

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	September 16, 2010 at 17:30
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 5:30 PM.

Present: Commissioners Paul Auger, Pat Clark and Tom Gallant; Treasurer Roland Seymour, Interim Chief Mike Robinson, Interim Deputy Chief Brad Ober, Firefighter Tim Joubert and Administrative Assistant Kathy Tobine.

Public Comment

Commissioner Clark introduced Liz Merry. She is running for office as representative for Sanbornton and Tilton. She wanted to know what some of the issues are and what she could do to help us in Concord. She gave examples of the things she heard from Sanbornton.

Commissioner Clark asked Brad if the firefighters had given him any feedback on what they might have for ideas. Brad replied nothing specific, mainly the Retirement System, the LGC lawsuit and health benefits. Liz will connect with him later.

Commissioner Clark felt same way. There is a lot of talk about the Governor talking of shifting responsibility more to cities and towns to balance the budget. Liz said she feels they shouldn't change in midstream. They should make it effective for new employees. Commissioner Clark doesn't want it to downshift at all. He wants the State to live up to their share.

Mike stated there should be some type of statewide reminder of emergency vehicles. The law states vehicles are to pull to the right and let them pass. They are not doing it. It needs to be promoted. Liz stated they have a draft bill more around distracted driving. The texting law was passed last year. They are going to go with hands free driving. She will ask the Safety Counsel to help with emergency vehicle piece.

She passed out her flyer. She has office hours in Tilton once a month. Her e-mail address on there as well.

Correspondence

Letters were received from the following:

LGC sent us a credit invoice on our 2009 Worker's Comp insurance. Kathy requested they refund the overpayment and we received that.

Minutes

August 19th

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

Discussion: Commissioner Clark brought pointed out a spelling error. Background checks and motor vehicle reports were discussed for clarification. Commissioner Clark asked that the amounts be included in the sole source purchasing requests.

TNFD Commissioner's Meeting
September 16, 2010

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

Treasurers Report

Roland gave the Treasurer's Report.

The Account Balances are as of September 17th to reflect call company payroll.

- Account 1000: Apparatus & Equipment Fund balance is \$409,921.11.
- Account 1002: Debit Card balance of \$1,230.49.
- Account 1003: FSB Operating Account balance of \$76,156.58.
- Account 1004: FSB Payroll Account balance is \$500.
- Account 1005: NHPDIP is still showing as the money was transferred on September 1st.
- Account 1009: Fire Prevention account balance is \$674.69.

Commissioner Gallant asked about Account 1009. He wanted to know if that was an accumulation. Kathy replied that all that goes into that account is the interest earned.

Apparatus & Equipment Fund Budget vs. Actual

This is eight months of revenue from the ambulance charges. If you average that out we are on track for what was budgeted.

Operating Budget vs. Actual

Roland stated that rather than look at the Budget, they should look at the Cash Flow. That gives more detail.

Cash Flow Statement

The YTD August column is that all accounts are posted through August. The TAN Revolving shows a balance of \$30,000. We had a balance of \$50,000 at the end of July but we paid back \$20,000. He hopes to pay the balance in early October. He has projected out October, November and December. We have received Tilton's payment but not Northfield's as of today.

Roland reported we received the DRA numbers. He has talked with Tim Pearson and Glenn Smith. They discussed making the balance of the payments as they have in the past. Tilton's will increase to \$105,195 and Northfield will increase to \$142,156. He has calculated and it came right out on budget.

If the towns pay as agreed, we can pay the \$30,000 back and not have to borrow at all the rest of the year. The second to the last column shows the total paid. The next column is the actual budget. He has plugged in what DRA has allotted us. Things look good and if we stay close to budget things will be ok.

Commissioner Clark made a motion to accept the Treasurer's Report as printed.

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

Chief's Report

Interim Chief Robinson gave some highlights of his report.

- He attended the Northfield Selectmen's meeting.
- He and Brad met with the duty officers.
- He met with Kathy and Brad.

