

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	May 20, 2010 at 18:01
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 nd Floor, Room 213, Tilton

Commissioner Gallant called the meeting to order at 6:01 PM.

Present from the Board: Commissioners Paul Auger, Pat Clark and Tom Gallant.

Also Present: Chief Stephen Carrier, Deputy Chief Mike Robinson, Administrative Assistant Kathy Tobine, Captain David Hall, Captain Greg Michaud, Firefighter Tim Joubert.

Public Comment

There was no public comment.

Correspondence

Commissioner Gallant read a letter received from Greg Michaud into the records.

"Dear Commissioners:

As you know, I have spent the past two years studying to become a Paramedic. As of this week I have completed paramedic training and passed the required written and practical examinations for National Registry certification.

Looking back on it, this was certainly the most challenging endeavor of my career thus far. I want to express my thanks for the support and encouragement that I have received from the Fire District Commissioners, administration and employees while attending the Paramedic program.

I am encouraged to see that the Fire Commission and administration wants to continue to improve the quality of emergency medical services we provide for our citizens by sending another employee through the program.

Thank you for your continued support as we strive to provide the highest possible level of service to our community.

Sincerely,
Greg Michaud"

Thanks and congratulations were extended to Greg Michaud for successful completion of the Paramedic program.

An e-mail was received from Paul Sanderson, Esq. at LGC regarding a potential conflict of interest concern question that was asked by Commissioner Clark. This was put off until the fire escape was discussed.

Minutes

April 22nd

Commissioner Auger made a motion to accept the minutes as written. Commissioner Clark seconded the motion.

Discussion: Commissioner Clark asked if the information requested was sent to Lisa Swamscott. Kathy replied that it was sent to her the next day.

On page 5, Commissioner Clark met with Captain Michaud about the Zoll equipment.

Commissioner Clark asked what the policy is for the disposition of old equipment. Chief Carrier explained that typically we try to trade it or see if there is some kind of market for it. Captain Michaud commented that the cases are not in good repair. They are damaged from use. Zoll isn't selling that type of case any more as it didn't hold up in our environment. There is no market for those mounts.

Commissioner Clark asked if we got the new defibs. Captain Michaud responded we did not get new ones, they were purchased in 2006. We retrofitted batteries and added a component.

TNFD Commissioner's Meeting
April 22, 2010

Commissioner Clark noted that on page 6 it says we will make the minutes non-public and review next month. Are we bringing it up this month? Commissioner Gallant replied that they will. Commissioner Gallant made minor correction. There being no further discussion, vote was taken. The minutes were accepted as corrected.

April 22nd Non-Public

The non-public minutes were held until the non-public session in case discussion was needed.

April 27th

Commissioner Gallant stated these minutes will be discussed at the June 1st meeting.

Treasurer's Report

Roland asked if the meeting dates are changing. Commissioner Gallant replied that June 1st is a work session. The regular meetings will continue to be held on the third Thursday of the month.

The account balances are reconciled through April 30th.

Debit Card

Commissioner Clark asked about the debit card. Chief Carrier gave the background information on the theft of our debit card information. Discussion ensued. We are to check with LGC to see if this is covered under our insurance.

Commissioner Clark made a motion to switch to a credit card. Commissioner Auger seconded the motion. There being no discussion, vote was taken. All were in favor.

Operating Account

Roland reported that Tilton asked if they could put off their May payment. They will pay \$20,000 in May with the remaining \$45,000 the beginning of June. The June payment will be made by the end of June.

Discussion ensued regarding Northfield's payments.

Apparatus & Equipment Account

Roland stated there is not much is going on there. We have four months. The first line item is the transfer from the NH PDIP. We have received \$82,202.17 in ambulance charges. This is four months of ambulance fees.

