

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	July 15, 2010 at 18:09
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 nd Floor, Room 213, Tilton

Commissioner Auger called the meeting to order at 6:09 PM.

Present: Commissioners Paul Auger and Pat Clark; Chief Stephen Carrier, Administrative Assistant Kathy Tobine, Gretchen Wilder and Ann Glines.

Absent: Commissioner Tom Gallant, Treasurer Roland Seymour, Deputy Chief Mike Robinson, Captain Brad Ober.

Public Minutes

June 17th

Commissioner Clark made a motion to accept the public minutes of June 17th as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Minutes were accepted unanimously.

Public Comment

There was no public comment.

Correspondence

There was no correspondence.

Treasurer's Report

Roland was not present but he had provided the monthly reports.

Commissioner Clark asked Kathy to highlight the report. Roland had written comments on Kathy's copies. They are as follows:

- The \$50,000 TAN was paid on July 12th. There was \$77.75 paid in interest.
- We have received six months of Ambulance Revenue. This totals \$121,827.92.

Discussion: Commissioner Auger asked if we thought we would have a problem with cash flow next month. Kathy responded that it would be the end of August and again in December. We have a line of credit so all we have to do is request a draw and the bank will transfer the money into our account.

Gretchen asked if quarterly payments were new. She thought they had gone into effect a long time ago. Commissioner Clark explained that Northfield had started them last year. The Selectmen are looking at it again. It's after the fact and we need to float some money to pay the bills until we get caught up with that. Commissioner Auger stated that if they paid the second month of the quarter we would be all right. Where they pay at the end of the quarter the last two weeks it gets tight. Commissioner Clark stated it's coming around and they are working on it.

Commissioner Clark made a motion to accept the Treasurer's Reports as printed with reservations. He likes to have Roland at the meetings. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Treasurer's Report accepted unanimously.

Chief's Report

Chief Carrier highlighted a few items from his report.

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- Attended the NE Fire/Rescue/EMS Conference and Expo in Springfield, MA. He worked at the booth and gate. He saw attended at least one seminar and saw vendors. Commissioner Auger asked which seminar he attended. Chief replied *Leadership Is Not For Wimps* by Kimberly Allen. She's an excellent speaker and has been published quite frequently in Fire House Magazine.
- Firefighter Matt Gilman has been out with a shoulder injury he suffered when he was off-duty. He has been collecting under his short term disability. Commissioner Clark asked how it works. Kathy explained that for an injury outside of work the coverage starts on day 2. He is paid under his sick time and then when we receive the disability check from LGC we reimburse that amount of sick time. This way only 1/3 of his sick time is used for the time he is out. Commissioner Auger asked if this insurance covers the shift coverage while he is out. Chief Carrier replied it will not affect his schooling. Commissioner Auger asked if this will affect paramedic school. Chief Carrier replied it would not.
- The sign has been installed on Park Street Station by Ian Graphics. The Firefighters Association paid for it. Also, small door signs were placed above each overhead door at both stations to indicate which apparatus is behind them. They are generic and can be moved if necessary.
- The pilings for the fire escape on Center Street have been set.
- A1 is currently at AutoServ. It's experiencing problems much like we had with A2 with either the transmission or turbo.
- The new website is up and running. We are trying to keep it current and improve the content. Many of the things talked about have been implemented. A special thanks to Tim Pearson and his wife. Commissioner Clark asked if the bios had been completed. Chief Carrier replied that they have been completed for the full-time personnel. Some of the call firefighters have submitted theirs and we are working on them. Gretchen asked if any were hesitant about providing their information. Chief Carrier replied yes.

Incident & Activity Log

Chief Carrier stated that through the end of June they were at the same number of calls as 2008. Historically, 812 are the most calls they have had in the past 11 years in the month of June. The number of fire alarms dropped last month to 9. This is very low. He credits Brad and some of the things he has been doing with this drop, also the weather. Fire calls were discussed. Medical calls were down slightly in June. Other than that it was fairly unremarkable.

Commissioner Auger asked about mutual aid. Medical given is us going to another town. Receiving is them coming to us. When we call, is that because both ambulances are busy? Chief Carrier replied it depends. For the most part it was because the second ambulance was not available.

Paramedic Intercept

Commissioner Clark asked about the reciprocity of the medic charge. Chief Carrier replied that he had sent a letter to the Commissioners for their approval. Once it is approved the policy will go into effect.

Commissioner Auger asked if when we paid the bill for a paramedic intercept if the money came out of the Operating Budget or the Apparatus & Equipment Fund. Chief Carrier replied out of the Apparatus & Equipment Fund. Commissioner Auger asked if we charge the patient for it. Chief Carrier replied yes. Commissioner Clark asked about the charges. Chief Carrier explained how the billing works. Paramedic revenue is 6% more then and Intermediate call. Further discussion ensued.

