratore stated that Pat Clark is on a grant subcommittee for the Life Safety Committee. He doesn't know if he is doing work for you. Commissioner Waldron wanted to know what the Life Safety Committee had to do with Park Street. He answered the question himself, nothing. Vince Paratore stated that they are part of the fire district and it is public information. Further discussion ensued.

Life Safety Committee

Ben LaBelle brought forth a couple of things. First a quick update. They have schedule a public hearing for October 21<sup>st</sup> that the cafetorium at 7:00 P.M. It has been publicized through the newspapers and mailings. They wanted to make the Commissioners aware of it. They are hoping for as much public input and opinion as they can so they can move forward. Second, they have hired an architectural firm to help them as they narrow down proposed sites and start to develop plans. They have hired Boudreau Associates. Part of what they proposed is information data gathering as they start to put together their planning. They have asked to be able to interview public officials including fire and police. We are asking if you would allow Boudreau Associates to interview the chief and/or the deputy chief. They are paying for the study as part of the Life Safety budget. Any information they gather whether used or not would be available to the Fire District at any such time you decide to use. It is conceptual in nature at this point and that's all it is. Our hope is that even though it is conceptual it will reflect the needs of the community and the district. In order to do that, they want the professional opinions of those folks. Commissioner Waldron stated that when Ben called him and asked to come ask the question he told him he could come ask the question because it is an open public meeting and that his answer to your request would be no. That would be based on the fact that you are driven toward a complex. We may not be. Until we are, when we are, whoever needed to would have full access to the people in the Fire District. However if it was decided we are not going the complex route you are wasting your time and our time. His answer is if out of the Facilities Review Committee comes a plan for a complex have at it; if it doesn't, no. Commissioner Gallant stated that his feeling is quite the opposite. We have an opportunity to work with these professionals to help design a building which would be tailored to the needs of the District. It is not costing us anything. The resources are there. It includes a conceptual design and he believes that we should pursue that. We should make the resources of the Deputy and Chief available. His resources, to whatever extent they are, he's on the committee. That's keeping our options open to go either direction, either on own or as a complex. Commissioner Auger stated that until we are committed to what we are going to do, his answer is no. He doesn't want to get locked in to something that steers everybody in that direction. There are other alternatives that we might be able to come up with. Katherine Dawson requested to be able to make some input. She didn't hear a motion made for discussion.

Commissioner Gallant made a motion to authorize the Chief and Deputy to work with Boudreau Associations to whatever extent is necessary as long as it does not infringe upon

