

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	November 19, 2009 at 18:01
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 nd Floor, Room 213, Tilton

Commissioner Waldron called the meeting to order at 6:01 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, Tilton Selectmen, Donna Rhodes.

Minutes

October 15th

Commissioner Gallant made a motion to accept the minutes. Commissioner Waldron seconded the motion. There was no discussion. Vote was taken.

All were in favor of accepting the minutes as printed.

Treasurer's Report

Roland told everyone they all have a copy of the packet. The checkbooks all balance up through October 31st.

Account Balances

This shows our balances as of November 17th. The Apparatus & Equipment Fund has a net balance of \$255,938.46. That has ten months posted so we still have November and December to go. As of the 17th after the bills were paid, the Operating Account has \$121,392.58.

Apparatus & Equipment Fund Budget vs. Actual

The ambulance collections so far this year are \$241,127.08. The expenses are as they are. Commissioner Gallant asked if the receipts were for 11 months. Roland replied it was for 10 months. Checks usually come in at the very end of the month so we have two months to go on that.

Commissioner Gallant made note of the fact that on the first page Account #1006 and 1007, we should have warrant article authorizing us to transfer both the Comstar and truck fund, closing those out and transferring them, into the Apparatus & Equipment Fund Account. That will just leave us with the Land & Building Trust Fund. There would be no reason not to close those out in there entirety.

Commissioner Waldron stated that is the only way we can do that. Commissioner Gallant stated that the purpose for which they were established and for which they have been disbursed are now replaced and have been for numerous years with the Apparatus & Equipment Fund so it only makes sense to close those. Roland pointed out that Accounts 1005, 1006 and 1007 are with the NH Deposit Public Pool and they are only paying 3/10s of 1% interest. At least Franklin Savings Bank is paying .9%.

Operating Budget vs. Actual

If you look you look at the Budget column, Roland plugged in the amount that came from DRA that we should be collecting from the towns. He double checked with the State. The \$565,101 is what Northfield is sending out to the taxpayers to be collected and that is what should be turned over to us. The same with Tilton. We will not be getting the State Revenue. You can see what remains to be collected. Letters have been sent out to each town.

Discussion ensued regarding the revenue to be collected and any surplus.

Cash Flow Revenue & Expense

TNFD Commissioner's Meeting
November 19, 2009

The actual numbers are through October. November, the checks have been issued but we still have payroll to issue. He doesn't think there are any major expenditures for November and December. The December column was put in to meet the budget. Chief Carrier pointed out that the major expenditures for the end of the year would be in payroll with the holidays.

Balance Sheet

Commissioner Gallant asked Roland what debt we have to Franklin Savings Bank for \$67,000. Commissioner Waldron stated he thought that was the payoff on Engine 3. Roland stated we haven't adjusted the balance sheet. The auditors will do that. The only Balance Sheet items he has been looking at are the accrues. It is not a liability at this time. We have no debt.

Commissioner Gallant made a motion to accept the Treasurer's Report as printed. Commissioner Waldron seconded the motion.

Discussion: Commissioner Waldron commented that the Cash Flow Projection shows them with \$18,592 at the end of the year. Roland responded that he has not removed the \$13,500 because it was in their budget. He could pull that out and it will drop to \$5,092.

There being no further discussion, vote was taken. All were in favor of accepting the Treasurer's Report as printed.

Chief's Report

Chief Carrier stated he participated in a Cities' Readiness Initiative Drill where they set up a POD for dispensing at the WRMS. This was one of the All Health Hazards Regions. He worked with the police department. Chief Cormier worked as the MACE manager. When the day was done they met the objectives of the drill. It was very beneficial to everybody that was involved. This is the first time that he was aware of that an EOC was staffed and/or exercised in either of our communities. It was long overdue.

He has been dealing with the Arches on issues with the State Department of Health & Human Services. This has been ongoing. It should be resolved shortly.

The fire on 550 West Main Street has been ruled "incendiary in nature". Basically, it was an arson fire. It still remains under investigation.

