

Tilton-Northfield Fire & EMS Commissioners' Meeting

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| Meeting Called By: | Commissioners | Date, Time: | June 17, 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 6:03 PM.

Present: Commissioners Paul Auger, Pat Clark and Tom Gallant; Treasurer Roland Seymour, Chief Stephen Carrier, Deputy Chief Mike Robinson, Captain Brad Ober, Administrative Assistant Kathy Tobine, Selectman Geoffrey Ziminsky.

Center Street Fire Escape Bids

Commissioner Gallant stepped down as commissioner while bids were opened. Commissioner Clark took over as Chair for this portion of the meeting. He made a statement reminding people of the bidding process. Only two bids were received. They were opened and are as follows.

1. DGD Builders, Northfield. Labor, material and clean up: \$5,985.
2. Up-Country Builders, Tilton. Per RFP: \$5,516.10. The bid with alternative materials: \$5,867.85. The alternative materials are "MoistureShield" composite decking screwed and counter sunk with color coordinated screws instead of 1" X 6" pressure treated stock.

Commissioner Clark stated they will take look at the bids and announce the winning bid later in the meeting.

Commissioner Gallant resumed his position as Chair.

Northfield Selectman Geoffrey Ziminsky

Selectman Ziminsky stated he was here to see if he can answer any questions or get suggestions to take back to his board.

Commissioner Clark thanked Selectman Ziminsky for trying to square things away. The way Northfield pays quarterly is legal. They are following what they are supposed to do. He says he's not sure. They should work together to come to terms with it. It's his understanding that we get money from Northfield after we need to pay the bills. So we get it at the tail end rather than up front so we really don't have the money to pay the bills.

Roland stated they pay at the end of the quarter. The first and second month we are okay. The second and third week of the third month of the quarter we have a problem.

Commissioner Clark stated he wasn't sure. It's worth looking at what the RSA states. It's his understanding that bills go out twice a year. They are supposed to be paid within a period of time. At the end of that time we are supposed to get a check.

Commissioner Gallant explained the RSA clearly states the Towns work as our agent. Within a reasonable period after receiving it they are to submit it to us. The whole issue isn't what the RSA states. The whole issue is what's fair overall. We can't sustain ourselves by receiving checks from Northfield at the end of the quarter. Legally they can do that. The other partner in this partnership, Tilton, continues the age old agreement to remit on monthly basis. That helps us out significantly. Northfield has chosen not to do that. The only way we can sustain ourselves is to go out and borrow in anticipation of taxes. Therefore you save money as you are only going to pay 40% of that load. Tilton is paying 60% of that load. It's not the amount of interest that's being paid. It's the theory and principal behind it. We have received no cooperation from the partner in this case. If we will in the future, he doesn't know. The complement of the board might change. This last week put us in a posture where we were to receive \$127,200 at the end of June. We had asked if Northfield could pay us early. He

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doesn't think a fair proposal was made when they told us they would give us \$60,000 and hold off on the payment of the balance another month. The board didn't feel that was a fair shake.

Selectman Ziminsky stated he will take the message back to the other two board members. He had talked with Roland and Commissioner Auger. One of the suggestions was instead of paying at the end of the month, paying it mid-month might actually make it all work.

Commissioner Gallant stated that would be great but when they want to hold it off another 22 days that's extortion. Selectman Ziminsky stated he didn't think it was meant to be extortion. If it was a cash flow issue and Roland did confirm that if you did receive the payments in that manner you would be able to make payroll and make payments through July. However, he did say that after that you would be in the same boat you are in now.

Commissioner Auger said we had the same problem last year in December. He asked if we are we going to be that way again. Roland stated we would if we didn't have the line of credit without Northfield changing their payment schedule.

Selectman Ziminsky asked if paying two of the quarterly mid-month would help. Commissioner Gallant stated if they wanted to stay on a quarterly basis to make the payment at the end of the second month of the quarter rather than the last day of the quarter. Selectman Ziminsky will suggest that but he thinks the issue with Northfield will be the taxes. Discussion ensued about payments.

Commissioner Clark wants to look into the RSA to understand it. He will talk to DRA.

