

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	August 19, 2010 at 18:00
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 6:00 PM.

Present: Commissioners Paul Auger, Pat Clark and Tom Gallant; Chief Stephen Carrier, Deputy Chief Mike Robinson, Captain Brad Ober, Firefighter Tim Joubert and Administrative Assistant Kathy Tobine.

Public Comment

There was no public comment.

Correspondence

Letters were received from the following:

NH Department of Revenue Administration regarding House Bill 1448 which clarified that every municipality in the State of New Hampshire must conduct, at least annually, an audit of the accounts of any officer or agent handling funds of the municipality. We fall in the category of mandatory. We will have to accommodate. Discussion ensued. Kathy is to contact Melanson Heath & Company and let them know that we will be subjected to an audit this year and ask for a quote for completing the audit in writing.

Town of Tilton sent a letter regarding the cement slab behind the station. Commissioner Gallant read the following into the minutes.

"Dear Commissioners:

During the Tilton Selectmen's meeting on July 22, 2010, the Board discussed the municipal parking lot. It had been brought to their attention that on a number of occasions, vehicles had to drive behind the Center Street Station when Center Street was blocked by fire apparatus.

The Board asked me to contact the Commissioner to inquire if the District would be able to remove the cement pad. This would allow safer vehicle passage behind the fire station.

The Board hopes that you will be able to give this matter your consideration. Please let me know if you would like to meet with the Board for further discussion.

Sincerely, Joyce M. Fulweiler, Town Administrator"

Discussion ensued about the pad. Commissioner Gallant is to contact a couple of local contractors for a price on the removal of the pad. He wants further clarification from Town on what they will do.

LGC provided a proposal for their professional recruitment service. This will be discussed at the August 23rd meeting.

Municipal Resources of Meredith provided a proposal for their professional recruitment service. This will be discussed at the August 23rd meeting.

Captain David Hall sent a memo regarding staffing budget proposal. This will be discussed at a later date.

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Firefighter Stephen Smith provided an update on the maintenance program. Commissioner Gallant read the following into the minutes.

"Our current maintenance program begins with a daily check of the first due apparatus, all other equipment is checked on a weekly basis. Anyone who operates a vehicle is required to do a check of the vehicle when it is returned to the station. If a repair or service is needed, the shift officer or I will contact the appropriate service to have the repair made.

Harbour Enterprise does all the preventive maintenance on our vehicles. Engine oil changes are made every 300 hours or 3000 miles. If a vehicle does not reach that mark within a year, the service is done. Vehicles are inspected twice a year. Vehicles that are not safe to operate are taken out of service until they are repaired. Some repairs are done in house by department members depending on the degree of the repair. Small inventories of parts are kept on hand. Additional parts are ordered by us or by the service company.

Maintenance records are kept on file and in Fire Programs. Vehicles have individual folders with warranties, certifications and manuals. Programs can be run to see what vehicles need service or what work has been done on that specific vehicle.

Engine or transmission repair is sent to Irwins and AutoServ for Ford vehicles, Yankee Truck or Liberty for International and Cummins for engine repair. Electrical and wiring problems are sent to Beauchine Auto Service. Chassis springs and alignment are done by Patsy's or Donovan Spring.

Duane Harbor and I are putting together a program to update the transmission maintenance by switching to a synthetic fluid that guarantees no transmission problems for the life of the vehicle.

The fire engines and ladder are tested annually for performance. Maintenance and repairs are made from reports on deficiencies found during the test.

Although our maintenance program is extensive, we are able to keep costs low and have vehicles safe to operate.

Respectfully, Stephen L. Smith"

Commissioner Clark asked if Firefighter Smith was responsible for maintenance internally and Duane Harbour is our maintenance person. He asked if the Chief and the Deputy if they had looked at it and signed off on it. Both replied they are. Commissioner Clark's overall concern is what came out of Belmont. He would feel more comfortable if they have redundant check on it. Deputy Robinson will review and get back to the Commissioners at the next meeting. It will be under old business. Commissioner Auger asked if when the information is logged onto the computer if it can be pulled up when it comes time to replace a vehicle to see how much has been spent on that vehicle. Chief Carrier replied it can.

Minutes

July 15th

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

Discussion: Commissioner Clark brought up the American Legion. He would like the Fire Marshall's office to meet with the committee at the American Legion and Captain Ober. He wants it done before Chief Carrier leaves.