Participated in Senior Safety Day. Our members checked and installed batteries and smoke detectors in approximately 20 homes in our communities. It's an excellent program. He wishes they could reach out to more. They don't go unless they are called. They will try advertising more next year.

Attended and served as host of the monthly NH Association of Fire Chiefs at the Lakes Region Community College in Laconia.

As far as vehicles go, the two they have been having big problems with, A2 and E1, have been running fine.

The light bar is not working on his car. It was found to have 2 of the 3 power packs have gone bad. He will be discussing it with a purchasing request when they get to that point.

Engine 3 - they are still working with LGC to correct a tracking problem. He received a fax right before he left from LGC. The appraiser has given the okay to go to Donovan Spring, who did the spring work, to check the front and rear end to make sure it is aligned properly. If there is any additional problem with that they just have to call the appraiser to get the green light to finish that.

TNFD Commissioner's Meeting
November 19, 2009

On Sunday the 8th they had a building fire, a mobile home, on Mt Tug Road. It worked out pretty well for us there. The duty shift was at Park Street, they were dispatched to the fire and on scene within 4 minutes. Captain Ober happened to be covering shift that day. Upon arrival, he reported smoke showing and requested a 1st alarm. They kept the fire to one room. In a mobile home that's quite a feat. There was a lot of overhaul involved. They briefly thought of going to a 2nd alarm but Franklin had a good turn out and was very helpful at the scene.

Commissioner Waldron asked if we knew about the award from the Spaulding Youth Center. Chief Carrier stated he knew about a month ahead of time and had asked through email whether or not he would need to speak. He was told no, just show up. Then probably days before the award was given Susan Calegari called him and gave him more information about what it was. He sent an email out to the Commissioners.

Commissioner Waldron asked what a Tilton Staff meeting is. Chief Carrier replied that the Town of Tilton holds a staff meeting once a month for department heads.

Commissioner Waldron commented that in the paper on the 1st alarm structure fire on Mt Tug Road he thinks it said damage was \$150,000. Chief Carrier replied that the building was practically totaled.

Fire Prevention Report

Commissioner Waldron asked if there was a Fire Prevention Report. Chief Carrier responded that he did not have one. Captain Ober has been in class for the last few days.

Report of Committees

Comprehensive Facilities Review

Commissioner Gallant reported that the last time they met all the various members of the committee submitted either in writing or verbally their report relative to a 10 year plan. They discussed it at some length. He suggested and it was agreed that Steve Bluhm would take all of the plans, put together those common themes they all had as part of the initial plan and then take those areas they differed in and split them off. They were scheduled to meet this past Monday but due to circumstances beyond their control that meeting was postponed until November 30th.

Life Safety Committee

Commissioner Gallant reported that the Life Safety Committee continues to meet twice a month. Their building subcommittee is meeting with the architect that has been retained. A conceptual floor plan has been arrived at. They have come up with a floor plan for both police and fire which is clearly indicated on the floor plan that it will be built at some later time if it is built at all. Those plans were reviewed Tuesday. The okay was given to both basic floor plans. The architect will be putting in various desks and so forth in the spaces. That's moving forward. They will be meeting again this coming week. They generally meet on Tuesday at 5:00. They have narrowed their search for pieces of property down to two. They are in close proximity to each other and Exit 20. Both of those owners of those pieces of property have indicated they are going to go ahead and get their own appraisers to appraise the property before discussions go any further.

By-Laws Committee

Commissioner Waldron reported that they are making tremendous progress on the committee. It is one of the more fun committees that he has ever sat on. To date they have taken a few sets of by-laws from different organizations and pulled some language out of them. They are tailoring it to meet their needs. They have broken it down into different articles and different

TNFD Commissioner's Meeting
November 19, 2009

sections for each of the members. They are compiling the information, formatting, discussing it and making changes as needed. They may be ready to present a draft to the Commissioners as early as next month. It's going good. They are having a good time and getting a lot of work done.

Commissioner Gallant asked if the committee would be in a position to go before the body in March. Commissioner Waldron replied he didn't see any reason why not. They really only have one article that is presenting a stumbling block and a piece of that stumbling block is the time it takes to do the research.