Selectman Ziminsky asked why the monthly payment doesn't match the annual amount. Roland explained it is based on 90% of the total. Commissioner Gallant stated once the DRA approves the budget and sets the tax rate, we bill the balance. Selectman Ziminsky asked why they don't take the total amount and divide by four. Discussion ensued.

Public Comment

There was no public comment.

Correspondence

A letter was received from Tilton-Northfield Water District. Commissioner Gallant read the letter into the records.

"Gentlemen:

In regards to the meeting this past spring about fire hydrant charges, we would like to invite you to our meeting on July 12 at 7:00 PM to continue our discussion on this matter.

Sincerely,

Heber J. Feener

Chairman for

The Commissioners of the Tilton-Northfield Water District"

Discussion ensued about the request. All agreed to meet with the Water District on July 12th. Roland stated they will be first on the agenda at 7:00 PM.

Minutes

May 20th Public

Commissioner Clark made a motion to accept the minutes of April 27th as printed. Commissioner Auger seconded the motion.

Discussion: Commissioner Clark asked if they had switched to the credit card. Chief Carrier responded that if the Commissioners wanted to do it they could. The company wanted all of his personal information and he didn't feel comfortable doing that.

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Commissioner Gallant asked if the debit card was covered under insurance. Kathy replied that it was subject to the \$1,000 deductible. Commissioner Clark asked if we had gotten the final total on the debit card for what was stolen. Chief Carrier replied we have recovered all except \$37.95.

Commissioner Clark made a motion that the Chief be authorized to get another debit card.

Commissioner Auger seconded the motion. There being no discussion, vote was taken. All were in favor of authorizing the Chief to obtain another debit card.

Commissioner Clark asked if the problem with Ladder 1 with the ladder not retracting got taken care of. Chief Carrier replied that it did. It was a micro switch.

There being no further discussion, vote was taken. Minutes accepted unanimously.

May 20th Non-Public

Commissioner Gallant stated if there is no discussion on the non-public minutes he will entertain a motion on them. Commissioner Auger requested they be brought up in non-public session.

Treasurer's Report

Roland requested they disregard the cash flow in the packet. He has redone it as weekly.

The Account Balances are as of June 18th to reflect the account balances after all bills and the call firefighter's payroll are paid this week.

- Account 1003: FSB Operating Account balance of \$33,000 shows the \$50,000 advance given to us today by Franklin Savings Bank.
- Account 1004: FSB Payroll Account balance is \$500. This is with the call company payroll checks deducted.
- Account 1000: Apparatus & Equipment Fund balance is \$351,047.
- Account 1005: Land & Building Fund balance is \$230,686.15.
- Commissioner Clark asked what this account is. Roland explained this money is in trust. It is money raised from warrant articles. Commissioner Auger stated we haven't added to this account in quite a while.
- Account 1002: Debit Card as Kathy addressed. Commissioner Clark asked if the lady was caught. Chief Carrier replied that we didn't know. We reported it to our police department. We are out \$37.95.

The next page is the Operating Budget again up through June 18th. Those are the deposits and withdrawals up through that date. Commissioner Clark had questions regarding some of the accounts. He asked if we anticipated going over budget this year. Roland went on to explain some of the items. Chief Carrier stated there is nothing that jumps out significantly other than equipment repairs and maintenance. That is something they try to hold the line on every year and every year they end up going over. Commissioner Clark asked if they should budget more for the coming year. Chief Carrier replied they should. Commissioner Gallant commented that as a result of going over every year they under budget.

The following page is the Apparatus & Equipment Fund Budget. Again that is up through tomorrow. If you look at the first item through the second item, Account 3409.6, is five months of revenue. That is through May. Commissioner Clark asked about if the calls went up in the summer. Chief Carrier commented that it stays pretty solid. He then went on to explain. Roland stated that Account 741, Capital Out EMS, \$35,900 there are two checks, one for Stryker and one for Zoll, are the bulk of that. The rest is just the nickel and dime.

Commissioner Clark asked if there are any big ticket items coming up for the rest of the year for EMS. Chief Carrier said no, just disposals. We already purchased the capital items.

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Roland stated he is running the Cash Flow on a weekly basis now. The first page shows the borrowed money. We propose paying it back after Northfield makes their payment. Discussion ensued.

Chief's Report

Chief Carrier highlighted a few items from his report.