Chief Carrier commented that he has talked with Captain Ober about it. They feel pretty secure that it will not fall into the nightclub category. The sprinkler system may have been

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resolved. If he goes back to them with this information they will be happy. They still want to look for a fire alarm system and changes in the interior finish that needs to be taken care of. Another thing is that Commissioner Clark has been trying to help and attending some of the meetings as member of Legion and a Fire Commissioner. They need to be careful of that. If there is ever an appeal on a decision that Captain Ober or the Fire Chief make, the commission is the first line of appeal for that. They are leaning toward not having meeting with the Legion and the Fire Marshall's office.

Captain Ober stated this information is fairly recently learned by himself. Basically he had to do more research due to new property coming on line that fits that description. He stumbled on private vs. open to public use. He has not prepared a letter back to Joe and the committee. He is asking nothing be said to them yet. He would like to present to it to the Legion. The definition is confusing. The State could have done a better job in defining each of the criteria. He needs to craft a letter back to Joe and the committee.

Commissioner Clark is to contact the committee and tell them Captain Ober has done further investigation and will get a letter to them. Captain Ober asked Commissioner Clark to be careful on what he says. Commissioner Gallant requested Commissioner Clark tell them that they will get a letter and nothing more than that. It is the responsibility of the Commission to manage, not micromanage.

There being no further discussion, vote was taken. Commissioner Gallant abstained as he wasn't at the meeting. Commissioners Auger and Clark in favor of accepting minutes as printed.

Treasurers Report

Roland gave the Treasurer's Report.

The Account Balances are as of August 19th to reflect the account balances after all the bills and payroll this week.

- Account 1000: Apparatus & Equipment Fund balance is \$392,898.88.
- Account 1002: Debit Card balance of \$1,922.02.
- Account 1003: FSB Operating Account balance of \$138,000.24 shows the \$50,000 advance given to us by Franklin Savings Bank.
- Account 1004: FSB Payroll Account balance is \$500.

Operating Budget vs. Actual

Commissioner Gallant asked Chief Carrier if anything stuck out. Chief Carrier said everything is ok. The only two lines they are over in are training and vehicle repair parts.

Apparatus & Equipment Fund Budget vs. Actual

The ambulance charges are up through July. Commissioner Clark asked if we were down about \$98,000 on income based on the proposed budget. Roland explained that this is just through July. They have five months to collect \$98,000.

Cash Flow Statement

Commissioner Clark asked if we transferred money from the TAN. Roland replied he transferred money on the 16th. He didn't expect Tilton's check until the end of the month. Commissioner Clark asked if we are expecting to get a quarterly payment from Northfield the

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end of September. Roland said yes, that is the agreement. It appears on the last page that the cash balance will be at \$204,799. That is made up of the beginning balance of \$180,093 plus the net available of \$24,706 at the end of the year. We will be ok. Commissioner Gallant stated these are projections. Roland stated you are not allowed to overspend your budget so you will end up with the \$180,093 anyway. Kathy is to resend the last page to the Commissioners with the bottom line.

Commissioner Clark made a motion to accept the Treasurer's Report as printed. Commissioner Auger seconded the motion. There being no discussion a vote was taken. Motion accepted unanimously.

Chiefs Transition Period

Deputy Robinson reported he and Brad got together and discussed the transition period. He would like to suggest that during the transition period that Brad and he share the duties and title of acting chiefs. His enemy to the department is his daytime availability.

The discussion he and Brad had was to share the authority and the responsibility. He knows Brad is very capable. Through the transition period they will share all responsibilities. Daytime responsibilities Brad will handle. If anything comes up they can make a phone call or schedule a meeting. It's a matter of communication between the two of them.

Deputy Robinson requested he be provided with a department cell phone. They look forward to the challenge of doing it. It will make both of them very busy but they believe it will work and work very well. He suggested Brad move into the Chief's office and they share the office.

They had discussions on the command vehicle. Deputy Robinson would like to have it available at night should they need it. Brad should have access to it and utilize it during the day. It should be kept at the station. One exception to that would be that in the event he is out of town, Brad takes the command vehicle home.

They look forward to the challenge and hope for a rapid replacement. The department is like a well wound watch. It works very well thanks to Steve. Things are in motion. They have no intentions of any major changes being made. They will keep it headed in the direction it is.

Commissioner Gallant has no qualms that the two can handle it. He has no problem with anything the Deputy said. Under the circumstances you can't have two people at the top and have it work well. He would like Mike as the acting chief and Brad as the acting deputy. We have a far different department now than seven years ago. It will be three to five months before the Chief is replaced. He would certainly not try to micromanage anything. Brad has the best feel on the day to day and hour to hour operations.

Deputy Robinson rebutted. He foresees no issue whatsoever with both of them as acting chief. He needs to have Brad comfortable with making decisions. Commissioner Auger agreed with Mike. Commissioner Gallant stated the Deputy would have any jurisdiction that the Chief extends to him. Commissioner Clark agreed with Commissioner Gallant.