Old Business

Purchasing Policy

Commissioner Gallant stated that is a carry over. One of the reasons why that ended up on the old business is because of the area of the purchasing policy that deals with the disposal of surplus property. Maybe it can be addressed and amended as necessary. Commissioner Waldron responded that it was amended in September. What is doesn't address is the disposable supplies they didn't buy before. Commissioner Gallant felt it may well address that under Sole Source. Purchasing Policy was signed by all three commissioners.

Web Site

Chief Carrier reported that he and Commissioner Gallant met with Tim Pearson. He had a site they were able to look at. There is not much meat in it but there are sections broken down. It is very appealing to the eye. The sections that are in there are all very appropriate. He is just looking for us to provide information for him to plug in. Commissioner Gallant commented that the framework is complete. Now the information just has to be filled in. When you open the web page he has a picture of Center Street, Park Street and one of the engines in front of it. He's done a very good job with it. We can probably have a show next month.

Fire Prevention Code

Carried over to next month.

LGC Wage & Benefit Study

Commissioner Waldron received a call the other day that a draft is prepared. LGC is going to send it for review. They can have Barry Cox from LGC come to the meeting next month if they would like to go over it. He is to come next month.

Tilton-Northfield Aqueduct

Commissioner Waldron stated that they have a letter Tom drew up. Commissioner Gallant stated he drafted the letter based on their meeting with the Water District and their meeting as commissioners in a budget session. He then read the letter. "We would propose to cap the cost of pressurized hydrants for the calendar year 2010 at the current rate of \$115,000. Commencing in January 2011 we understand that six additional hydrants will be operational. We would, at that time, propose to cap the cost to the District at \$120,000. We would further propose that the charges remain at this level until one of the following items occurs: 1) Rates to the users of the Water District increase or 2) Any new hydrants are authorized and installed. We would welcome coming to your next meeting and discussion this proposal." He felt that covered the essence of what was discussed. The Commissioners signed the letter for mailing to the Water District.

New Business

Purchasing Requests

TNFD Commissioner's Meeting
November 19, 2009

Car 1: Chief Carrier presented a request for the light bar from Captain Michaud. The quotes were broken down into repairing or replacing the current light bar. It will be well over \$500 to replace a power pack. There are three power packs in the light bar and two are gone. Commissioner Waldron stated he did not see a quote from the person who built the light bar. He felt the person who built the light bar should be able to put it back in service for less than \$1,500. Discussion ensued. Commissioner Waldron is to contact the dealer that built light bar to see if it can be repaired. Commissioner Gallant made the motion to authorize the purchase of a Sound Off Pinnacle light bar 54" for \$1,495 installed. That would be conditional upon information received relative to the repair of the existing light bar. If he can do it for \$750 or less that's fine. Commissioner Auger seconded the motion.

Discussion: Commissioner Auger asked if that includes all parts and labor. Commissioner Gallant replied it's installed. Chief Carrier stated that the price does not include the removal of the old light bar or the installation of the new one. Commissioner Waldron asked if he knew what the cost is. Chief Carrier replied he did not know the cost of his labor. Commissioner Gallant requested Chief Carrier call and get an estimate on the cost to do that. He would authorize the Chair to go along with his own discretion relative to his motion and what those numbers are. Commissioner Auger was fine with it. Commissioner Waldron is to get in touch with the Chief after checking on the cost to repair the light bar.

Cell Phones: Chief Carrier has been approached by Sprint/Nextel to see if they want to change over their cell service from US Cellular. He thinks it's a deal they really can't pass up. The quote for a year is \$1,361 where what they are spending now is \$1,368. They are paying by the actual minute now and averaging about 573 minutes per month. The most recent bill was \$114. This plan he has quoted us, which is the State of NH contract plan, is 900 minutes per month. It will give us six new phones and we are in need of updating the phones. It would also give us \$100 credit per line. The first bill would come in and we would pay the first bill normally. Then the credits would start to kick in on the second bill so we would have \$600 worth of credits so we would actually only be paying \$700 and change for a years worth of cell phone service. It's Sprint coverage. There are no roaming fees for anything under this contract. The only thing they would have to pay above and beyond would be for text messages which are very rare. That would be fifteen cents per text.