Fire Prevention Report

Captain Ober was on his way to Maine tonight. Chief Carrier stated they have his report. He had a couple of things that were not on the report that Captain Ober would like passed along.

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- On June 3rd they hosted a training seminar on NFPA 54 on gas. It was very beneficial.
- On June 23rd they gave an Order To Vacate to Lakes Region Fitness. The police department found four bedrooms up in the attic area of the gym. They had no smoke detectors or secondary means of egress. This was not appropriate use of the building. The Order To Vacate only lasted 24 hours until the tenants were out then the reopened. This really opened their eyes to this economy that people could be sleeping where you wouldn't expect them to be. Commissioner Clark asked if it is illegal to do that. Chief explained it isn't if they went through the proper permitting process. Discussion ensued.

Commissioner Auger asked about the Legion. He wanted to know if there is a law stating they need a sprinkler system. Chief Carrier replied yes. He explained they have struggled with this for a while. They have been working with the Legion since 2006 on this issue. NH adopted the "Nightclub Law" which is sprinkler requirements for public assemblies that meet the definition of a nightclub. He then went on to explain the law. The Legion has been working with them. By June, 2011 they will have a full fire alarm system in the building. Then by June, 2012 the building will be fully sprinkled. Discussion ensued.

Commissioner Auger had a couple of people concerned about the way Brad does the inspections. They have questioned some of the things have been done whether it is a State law or a law they would like to see done. What he told them that if they were concerned to ask him to prove that it is a law. Chief Carrier replied that Brad writes an inspection report and he always puts a reference to the code in it. He also puts the language of the code in the letter that pertains to that. If it's not a code and something they would like to see done Brad will write that they recommend. They can appeal any of his decisions to the State Fire Marshall's Office.

Old Business

Wage & Benefit Study

Undated information was provided as the Commissioners requested. Kathy highlighted the information. Gretchen asked if this information is on the website. She was told it is not.

Goals & Objectives

This was postponed until the next meeting.

Strategic Plan

This was postponed. Chief Carrier commented this hinges on the Goals & Objectives.

Commissioners Auger and Clark asked Kathy to set up a work session prior to the August 19th Commissioners Meeting.

RSA 52:16

Commissioner Clark looked into this RSA regarding how the towns should be paying us. It doesn't clearly state when they have to pay. It does state "In the case of districts with annual budgets of \$200,000 or more, the town treasurer shall distribute the amount of taxes collected and held in trust by the town under paragraph I by distributing to the district treasurer all taxes collected in any given calendar month by the end of the next following month, unless otherwise agreed to in writing by the town and district treasurers. The town treasurer, furthermore, shall turn over to the district treasurer all interest earned on district tax revenues held in trust by the town and all interest collected by the town on the account of any delinquent district taxpayers' district taxes in the same manner as the tax revenues are distributed."

Commissioner Clark went on to say that we can collect a portion of the interest the town collects. He would just as soon work something out so we don't have to go that route. He would hope that we can get to the point where they pay us on a monthly basis ahead of time so we can pay our bills. This RSA

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goes along with what Commissioner Gallant said. They can do what they are doing according to the law from reading this. Commissioner Auger said that what you are saying is that any interest we should receive we could get a piece of that. Further discussion ensued.

New Business

Physical Fitness Policy

Chief Carrier explained the Tim Joubert planned on being at the meeting to present the proposed Physical Fitness Policy but he was on a call. It is a pretty comprehensive policy. It came about through the Joint Loss Committee. He stated they have already received feedback on it. A medical clearance form has been added. He urged the Commissioners to read the policy and come back with it at the next meeting. He encouraged them to call if they had any questions.

Commissioner Clark asked if Firefighter Joubert is the fitness coordinator. Chief Carrier replied no. This would allow them to have a fitness coordinator. Commissioner Clark asked if there are other departments that have a Physical Fitness Policy. Chief Carrier replied yes.

Commissioner Clark personally feels keeping in shape is good. He would like to tie it into meeting some physical fitness test at the end of the year. Chief Carrier stated that LGC comes in once a year and evaluates physical fitness. It is not an agility or ability test, just physical fitness. Commissioner Clark asked Chief Carrier how he felt about tying this into a physical fitness test. Chief Carrier stated he doesn't mind as long as the physical ability test is job based and fair. It would be pretty cost prohibitive to do it the right way. If you don't do it right it's not fair to the employees.

It was agreed the Commissioners would take the policy home, read it, jot down their feedback on it and return it to Chief Carrier.

Commissioner Clark asked Ann Glines how she felt about it as a call department member. He feels that the call firefighters should step up to the plate to do everything they can to be fully trained and fully in shape to be able to do the job as well. Ann requested they remember this not the city. We have both call and full time firefighters. The call firefighters can do the job but not 8 hours a day. Keep that in mind. Call people work full time jobs as well as belong to the call department.

