

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	October 19, 2010 at 18:30
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 <sup>nd</sup> Floor, Room 213, Tilton

Commissioner Gallant called the meeting to order at 6:33 PM.

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

### Public Comment

No members of the public were present. There was no public comment.

### Correspondence

Letters were received from the following:

#### LGC

Commissioner Gallant reported that a letter dated October 15<sup>th</sup> was received from Wendy Lee Parker. He read the first paragraph. *Local Government Center (LGC) Property-Liability Trust is pleased to present renewals for the property-liability, workers' compensation and unemployment compensation coverages as approved by the LGC's Board of Directors on October 13, 2010. These rates were developed by LGC Property-Liability Trust's consulting actuaries and underwriters using historical loss information and expense projections. Depending on your renewal date for each of the coverages, the rates presented are either effective January 1, 2011 or July 1, 2011.* Commissioner Gallant commented that the letter went on in some detail.

Kathy reported we are waiting for the claims history so we can get a quote from Primex for our workers' compensation and property & liability insurances. Primex provides insurance for municipalities as well. It was decided the information would be reviewed next month.

Commissioner Gallant reported that a letter dated October 7<sup>th</sup> was received from Maura Carroll. The letter thanked members for participating in the *Member Outreach Survey*.

Commissioner Gallant reported that we received our complimentary copy of the *2010/2011 New Hampshire Municipal Officials Directory* as well as our complimentary copy of the *2010 Wage, Salary & Benefits Survey for Municipalities*. We also received copies of the LGC's most recently released publications: *2010 Municipal Law Lecture Series* and *The Basic Law of Budgeting: a Guide for Towns, Village Districts and School Districts (2010 Edition)*.

#### Primex

Commissioner Gallant reported letters were received from Primex. The letter dated October 15<sup>th</sup> was requesting to quote our Property & Liability insurance. The letter dated October 8<sup>th</sup> was requesting to quote our Workers' Compensation insurance.

### Minutes

September 16<sup>th</sup> Public

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Commissioner Clark made a motion to accept the minutes as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. The minutes were accepted unanimously as printed.

September 16<sup>th</sup> Non-Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. The minutes were accepted unanimously as printed.

Commissioner Clark made a motion to seal the minutes of the September 16<sup>th</sup>. Commissioner Auger seconded the motion. There being no discussion, roll call vote was taken: Commissioner Auger, yes; Commissioner Clark, yes; Commissioner Gallant, yes. It was voted unanimously to seal the minutes.

Treasurers Report

Roland gave the Treasurer's Report.

The Account Balances are as of October 19<sup>th</sup>.

- Account 1000: Apparatus & Equipment Fund balance is \$434,922.02
- Account 1002: Debit Card balance of \$5,171.95.
- Account 1003: FSB Operating Account balance of \$189,516.02.
- Account 1004: FSB Payroll Account balance is \$500.
- Account 1005: NHPDIP balance is \$215,920.62.
- Account 1009: Fire Prevention Account balance is \$0.

NHPDIP

This is no longer a NHPDIP account. The money has been transferred to Franklin Savings Bank by the Trustees of the Trust Fund.

Fire Prevention Account

This account has been closed and the money has been transferred to the Operating Budget.

Apparatus & Equipment Fund Budget vs. Actual

Account 3409.6 is nine months of revenue from the ambulance charges. It comes up to \$278,000 to \$279,000 if annualized. Again, the account balance is \$434,922.02.

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 is up through September. By receiving Tilton's check and everyone making payments you see that we have no cash flow problems for the remainder of the year.

Commissioner Clark asked Roland if the amount we received from Tilton was the \$105,000. Roland replied that it was.

Commissioner Clark asked about the rate setting since we just received the figures on the rate setting. He wanted to know what that came into play. Roland replied that DRA has set the rates and this is the amount we will collect. This is for the whole calendar year. Commissioner Gallant explained that the Towns pay us "X" number of dollars for the first part of the year

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based on 80% of last year's number. Once the rates are set, we then bill the Towns to catch them up to date for the remainder of the year based on the new number.