Discussion: Commissioner Gallant asked how long the contract is. Chief Carrier responded there is no contract. Commissioner Auger asked where all the phones are. Chief Carrier responded he and Captain Ober have a phone, the shift officer carries a phone and there is one on Ambulance 1, Ambulance 2 and Engine 3. Commissioner Waldron asked if the phones were free. Chief Carrier responded they were \$0.99 each. Further discussion ensued regarding minutes used per month and coverage area. Discussion ensued regarding disposal of current phones.

Commissioner Gallant made a motion to adopt Sprint as the sole source vendor for our cell phone needs until such time as there is any rate change when it will be reviewed again at that time. Commissioner Auger seconded the motion.

Discussion: Commissioner Waldron stated with the purchasing policy this will need to be redone at the end of the year. Chief Carrier asked if this was at the end of this contract. Commissioner Gallant stated that since there was no contract it would be the end of the year. There being no further discussion, vote was taken. All were in favor of Sprint as sole source provider for the cell phones.

Fall Arresters: Chief Carrier presented a request for fall arresters. This is for climbing gear. This was in the Apparatus & Equipment Budget under Rescue Equipment. Jon Powell did the

TNFD Commissioner's Meeting
November 19, 2009

research on this. We believe we have \$2,200 left in that budget which would be enough money to buy all four but Jon believes he can get by with two so that's what he is asking for. Fall arresters are to protect the rope as well as the rescuer that might fall. Basically it acts as a shock absorber but it doesn't hurt the rope.

Discussion: Commissioner Waldron stated he has no problem buying four. Commissioner Auger asked if we didn't have any of these. Chief Carrier replied we never have.

Commissioner Auger asked if this was something used quite often. Chief Carrier replied no. Commissioner Waldron stated he hoped not. Chief Carrier explained how and when they were used.

Commissioner Gallant made a motion to authorize the purchase of four Yates 100% Tie Off Elastic Lanyard for \$187.50 a piece. Commissioner Waldron seconded the motion.

Discussion: Commissioner Auger stated the only problems he has buying it is if they come out with something different next year or how long these are going to be good for. Chief Carrier stated this would be a piece of equipment they will keep. He doesn't ever foresee having to replace these unless they get damaged or if they age to a point where they need to be replaced. If there was a fall off one of these then they would have to replace it. There being no further discussion, vote was taken.

All were in favor of buying four Yates 100% Tie Off Elastic Lanyards.

New Hampshire Retirement System

Chief Carrier explained we had an audit by the retirement system. What they found was a mistake was made in 1997. It has to do with Captain Bousquet. Apparently he was hired in December of 1997 and at that time he was not enrolled into the retirement system which he should have been. Captain Bousquet was not enrolled until April 1, 1998. Chief Carrier did not know if there was a penalty involved with this other than the fact that they allow you to petition for credit for prior service under the employer enrollment oversight provision of RSA 100-A:3 VI(d)(1) and part ret 308. Kathy talked with the retirement system. The cost calculation has to be based on today's salary. It is 31.82% of the employee's salary divided by 12 months times 4 months divided by 2. The cost to the District would be somewhere between \$2,600 and \$2,700 and that would be basically equal to four months of his retirement for that period. Apparently there is a cost share with the employee. That is the divided by 2 part. He shares 50% of the cost of making that back. It will provide him with an extra four months in the retirement system. It is in his best interest to ask to have this taken care of. Commissioner Waldron asked whose responsibility it was to get him enrolled. Commissioner Gallant replied it was the employer's responsibility. Chief Carrier explained how employees were enrolled in the system. Commissioner Gallant stated he has no problem with him petitioning for prior credit. Commissioner Waldron stated his only problem it that it is based on today's salary rather than his salary in 1997 and 1998. Commissioner Waldron asked how to find out about the rate. Chief Carrier explained that Kathy contacted the retirement system to get the rate. Commissioner Waldron wants clarification on the rate. Once rate is clarified Chief Carrier is authorized to sign the form.