TNFD Commissioner's Meeting  
October 15, 2009

their day to day duties. Commissioner Waldron asked if there was a second. There being none, Commissioner Waldron stated the motion failed for lack of a second. Katherine Dawson challenged the authority of the Commissioners to deny the Town of Tilton the resources of its Fire Chief. She doesn't think that authority exists. She applauds the committee for coming and asking permission. It's a courtesy. She doesn't think the Commissioners have the authority to deny the Town of Tilton the resources of its Fire Chief. Commissioner Waldron asked who the Fire Chief was the employee of. Katherine Dawson replied the Fire District which is the Town of Tilton and the Town of Northfield. The taxpayers are the employers, if you will. The Commissioners run the prudential affairs of the District. We hire you, so to speak, to run our affairs but you are essentially denying the Town of Tilton its resource, the fire chief, which we pay for through our taxes. Commissioner Waldron replied that it would seem the firm they have chosen has done few of buildings. They should know what goes into them. Commissioner Gallant stated that the needs of each community would vary. Ben LaBelle stated that their expertise is around gathering data for each specific community for whom they have been hired. Pat Consentino stated that this is no different than if boy scouts came to you and asked if they could talk to the Chief on how to build a fire station. You would allow that. This is merely a conceptual design. As a charge, the people of Tilton who voted said at our 2009 Town Meeting said we want you to go back there, research, look at the possibility and come back to us with conceptual design of a life safety complex. What we want is to finish our charge with what the people of the Town of Tilton asked us to do. That was to hire an architect, design a conceptual design and pick out what is a reasonable site. Yes the Town of Tilton is going to build a police station. Will the fire department come on board? That's not important. What's important is that the Life Safety Committee brings back a set of conceptual designs to the Town of Tilton 2010 town meeting that says we did our homework. We hired an architect. We went to all the resources we could possibly go to. We can, if you so choose to say we don't want you to work with our Chief. We don't want you to use our resources which are probably the some of the finest in NH. If you don't want us to use those, our charge has to go somewhere. We still have to do this conceptual design. Is it going to go anywhere? No. It's going to go to town meeting and it's going to say yes, we have done our homework. Here's a conceptual design of a life safety complex. It could work to your advantage. It could work if you had two of the finest people and the finest resources money can buy right here in the Town of Tilton if in fact you had us utilize them to design a fire station that fits the locality, meaning your District. Then one year, two years, five years down the road we have done the homework for you. You can use thousands of dollars worth of plans that you don't need to redo. It's a win for you and it's a win for us because we utilize the knowledge of our fire crew. We don't have the knowledge. We have the knowledge of the police force because they are willing and able to tell us what they need. We have that in our police department. We don't have that in our fire department. We need that in our fire department now. That's all we are asking. We are not asking for a commitment. We are asking for permission. We need your resources. It's no different than if school group comes to you. The end design is still going to be there. You don't have to use it. It's going to be a design. That's all it is. Commissioner Auger stated that things change. It may not even be anywhere near what you want it to be. What the Chief and Deputy want to design may not get voted in. There could be a lot of possibilities and changes. You want them to design something as a life safety building that will house a lot of stuff in there. It may not turn out to be like that. Pat Consentino stated they want to go to town meeting with conceptual design of what could be a combination shared police fire. It doesn't have to be fancy. It can be very simplistic, with the economic times simple, simple, simple. We are looking for input as far as

TNFD Commissioner's Meeting  
October 15, 2009

you know a ladder truck is so many feet and we need a garage that's going to hold that. Commissioner Auger commented that you don't suppose those people know that. Pat Consentino stated that some of them do, some of them don't but the locality is very different. A fire station in Rindge is going to be very different than a fire station in Tilton. Their needs are different. Commissioner Gallant stated they don't know what the needs of the District are. Pat Consentino stated they are not making decisions for you. Commissioner Gallant asked what the cost to the District is to act. Nothing. What's the cost to the District not to act? He would say it's pretty strong. Pat Consentino stated they merely want to use them as an encyclopedia of knowledge. That's all. Commissioner Waldron stated their meeting is the 26<sup>th</sup> of this month. That's when it will come out as to what they will do. They will have full access to anything and anyone you need. Commissioner Gallant asked if they were going to take a position on that. If they are they need to make a motion. Katherine Dawson asked by what authority they were making that decision barring the Town of Tilton from using its Fire Chief as a resource. Commissioner Gallant stated he thought they could do that if their resources were being outsourced to Bristol or somewhere else but not in their own District. He did not believe it was their prerogative to do that at all. Katherine Dawson stated no more than the Town of Tilton could deny its police chief as a resource to any of its residents or the Town of Northfield could deny its police chief as a resource to its residents or committees. The Board of Selectmen can't. How can the Commissioners deny the fire chief as a resource to the Town of Tilton? What RSA allows you to do that? Sandy Plessner stated that the motion Commissioner Gallant made was to do this on their own time so it didn't impair on their time. So if they did it when they were not working why is it of any concern anyway? Commissioner Waldron asked when is the Fire Chief not working. Sandy Plessner stated she didn't know what his schedule was or his hours were. If he's not doing it while he's busy at work then it wouldn't be impacting the fire station at all. As a Board of Selectmen they aren't going to tell any of their people they can't be a resource. This is America we have freedoms. Why is it they can't talk to other people? It's not like you have to accept anything that comes out of this because you don't. We are honestly interested in what is happening and what the District needs. Granted it's just from one side. We have invited Northfield to come to this as well. We want what is best for the District. Part of what's best for the District is talking to the people who know what the needs will be. That's all. It's so hard to comprehend why this is such an issue. We are not trying to push anything down your throat. You can look at the whole design when it's and you can say you would never endorse something like that. That's your prerogative. It's something the Town's working on. Things could change after they have interviewed the Chief and Deputy Chief. Then the Committee will know what District needs are for the towns. She just doesn't understand why this is being looked at so negatively. It's just unbelievable. Commissioner Waldron stated he still sees it as infliction of their wishes on us. Sandy Plessner stated that's not way being it's done. Commissioner Waldron stated he's got it in his mind that they are not going to accept nothing less than 100% what that MRI Report says and a brand new building with more people. Sandy Plessner responded that the report was done quite a while ago. Probably a lot of what is in that report is not accurate today. Our Communities have changed. They are growing. They are different. Things aren't stagnant. Things are being looked at by today's standards. This Committee is trying so hard to come up with a plan that would work for both the police and the Fire District if the Fire District chooses to be part of it. No one will make you do anything except for the District itself when it goes to a vote. We are not trying to get you to agree to anything. Commissioner Waldron stated he also get impression that if we don't endorse it you are going to bulldoze us. You are going to put a petitioned warrant article together and you are going to Fire District meeting armed for bear. He asked that question of