Deputy Robinson stated this will affect both of them but probably Brad more. They discussed Brad spreading his work load among the officers and his subordinate. If there is a need of a trump card being pulled, the Deputy would like the ability to push that. He doesn't feel there will be a problem. Discussion ensued. Chief Carrier agrees it would be much cleaner to have

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an acting chief and an acting deputy. This gives a very clear line of authority. That's important.

Commissioner Auger wanted to know why the Deputy needed to be the acting chief. Mike is the deputy chief. He feels it is misleading to do that to somebody. He is the one that is going to make the call.

Mike commented he cannot do it without Brad and the rest of the department. Commissioner Clark asked if they are comfortable with Mike as acting chief and Brad as acting deputy until they hired another chief. Chief Carrier stated they have to realize Brad is an hourly employee. He works a 40 hour work week. If you make changes to his work week and require him to work over 40 hours they will pay overtime. Commissioner Gallant stated they will discuss compensation in a non-public session.

Commissioner Auger made motion that Mike remain the Deputy and Brad remain next in line. Motion failed for lack of a second.

Commissioner Clark made a motion that Mike is the acting chief and Brad is the acting deputy chief for the interim period until a chief is hired. Commissioner Gallant seconded the motion. There being no further discussion, vote was taken. Commissioner Gallant and Commissioner Clark for, Commissioner Auger against.

Chiefs Report

Chief Carrier gave his report. It's a pretty brief report. He will answer any questions.

Activity Report for July shows 179 incidents which is a record month for the department. The spikes in the past were weather related. A number of calls have gone to 380 West Main Street. The person there we deal with has some pretty significant medical issues that cause a person to fall quite often. They have researched the condition. One of the leading causes of death with that condition is falls. It's a difficult situation. Her condition doesn't allow her to communicate well. She is her own POA. She has a case manager. The patient doesn't choose to live anywhere else at this time. Most of the calls are under medical aid other.

Commissioner Gallant asked a question about the July meeting with DHHS. Chief Carrier responded it was a follow up meeting. They are still not back to full capacity yet. There is some question about the acuity level of some of the residents that live there. DHHS is monitoring it on ongoing basis. It was pretty interesting at the last meeting. They brought the nurse manager. She came in stating prior reports were erroneous. At the end of the meeting she was completely turned around. They are on the right track with them. Brad stated it is getting better.

Commissioner Gallant asked about the ambulance issues. He wanted to know how long the issues have been taken care of for. Chief Carrier stated the power issue has been taken care of. A radiator hose went on way the back from call. The air conditioning line had a problem. The radiation in 21A1 has a leak and is being replaced.

Engine 3 electrical issues have been taken care of. It was sensor in radiator.

Commissioner Gallant wanted to know when the Chief could have the budget to them. Chief Carrier commented the budget should be done tomorrow. They can have Monday night.

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Certain things don't have final numbers and won't until January. Commissioner Clark asked if they were going to have a comparison of what they have right now to what they talked about the other night. He is interested in see what they effect is of what they are thinking of proposing. Chief Carrier stated that on the Step & Grade plan we just plugged people in to the closest to what they have now. Some people go up four cents an hour while some people go up fifty cents an hour. Commissioner Gallant stated his feeling was that if they adopted this tomorrow morning what difference that would make worksheet appropriate. Discussion ensued. It was decided they would have a work session on September 1st at 6:00 PM on the Wage & Benefit Study.

Commissioner Auger asked if Matt Gilman was back to work at full duty. Chief Carrier replied he is.

Fire Prevention Report

Captain Ober noted that he designed a new report thanks to help from Kathy and Sean. It is a better way to track.

They did fire extinguisher training at The Arches, Tanger Outlet Center and Eptam Plastics. They had a total of 38 students.

Lochmere Meadows coming along nicely. They are into the third building.

Buzzy's Pub & Restaurant attempted to open for business a week ago yesterday. He discovered he needed to do a fire alarm system and other stuff. He pushed hard for a 30 day extension but they stuck to line on it. He was given detailed report the first of June on what needed to be done. He needs to meet those in order to open.

The wood chip plant at WRHS is right on track with the sprinkler system. They will be on line with the heating system in the fall.

The Wal-Mart expansion is doing its thing with planning board. He expects final plans in the next month or two.

Lakes Region Fitness Gym of West Main Street was closed due to severe fire code violations. He was given 30 days to rectify and chose not to reopen for business.

Captain Ober reported they have started a new process for utility inspections. The used to use paper door hangers. They have changed to a plastic tag. They are all numbered. It seems to be working pretty well.

