

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	November 17, 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 Budget Work Session to order at 5:31 PM.

Present: Commissioners Auger, Clark and Gallant; Interim Chief Mike Robinson, Interim Deputy Chief Brad Ober and Administrative Assistant Kathy Tobine.

2011 Budget

Commissioner Gallant proposed they go directly to Account 301 leaving wages & benefits to a session by itself. Hopefully that will be next Monday as it is a summation of all the sessions they have had.

Professional & Technical Services

Account 301 Auditing

Commissioner Gallant stated the auditing laws of NH have recently changed. It is yet to be seen what is required of us to do. He is in favor of keeping the \$8,500 in there as that is what has been quoted. He asked Commissioner Clark if he would follow up with DRA on that. Commissioner Clark agreed. Discussion ensued. All agreed to leave at \$8,500 for now.

Account 320 Legal Services

Commissioner Gallant suggested it be dropped to \$1,000. The \$1,235 in 2010 included the time spent researching the dissolution of the District. Commissioner Clark asked where the billing for the Chief search goes. Kathy replied that will be under Account 390. We have not received any bills on that yet. Discussion ensued about the 2008 legal fees. It involved a legal matter pertaining to employee. All agreed to \$1,000.

Account 335 School/Training Tuition/Fees

Commissioner Gallant read the narrative. *We continue to foster a culture that prioritizes training. Training outside of the department is essential to our professional growth and development as individuals and as a department for all career and call personnel. This line also covers hiring instructors outside the department to provide training in all related fields. Our EMS QA/QI program is funded from this line as well as all EMS continuing education (in-house). We currently have one Firefighter in Paramedic training with an expected graduation date of May 2012.* Commissioner Auger asked if this includes the cost of paramedic school for next year. Brad commented that we have essentially stopped all training except EMS since September. Commissioner Clark asked if there is any training required for the new Chief. Brad said no. Commissioner Clark stated that one of the goals Mike has is to really improve training. Mike replied that would not be reflected here. Discussion ensued. All were in agreement of \$15,000.

Account 340 Bank Charge/Interest

Commissioner Gallant stated this is an account that was done away with. This information listed is incorrect. It should include the Interest Expense show in Account 999. Commissioner Gallant asked what the \$4.95 was for. Kathy explained this was the inactivity fee on the Fire Prevention account that was closed. All agreed to budget this line at \$1 for purposes of keeping the account open.

Account 341 Telephone

Commissioner Gallant read the narrative. *This covers all landline and cellular phones for the department. During a recent review of our land line phone service carriers (local and long distance) it*

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was discovered we could save approximately \$50 per month by switching phone carriers. The land line service will be switched. A budget amount of \$4,500 has been proposed. Commissioner Clark questioned if that was enough. Commissioner Auger commented that it was more than enough. All agreed to \$4,500.

Account 342 Data Processing

Commissioner Gallant read the narrative. *This line covers computer maintenance, upgrades, software, licenses, printing and IT support. We are on a rotation where one desk top is replaced annually. This will allow for an approximate 6 year rotation per desk top.* Brad stated the reason for the increase is to put another drive in our server. Ideally we would have two servers but we would like to upgrade current server. It was purchased in 2002. If there is enough money we would like to replace it with new. We would like to start upgrading our software due to newer versions. Commissioner Clark asked if a breakdown was done on all that. Brad stated he talked with Brian Dumka. There is nothing concrete. Commissioner Clark asked if this would include the FireHouse software. Brad said the licensing for that would be in 2012. It includes licensing on our virus software. Commissioner Clark wanted to know what the \$3,000 currently covers. Brad replied any new desktop purchased, licensing software for Fire Programs, our anti virus software, etc. We would also like to upgrade Microsoft Word. We won't be able to do all of them, only one or two. It will be tough to do it for that. Commissioner Gallant is satisfied with that. He trusts they will be able to do it for that. Commissioner Clark asked what was budgeted for the server. Brad replied \$2,500 to \$3,000, \$1,100 for a new computer. Discussion ensued. Commissioner Gallant commented that it would be tight at \$6,000. Commissioners Auger and Clark were okay with the \$6,000 but would like to see the breakdown. It was decided that Brad will provide them with the breakdown of items.

Account 350 Medical Services

Commissioner Gallant read the narrative. *Pre-employment physicals, employee physicals, immunizations, and testing.* It is proposed to budget \$4,000. He asked why there is only \$415 in expenses. Brad replied two people have just completed their physicals. He needs to make the appointment for his. Two or three others need to schedule theirs. Commissioner Auger asked if this wasn't set up so everyone doesn't have to go every year. Brad replied yes, it's by age bracket. Discussion ensued. The Commissioners requested Brad get back to them with the cost of each physical.