TNFD Commissioner's Meeting  
October 15, 2009

Ben and his response was he didn't know if they will or they won't. Sandy Plessner asked how he can answer. She doesn't know if they would. What she's saying is they know that they are going to have Fire District needs as their communities grow. They are trying to comprehend what they need for now and in the future for both fire and police. She has not heard one person say it isn't as important for Northfield as it is for us. This is a District and that's what they are looking at. It's just that the Committee happens to be in Tilton but is considering the needs of both communities and what's going to happen. All they are doing is trying to plan for the future. Now when you have your meetings and if you don't agree, nobody there is going to say you have to do it. That is not the charge of the committee. She's not sure where things became so tense. In her mind they are all supposed to be working together for the good of both towns. That's the only thought she has for it. She hears this and just can't believe it. Why can't these people talk to their architect? They are not trying to steal them away or keep them from working. They are trying to gain knowledge from both of them. That's all. Pat Consentino thinks it's disrespectful that one person that we are asking to be a resource is also taxpayer and you are telling him he can't work with us and he's a taxpayer of Tilton. Commissioner Waldron stated he said this when they were going to or not going to put commissioner on the Life Safety Committee and it was brought up. Mr. Robinson can talk to anyone he wants about whatever he wants. He didn't say anything different than that. Sandy Plessner asked what about the motion? Deputy Robinson stated he will respect the directive of his supervisors as an employee of the department. Commissioner Waldron stated he didn't know that he was considered an employee of the board. Deputy Robinson stated that he said of the department. The Tilton Northfield Fire District gives him a check every six months so he thinks he is an employee of the District. Commissioner Gallant stated that the three of them are ultimately responsible for conduct of the District. Therefore each and every person paid by District, including all three of them, are technically still employees of the District. He believes Catherine makes a very valid point. He does not know where, we as Board, could find the authority to restrict access to public employees. He doesn't believe they can do that. However he is sure both of them will abide by whatever decision is made by the Board. Commissioner Waldron stated maybe they should find out. His line of thinking is it's a separate entity. As such it would make sense to him that they would control the employees of that entity. Vince Paratore stated that the entity is funded by the taxpayers. What authority would you have to deny taxpayers any information from any their employees at any point. Commissioner Waldron stated that if you go to town hall and you want copies of certain things they charge you for it even if you are a taxpayer. Where does that authority come from? Katherine Dawson stated they do not charge their taxpayers for copies. This Committee is under a time constraint. Is your final answer to investigate her question as whether or not the Chief can talk to the taxpayers of the Town of Tilton? If it is, she would ask them if they were able to get an answer to that question quickly. Commissioner Waldron told her they would have an answer as quick as they can get it. Katherine Dawson stated they maybe able to get the answer tomorrow. She asked if they would agree if the answer is you cannot deny that access would you agree to that access. Commissioner Gallant stated that what they get is opinion only. It would be up to the Board whether to go with that or not. Katherine Dawson stated they have access to the Local Government Center. She asked if they would accept their answer. Commissioner Waldron responded yes. He then asked who they deal with. Katherine Dawson stated there are three or four attorneys. Commissioner Waldron stated that was fine with him. Commissioner Gallant asked who was going to make the contact and when they were going to make it. Commissioner Waldron stated he would do it tomorrow. Katherine Dawson asked him to contact Joyce after he had made contact. He can get a verbal response

TNFD Commissioner's Meeting  
October 15, 2009

over the phone. If you want a written response you have to send them a written request. Commissioner Waldron stated that whenever he has called down there he has left a message and they have called right back. Katherine Dawson requested he replay that response to Joyce.