Correspondence

A letter was received from NH Association of Village Districts inviting the District to the Third Annual Joint Symposium with Granite State Rural Water Association.

A letter was received from the Local Government Center was received relative to the Chief working with the Life Safety Committee.

TNFD Commissioner's Meeting
November 19, 2009

A letter was received from Kent Finemore, Moderator, appointing Phil Cain to the By-Laws Committee as a result of the resignation of Scott McGuffin.

A letter was received from the Town of Tilton relative to the parking ordinance. This is the letter that waives the parking permit fee for the full time staff.

An email was received by Commissioner Waldron from the Town of Northfield advising of the creation of a Fire Services Committee.

An email was received by Commissioner Waldron from Glenn Smith asking for Commissioner Waldron's opinion of who should be the go to person for information. Commissioner Waldron responded using the same logic as was used by LGC in relative to the Chief working with the Life Safety Committee.

An email was received by Commissioner Waldron from Pat Clark, who chairs the By-Laws Committee, explaining that the "Change in Powers" that we enacted in 2006 was never filed with the Secretary of State as required by RSA 52:24. Discussion ensued regarding warrant article 14 from 2006 re-stating the purpose of the formation of the Tilton-Northfield Fire District, to be the "extinguishment of fires", the "maintenance of ambulance services", and the provision of other duties related to the protection of life, property and the environment. It was decided to include it in the By-Laws and file all at once.

Commissioner Gallant stated that there is not a copy of the correspondence that came in relative to Commissioner Waldron's question to LGC and ADA requirements. Commissioner Waldron stated he forwarded it to him. It is not with this correspondence as it is not part of this meeting; it is part of the Facilities Review meeting. Commissioner Gallant stated that ADA has indicated the District has to conform if any major improvements are made to Center Street.

Commissioner Waldron stated the only other thing he has is the quote for the audit from Melanson Heath & Co. It has already been put in the budget after their last meeting.

Other Business

Commissioner Gallant mentioned that the next meeting of the Water District is Monday, December 14th, at 7:00 PM. The Fire District will be first on the agenda.

Chief Carrier stated Firefighter Powell came to him this week and asked if it was too late to submit anything else for the Budget. He was given quite a list. There were a couple of things he felt were pretty important. There is \$5,200 for a rescue jack system that would secure a vehicle that was in an awkward position. The other thing would be replacement tips for the rams and spreaders and that would be \$1,000. Commissioner Gallant stated this would come out of the Apparatus & Equipment Fund. Chief Carrier replied yes under the Rescue line. Commissioner Gallant suggested that on the 30th of November they address this at that time. He requested Firefighter Powell present them with a written request at that time.

Commissioner Waldron asked what happened with the training policy and the signed agreement for paramedic training. Deputy Robinson stated he forwarded a copy of the training policy to the Commissioners. The agreement was signed shortly after the agreement was made.

Commissioner Waldron stated that Kathy and Brad were not at the meeting tonight. He is assuming that if both were there they would both be on payroll for the purpose of attending the meeting. Chief Carrier replied that Brad would take an hour in the morning as compensation and Kathy sometimes does that as well.

TNFD Commissioner's Meeting
November 19, 2009

Commissioner Gallant stated that on December 19th they are going to be doing their annual distribution of food and gifts to the needy Tilton, Northfield and Sanbornton. It has always been the custom to have the firefighters participate, some are on duty. It has been done in the past and he wanted to be sure that it was okay for them to do that this year. The police and fire do participate in various ways. He has tried to keep them involved. It is a good thing to do. All Commissioners agreed it was a good thing to continue to do.

Public Comment

Katherine Dawson had a comment. She stated it may be a question for the Water Commissioners rather than the Fire Commissioner but she was going to ask it anyway. When new hydrants and new lines are put in it they have been considered they are paid by betterment fees rather than the Fire District paying for them. Commissioner Gallant explained they are replacing five existing hydrants. There will be a sixth hydrant that will be new. There are six hydrants that will be activated by virtue of the new water line. Five of those have been on line and the District has not been being charged for those as they have not met the minimum requirements of gallons per minute. The new lines will be going in. The five we are not being charged for will come back on line and will be billable. The sixth one we authorized putting that one in which is on the end of the line. Katherine asked if it could not be charged as betterment. Roland Seymour replied that the line is being done as an improvement for the fire service. The Water District did a survey of its customers and there were no complaints. Discussion ensued.

