

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	November 18, 2010 at 18:00
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 <sup>nd</sup> Floor, Room 213, Tilton

Commissioner Gallant called the Commissioner's meeting to order at 6:00 PM.

Present: Commissioners Auger, Clark and Gallant; Interim Chief Mike Robinson, Interim Deputy Chief Brad Ober, Treasurer Roland Seymour, Administrative Assistant Kathy Tobine, Duane Harbour, Kevin Waldron, Gretchen Wilder, Bill Wilder and Donna Rhodes.

### Public Comment

Kevin Waldron asked if we planned on buying any vehicles in 2011. Commissioner Gallant replied a proposal will be coming before them Monday night on a new ambulance. Kevin asked if there was an ambulance committee. Commissioner Gallant replied yes. Kevin asked who was on the committee. Interim Deputy Chief Ober replied that Captain Michaud, Bob Laraway, Lieutenant Harris, Jon Powell, Mike Robinson and Steve Smith are on the committee. There might be one more.

Gretchen asked how the disability insurance worked on non-work related injuries. Chief Carrier had reviewed the policy last summer. Interim Deputy Chief Ober replied we have Short Term Disability. It kicks in for an injury on day one (1) and illness on day eight (8). It covers 2/3 of the employee's salary. Gretchen asked how it works with a person utilizing sick time. Interim Deputy Chief Ober replied that the check comes to the District. Two-thirds of the salary is paid by insurance with 1/3 by sick time. Discussion ensued. Gretchen asked about their pension. Commissioner Gallant stated the Treasurer has pointed out that it is state law that we must contribute to their retirement. Kathy commented that reimbursement is based on the employee's gross pay.

Gretchen stated that in previous meeting minutes there was talk of changing software. She asked what we use from the State that's free. Interim Deputy Chief Ober replied it is Temsis for patient care. Gretchen asked how long we have been using our current software. Interim Deputy Chief Ober replied two or three years before he started working for the District five years ago. Gretchen asked how old the software is. Commissioner Clark stated over 100 fire departments in NH use the software. His concern was we had something in place and why are we replacing. Gretchen asked if we had the power to support it. Interim Deputy Chief Ober replied we do. Our current software is difficult to manipulate. To pull a report is very difficult. Gretchen asked if they will assist in converting data. Interim Deputy Chief Ober replied yes. Training is included. The total package is about \$12,000. Gretchen asked what yearly maintenance support would be. Interim Deputy Chief Ober replied \$1,200. Gretchen asked if we are planning on purchasing it this year. Interim Deputy Chief Ober replied the proposal is to purchase two modules this year and five next year. Commissioner Clark explained what system will do. Gretchen asked about security. Interim Deputy Chief Ober replied it is very secure. Gretchen stated they should have to change passwords regularly. It should be implemented. Interim Deputy Chief Ober replied that on Temsis you have to change your password every 90 days. Gretchen questioned that there was \$7,000 left over in App & Equip. She will look at that. Gretchen asked about use of the program in the field. Interim Deputy

TNFD Commissioner's Meeting  
November 18, 2010

Chief Ober stated they are starting to look into that. Commissioner Clark would like to see forms handed out so people can ask questions at meetings and have someone on the computer so you can put it up and look at immediately.

Gretchen brought up the website. She wanted to know about meetings. Are we keeping them on the third Thursday? Commissioner Gallant said we are still meeting on the third Thursday. She asked about the December meeting. Commissioner Clark stated the meetings are being adjusting as needed. Commissioner Gallant stated they are sticking with the third Thursday but starting at 5:30.

Gretchen stated she had read on the website that they had made a conditional offer to a candidate and wanted to know if there would be an announcement shortly. Commissioner Gallant replied that LGC is handling the process. The candidate is going through the process. He explained how the process worked. Gretchen asked if same questions were asked of all candidates when they did their interviews. Commissioner Gallant stated yes, there was uniformity. The scoring process used was suggested by LGC. The LGC representative was there and participated in the interview. They all did scoring and they all voted based on that scoring process. Gretchen asked if they were offering contract. Commissioner Gallant stated not initially. They are on probation for 12 months. They will have monitoring process. They have four major goals going forward. They want integration of the call and career dept. They will review with him on quarterly basis so they are always in sync. Gretchen asked how many applicants they had. Commissioner Gallant replied 17 of which five (5) were deemed qualified. Gretchen asked if all were NH residents. Commissioner Gallant replied didn't matter. One of their criteria was the individual to be New England bound. Gretchen stated she read in the minutes that the person will be part of the community. Are they going to stick to that? Commissioner Gallant replied yes. Commissioner Clark stated they might do something similar to Franklin. They take a compass and do a circle for location. Gretchen asked where announcement would be made, the paper or website. Commissioner Gallant replied initially in the press and shortly thereafter on the website.