TNFD Commissioner's Meeting
September 16, 2010

- He met with the Sanbornton Fire Chief John DeSilva.
- He attended the Town of Tilton Staff Meeting.
- He dealt with issues on Engine-1. The primer needs repair.
- He dealt with the thermostat issue with Engine-3.
- Basically, project face lift at Park Street is complete. The door seals are complete and the Town of Tilton painted the lines. Two shutters need to be painted and installed. He thanks any and all that were involved. Commissioner Gallant asked if letters were sent out thanking everyone involved. Mike believed the Association did send that.
- The shift officers have been working on a ventilation training prop that is being installed behind the Park Street station. Donations were solicited from Home Depot and Lowe's. Lowe's came through first and gave us pressure treated lumber. Home Depot came through later. There was discussion with Home Depot if they possibly would use those monies to help with the construction project coming at Center Street. They agreed. Commissioner Gallant suggested the first time the training prop is used to have someone from Lowe's come for a photo op.
- Dry hydrants at Shaker Road and Calef Hill Road have been repaired.
- The training session the first Monday in October is for tanker shuttle training for our ISO rating. We will utilize the training to replenish the pond on Calef Hill Road to where it can be used. This will be pre ISO training. Discussion ensued.

Commissioner Auger asked what the meeting was about with Sanbornton. Mike replied it was in regards to a personnel issue best discussed in non-public session.

Commissioner Auger questioned the Engine 3 repair and parts run. Mike explained he used his vehicle to go pick up a thermostat in Concord to get Engine 3 back in service.

Deputy Chief's Report

Deputy Chief Ober gave his report. It has entailed mostly administration stuff.

- He has been working with Kathy on the 2011 budget.
- He is going through the day to day stuff.
- He asked the Commissioners if they were okay with him doing the Comstar reviews. Commissioner Gallant stated it is okay for Brad to do the reviews but to keep them apprised of what he had done.
- He applied for energy audit with PSNH. They will come out and do an energy audit. It is for mostly lighting. They have a 50% grant. Commissioner Clark asked if it could be incorporated into the renovations. Brad said it was doubtful do to the timing. Discussion ensued.
- He has been cleaning out and organizing the Chief's office. This has been an ongoing project.
- He met with the American Legion Monday night.

Commissioner Gallant asked where 975 Laconia Road is. Brad replied it is right across from Tilton Trailer. It has the canvas shed outside for sale.

Commissioner Gallant asked about the 2010 budget review. Brad explained the topic will be coming up under budget reviews.

TNFD Commissioner's Meeting
September 16, 2010

Activity Log

Mike gave the Activity Report. We continue to be headed on track for a record year of calls. The month of August was a record month of calls in department history. It does not include major incidents and/or catastrophes as we didn't have any.

Commissioner Auger mentioned we have almost 100 calls to one place. He feels that is very deceptive. Brad stated it is still a call. Discussion ensued.

Fire Prevention Report

Captain Ober noted this is the second month using the new format. He really likes it. It is a lot better tracking.

- Did do one public education at BJ's on 8/7.
- One order to vacate at 262 Main Street.
- Buzzy's Pub & Restaurant did finally open.
- Occupancy has been approved for the wood chip plant.
- Lochmere Meadows he was in last week for Building IV final rough in on the fire alarm system. Building I is very close to occupancy.

On October 2nd at the Fire Academy they are hosting a second annual Government Officials Day. It is a half day event. They have different demonstrations set up. Brad will get the information to them.

On the Workers Comp refund, we do have a Joint Loss Committee, which is required by Labor Law, to review workers claims that we have. There have been a couple policies that have been changed as the Joint Loss Committee reviews the losses.

Brad handed out copy of the letter for American Legion. He met with them Monday night. They are pleased they don't have to install a sprinkler system right away. He made it clear to them they must stay in the parameters that they operate currently. It was a very good meeting. They are on line to comply with the fire alarm system by the end of the year. We talked about scheduling fire extinguisher training with the staff that works on an ongoing basis opening it up to the general membership. They also discussed crowd management training. Exits were discussed.

Old Business

Fitness Policy

Firefighter Tim Joubert asked if everyone had the opportunity to read the policy. He explained why they are trying to put this in place. We need to have a Standard Operating Guideline for many reasons. The Department wants to provide staff with the opportunity to work out. A healthy body equals a healthy mind. He went through the NFPA Codes and a couple of other guidelines to come up with the plan. It not only incorporates full time employees but gives call employees the opportunity as well. It will help us increase our chances of getting grants.

Commissioner Clark asked Tim if he has talked with other departments that have implemented this. Tim replied he has and it has worked well for them.

TNFD Commissioner's Meeting
September 16, 2010

Commissioner Clark commented that there are no time or cost numbers included for equipment to be added or for a coordinator. Tim stated he doesn't have that information yet. There is no proposed budget at this time. Right now they are focused on using the equipment we currently have.