- At the beginning of the month he and Brad met with the State regarding some of the Northfield issues on the Park Street railroad crossing project. They are going to do it at the end of the summer. Most of the work will be night work. A comment was made at the Tilton Staff meeting that this is the only significant road project on Route 3 in quite a few years.
- Eleven of the members went to Maureen Davis' funeral and acted as pall bearers. It gained us some respect in the community. Commissioner Gallant stated a lot of compliments were given to the department.
- He did go to the Northfield Selectmen's meeting and spoke. Basically he gave them the same information that we give out in our Commission meetings. They had no questions. Then Jamie Knowlton spoke up and said he might not even look at all this stuff. He requested that I tell him in five minutes what's going on in the fire department. I told them what's going on in training and fire prevention. Commissioner Clark asked if he's going to doing that in Tilton as well. Chief Carrier said no as he goes to the staff meetings. The information is transferred that way.
- Pump tests were conducted today. All pumps passed the annual test.
- The phone calls tonight were all about the ambulance. It was going to a call and had no power. It's two things it could be. It could be the fuel filter, the computer or transmission.
- The other thing in looking forward is they are trying to improve attendance. They have been experimenting a little. They went to Wednesday for fire training. Last night at fire training the Deputy and he spoke briefly. They are ending their experiment of going to Wednesday for fire training. The attendance has been the same if not worse. Last night there were 10 people there, seven full time people and four call department members.
- Chief stated there were 153 calls in May. The medical calls were up significantly from the month before. There is one person putting quite a demand on the service and it is mostly with lift assists. They are trying to work with the caregiver and management company to deal with it. That probably accounts for some of the jump. 2005 was the busiest year ever. Back then we had significant weather events. This year is a little different where we didn't have the weather. Normal day to day calls are increasing slightly. We can compare it over the years if you want. Mutual aid given calls are way down. Commissioner Auger asked about Canterbury. Chief Carrier replied we don't go to Canterbury any more. Discussion ensued about the Canterbury situation. Commissioner Clark asked about the mutual aid agreement. He wanted to know if there is a provision in there where you can charge. Chief Carrier replied there is. Commissioner Clark asked how he feels about the policy. Chief Carrier replied that we should be providing coverage to Canterbury. Commissioner Clark suggested Chief Carrier talk with the Canterbury Chief and get an update. The benefit to us would be southern Northfield. Deputy Robinson stated he hasn't talked to Peter since then. He wonders if that wasn't part of his plan. Captain Ober commented that we were there first most of the time so we got the benefit of the transport. Further discussion ensued. Chief Carrier will talk with the Canterbury Chief and get back to them next month.
- Captain Michaud successfully passed the paramedic program, is fully licensed and is practicing at the paramedic level. Matt Gilman has started his first class in the program.

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Fire Prevention Report

Captain Ober reported that we are starting to get things back on radar.

- Lochmere Meadows are coming along very well. They were shingling the first building last week. The second building is starting this week with the third and fourth right behind.
- A 32,000 square foot expansion for Wal-Mart has gone to the Planning Board. They are going to try to make that a super center.
- Also before the planning board is a 20 unit residential building off Joscelyn Lane. It is off East Main Street behind the police station.
- Buzzy's Bar & Grill will be opening soon. He has a list of things to do to comply with fire codes. It has quite a bit to do with the building construction side.
- The Winnisquam Regional High School wood plant going full bore.
- Highland Mountain Bike Park is putting up a dome building. It will have ramps and a foam pit. Bikers will have to prove their skill level in there before being allowed on the mountain. They do have plans for cross country biking as well.
- Commissioner Gallant asked the status of the sprinkler system at Tanger Outlet. Captain Ober commented they have submitted 90% of the plans. They are almost ready to submit 100% of the plans. They are anxious to get that going.
- A three lot residential sub-division is being done at 520 Bean Hill Road.
- A fire extinguisher training was done at Kohl's.
- We are having repeat problems of illegal burning at South Bay Resort. He will be meeting with the forest ranger next week. It will probably involve the Town and fines.
- Two grant applications were completed, one to 3M and one to Wal-Mart. A \$1,000 was received from Wal-Mart and \$400 was received from 3M. They would like to install a laptop in Engine 3. They will take the pre-plan books and put them on it. It will have mapping capabilities. The laptop will have WiFi. The possibilities are endless. Most importantly the pre-plans, site plans and that sort of thing will be much easier to access. The goal is about \$4,500 by the time it is installed and mounted. We are working on trying to get funds for that. The goal is to get one in each of the first due apparatus. Discussion ensued about the use of the laptop. Commissioner Gallant suggested they approach Tilton School.
- Commissioner Clark asked about the building Paulie's Restaurant is in. Captain Ober commented the building is in foreclosure and under bank control. He's met with them twice. They have cleaned up some electrical work. They want to get to the point so they occupy fully again. They have three or four pages worth of stuff they need to do. Captain Ober's first report to them was January. He was working with the previous owner and starting to make headway. Then unfortunately he lost it. Commissioner Clark asked about the chance of it burning down. Is it a fire hazard? Captain Ober replied it is no more a fire hazard than any other building on Main Street. There are void spaces in the building everywhere. Discussion ensued.