Kevin asked about the FireHouse software. He wanted to know if this was going to be an ongoing expense. Interim Deputy Chief Ober replied it will be annual maintenance fee like we have now. The only additional hardware would be mobile data terminals for probably two trucks. Gretchen asked if our current computers are able to the support software. Interim Deputy Chief Ober replied yes.

Commissioner Gallant announced that meetings are going to start at 5:30 PM. They will be doing correspondence and minutes first. Public comment will be at 6:00 or 6:15 PM. The meeting on the 8<sup>th</sup> will be at 6:00. They have a non-public session with LGC at 5:30 PM. LGC had requested the meeting.

They will be discussing the ambulance Monday at 5:30 PM. All are welcome.

Commissioner Gallant asked for suggestions on making the website better to please let him know.

Minutes

October 19<sup>th</sup>

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

TNFD Commissioner's Meeting  
November 18, 2010

Correspondence

A letter was received from LGC dealing with health insurance. Commissioner Gallant read the letter. He suggested we take this up on Monday night during the Budget work session. It was ok with all.

Treasurer's Report

Roland gave the Treasurer's report.

The Account Balances are as of November 17<sup>th</sup>.

- Account 1000: Apparatus & Equipment Fund balance is \$464,168.47
- Account 1002: Debit Card balance of \$5,026.27.
- Account 1003: FSB Operating Account balance of \$181,831.42.
- Account 1004: FSB Payroll Account balance is \$500.
- Account 1005: NHPDIP balance is \$216,040.71.

Operating Budget vs. Actual

There is no cash flow as this is the next to last month of the year. Payments are up through November 17<sup>th</sup>. Deposits are through the 17<sup>th</sup>. They have one payment left coming from Northfield and one from Tilton. When we receive those the two towns will have met their commitment. Expenses are as they are. The minuses are the amounts that are under budget. At this point, you are \$240,000 under spent.

Apparatus & Equipment Fund Budget vs. Actual

The ambulance charges, Account 3409.6 has 10 months in it. We have almost made budget with two months left to go. We are \$20,000 under budget on that report.

The checkbook balances are in balance. The only other comment is that Account 1005 needs to be changed to Franklin Savings Bank. The funds are no longer with NHPDIP.

There was a discussion at the last meeting that we were receiving separate interest rates on our accounts. The bank has agreed to give us the same rate on all accounts as what we are getting on the Land & Building account.

Commissioner Gallant point out that Vehicle Repairs and Parts are over by \$5,530.24, Vehicle Repairs Mechanical is over by \$900.90. We need to rob from other accounts to cover those. We need to be very mindful from now through the end of year to be sure that we don't over extend the budget. All purchases will need to be monitored closely from now on.

Gretchen asked why the bank charges are so high. Commissioner Gallant stated it was interest on the TAN. Roland stated he will check with Franklin Savings Bank about extending the line of credit into 2011.

Commissioner Gallant stated we have \$21,658 in the Apparatus & Equipment Fund at this point that has been budgeted that has not been expended.

Kevin Waldron asked about vehicle repairs. Commissioner Gallant stated that they have had a lot of problems with Ambulance 2. Interim Chief Robinson responded it was the transmission in Ambulance 2. Interim Deputy Chief Ober replied a lot of electrical and alternator issues. Two have been replaced. A lot of stuff like that. Duane stated a heating problem. Gretchen asked how many miles are on that ambulance. Interim Deputy Chief Ober replied just over 90,000. Commissioner Clark stated the hours were more important than the mileage. Interim

TNFD Commissioner's Meeting  
November 18, 2010

Deputy Chief Ober stated it has 3400 hours on it. Commissioner Gallant stated they will be discussing it on Monday. He would like expenditures isolated for that meeting.

Commissioner Clark made a motion to accept the Treasurer's Report as printed. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. All were in favor of accepting the Treasurers Report as printed.

Chief's Report

Interim Chief Robinson reported this month was short. Last month was an extremely business month for them with three building fires. This month with the continuing relationship with Brad and himself and with Kathy's help they have settled into a little bit more normalcy. He provided a copy of his time sheet.

They were involved with and sponsored the 5k race. Basically sponsored and ran whole thing for a fundraiser for the Winnepesaukee River Trail. It went extremely well. There were 236 participants. It was highly successful. It looks like they will be doing it again next year. Commissioner Clark asked how much money was raised. Interim Deputy Chief Ober stated they were still tallying those numbers. Interim Chief Robinson stated a lot of good exposure. It was very well received and accepted. They are looking forward to next year.