Commissioner Gallant stated the District did not buy the equipment so they have no idea of the value. They have an exposure there. They sanction them working out. They need a policy. If somebody gets hurt, what are they going to do?

Commissioner Clark feels that overall it looks great. He brought up a few gray areas. Tim commented he will work with the Chief and Brad on that.

Commissioner Clark made a motion to accept the Fitness Policy as written and to ask Tim to come back in a reasonable period of time with cost estimates on what he feels this will take in equipment and time. Tim replied he will try to come up with the numbers. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Vote was unanimous in favor of adopting the Fitness Policy.

Center Street Interior Renovations RFP

Commissioner Gallant stated he was in contact with Brad earlier this week and asked him to come up with requirements from heating and electrical standpoint. The lion's share of the expense will be under electrical and heating. He will incorporate this into the RFP and forward it in a couple of days. Discussion ensued about the electric.

Commissioner Auger asked how much money was left in the budget for this. \$9,133.15. Discussion ensued.

Commissioner Gallant is to get the RFP to Kathy and she will get it to Commissioners Auger and Clark.

Wage & Benefit Study

Commissioner Gallant stated we are looking at another two weeks for the information to come back on the health insurance.

We have somewhat resolved the wages. We are now working on benefits. Kathy is working on getting quotes. The next meeting will be the 28th at 5:30.

Goals & Objectives

Commissioner Gallant reported that the Goals & Objectives are on hold awaiting completion of the Wage & Benefit Study.

Strategic Plan

Commissioner Gallant reported that the Strategic Plan is on hold awaiting completion of the Wage & Benefit Study.

Staffing & Budget

A memo from Captain Hall on staffing and budget requirements was given to Brad. Commissioner Gallant stated this will be taken up under Wage & Benefits. He would like Captain Hall to attend the meeting on the 28th.

Cement Slab behind the Center Street Station

Commissioner Gallant has been in contact with Town Hall and Dennis Allen regarding the cement slab behind the Center Street Station. The intent of the selectpeople is to pave behind

TNFD Commissioner's Meeting
September 16, 2010

the station. He needs to get the paving number. The whole area is to be excavated, the concrete removed and disposed of, a proper base put in and then paved. It can be done in the confines of the two budgets. Dennis doesn't have the money this year. We don't have the money this year. We will wait until next year. Commissioner Gallant is to get the numbers and get them to Tilton. The numbers without paving are about \$3,700. Discussion ensued. Mike is to find out the location of the oil tank.

Maintenance Program

Mike met with Firefighter Smith. He requested Steve go in to the Emergency 1 Lube and Maintenance Guide. He has printed the packet for Mike. They have discussed it on two occasions on who will handle what on maintenance. Commissioner Gallant stated this will probably impact the budget. Mike replied yes. Further discussion ensued.

Recordings of the Commissioner's Meetings

Discussion ensued relative to the disposition of the tapes and the legal aspects of so doing. Commissioner Clark made a motion that once the tapes are transcribed and the minutes are approved unless voted on to do otherwise, the tapes can be destroyed. Commissioner Gallant seconded the motion. There being no further discussion, vote was taken. All were in favor.

Audits

Commissioner Gallant stated that Kathy went forward and got numbers from Melanson Heath & Company on the cost of doing the audit and review for 2010. Commissioner Clark got information from DRA regarding the audits. Only parts 1 and 2 are applicable. We don't have a Tax Collector or Trustees. We don't have a Town Clerk but we do have a District Clerk. It was agreed to look at this at the next meeting.

Training & Incident Attendance

Mike stated training attendance has improved. Kathy will get the report to each Engine Call Company Officers so they can review the incident attendance with their people. He's had discussions with several people. He is impressed by a couple of members, a few they need to work on. They are finding with training, if they engage these people, they see improvement. Discussion ensued.

Mike stated he reviewed the quarterly payroll. The officers will get the reports and be asked to review them with their people.

Commissioner Auger asked if firefighters can go cover if they have a medical call even though they are not medically trained. Mike stated typically non-trained firefighters would not go to a medical call but they have gone to the station to stand by in case there is a fire call. He doesn't believe that it is anything that is being abused. Brad commented they are not restricted. Mike stated no one is going down and hanging around.