Cash Flow

The Cash Flow is a pretty broad brush. This is what we are looking at. We may come up a little short in May. We are sitting on the check to the Water District. Commissioner Auger asked if they charge interest. Roland replied no. Commissioner Gallant commented on the Water District financing the Fire District. Discussion ensued about our cash flow problem and how we would not have one if payments were received in a timely manner from Northfield.

Commissioner Gallant asked Chief Carrier if anything sticks out in the Operating Budget. Chief Carrier replied the training budget. That's probably the only line right now he sees issues with. Commissioner Clark asked if the firefighter's time for their training came out of the overtime budget. Chief replied yes.

Commissioner Gallant made motion to accept the Treasurer's Report. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. The Treasurer's Report was accepted unanimously.

Chief's Report

Chief Carrier reported he put the dates on his report as Commissioner Auger asked.

He went to the Lakes Region Chief's breakfast in Meredith. He was able to tour the facility. It was interesting to see the good and bad. He recommends that if we ever get to the point where we do something their station is one we should look at.

TNFD Commissioner's Meeting
April 22, 2010

Ladder 1: We are having a little bit of problem with the ladder not retracting all the way. He believes it's an adjustment that needs to be made. It is going to Hooksett tomorrow.

Engine 3: That has been in there now for three months. Excess water is still leaking around the pump shaft. He asked Steve when it would be fixed. He said Desourcie is going to take care of the problem once and for all when the pump is tested in either July or August.

Park Street: Last Saturday they did some landscaping, painting on the doors, power washed the sides. Most of the labor and materials were donated. It cost approximately \$211 to get it to where it is today. The Deputy commented the project went well. They will be sending letters to area people that donated.

The Board had approved a sign for the front of the station in the fall. The Association had put the sign on hold until the District decided to stay whole. Since the District has decided to stay whole, the sign has been ordered. It will be 19' X 20' with a 4' Maltese cross in the middle. Signs will be made for each door at both stations denoting what piece of equipment is in that bay. The sign will be installed by mid-June by the sign maker, Ian Graphics. The cost of the sign is \$2,400 which is being paid for by the Association.

The new power cot is in service on Ambulance 2. It can be switched between ambulances. Ambulance 2 is running first due. They have been switching them from time to time to get use on both pieces. The Deputy commented on how well the cot works.

We have received some positive feedback in the last few weeks. One was for taking time to show the engine to 5 year old boy. We got a nice note on that. Another was for some care given and going the extra mile. In our mind it was as simple as cleaning up after difficult incident. The business much appreciated.

We already talked about the debit card.

Looking Forward

- He continues to work on the Strategic Plan.
- They have gathered a lot of information and data for ISO. It needs to be sent back to them before the survey can be done.
- Park Street will be finished.
- They are still working on training. There is not a lot of positive result to report. The same people who are active are showing. They have tried changing training night but that hasn't worked.
- Web site will be worked on this weekend to try and get it up and running for June 1st. Commissioner Gallant stated it will go live and we will continue to tweak it as we go.
- He has been talking back and forth with Glenn Smith regarding the Northfield Selectmen's meetings. Glenn gave him a list of dates. Chief Carrier asked if he could meet the first week of June when they meet due to conflicts. July and August will be fine.

Deputy Robinson stated the sign was approved by the Town of Northfield.

Commissioner Clark got feedback from a lady that called him at home. She was having a diabetic attack. She said that our people were there within minutes. They knew exactly what to do and she felt they saved her life.

Fire Prevention Report

There was no Fire Prevention Report as Captain Ober is on vacation.

Old Business

Goals & Objectives:

Commissioner Clark reported he combined everyone's Goals & Objectives and made copies. He took the cards with the information and matched them up. The first five are what at least two people thought should be focused on. The way they read is: 1) Review LGC Study: develop a wage and benefits strategy; 2) Equipment & Apparatus Long Term Plan; 3) Improve Communications between

TNFD Commissioner's Meeting
April 22, 2010

Commissioners and Staff; 4) Improve Communications between TNFD and the Public including the Selectmen; 5) Web Site Development. The ones that only had one card are: Develop Performance Review of the Chief, Improve Training Attendance, Review Personnel Policies, Increase Call Firefighters numbers across the District and their use, Review the functions of the Administrative Assistant and Treasurer, Report to the voters on a long term facilities and staffing strategic plan. That's what he put together on the feedback that was brought in last month. He did have for an opening statement "The intention is to agree upon what our goals and objectives are and then move them into a strategic plan and to see how we want to develop them in conjunction with the Chief's and Deputy Chief's strategic plan.

