



Tilton-Northfield Fire & EMS

Stephen M. Carrier, Chief
Michael Robinson, Deputy Chief

By-Laws Committee Meeting December 1, 2009

The meeting was called to order at 6:31 PM.

Members Present: Pat Clark, Scott Davis, Leif Martinson, Kevin Waldron
Absent due to illness: Phil Cain

Agenda

Pat passed out the agenda for the meeting.

1. Minutes
2. Article III
3. Article II
4. Article I
5. Article VIII

Minutes

There were no minutes to review.

Article III

Leif Martinson did not look at Section 1 Incompatibility of Offices or Officer Vacancies. Section 1 & Section 2 is what Phil was supposed to be dealing with. He added the Moderator duties. The Commissioners fill all vacancies and should be in Section 2 of Article II. Discussion ensued on the article. The Commissioners, Moderator, Clerk and Treasurer will each have their own section. Discussion ensued as to when the By-Laws would be effective. It was decided they go into effect upon acceptance.

On the Clerk, Leif changed added language that basically said they would keep a true and accurate record of all monthly regular and annual meetings as well as special meetings. General other duties generally associated with the office. He took out the reference to the specific job description. It should be the Clerk's responsibility to be the minute keeper, not necessarily present at all meetings, but the minute keeper of all the meetings. Pat Clark stated that at the last meeting they decided the Commissioners cannot come up with a job description for the Clerk as it is an elected position. It can be referenced in the By-Laws. Scott Davis stated the legislative body can tell the Clerk what to do. Leif Martinson stated the only reference he could find to the Clerk was that it was like a Town Clerk. The Town Clerk is a lot bigger job than a District Clerk. Further discussion ensued regarding the Clerk being aware that the job description could be changing.

Leif asked if they could put a question on the ballot asking if they are in favor of changing the term for the Clerk, Moderator and Treasurer from one to three years. Discussion ensued regarding this.

Kevin Waldron asked about Section 8E. Review the department operations for the purpose of recommending changes and/or improvements. To who? Leif responded to the Chief or whoever the Commissioners would deem would actually make those changes. The reason that is there as the people elected the voters are expecting you to take care of their District. If you see something you don't like or see something that could be done better it's your responsibility to see that the hired staff is implementing what you like. Kevin disagreed. The only person they give direction to is the Chief. Leif said they are going to look at what he is doing and making recommendations. Further discussion ensued.

Article II

Leif Martinson felt that Section 2 Officer Vacancies is perfectly fine as it is written. Discussion ensued about the wording. Scott Davis read the Water District's wording. Discussion resumed. It was suggested that it should read *The Commissioners shall fill vacancies in office when they occur for the remainder of that year until the next Fire District election at annual meeting.* Leif Martinson to figure it out.

Incompatibility of offices was discussed. It was decided to reword RSA 669:7 to apply to the Fire District. The main point being they want to prevent officers holding more than one office in the District. The second point is that no full time employee can hold an office in the District. Discussion ensued regarding part time employees. Discussion then turned to officers of one board serving on another board in the District, i.e. selectman being commissioner. Discussion returned to the difference between full time and part time employees and how part time employees can run for an elected office in the District. It was suggested that it should read *Part time employees are discouraged from running for Commissioner so as to not to appear to have a conflict of interest.* It was decided that Leif would work on this section and pass it around.

It was decided that a table of contents would be completed for the By-Laws.

Pat Clark suggested doing Section 1A Office Elections and B Incompatibility just like what was done with the Commissioners.

Leif Martinson will work with Phil on Article II. He will write up everything they discussed tonight and pass it along to everyone.

Article I

Pat Clark passed out the rewrite based on feedback from everybody last week.

Kevin Waldron brought up that it occurred to him that the way it was written under the purposes it does not allow us to go deliver mutual aid to other towns. Discussion ensued.

The other change was regarding how changes to the By-Laws are done.

Leif Martinson made a motion to accept Article I as written. Scott Davis seconded the motion. There being no discussion, vote was taken.

All were in favor of accepting Article I as written.

Article VIII

Kevin Waldron passed out copies of the Article. Pat Clark brought up a discussion that Steve Bluhm had with Tom Gallant. Northfield is concerned about taking on any further debt by passing the Life Safety Building and Northfield does not want to take on responsibility. That was one of the thoughts that went into looking at the possible

dissolution of the District. Tom assured Steve that if the District was dissolved that Tilton would be buying out Northfield's share of that debt. Tilton would be taking over the bond. Pat was concerned whether that is covered under this article or not. He recommended a change with wording to the effect that *buildings and property within a town's boundaries shall be either bought out by that town or sold publicly. Said property and remaining assets dispersed per RSA 52:21 with any debts or assets being divided per the average formula over the past 10 years.* Nowhere in the By-Laws is it mentioned what the formula is. Discussion ensued regarding the formula. Discussion turned to the change in wording that Pat Clark recommended.

Kevin Waldron offered to format the By-Laws.

Pat Clark made a motion to adjourn. Scott Davis seconded the motion. Meeting adjourned at 8:03 P.M.

Minutes transcribed by: Kathy Tobine

Next Meeting Date, Time, Place: December 8, 2009 at 18:30. Meeting to be held at Tilton School, new Academic Building, School Street, Second Floor, Room 213, Tilton.

Approved December 29, 2009