Franklin Savings Bank

Roland brought up the Land & Building Fund. This account has been transferred to Franklin Savings Bank. The interest rate is 0.7% on the new account. However they dropped the rate on our other accounts. Discussion ensued. Commissioner Gallant requested that Roland contact the bank to find out why they dropped the interest rate on our other accounts.

Commissioner Gallant asked about Account 740, Capital Out Equipment. We budgeted \$35,564 and we have \$22,439.25 unexpended. He asked what had been budgeted for that had not been purchased yet. Interim Chief Ober replied that the biggest thing is the hose and that is being presented tonight. The other items on the list have already been purchased.

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

Chief's Report

Interim Chief Robinson told the Commissioners that they have his time sheet from the last meeting up and to October 18<sup>th</sup>. He then gave some highlights of his report.

- He responded to a building fire on Ridge Road. Rapid notification, rapid response and rapid control contributed to the saving of a home on Ridge Road.
- He responded to a building fire on Stevens Road. They had late notification by the occupant due to him not having a phone. He had to run to the neighbors to report the fire.
- He responded to several Mutual Aid calls to Gilford.
- The Association is in the middle of a fund raiser with a raffle. They are raffling off a snow blower to help replace some of the funds expended earlier this year on the Park Street renovation project.
- The Department stood by for the 5K Tanger Outlet Breast Cancer Race.
- The Department spent Fire Prevention Day at Lowes on a weekend.
- The Department did one at Home Depot on a weekend.
- The Swift Water Rescue Team was involved in Safety Days in Gilford on a Saturday for a full day.
- Firefighters were involved with the local School Appreciation Day helping out with the cooking this past Saturday.
- The primer on Engine 1 was prepared shortly after our last meeting.
- The Gallant dry hydrant is back in service with water put back in the pond.
- We conducted a mutual aid drill to achieve that. The purpose of the drill was to practice for the new ISO rating we are in the middle of working on. Part of that is being able to maintain a rural water supply.
- We did stand by for a reported meth lab. He couldn't share more as it is under investigation. It was in the village area. Fortunately it didn't evolve into much. This was similar to Franklin. It was more of an awareness thing.

Commissioner Clark asked if we did something different this time. Interim Chief Robinson explained we were just on stand by. We were not involved in this. Interim Deputy Ober

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explained that law enforcement has trained on this. They are arming themselves with fire extinguishers to help control small incidents. DEA agents are trained on fire extinguishers. Commissioner Clark asked if it involves local fire departments to back them up. Interim Deputy Ober replied yes. Fire Departments are notified. Interim Chief Robinson explained that it is a police matter until it turns into a fire matter. Roland asked if they had training. Interim Chief Robinson replied they have.

Commissioner Auger asked about the 5K race and Home Depot. He wanted to know how this was handled. Is there was overtime involved? Interim Chief Robinson replied that it was mostly volunteer work. The 5K race was handled by permanent staff. Lowe's Fire Prevention was taking place at the same time as the 5K race. It was strictly call people.

#### Activity Log

Interim Chief Robinson gave the Activity Report. It continues to be a busy year. Things quieted down a little bit last month and the month of September got us more back towards normal. As 2010 continues we are approximately 130 calls over our highest year of 2006.

#### Deputy Chief's Report

Interim Deputy Chief Ober stated his report is pretty self explanatory. It is a day to day juggling act.

- He did get the contract signed with Rymes Oil Company.
- He approves payroll weekly.
- He worked on the Wage & Benefits with Kathy.
- He completed an NFPA survey.
- He completed a LRGH EMT RTP survey.
- He attended a meeting regarding the QA/QI program.
- He worked on the 2011 Budget.

#### Fire Prevention Report

Interim Deputy Chief Ober gave his report.