Chief Carrier stated he sees it as they develop a plan together and it is up to him to administer. They would continue to review and modify it as needed. Discussion ensued about the Goals and Objectives, Strategic Plan and Capital Improvements Plan.

Commissioner Gallant is to take the Goals and Objectives and format it. Come up with the goals. He will bring the format to the next meeting. Everyone is to take it and work on it for the regular June meeting.

Code of Ethics

Commissioner Clark made a motion to accept the Code of Ethics. Commissioner Auger seconded the motion. Discussion: Commissioner Clark thought this is a good place to start. Chief Carrier commented that when talking about the Code of Ethics you are talking more about behaviors. You also want that to apply to the commission as well. He tried to make as broad as possible. Commissioner Gallant thought they should move forward and adopt the Code of Ethics. Then review it again within the year to make any revisions.

Roland asked if that shouldn't be given to everyone to read before it's adopted. Commissioner Gallant said it should be adopted by the Board and then signed by elected officials and employees. Chief Carrier stated it needs to be adopted. Then a period of time will be designated to allow them to be distributed to everyone for them to review. Then they need to sign. Roland asked what would happen if they don't sign. Commissioner Gallant commented he would like to know why they don't sign. Then it will be given serious consideration.

Commissioner Clark made a motion to adopt the Code of Ethics as a commission with a 60 day window with feedback to be given to the Chief within those 60 days and for the Chief to report back at the July meeting. They will make a final revision at that time if necessary. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant said the Chief is to take it to the men. He felt that they should have a simple motion to adopt them. Then a directive should be given to the Chief.

There being no further discussion, vote was taken. Motion passed with Commissioners Auger and Clark voting for the motion as presented by Commissioner Clark and Commissioner Gallant against.

Center Street Fire Escape

Commissioner Gallant stepped down from any discussions relative to this matter. He is stepping down as he will have a conflict of interest. Commissioner Gallant asked Commissioner Clark to serve as co-chair in regard to this.

Commissioner Clark did the research with LGC regarding the conflict of interest. He received a reply today from Paul Sanderson. He said

"RSA 95:1 Public Officials Barred From Certain Private Dealings. - No person holding a public office, as such, in state or any political subdivision governmental service shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods, commodities or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his public office." He goes on to say

"Thus, you are starting off correctly by using the competitive bidding process. You are also correct that if the commissioner decides to bid, he would be excluded from all decisions around the bid, review

TNFD Commissioner's Meeting
April 22, 2010

of proposals, negotiation of the agreement, and possibly management of the project since he has a direct economic interest in the outcome of these matters.

I would take care in drafting the RFP in the area of how you will evaluate the proposals. While price is important, there could be other factors, such as experience, ability to perform in a certain time frame, insurance, etc. that could cause you to select a bidder who is not the absolute lowest bidder. Also, be sure to reserve the ability to reject all bids, in case the bids returned are in excess of the money you have available for the project. When it comes to evaluating the bids, you cannot "factor in alternative suggestions" if these cause the specs to change. There is specific case law on that problem. In *Marbucco v. Manchester*, the issue was bidding for replacement windows in a school. The bidders used the specs, but 1 suggested using a window with different specs. They were selected, and the others objected saying it was unfair because if they had been allowed to bid on the new spec they might have been the lowest bidder. The court agreed and the contract was nullified. If you get bids with "alternatives", and you like them, you should reject all bids and rebid with the alternative specs to be fair to everyone."