#### By-Laws Committee

Commissioner Waldron reported that there have been three meetings. He has been able to attend two of them. They have taken the outline from Hall Memorial Library just as a format. The By-Laws are not volumes deep. They are only a few pages in most cases. He sees no reason why they won't be ready for the annual meeting. The plan is to put it together. It will come to commission. A notice will be put out they are discussing the proposed by-laws. It will be done at a regular commissioners meeting rather than separate hearing. Then it will go to the 2010 annual meeting to the voters.

#### **Old Business**

##### Web Site

Commissioner Gallant reported that he, Tim Pearson and the Chief are scheduled to meet next Friday, the 23<sup>rd</sup>, at 4 PM at the Center Street Station. Tim has been involved with audits in the Town. He has an array of information that he has put together that he's going to show them.

##### Fire Prevention Code

Captain Ober apologized he does not have the draft ready yet. They can take it off the agenda if they want. Commissioner Gallant stated that they definitely will get to that and have in it in place for March of 2010.

##### Budget

Commissioner Gallant stated the first meeting went relatively well. They have a continuation on the 19<sup>th</sup>. Commissioner Waldron commented that the recorder did not work that night. Commissioner Gallant stated that he took pretty copious notes that night so they should be able to walk themselves right back down through that. The only thing missing will be the discussion. Chief Carrier took notes at that meeting and Kathy will email them to everyone for their review. Chief Carrier stated that they were quoted verbally today with increases of the health insurance at 16.4%, workers comp at 9%. However we received a 22% discount and the factors decreased on that so it should hold at level funding. The Property & Liability increased by 6%. Commissioner Gallant asked how much that amounted to monetarily. Chief Carrier responded that the medical was \$19,000, Property & Liability was \$1,065. Commissioner Waldron asked if that was not part of the 9/9/9 deal. Chief Carrier stated that the way it was explained to him was that the 9% was limited to hold your property & liability to no more than a 9% increase. He's not positive how that all works out. He would have to look at the contract. He believes that there is also three years to that contract and that's where the 9/9/9 comes in. It only relates to the Property & Liability. We do have the two other insurances through the same company. That's why we are offered the 9/9/9. Commissioner Waldron wanted to know when the contract was up. Chief Carrier stated it was signed two years ago. Of course LGC is more than willing to come out and talk alternatives. If want to go in that direction, we should schedule it soon. Commissioner Waldron asked if this is for everyone in their pool. Chief Carrier replied they have two pools, one over 100 and one under 100. We are in the under 100. The way it was explained is there has been a high experience. It could be related to the economy. People fear the loss of their jobs so they are getting a lot of elective type things done. The experience has gone up. It's not just municipal insurers; it's

TNFD Commissioner's Meeting  
October 15, 2009

insurers across the board nationwide. Commissioner Gallant asked what the other Commissioners what they want to do. Do they want to schedule them? Commissioner Waldron asked him if he was speaking of the budget work session. Commissioner Gallant stated they should take a hard look at it. It may involve policy changes. He doubted we could schedule them for Monday. He asked if they could set another date so the Chief could see if they can do that. The 19<sup>th</sup> they are meeting for the budget, the 26<sup>th</sup> the Comprehensive Facilities Review, November 2<sup>nd</sup> the budget. Chief Carrier stated we will see if we can schedule for November 2<sup>nd</sup>. He asked if they wanted people to speak to all three. Commissioner Gallant said yes while they have them there. Make it at 6 PM. Whatever they don't finish on the 19<sup>th</sup> can be taken care of after that. Then they can technically hand the budget over to Donnie that week as complete as they can make it.