The activity level on calls appears to be busy. They are on an upward trend this year. As of the end of October they have exceeded 2009 numbers. Their multiple call level is just under 17%, approximately 16.9%. Again, a busy year but a quiet month.

Gretchen asked about the number of calls. She asked if it was medical that the incline was in. Interim Chief Robinson replied they had a significant but unique incident that did create good deal of calls. Primarily more calls.

Commissioner Gallant stated as result of that revenues are going to be up significantly over what was budgeted. Gretchen asked if the collection rate was better. Commissioner Gallant replied they changed the intensity of the collection process. They have a adopted profile similar to other communities around us. Because of this, collections have increased. Because this was only within last the last six months it is difficult to see. It has it ups and downs. Interim Chief Robinson stated they continue to practice quality control in house. Gretchen asked if FireHouse will do that as well. Interim Deputy Chief Ober replied it can. They do have a module for that. For now Temsis has tremendous amount of information. Right now it doesn't make sense to dump EMS into another one.

Fire Prevention Report

Interim Deputy Chief Ober gave his report. As far inspections and pre plan work it is fairly similar to previous months.

Public education always spikes in October. At the end of September they did one at Lowes, October 2<sup>nd</sup> at Home Depot, October 19<sup>th</sup> & 22<sup>nd</sup> at Union-Sanborn School.

On October 30<sup>th</sup> they participated in Senior Safety Day. The program is spearheaded by Franklin Regional Hospital. They provide them with a list of seniors and they go out and change batteries in smoke detectors. Commissioner Clark asked how many. Interim Deputy Chief Ober replied 30. The split is 50/50 new to repeat. Commissioner Gallant stated the hospital sees this as an opportunity to go in and do wellness checks. It builds a tremendous amount of good will as well. They want to see the program grow. Commissioner Auger asked

TNFD Commissioner's Meeting  
November 18, 2010

how they get the information. Interim Deputy Chief Ober replied the information is provided by Franklin Regional Hospital. They provide the information. Discussion ensued. Commissioner Gallant stated we can do a direct link to their website. We can discuss it at a later date.

As far as projects go the first two buildings at Lochmere Meadows were occupied November 1<sup>st</sup>. The other two buildings should be ready by either the middle or end of December for occupancy. Only other thing right now is Wal-Mart continues to go through the permitting process. Spaulding Youth Center is starting their permit process to build another building. HK Powersports is adding car dealership.

Interim Deputy Chief Ober explained he didn't get chance to do the interim deputy log.

Interim Chief Robinson stated their intentions when they started working this program together was to make to every staff meeting in Tilton and Northfield. It has been scheduling conflicts with the. They have kept the Town Administrators abreast. One was yesterday morning at 9:30 AM but he had another meeting he had to attend. He has not forgotten. He intends to continue the relationship.

Gretchen asked about the 58 commercial retail inspections in September that are on the Fire Prevention Activity Log. Interim Deputy Chief Ober replied most were the outlet mall. If they did all the commercial retail properties the number would be 58 every month.

Kevin asked the status of the street boxes. Interim Deputy Chief Ober replied they will be discussing this in a little bit. Commissioner Gallant replied will be coming up shortly.

## Old Business

### Chief Search

Commissioner Gallant stated he gave the status on this earlier.

### Wage & Benefit study

Commissioner Gallant stated they just terminated their last work session on wages & benefits. All of the discussions and final determination have been made. Now those numbers have been interpolated into budget. They will begin reviewing them next Monday at 5:30 PM at the Budget Work Session.

### Goals and Objectives

Commissioner Gallant stated this is on the back burner. It has been because of the Wages & Benefits tie in. They are moving forward. One of the biggest is Call and Career departments as well as the wage and benefits package. Once they get past budget season they can move forward on this.

### Strategic Plan

Commissioner Gallant reported that the Strategic Plan is on hold. Once they get past budget season they can move forward on this.

### Audits

Commissioner Gallant stated they had talked about this last night. The proposed mandate proposes that each community be audited. Commissioner Clark has been given the responsibility of following up on that. There was a major hearing on October 16<sup>th</sup>.

Commissioner Clark stated he will contact Barb Robinson at DRA and report back on that. The State was real gung ho at beginning of year. But as it went along it became a lot more complicated. It may soften a little bit for the first year. If they do require we do one we will need to reflect in the budget to have a full audit done. Roland stated he understood you didn't

TNFD Commissioner's Meeting  
November 18, 2010

need to be a CPA. Commissioner Gallant stated it depended on the size of budget. Our budget fell outside that.