Captain Ober reported he is starting to plan for fire prevention week. He would like to get in in September and get it out of the way.

He will be coming to a meeting regarding the fog generator on the Fire Prevention trailer. It is not working. The better choice is to replace rather than fix it. They will have to borrow a fog generator to operator the trailer.

The building Pauli's Diner is in is under foreclosure. He met with a bank representative, the realtor and contractor who are rectifying the problems. They want to get in and get retail spaces up to snuff then work on the apartments upstairs. The will leave Polly's for last. They are moving forward. This is a pretty big fire prevention concern for Main Street.

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Commissioner Clark asked if any paperwork had been received from any lawyer regarding the lawsuit the coffee shop is involved with. Captain Ober replied we have not received anything.

Old Business

Paramedic Intercept Policy

Commissioner Gallant read the policy into the record.

In the event that a paramedic from the Tilton-Northfield Fire & EMS is requested to respond to "intercept" with another ambulance service, other than our own, the requesting service will be billed a flat rate of \$250.

This policy will only be applied when the services of a paramedic, specifically, are requested to treat and/or accompany a patient that another service has been called to assist, and that they have determined needs the service level of a paramedic, which they cannot provide. In no way shall this be applied to normal EMS mutual aid such as automatic aid, requests for additional ambulances, or responding to another community to answer a call they are unable to for any other reason.

If the requesting service chooses to transfer the patient to the Tilton-Northfield ambulance for transport to the hospital, Tilton-Northfield will bill the patient and no bill will be sent to the requesting service.

Commissioner Clark made a motion to accept the policy as read. Commissioner Auger seconded the motion. Discussion: Commissioner Clark would like to have it worded that the charge would be into effect and we would bill the other community as such unless the other community charges us more. In that case we charge as they charge. Commissioner Gallant asked what other communities charge. Commissioner Auger stated Franklin charges \$350, Concord charges \$500. Commissioner Gallant asked where the \$250 came from. Chief Carrier explained that he established the \$250 based on what he felt were actual costs involved. There being no further discussion, vote was taken. Motion failed for lack of a vote.

Commissioner Clark made a motion to accept the policy as read with the exception that if another community charges more that we charge that amount for our billing. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Commissioner Clark for, Commissioners Auger and Gallant against. Motion failed.

Commissioner Auger made a motion to accept the policy as read except bill a flat rate of \$350. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Commissioners Gallant and Auger for, Commissioner Clark against. Motion passed.

Wage & Benefit Study

Commissioner Gallant stated they met on Monday. They will meet again September 1st.

Goals & Objectives and Strategic Plan cannot move forward until the Wage & Benefit Study is completed.

Fitness Policy

This was distributed last month. Commissioner Clark admitted that he has not read it. It was written by Firefighter Tim Joubert. Firefighter Joubert addressed the policy. He stated there is no current policy in place. There needs to be policy in place. This policy incorporates full time

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and call members. It was decided that Firefighter Joubert will attend the September 1st meeting. He will be first on the agenda and they will deal with it then.

Protective Clothing

Firefighter Joubert reminded everyone that we have a sole source purchase order with Bergeron Protective Clothing. Because we work so much with them, Bergeron approached us as Globe is doing a study on fire gear. With working with Bergeron and Globe they have decided to take two sets of protective clothing back to Globe to be studied. In return they bought us two brand new sets of gear. We received savings of almost \$6,000 in gear. Commissioner Clark felt this should be written up and put on the website. Firefighter Joubert cautioned that it should be kept low key. Bergeron works with a lot of area department and he doesn't want to create any problems for them. Commissioner Auger agreed with Firefighter Joubert. Commissioner Gallant thinks a letter should go to Bergeron relative to their actions and what it means to the District. The Chief is to handle.

Center Street Interior Renovations

Captain Ober presented a drawing of the proposed renovations. He has tried to identify the three areas we were tasked to address. First was staff accommodations and comfort, second a Fire Prevention office and thirdly a conference area. This is the best plan they have come up with to address all of those areas. The current bunkroom would become the dayroom. The current office which is shared by Fire Prevention and the duty shift would be cut in half. A new door would be placed from the meeting room into the new office for the duty shift. The other half which is accessed from the little lobby by the bathroom would become the bunkroom. The Fire Prevention office comes out into the training room and encompasses the corner where the stairwell comes up. They squeezed in a little bit of a conference room by moving Kathy's door down and left the Chief's office there. We have reoriented the training room by going with a smaller table and changing the direction of the training to the side wall. This really refocuses each function of the fire department. All the staff has looked at it and everyone likes it. Lieutenant Ames pointed out the biggest issue is electrical. Discussion ensued. Commissioner Gallant is to put the bid spec together. He will have it ready for the meeting on September 16th. It will be at the beginning of old business on the agenda.