LGC Wage & Benefit Study

Commissioner Waldron stated that after the last meeting he fired off an email to Barry Cox. He's gone forward with that.

**New Business**

Purchasing Requests

Chief Carrier stated there were no purchasing requests.

Purchasing Policy

Commissioner Gallant asked about the purchasing policy they were handed tonight. He wanted to know if it was just for clarification. Commissioner Waldron stated it was the changes they agreed to make reference the vehicle disposal. We should sign it tonight. Commissioner Gallant stated he would like to review the purchasing policy, address them, make the changes and sign at once. Commissioner Waldron stated another thing they should look at is the change in ambulance disposables. He feels it should be a blanket. Commissioner Gallant requested that this be put under old business as the first item and it can be taken up at the next meeting.

District Meeting

Commissioner Waldron stated he had no not intention of setting the date for the District Meeting but if they want to do that his preference is the Monday after town meetings. Commissioner Gallant asked him why is that was his preference. Commissioner Waldron stated it always used to be that way. Commissioner Gallant stated it always was the first Monday after the second Tuesday. Commissioner Auger made a motion to hold the District Meeting March 15<sup>th</sup>. Commissioner Waldron seconded the motion. There being no discussion the vote was taken. All were in favor.

**Correspondence**

A letter was received from the Town of Tilton. Chief Carrier requested they explain the impact the parking ordinance is going to have on us. Commissioner Waldron stated that the parking permits are \$15 per vehicle. Discussion ensued regarding the parking ordinance, District property and employee parking. Commissioner Gallant feels it requires some clarification and if it's the wishes of the Board he will get clarification and get back to them next Monday.

**Other Business**

Deputy Robinson proposed the installation of a sign on the front of the Park Street station funded by the firefighters association. The sign will be aluminum with a frame done by

TNFD Commissioner's Meeting  
October 15, 2009

professionals. Their intention is to go along this line pending Northfield Sign Ordinance approval. Discussion ensued about the sign. All agreed they have no problem with it.

Commissioner Waldron asked at last month's meeting about the cost of running the fire prevention trailer to other towns and whether it covers the cost. He feels it would be prudent of them to make sure that those costs are covered. There is a cost to the District and it's not clear to him that they are getting that cost back. They need to come up with a cost so that running that thing around is not affecting their budget. Commissioner Gallant stated that it may be they have to look at it non-monetarily. He's not going to argue. He thinks it needs to be looked at both monetarily and nonmonetary benefits. Chief Carrier stated that somewhere along the way a \$150 flat fee was set. They have always been very generous to the communities that border them. If they want the trailer, they have provided it to them at no cost. In other departments they look for a tradeoff of some kind or charge them the \$150. The Belknap County Day, who do you charge? We don't charge the County. Typically it is Captain Ober or a call firefighter who run it. Still you are probably not recouping his hours depending how long he's there. When we bill for other things we bill actual time, actual hours. We do have a detail rate we can use for that. Commissioner Waldron asked how we ended up with it instead of any other department. Chief Carrier replied that we wrote a grant for it. Commissioner Gallant stated he doesn't want to let it die. It's obviously an issue that should be resolved. He would ask that the Chief and Brad put heads together and come up with some suggestion as to what fair rate would be. As far as County day is concerned we should participate. Before the next season starts we should have this resolved.

**Public Comment**

No public comment.

**Bills:**

Supplemental Manifest

Invoices were reviewed and manifest was signed.

Manifest

Invoices that were questioned were discussed. Commissioner Waldron stated that he has raised concern about paying for people's education and then they walk away. He thinks we are in a situation right now where we paid for their intermediate and they are leaving us. They are going in the service, Jon Ober. Chief Carrier stated he is in the National Guard. He is being deployed and when he returns he will be coming back. He's very active. It wasn't the EMT-I course it was his basic. Commissioner Waldron stated that he knows he is very active. He was unclear on whether he was coming back. Chief Carrier stated that if he isn't he hasn't indicated that to us. I believe we have a signed Training Request Form so he will owe us if he doesn't come back. Commissioner Waldron then asked where we are with the signed training agreement for Greg. Chief Carrier stated that he and Deputy Robinson found a copy of the training agreement he submitted for review in June 2008. What it says in there is that first off anyone wanting to attend paramedic school must get the Chief's approval and also the Commissioner's approval to do so. They have to declare their intent to do so. Then it states that if they don't pass they owe the department for the class. Once they pass the course they owe us five years of service after that time. Commissioner Gallant requested the Chief get each commissioner a copy. Commissioner Waldron asked if it has been signed. Chief Carrier responded that there is no place on the policy itself for signatures. The policy was discussed.