New Business

Sole Source Purchasing Requests

A sole source purchasing request to use MaineOxy for our medical oxygen was presented. Commissioner Clark made a motion to use MaineOxy. Commissioner Auger seconded the motion. Discussion: Commissioner Clark said the way page two was laid out was difficult to understand. After reviewing, it was fine with him. Chief Carrier pointed out we do still lease the larger cylinders. There being no further discussion, vote was taken. The sole source was accepted unanimously.

Purchasing Requests

There were no purchasing requests.

Old Business

Wage & Benefit Study

Commissioner Gallant stated they have had two workshops. They haven't scheduled a third yet. They are asking for current comparable data from the towns Chief Carrier chose from the towns used in study. Towns he feels they should follow in the future. Commissioner Clark stated he would qualify the towns he chooses. Commissioner Gallant stated they then can have one final meeting and wrap it up. Commissioner Clark wants to know about other perks that are offered, ie. uniform allowance.

Commissioner Clark wanted to go on record regarding the step and grade to mid point. He knows they voted to go with the step and grade to mid point. He wants to keep the options open. Commissioner Gallant replied when the information is received, that's when they would make that decision. After the information is received they will overlay the Fire Department over it. Captain Ober asked if members were going to be allowed input. Commissioners Gallant and Clark responded yes.

Strategic Plan

Chief Carrier commented he is continuing to work on that.

Goals & Objectives

Commissioner Gallant put the goals and objectives together in a format to do a presentation at some point. He basically took each goal set out and came up with some objectives tying back to that goal with the help of the Chief. Everything is obtainable within five years. He believes it will only be three years. Captain Ober believes that all of these are attainable by the end of this year.

1. **Website Development:** Use the website as a tool to inform people of who we are and what we do. Provide up-to-date and reliable information to website designer/manager. Identify an in-house employee to oversee and approve all information posted to the website. Advertise the website publicly and often. Establish a members-only area on the site.
Commissioner Gallant asked how the website is coming. Captain Ober commented we missed the June 1st deadline. We should be able to launch it midweek of next week. Identify and in-house employee to oversee and approve all information that goes on the website. Commissioner Gallant believes the Chief should oversee all that is to be posted. Commissioner Clark made motion to have an in-house person set up to manage the website. That person will be Steve Carrier. He then withdrew his motion. Commissioner Gallant made a motion that Chief Carrier be given responsibility to oversee and approve all information that is posted to the website. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. All were in favor of Chief Carrier overseeing the website.
2. **Wage & Benefits:** Review and critique the LGC study. Gather additional specific information from other departments. Gather input of current employees of the department. Review personnel policies.
3. **Apparatus & Equipment:** Detailed review of the Capital Improvement Plan that the Chief has prepared. Address long term as well as short term goals for not only equipment and apparatus but for facilities. Revisit the 8 year plan done in 2009-2010 as it relates to previous statement.

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4. Communications: Address the divide that exists between the Commissioners and the staff of the department. Listen to input from employees, both call and full-time. Get selectmen from both communities educated as to who we are and what we really do. Listen to the voters of the District as well as the selectmen.