Katherine Dawson asked if the By-Laws that are being created would be presented to the two Boards of Selectmen before they are presented to the Fire District Meeting to be voted on. Commissioner Waldron stated he believes the intent of the committee is to have that hearing at the same time as it presented to the Board of Commissioners. Commissioner Gallant is to check with Pat Clark as he feels the By-Laws should be presented to the Commissioners, then go to Public Hearing, then District Meeting. Clarification on this will be presented at the next meeting.

Katherine Dawson stated she had one last question and she had talked with Chief Carrier about this at length. When there is a call you get an ambulance, fire truck and police cruiser. Every call certainly doesn't need that type of manpower. Is there some way the commissioners and selectmen could arrange that so we are not sending so much personnel to one call every single call. Commissioner Waldron asked if she was saying they didn't want to send the police cruiser or if she was asking them not to send the fire truck and ambulance. She replied that an ambulance goes with at least two men. It doesn't go with one person. Following that should either be a police cruiser or fire truck not both. Commissioner Gallant responded he is not going to start micro managing the Police Department and the Fire Department. He would ask the professional that was in charge. He would go with whatever they say. Commissioner Waldron stated you cannot run an ambulance with less than two people. Chief Carrier replied that you cannot transport without two people. Sometimes the ambulance may respond with one person knowing that there is another person meeting them. This conversation comes up pretty regularly. They respond based upon call coding given to us by 911 or if there is no call coding because the call came directly in to the dispatch center the officer will use his best judgment as to which apparatus will respond. To every medical call that is a Delta or Echo the engine will respond because they are the most severe calls. The engine will also respond if it's any call dealing with a motor vehicle accident or on the highway. As far as the police officers responding they may arrive prior to our arrival. On other occasions we need them to arrive

TNFD Commissioner's Meeting
November 19, 2009

especially if it's a domestic situation. Deputy Robinson commented a lot of times it's how they receive the call. It could be for a burnt baby bottle but it comes in as smoke in the building. They don't know until they get there. One other thing Chief Carrier added is that is they are often asked why the third person can't respond in a pick up truck. They can but his thought process is if there is a second call they can respond to the second call as it is equipped with medical gear as well.

Bills:

Manifest

Commissioner Waldron stated there is a question relative to a bill from the City of Franklin for a paramedic for \$350. Commissioner Auger wanted to know why we are paying for that service. Chief Carrier explained that they have instituted a policy about six months ago where they will charge for any paramedic intercept that was requested. He doesn't like it. Commissioner Auger stated we pay to belong to LRMFA. They provide us with a paramedic. If we respond to their town we should do the same thing. Chief Carrier responded that if we are talking about reciprocal mutual aid we can't provide a paramedic as often as they can. Right now we only have one paramedic. What they are saying is if they provide us with a service we can't provide they are going to charge us for it. Further discussion ensued. Commissioner Waldron and Commissioner Auger disagreed with the bill and refused to pay it. Commissioner Waldron is to write a letter addressing this.

A motion was made by Commissioner Gallant to go to non-public session per 91-A:3, II(a) with matters that may adversely affect an employee of the District. The motion was seconded by Commissioner Waldron. A roll call vote was taken: Commissioner Gallant, aye; Commissioner Auger, aye; Commissioner Waldron, aye. The meeting went in to non-public session at 8:12 P.M.

Commissioner Gallant made a motion to go out of non-public at 8:14 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 8:14 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 for the non-public minutes of October 15, 2009 to not be sealed and be made public. Motion was seconded by Commissioner Waldron. There being no discussion, vote was taken. All were in favor of releasing the minutes.

Commissioner Gallant made a motion to adjourn at 8:16 P.M. Commissioner Waldron seconded the motion. Vote was taken. All were in favor. Meeting adjourned at 8:16 P.M.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: December 17, 2009 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.