TNFD Commissioner's Meeting  
October 15, 2009

Chief Carrier stated that Greg has indicated that he will sign an agreement if we want him to do that. Commissioner Gallant stated that we take the policy, create an area where it can be signed. Deputy Robinson will do that. Commissioner Auger requested a copy of the draft. Deputy Robinson stated he would email it to Commissioners Gallant and Waldron. A hard copy was given to Commissioner Auger.

A motion was made by Commissioner Gallant to go to nonpublic session per 91-A:3, II(a) with matters that may adversely affect an employee of the District. The motion was seconded by Commissioner Auger. A roll call vote was taken: Commissioner Gallant, aye; Commissioner Auger, aye; Commissioner Waldron, aye. The meeting went in to nonpublic session at 8:42 P.M.

Commissioner Gallant made a motion to go out of non public at 8:58 P.M. Motion was seconded by Commissioner Waldron. A roll call vote was taken: Commissioner Gallant, aye; Commissioner Auger, aye; Commissioner Waldron, aye.

Commissioner Gallant made a motion to go back into public session at 8:59 P.M. Motion was seconded by Commissioner Waldron. A roll call vote was taken: Commissioner Gallant, aye; Commissioner Auger, aye; Commissioner Waldron, aye.

Commissioner Gallant made a motion to seal the minutes until further notice under RSA91-A:3 II(2). Motion was seconded by Commissioner Waldron. A roll call vote was taken: Commissioner Gallant, aye; Commissioner Auger, aye; Commissioner Waldron, aye.

#### Procedural Discussion

Commissioner Gallant stated the availability of nonpublic meeting minutes should not be distributed to the Board until they come into this room. They should deal with them. If they are sealed, all copies should go back to the clerk. They are put in an envelope clearly marked sealed and put in a secure place. That is the way it's supposed to be because otherwise the minutes that are in our hands could end up anywhere. Commissioner Waldron asked where this information came from. Commissioner Gallant stated that it was called to his attention by Joyce. What they are doing with the Life Safety Committee because they were dealing with pieces of property they were doing all that nonpublic. Those minutes were staying in their hands. Who's to say those minutes don't end up somewhere else. We see fit to keep them sealed but we are letting them go loose. They are supposed to be in the care of the clerk. A designee is what it's called. The Town got called on this a couple years ago. They were challenged on it. It was intimated that the minutes ended up in the wrong hands somewhere and they shouldn't have. It was never proved. It just brings up a very valid point as far as he's concerned. It's just procedural thing. Do with it what you want. Commissioner Waldron stated that if this is the case it must be recorded somewhere. Commissioner Gallant replied that if you are voting to keep them sealed you can't give out. Commissioner Waldron stated that as you know we used to get them emailed. Commissioner Gallant stated that's why he's bringing it up now. He has no reason to keep them. Deal with subject, review the minutes. If you vote to keep sealed, you keep them sealed. Commissioner Waldron stated he finds the statute a bit confusing. Commissioner Gallant stated the more you deal with it the more you understand it. He feels very confident that Joyce has a good handle on it. When you ask her a question she will either say yes or I don't know. She's the one that brought this to our attention. Think about

TNFD Commissioner's Meeting  
October 15, 2009

it. It makes sense. It mostly would deal with situations that could adversely affect an employee if the information was released.

Commissioner Gallant made a motion to adjourn at 9:06 P.M. Commissioner Auger seconded the motion. The vote was taken. All were in favor.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** November 19, 2009 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, Second Floor, Room 213, Tilton.