Gretchen stated she's the one that has been bringing up fitness. Once people get employed they are working on skill sets. More and more people are getting physically fit and taking care of themselves. She would want think it would be mandated. Discussion ensued.

Fit for duty was discussed. It was agreed that there is no easy answer. This is a step in the right direction.

Tilton-Northfield Water District

Commissioner Auger stated they met with the Commissioners of the Water District on Monday, July 12th. There are six new hydrants on West Main Street going into service. We did not get charged for them last year. Commissioner Clark stated it was pretty much an informational opportunity for them to get together and talk. It was very informative.

Purchasing Requests

Flashlights. When Firefighter Joubert went to the NE Fire/Rescue/EMS Conference and Expo he was able to get the flashlights approved at the May meeting at a saving of \$11 per light. The show price was \$49.95.

Request for a Z-Valve. A Z-Valve is used for in line pumping. It is a large diameter valve that allows water to flow straight through. The current Z-Valve is leaking significantly. The valve itself was built in 1976 by Jaffrey. The company has since gone out of business. It was bought by Task Force Tips who sold all of their supplies to New England Nozzle, Valve and Gate Repair Service in Pembroke, MA.

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Firefighter Joubert got a quote of \$442 to fix the 34 year old valve. Firefighter Joubert is requesting we replace the Z-Valve with a new valve. The cost is \$1,895. Chief Carrier recommends buying the new valve. Commissioner Clark asked how much the old one weighs. Firefighter Joubert replied close to 30 pounds. The new one weighs half of that. Commissioner Auger asked where the money would come from. Chief Carrier replied the Apparatus & Equipment Fund. We can't go over budget. We already saved money on the flashlights. Commissioner Clark asked what other items that are on the list that we budgeted for might be in jeopardy. Chief Carrier replied that we are in pretty good shape. We are \$32,000 under budget right now. There are some other items that haven't been purchased yet. Commissioner Clark made a motion to purchase the Z-Valve. Commissioner Auger seconded the motion.

Discussion: Commissioner Auger stated he hopes we don't jeopardize something down the road by purchasing this. That is his only concern. Chief Carrier stated they understand that. Commissioner Clark asked why Firefighter Joubert brought it before them. Firefighter Joubert replied he is in charge of protective clothing and fire equipment. Each of the firefighters has something he is in charge of. There being no further discussion, vote was taken. Motion passed unanimously.

Sole Source Purchasing Request

There were no sole source purchasing requests.

Any Other Business

Commissioner Auger asked when repairs are done on the trucks if that is something that is kept track of. Chief Carrier replied that they are. He explained that Firefighter Smith takes the invoices when they are received and enters them into the computer. We can pull up the history.

Commissioner Clark asked if there is a maintenance schedule. Chief Carrier stated that Firefighter Smith and Duane just attended a class on transmissions. They came back and said that Allison transmissions need to have special oil. That is something they need to keep an eye on. They are still learning in a lot of cases. They try to follow manufacturer's recommendations.

Commissioner Clark would like a report on how the information is kept and maintained.

Commissioner Auger is looking at what the warranties are. He wanted to be sure they have a record showing the work was done so it will be covered under warranty.

Bills

The manifest was reviewed. Commissioner Auger had questions on invoices from Bergeron Protective Clothing, Desorcie Emergency Products, J.A. Garneau Companies and NES/First Call Gear.

 Bergeron Protective Clothing was for helmet shields.

 Desorcie Emergency Products travel time bothers Commissioner Auger. He's not saying that they are not worth it; it's just that the travel time bothers him.

 J.A. Garneau was materials for Park Street beautification. It was for the trim around the overhead doors.

 NES/First Call Gear was for purchased from the firefighters uniform allowance.

The manifest total approved was \$54,392.66.

Non-Public Minutes

June 17th

Commissioner Clark made a motion to accept the non-public minutes of June 17th as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Minutes were accepted unanimously.

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Training and Incident Attendance

Chief Carrier handed out a report on Training and Incident Attendance for the first six months of 2010. What it points out is that they established a policy that they wanted the call firefighters to make at least 5% of the incidents and at least 36 hours of training. This is just incidents. There is a bunch of call firefighters that are well below 5%. What we are trying to do is motivate our call officers to motivate their company. Whether we like it or not that's our reality.

Commissioner Auger asked if we had paid for any of their schooling. Chief Carrier responded that we have paid for most of them to some extent. Commissioner Auger wanted to know if they could come up with any kind of policy where if we pay for any type of schooling they have to maintain a certain amount of activity. Chief Carrier thought that was a good idea.

Adjournment

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

The meeting adjourned at 19:55 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: August 19, 2010 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.