- They did eight Electric Service inspections.
- They did four Oil Burner inspections.
- They did one LP/NG Burner inspection.
- They did three Rental Unit inspections.
- They did one Education.
- The 58 Commercial/Retail inspections were Tanger Outlet inspections.
- They had two Fire Alarm systems.
- There were two Construction inspections.
- There were two Plan Reviews.
- There were two Follow-Ups.
- He attended six meetings.
- He covered six shifts.
- Lochmere Meadows Buildings 3 & 4 will be ready for occupancy on November 1<sup>st</sup>.
- There is nothing new on the Wal-Mart expansion.

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Commissioner Clark asked about available water at Lochmere Meadows. Interim Deputy Chief Ober replied that they have their own wells for domestic water and for fire suppression they have a cistern. Roland went into detail on how they became their own water district approved by the State of NH. Interim Deputy Chief Ober explained they would draft from the river if they had a need for fire suppression.

Old Business

Center Street RFP

Commissioner Gallant explained that the guys drew up the diagram and he did the RFP. The top page was the ad to put in the paper. The closing date would be November 4<sup>th</sup>. They can change that date if they wish. Page 2 is a sketch of the floor plan to scale. He's highlighted the new walls and doors. The next page is the details of specs. You may want to pay attention to the note on the electrical. They will leave it up to each individual bidder to what the problem might be and what the cost to solve it would be. Discussion ensued about the electrical. Commissioner Gallant then stepped down as commissioner as he will be bidding on the project.

Commissioner Clark asked Interim Deputy Chief Ober if he was alright with contractors talking to him if they have questions. Interim Deputy Chief Ober replied he was.

Commissioner Clark made a motion for the Request For Proposal to go out to bid following the guidelines presented with the bids being due November 4, 2010. Commissioner Auger seconded the motion. Discussion: Commissioner Auger asked what papers the ad would be placed in. Kathy responded that the ad for the RFP on the fire escape was placed in the Laconia Citizen, Winnisquam Echo and Laconia Daily Sun. It was decided that the ad would run one day only. The bid process is to be handled the same way the fire escape was. The bids will come in. Kathy will date stamp them and write down the time they were received. The bids will be opened at the Commissioners Meeting on November 4<sup>th</sup>. There being no further discussion, the vote was taken. The vote was unanimous for the RFP to go out to bid.

Commissioner Gallant resumed his position as commissioner.

Wage & Benefit Study

Commissioner Gallant stated they are continuing to work on that. The next meeting is scheduled for Tuesday, October 26<sup>th</sup>. Kathy explained that we are still waiting for the numbers to come in on the health insurance. It was decided to move the meeting to Wednesday, November 3<sup>rd</sup> at 5:30 PM.

Goals & Objectives

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

Strategic Plan

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

Cement Slab behind the Center Street Station

Commissioner Gallant reported he has a proposal that will be presented to the selectmen in the Town of Tilton. It does not include the price of the paving. Dennis Allen has that

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information. Interim Chief Robinson reported the location of the oil tank should not be more than 10' out.

HB1448 Audits

Commissioner Gallant reported that numerous literature has been received on this. Major hearings were held on October 18<sup>th</sup>. They need to spend more time on this. It was decided that Commissioner Clark is to keep on top of this.

Firehouse Software

Interim Deputy Chief Ober requested that this be covered under new business.

MDT Project

Interim Deputy Chief Ober reported there is nothing new with this.