New Business

Sole Source Purchasing Requests

- **#2 Fuel Oil & Propane:** Rymes and Eastern Propane are the only two that provide both #2 fuel oil and propane. Suburban Propane can only do propane and Stafford Oil can only do oil. Irving never emailed their quote. Rymes price of \$2.604 per gallon for 1,550 gallons of heating oil and \$1.789 per gallon for 1,925 gallons of propane is good September 1, 2010 to May 31, 2012. Commissioner Clark made a motion to us Rymes as our sole

TNFD Commissioner's Meeting
September 16, 2010

source for the contract period of September 1, 2010 to May 31, 2012. Commissioner Auger seconded the motion. Discussion: Commissioner Auger asked if they do service. Brad said yes they do. There being no further discussion, vote taken. All were in favor of using Rymes as our sole source provider for fuel oil and propane.

- **Smooth Bore Tips:** Firefighter Joubert had presented a request for two smooth bore tips. One would be placed on a hose load on Engine 3 and one on Engine 1. It would allow the operator to take the fog nozzle off and put a smooth bore tip on. Commissioner Clark made a motion to accept the Fire Tech & Safety quote of \$160 total cost. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote passed unanimously.
- **Firehouse Software:** Brad presented this as they have the opportunity to start discussion now. One of the reasons they are bringing forward now is the service agreement for our current software comes due in November to the tune of about \$1,200. One scenario he proposes would be to purchase the base package which would allow us to do the same thing we do now. Using that \$1,200 and then finding the remaining \$4,500 in the budget to get up and running. Then go through the 2011 budget to purchase the remaining modules. Scenario two would be not buying the annual maintenance contract in anticipation of purchasing the new software in 2011. Commissioner Gallant said there is no question that fire departments are going to Firehouse Software. Brad stated the feedback they have received is the program is very user friendly and the data extraction process is a lot easier. Commissioner Gallant stated the bottom line is if they want to go forward and put laptops in the field they won't be able to do it with anything but this software. Discussion ensued. It was decided this will be further discussed at the next meeting. Commissioner Gallant stated that there is the possibility that they may be able to purchase this from the Apparatus & Equipment Fund.

MDT (Mobile Data Terminal) Project

Brad asked if he needs to go through the purchasing policy to purchase equipment through that grant. Commissioner Gallant said the Commissioners should be consulted. Discussion ensued. This will be discussed next month.

Fire Prevention Fund

Kathy explained that this account has been classified as dormant. Five dollars is being deducted from the account each month. Brad requested the money be withdrawn, put in the general fund and used toward the purchase of a new fogger for the fire prevention trailer. Commissioner Gallant made motion to transfer the money from this account to the general fund. Commissioner Auger seconded the motion. There being no discussion, vote was taken. All in favor.

Other Business

Commissioner Gallant updated everyone where we are with the Chief leaving. He was the authorized signer on the debit card. Kathy can it monitor daily. It has always been used for most part if something was needed to be ordered. Steve's name was on it. He went to bank and applied for a new card. He left Steve's card open to use as needed. The new card has been received. Kathy has the card. Steve's card has been taken to the bank and destroyed. Commissioner Clark asked if Mike and Brad were getting along okay. They replied they are.

TNFD Commissioner's Meeting
September 16, 2010

Bills

The manifest was discussed. Commissioner Auger had crossed out four bills. He crossed out Desorcie Emergency Products as he doesn't agree with the travel charges. He crossed off Grainger as he didn't know what it was. Brad explained this was for soap for the showers. Laurent Overhead Door was crossed off as he wanted to know if this was for the Park Street Station or Center Street Station. Kathy replied this was the tension springs for Center Street. He crossed off NH Division of Fire Standards & Training. Mike explained this was for a class one of the call members is taking. He is required to take it. There being no further discussion the manifest of \$50,539.46 was unanimously approved.

Non-Public

Commissioner Gallant made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss personnel issues at 7:28 PM. Commissioner Auger seconded the motion. There being no discussion, roll call vote was taken: Pat Clark, yes; Paul Auger, yes; Tom Gallant, yes.

At 7:28 PM they have gone out of public session.

There being no further items to come before them in non-pubic session Commissioner Gallant made a motion to go out of non-public session at 7:29. Commissioner Auger seconded the motion. Roll call vote was taken: Pat Clark, yes; Paul Auger, yes; Tom Gallant, yes.

At 7:29 PM they are back in public session.

Adjournment

Commissioner Clark made a motion to adjourn at 7:29 PM. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote was unanimous.

The meeting adjourned at 7:29 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: September 28, 2010 at 17:30. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.