Discussion ensued about the bidding process. It was decided to have Captain Ober review the Request for Proposal to be sure it is up to code. If he has no objection, the ad will be put in the paper. It is to be advertised in the Daily Sun, Winnisquam Echo and Laconia Citizen. Bids will be due by 4:00 PM on June 17th and will be opened at 6:00 PM at the commissioners meeting.

New Business

Sole Source Purchasing Requests

A sole source purchasing request to use Mango Security for the fire alarm annual service at Park Street was presented. Commissioner Auger made a motion to use Mango Security. Commissioner Clark seconded the motion. There being no discussion, vote was taken. All were in favor.

Purchasing Requests

Flashlights: Commissioner Auger asked if the flashlights are just for call firefighters. Chief Carrier replied yes. Commissioner Auger stated he didn't want to buy them for everybody if they don't show. Chief Carrier explained this is a piece of basic equipment. The Deputy stated they will be issued like gear. Commissioner Clark asked if there is a policy where the firefighters are charged if it is not returned. Chief stated no. Discussion ensued.

Commissioner Auger made a motion to authorize the purchase of the flashlights with The Fire Store price as the cap. Commissioner Clark seconded the motion. Discussion: If the price at the show is lower than The Fire Store price, it is ok to buy them. There being no further discussion, vote was taken. All were in favor.

Grievance Procedure

Chief stated he tried to simplify the Grievance Procedure. Commissioner Clark asked if there should be time line for the Chief to respond. Commissioner Gallant didn't feel it needed to be there. Commissioner Clark made a motion to adopt the Grievance Procedure updated and dated May 20th. Commissioner Auger seconded the motion. There being no discussion, vote was taken. The Grievance Procedure was adopted unanimously.

Other Business

Chief Carrier reported that the response to our request on the reason the grant was denied was received. The Commissioners requested it be emailed to them with Commissioner Auger being provided with a hard copy.

Chief Carrier brought forth a request from Duane Harbour asking if he could take possession of the diamond plate hose bed covers. Chief Carrier commented we will never use them again as we went to soft bed covers. Commissioner Clark asked if there is a value. Commissioner Auger asked how long they have been there. Chief Carrier replied five years. Commissioner Auger made a motion that we

TNFD Commissioner's Meeting
April 22, 2010

sell them to Duane for \$1.00 and he cleans them all up. Commissioner Clark seconded the motion. There being no further discussion, vote was taken. All in were in favor.

Chief has tried working with Brad and Sean for a different type of schedule for Brad. He's been working four 10 hour days. This gives us better fire prevention coverage, going from five 8 hour days to four 10 hour days and one 12 hour day. He feels it's better for the department to operate that way. He would like permission to continue with that. Commissioner Clark asked if there are any problems with it. Chief Carrier replied no. It's a benefit to the community. The Commissioners agreed it is an administrative thing. They requested the Chief keep them informed.

Bills

The only item that was crossed of was a \$250 payment for Steve Smith to take a class on transmissions. Duane Harbour has asked to go to the same class this year. Chief Carrier would like to send him as well. They can go together and we will benefit from both of them taking this class. Commissioner Auger asked what benefit it is for Steve to take this class. He noticed that Duane does a lot of the work on the vehicles. Discussion ensued.

Commissioner Gallant made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss the minutes of the non-public session on April 22nd. Commissioner Auger seconded the motion. There being no discussion, roll call vote was taken: Pat Clark, yes; Paul Auger, yes; Tom Gallant, yes. At 8:05 PM they have gone out of public session.

Commissioner Gallant stated they are back in public session at 8:10 PM.

Commissioner Gallant asked if there was any other business to come before the Commissioners. There being none they will meet again on June 1st for a work session. The next regularly scheduled is June 17th. He will have the items discussed tonight on the Goals & Objectives ready for June 1st.

Commissioner Gallant made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. The meeting adjourned at 8:11 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: June 17, 2010 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.