Chief Carrier suggested that they massage the wording. Rather than say address the divide that exists say establish a cohesive relation. Rather than say get selectmen from both communities educated say inform the selectmen of. Send a copy of the minutes once they are approved, Brad's report, Chief's report and Roland's report as well to the selectmen of both towns.

Commissioner Clark stated the need to make call firefighters feel at home. He senses a rift between full-time and call firefighters. Commissioner Gallant agreed. Discussion ensued. Chief Carrier does not sense a rift at all. Commissioner Gallant stated the feedback he gets is that they feel like a second class citizen. We need to deal with those things. It's an individual that feels that way.

Commissioner Clark asked who call officers are. Chief Carrier replied Chris Harris, Fred Greene and Tom Beaulieu.

Further discussion ensued about the call department, full-time people and training.

Discussion ensued about Chief Carrier meeting with the Selectmen of the Towns of Northfield and Tilton.

5. Employees. Become educated to exactly what training our full-time people receive and their daily activities as they relate to training. Become educated to exactly what training call members receive and who avails themselves of it. Become familiar with the use of call firefighters.

Commissioner Gallant stated they need to understand what the full-time employees' daily activities are. Discussion ensued.

6. Administration: Review the functions of the Treasurer and Administrative Assistant and how they interrelate. Review the functions and responsibilities of the Commissioners. Establish a procedure for an annual review of the Chief.

Commissioner Gallant stated this relates only to the Commissioners.

Commissioner Gallant suggested they come up with a plan of attack on how they will attack each and every one of these goals. Discussion ensued. Chief Carrier stated the Goals & Objectives seem very short term. One to three years, even closer to one year for most of them. Commissioner Gallant asked if Commissioners Auger and Clark agree to look at this over the next month and then finalize them at the meeting next month. All agreed.

Any Other Business

Commissioner Clark brought up the paramedic charge. He wants to look at and come up with a policy for reciprocity. Discussion ensued Franklin and Concord's paramedic intercept charge and the possibility of Franklin calling us for an intercept. Chief Carrier stated that fifty percent of the time there is a paramedic on call. We can set a fee schedule for when we are called for a paramedic intercept. He doesn't think we will ever use it. Commissioner Auger thinks the paramedics should stay in town at all times. Discussion ensued. Chief Carrier will put a policy together for the next meeting.

Center Street Fire Escape

Commissioner Gallant again stepped down as Commissioner and Chair.

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The bids were reviewed.

Commissioner Auger brought up the lead paint issue. Tom Gallant replied they are certified.

Commissioner Auger asked what the advantage of going with the alternate materials. Tom explained that the composite is the most recommended and most used for handicapped ramps. It is all screwed down. It is no slip.

Commissioner Auger made a motion to accept Tom's bid and go with the alternate materials. Commissioner Clark seconded the motion. There being no further discussion, the vote was taken. Commissioner Auger and Clark were both in favor. Commissioner Gallant abstained.

Commissioner Clark asked when they will start. Tom replied probably in two weeks. He would like to get a firm quote on panic hardware as he feels it should be used. Captain Ober commented it is not required but the better way to go.

Commissioner Auger stated a letter should go to DGD Builders letting them know there were two bidders and the bid went to Up-Country Builders as they were low bidder. Commissioner Clark requested Kathy send the letter.

Commissioner Gallant resumed Chair as Commissioner at this point.

Interior Renovations

Commissioner Gallant suggested that the people who inhabit the area come up with a plan and then come back to them with it. He explained his idea of moving Captain Ober out of the duty office and reconfiguring space. Captain Ober was asked to spearhead this.

Commissioner Auger 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 May 22nd. Commissioner Clark seconded the motion. There being no discussion, roll call vote was taken: Pat Clark, yes; Paul Auger, yes; Tom Gallant, yes. At 8:36 PM they have gone out of public session.

There being no further items to come before them in non-public session Commissioner Gallant made a motion to go out of non-public session at 8:43. Commissioner Auger seconded the motion. Roll call vote was taken: Pat Clark, yes; Paul Auger, yes; Tom Gallant, yes.

At 8:43 PM they are back in public session.

Commissioner Gallant asked if there was any other business to come before the Commissioners.

Commissioner Auger made a motion to adjourn. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Vote was unanimous.

The meeting adjourned at 19:18 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: July 15, 2010 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.