Account 370 Vehicle Repairs

Commissioner Gallant doesn't believe that \$12,000 is enough. Commissioner Clark is ok with it but questions the bottom line. Brad stated he can monitor the year-to-date to see where that comes in. Commissioner Gallant stated as of November 9th we are already over budget. He wants to be realistic about it. He suggested it should be \$13,000 at a minimum. Commissioner Auger stated he is comfortable with \$12,000. Commissioner Clark asked Mike what he thought. Mike said Desorcie is the specialist for that pump. He stated you don't want to ever see one of their bills when they charge for mileage. The only one he can think of locally is in Tamworth. He doesn't know what their experience is. Commissioner Gallant stated the only bone of contention is the travel costs. Discussion ensued. Commissioner Clark stated he is comfortable with \$13,000. Commissioner Auger is comfortable with \$12,000. Commissioners Gallant and Clark agreed to fund this line at \$13,000.

Account 385 Elections

All three Commissioners agreed to fund this line at \$2,000.

Account 390 Other Professional Services

Commissioner Clark asked what the \$575 for. Commissioner Gallant stated it was the balance due on the Wage & Benefit Study. The Chief search will come out of there as well. Discussion ensued about where the funds would come from. All agreed they would carry this line at \$1.

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Account 999 Interest Expense

Commissioner Gallant stated this line is being carried incorrectly. He recommended they move the Tax Anticipation Note (TAN) interest to Account 340. Discussion ensued. All agreed to budget this line at \$0.

Account 340 Bank Charge/Interest

This line was revisited. Commissioner Gallant stated they should budget this line for \$350. They have a line of credit so they should be able to minimize the length of time the credit is out there. Mike asked about the TAN. Discussion ensued. All agreed to fund this line at \$350.

Property Services

Account 410 Electrical

Commissioner Gallant recommended that it be funded at \$7,500. He asked Brad if he was pursuing an Energy Grant. Brad replied yes. It is a Lighting Grant through PSNH. If we qualify then there is a grant potential for upgrading to new efficiency light fixtures. It can be funded through our utility bill. Commissioner Gallant said PSNH up fronts the cost and then they amortize it over time. Commissioner Auger said they had done this at work. Brad said they are waiting to get the report back. It was decided to revisit this once the actual cost is in. Commissioner Gallant requested November and December bills from the last two years. He also wants to be sure this is 10 months billing and not 11.

Account 411 Heat & Oil

Commissioner Gallant requested more information before they make a decision on this line. Commissioner Clark requested the average of the gallons used over the last three years. Brad is to check with Rymes to see if they can give us an idea of what the prices will be after the contract runs out.

Account 412 Water

All agreed to fund this line at \$1,300.

Account 413 Sewer

All agreed to fund this line at \$600.

Account 430 Repairs & Maintenance

Commissioner Gallant read the narrative. *This line includes improvements to Center Street station such as: exterior trim and overhead door paint, exterior entrance door, wood seal of fire escape, cook stove replacement, installation of hood vent and replacement toilet.* He asked Brad about the number. Brad replied he got a rough price from a contractor. Commissioner Gallant was interested in the cook stove and installation of a hood system. Brad said \$2,000. The Commissioners requested the itemization from Brad before they make a decision on this line.

Account 480 Property & Liability Insurance

Discussion ensued about the Property & Liability Insurance. The Commissioners asked if the insurance had been shopped. Kathy replied that it was shopped with PRIMEX and they were very competitive. This policy renews July 1st. It was agreed to budget this line at \$20,300.

Purchased Services

Account 550 Printing

Discussion ensued about anticipated expenses in 2011. The Commissioners agreed to fund this line at \$1,000.

Account 560 Dues & Subscriptions

Discussion ensued about the reduction in this line. Brad gave a list of the memberships. The Commissioners agreed to fund this line at \$1,500.

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Account 590.2 Pressurized Hydrants

Discussion ensued. Commissioner Gallant stated the \$125,000 is the agreement. They weren't being charged for the hydrants on West Main Street. He will forward a copy of the letter to Brad to put in the narrative.

Supplies

Account 610 General

Discussion ensued about what this account is. All agreed to fund this line at \$0.

Account 620 Office

There was no discussion. All agreed to fund this line at \$2,000.

Account 625 Postage

There was no discussion. All agreed to fund this line at \$700.

Account 630 Equipment Maintenance & Repair

Commissioner Gallant asked what was anticipated for \$7,000. Brad replied he was looking at past practice. They still have the same inventory. Commissioner Clark averaged the past several years. That came out to \$8,500. He wanted to know what the \$13,000 in 2008 was for. Brad stated something catastrophic broke that year. All agreed to fund this line at \$7,000.

Account 631 Service Testing

Commissioner Gallant read the narrative. *This line covers required annual service testing of equipment. Hose lines (attack and supply) are tested by shift personnel.* He stated he is concerned about the amount. Brad explained they not done the testing on the aerial and ground ladders yet. The SCBA cylinders are not tested annually. The Commissioners requested Brad review this line and get back to them Monday.