New Business

HB 1448 – Audits

Audits were discussed earlier.

Hiring Process/Background Checks

Chief Carrier brought up that it has always been our policy to pay for background checks. Other departments are requiring prospective new members to pay for their background checks. If they are hired they are then reimbursed the expense. The criminal background check costs \$55.25 and the MVR costs \$15.00. Discussion ensued.

Commissioner Clark made a motion to split cost on the background check, motor vehicle check and physicals. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Commissioners Clark and Auger for, Commissioner Gallant against.

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Commissioner Gallant made a motion that the vote just taken be rescinded. Commissioner Auger seconded the motion. There being no discussion, vote was taken. All were in favor of rescinding prior vote.

Commissioner Clark made a motion that any full time firefighter applying for a job pays half of the background check and physical, call firefighters pay half of the background check. Upon hire, they are reimbursed. Discussion ensued. Motion failed for lack of second.

Commissioner Auger made a motion that full time firefighters and call firefighters pay for their motor vehicle and background checks. Upon hire they don't get reimburse. Motion failed for lack of second.

Commissioner Gallant made a motion that background checks and motor vehicles reports be borne by the applicant. In the event they are successfully hired they will be reimbursed 100%. Commissioner Clark seconded the motion. There being no further discussion, vote was taken. Commissioners Gallant and Clark for, Commissioner Auger against.

Sole Source Purchasing Requests

- Hurst Tool Equipment: Chief Carrier stated that Firefighter Powell is requesting 10 quick connects for the Hurst tool equipment. It comes in over what they have left to expend in that line. Chief Carrier recommended they cut back to six. It will still be over a little bit which shouldn't be a problem. It's a sole source request because Firematic is the only Hurst dealer. Discussion ensued.
- Fire Extinguisher Service: Chief Carrier stated that Captain Hall is requesting Hampshire Fire Equipment be our sole source provider for any fire extinguishers needs in the future. This came up because we have had some issues getting hold of Tri State Fire Protection who has been doing our fire extinguisher service for a number of years. They are out of Gilford. We were making phone calls and ended up getting hooked up with Hampshire Fire Equipment. Hampshire Fire Equipment will come to us. Tri State was doing that but they were charging \$50. Hampshire Fire Equipment is free delivery. Discussion ensued.
- Twin Rivers Office Products: We are requesting Twin Rivers Office Products as the sole source provider for our copy machine maintenance. Discussion ensued.
- Rymes: Walter Hall put together this propane and oil quote. They are a local company and can provide local service. Discussion ensued. The Commissioners requested three quotes. Captain Ober is to handle getting the quotes. Commissioner Auger feels one company should do both propane and oil. Chief Carrier stated this was given for information purposes only. Captain Ober will have the quotes for next month.

Commissioner Gallant made a motion to go with Twin Rivers Office Machines annual contract of \$415 for the ensuing 12 month period. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Clark made a motion to go with Hampshire Fire Equipment as sole source provider for 2010. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Auger made a motion to purchase six quick connects for the Hurst equipment from Firematic. The total price will be \$3,048. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

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Other Business

Business Park Drive

Commissioner Clark asked if any of our equipment is at Business Park Drive. Chief Carrier replied the fire prevention trailer and the antique hand tub. In the winter, the forestry skid unit. Discussion ensued about utilities at that building.

Captain Ober asked Captain Hall's staffing budget request. The Commissioners would like it submitted through proper channels.

Training and Incident Attendance

Chief Carrier distributed a Training and Incident Attendance report. He explained it was for the first six months of year. Commissioner Gallant said it was for informational purposes only. He recommends they take look at it and discuss it at the next meeting. Chief Carrier commented they had very good turnout Monday night. Captain Ober stated attendance seems to be increasing.

The website was discussed. Commissioner Clark asked about putting

A thank you letter is to be sent to Bergeron by Firefighter Joubert for the gear.

Bills

The manifest was discussed. Commissioner Auger had crossed out three bills as he wanted clarification on them. Stephen Carrier was from the uniform allowance, Concentra was a fit for duty physical and Worcester County Police Equipment was from the uniform allowance. Commissioner Auger asked what the annual uniform allowance was. Chief Carrier replied \$450. This covers any type of clothing they would wear as part of their uniform. There being no further discussion the manifest of \$80,912.59 was unanimously approved.

Adjournment

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

The meeting adjourned at 8:35 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: August 23, 2010 at 17:30. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.