FireHouse Software

Interim Deputy Chief Ober stated he did do a web demo with Commissioner Clark. All they need to do is the final vote. Commissioner Gallant stated they will revisit under purchasing requests.

New Business

Budget

Commissioner Gallant stated they started on the budget last night. He hopes they will be able to finish in one more long meeting. They are working forward.

Municipal Fire Alarm Telegraph System

Interim Deputy Chief Ober gave the Commissioners a memo regarding the policy that was adopted in July of 2009. Commissioner Clark asked if the outfits paying a lot will be like Tilton School. Interim Deputy Chief Ober replied same cost no matter who you are. Interim Deputy Chief Ober highlighted.

**Phase I** is more of a scheduling item. It is to okay the removal of street boxes from December of this year to July of 2011. They have already removed several boxes.

**Phase II** is to one phrase removed. It previously required you to have a radio box on any fire alarm system that comes on line starting in July. Now it encourages but does not require. Spaulding Youth Center is where instant notification is a real benefit. What it comes down to is the small mom & pop shop. The radio box is almost the same cost as the fire alarm system. Do we want to force them to double the cost of system when they can achieve the same result by other means? Commissioner Clark asked such as. Interim Deputy Chief Ober replied a phone dialer. We should encourage the radio box. It is basically removing radio fire alarm box from Phase II.

**Phase III** is the wording gets changed in the first sentence to *All fire alarm systems required by local and reference codes after the date of adoption of this proposal shall transmit a notification alarm signal directly to Lakes Region Mutual Fire Aid Communication Center via Radio Fire Alarm Box or UL listed, AHJ approved communications means.* What it does is it doesn't force a property to do a radio box. He highly recommends it. It allows a couple more options.

Commissioner Clark stated there will be places that definitely need to have it and that will be listed. It will be pretty black & white. Interim Deputy Chief Ober replied yes.

Kevin asked if his intention to list occupancies that require a radio box. Interim Deputy Chief Ober replied yes. They can define the criteria, ie. Hotels, health care, nursing homes,

Spaulding Youth Center over night. Kevin asked if there wasn't an appeal process. Interim Deputy Chief Ober replied no. There is an appeal process listed in the Fire Prevention Code that would apply to that. Kevin asked what is happening to the boxes that are coming down.

Interim Deputy Chief Ober replied they are being stored right now. Gretchen said the District should sell them and make money. Kevin stated he would like to have one. Interim Deputy Chief Ober stated nothing is being done with them right now. Commissioner Clark made a motion to accept the changes as stated in the memo dated November 18, 2010.

Commissioner Auger seconded the motion. There being no discussion, vote was taken. The changes were unanimously approved.

Sole Source Purchasing Requests

None

TNFD Commissioner's Meeting  
November 18, 2010

Purchasing Requests

1. **FireHouse Software:** Interim Chief Robinson commented it is an impressive program. It will fit nicely into our process of generating work orders on the trucks. Interim Deputy Chief Ober commented the goal would be to get the software in and loaded. The data converted. The go live date would be January 1<sup>st</sup> to start using the software. Gretchen asked if the data would be backed up prior to converting. Interim Deputy Chief Ober replied yes. Their goal would be to run them together. Commissioner Clark made a motion to purchase the software for \$7,035 as presented in the purchasing request. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. All were in favor of purchasing FireHouse Software.

Other Business

Interim Chief Robinson stated they will be participating in the boot drive at Tanger Outlet on Black Friday.

Pay Bills

October 27, 2010

Commissioner Auger had questions on the manifest of October 27, 2010.

- He wanted to know what the bill from Desourcie was for. It looks like a lamp holder and bulb. We got charged more for travel than for the total bill. Interim Deputy Chief Ober replied it was one of the spot lights and it actually shorted out. We tried to find out why the bulb kept burning out but was unable to locate the problem. He was here and was able to fix it. He was here for the primer problem on Engine 1 as well.
- Commissioner Auger asked about the bill from Liberty International. Duane commented that was for Rescue 1.
- Commissioner Auger then asked about NES Embroidery. Kathy explained that was out of the uniform allowance. There being no further questions the manifest for \$48,092.24 was approved.

November 15, 2010

There being no discussion, manifest for \$32,644.29 was approved.

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 7:30 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** November 22, 2010 at 17:30. Meeting to be held at Tilton School, new Academic Building, School Street, 2<sup>nd</sup> Floor, Room 213, Tilton.