Account 634 EMS Equipment

Commissioner Gallant stated that this line is no longer. EMS equipment is now paid for through the Apparatus & Equipment fund. This line will be \$0. It's a discontinued account but still needs to be carried while it is in the analysis. All agreed to fund this line at \$0.

Account 635 Gasoline

Commissioner Gallant read the narrative. *Gasoline for all gasoline powered vehicles and small engines. This line is based on an estimated usage of 2,650 gallons @ \$2.55/gal. (This includes a \$.05/gal surcharge to Town of Northfield.)* Discussion ensued about the surcharge. Commissioner Clark wants justification of increase over what has been used so far this year. Brad explained that this summer the price was fairly low and even. The Chief's vehicle hasn't really been used since September 5th. It was agreed that Brad would look into it and get back to them at the next meeting.

Account 636 Diesel

Commissioner Gallant reviewed the diesel. He read the narrative. *Diesel fuel for all diesel fueled apparatus. This line is based on an estimated usage of 6,250 gallons @ \$2.75/gal. (This includes a \$.02/gal surcharge to the Winnisquam Regional School District.)* There was no discussion. All agreed to fund this line at \$15,000.

Account 660 Vehicle Repair Parts

Commissioner Gallant read the narrative. *Maintenance, repairs, parts, services of all fire, rescue, and EMS apparatus.* He stated this line has been historically budgeted to come in at the 2008 figure. Rarely does it ever because we have an aging fleet. It just doesn't happen. Commissioner Clark wanted to budget the line at \$18,500. Commissioner Auger wants to stay at \$17,000. Commissioner Gallant stated we can't predict the spikes. He disagrees with the philosophy of level funding.

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Commissioners Clark and Gallant agreed to fund this line at \$18,500. Commissioner Auger was against it.

Account 670 Books & Periodicals

There was no discussion. All agreed to fund this line at \$200.

Account 680 Departmental

There was no discussion. All agreed to fund this line at \$200.

Account 681 Municipal Fire Alarm System

Commissioner Gallant stated they know they are going to have spike this year. They system is scheduled to be removed from service by July. Discussion ensued. Commissioner Clark asked how Brad figured it out. Brad replied they have a quote from White Mountain Cable Company. Commissioner Auger asked if this has to be done this year. Brad stated \$8,300 is for the fire alarm tear down. Brad is to get back to them on Monday with more information.

Account 683 Fire Prevention

Commissioner Clark asked what this figure is for. Brad replied materials, public education, code enforcement, etc. Commissioner Auger stated \$1,074 has been spent to date. Brad stated it was a decision to hold some expenditures due to the bottom line. All agreed to fund this line at \$2,500.

Account 685 Uniforms

Commissioner Gallant read the narrative. *This line covers uniform allowances of \$450.00 per person for full time personnel. Duty and Class A uniforms, cold weather outerwear and other like-items are purchased from this line. These items are purchased on a reimbursement or direct order basis.* There was no discussion. All agreed to fund this line at \$5,900.

Account 690 Miscellaneous

Discussion ensued about the General and Miscellaneous accounts. Commissioner Gallant suggested they budget this line for \$100. All agreed to fund this line at \$100.

Capital Outlay

Account 710 Land

Commissioner Gallant stated that Land was carried at \$0. He recommended that they carry it at \$1 to keep the account open. All agreed to fund this line at \$1.

Account 720 Building

Commissioner Gallant stated that Building was carried at \$0. He recommended that they carry it at \$1 to keep the account open. All agreed to fund this line at \$1.

Account 730 Other

Commissioner Gallant recommended that they carry this at \$1 to keep the account open. All agreed to fund this line at \$1.

Account 750 Furniture & Fixtures

Commissioner Gallant read the narrative. *This line includes banquet style tables for training room, additional air conditioners due to renovations, white and bulletin boards and phone system upgrades.* Discussion ensued. The Commissioners asked Brad to provide them with a breakdown.

Account 775 Dry Hydrants & Cisterns

Commissioner Gallant read the narrative. *This line includes annual maintenance on rural water supply locations.* Discussion ensued. Commissioner Clark requested an inventory of the dry hydrants. All agreed to fund this line at \$1,000.

Account 960 Building Fund

There was no discussion. All agreed to fund this line at \$0.

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Apparatus and Equipment Replacement Fund Expenses

Account 741

Commissioner Clark commented that this line went up considerably. Brad replied that is due to having to purchase all of our stock now. We cannot restock at the hospital for free. We have to pay for all of our supplies. Commissioner Clark would like to have that spelled out in the narrative as this is a change in policy.

Account 3409.6

Commissioner Gallant will contact Kathy regarding this account.

Other

Commissioner Clark asked about the account numbers. They are all over the place. Commissioner Gallant stated that they are State of NH standardized.

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 7:25 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

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