**New Business**

Sole Source Purchasing Requests

1. **Fire Hose:** Interim Deputy Chief Ober requested eight lengths of 1¾", four lengths of 2½" and three lengths of 4" hose be purchased from Fire Tech & Safety for \$4,079. Commissioner Gallant asked about the policy that was established for a minimum amount of hose to be kept on the shelf. Interim Deputy Chief Ober reported that they still have the minimum amount on the shelf. Commissioner Clark asked if both Interim Deputy Chief Ober and Interim Chief Robinson were in agreement on this. Interim Chief Robinson reported they are.
2. **Motorola Minitor V Pagers:** Interim Deputy Chief Ober requested that they purchase five Motorola Minitor V Pagers with extended warranty from Belknap Communications for \$2,292.50. He explained that they would be placing the order with Franklin Fire Department to obtain a total of 10 pagers for a discount. Commissioner Gallant asked if we had all Minitor V Pagers at this time. Interim Deputy Chief Ober replied that we still have some IIIs and IVs. As they need repair they are being taken out of service.

Purchasing Requests

3. **Firehouse Software:** Interim Deputy Chief Ober proposed that they change from Fire Programs to Firehouse Software. It is much more user friendly. It is easier to get reports out of it. They will be able to do a lot more with it. They will be able to switch from paper to paperless. They will be able to do reports right scene. He is proposing they purchase two of the five modules in 2010 for \$7,025. This price includes the base package, scheduling module, user licenses and maintenance costs for the first year. Then in 2011 purchase the remaining modules for approximately \$5,115. The remaining modules include mobile preplan, building sketch and mobile inspection. Commissioner Clark asked about the annual fee. Interim Deputy Chief Ober replied that it is equivalent to what they are paying on the current software. The annual fee for the two modules he is proposing be purchased is included in the price for 2010. Commissioner Clark asked if they add the other three modules if the annual fee would be the same as what they currently have or if that increase. Interim Deputy Chief Ober replied that it would come out to about what they are paying now.
4. **Desk Top Computer:** Interim Deputy Chief Ober requested they replace the current Chief's computer for \$1,123.15. This computer was purchased in 2003/2004. Their goal

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has been to replace one desk top computer per year therefore keeping each for approximately 6/7 years. He has a proposal from Brain Dumka who has been doing our IT work. The proposal is from CDWG. Commissioner Clark asked if all the software was included in the price. Interim Deputy Chief Ober replied it was. Discussion ensued about the software.

Commissioner Clark requested that the Firehouse Software be put off until next month. He would like to have a rep come in and give them a demo of the software. He would like to have an opportunity to go to a nearby fire department to preview it. Interim Chief Robinson stated that Captain Hall had offered to set up a demo for anyone that wanted to look at it. It was decided that Commissioner Clark would attend a demo and report back at the next meeting.

Commissioner Clark made a motion for purchase requests 1, 2 and 4 to be purchased. Commissioner Gallant seconded the motion. Discussion: Commissioner Gallant requested an up-to-date inventory of the pagers so they will need in the future. Discussion ensued about the benefits of Firehouse Software in keeping track of the inventories. There being no further discussion, vote was taken. Vote was unanimous.

#### Other Business

There was no other business.

#### Bills

The manifest of September 30<sup>th</sup> for \$68,164.56 was discussed. Commissioner Auger had crossed out the Windshield World bill. Kathy explained that was the repair of the windshield on Engine 3. Interim Chief Robinson explained that Firefighter Smith had called him about a chip in the windshield and they had it repaired. Commissioner Auger asked if that was covered by the insurance. Interim Chief Robinson replied that it was under the deductible.

The manifest of September 15<sup>th</sup> for \$10,475.45 was discussed. Commissioner Auger had crossed out the White Mountain Cable Construction bill. Interim Deputy Chief Ober explained that this was for removing a section of the fire alarm cable.

There being no further discussion both manifests were unanimously approved.

#### Non-Public

Interim Chief Robinson requested a non-public session.

Commissioner Gallant made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss personnel issues at 7:41 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 7:41 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 7:44 PM they are back in public session.

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Adjournment

Commissioner Auger made a motion to adjourn at 7:44 PM. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Vote was unanimous.

The meeting adjourned at 7:44 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** November 3, 2010 at 17:30. Meeting to be held at Tilton School, new Academic Building, School Street, 2<sup>nd</sup> Floor, Room 213, Tilton.