

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	November 22, 2010 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 <sup>nd</sup> Floor, Room 213, Tilton

Commissioner Gallant called the Budget Work Session to order at 5:40 PM.

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

### 2011 Budget

Commissioner Gallant stated they will revisit the accounts they had questions on before continuing on.

### Professional & Technical Services

#### Acct #342 Data Processing

This account was revisited. 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.* Interim Deputy Chief Ober stated he is not sure why criminal history is coming out of this line. Historically it has been there. Commissioner Gallant questioned this. Commissioner Clark stated it fits. He asked what the cost of a server is. Interim Deputy Chief Ober stated probably \$2,000. The rest is licensing. When you have a server everyone has user name and log in. We have to buy software to allow that. Commissioner Clark asked what kind of software. Interim Deputy Chief Ober gave an example. Commissioner Clark asked if it was Microsoft. Interim Deputy Chief Ober said no, it is server software. Further discussion ensued regarding hardware and software. It was agreed to budget this line at \$6,000.

#### Account 350 Medical Services

This account was revisited. Commissioner Gallant read the narrative. *Pre-employment physicals, employee physicals, immunizations, and testing.* He asked why the spread. Interim Deputy Chief Ober stated there are variables such as age. Commissioner Auger asked if it was everybody. Interim Deputy Chief Ober said no. Commissioner Clark asked about the several that need to be done. Interim Deputy Chief Ober replied they have been lax. Three have had physicals. One has some follow up stuff. One has to schedule. Commissioner Clark asked how many need to be done. Interim Deputy Chief Ober replied off hand he doesn't. Commissioner Gallant said the budget is level funded from last year. His question is why it hasn't been expended. They had asked him to get the amount for the variable types of physicals performed. Interim Deputy Chief Ober replied physicals are done in the fall of the year. Commissioner Clark stated they have to have nine physicals to get to that \$4,000 mark. He wanted to know if they could live with the \$3,600 they had the year before. Interim Deputy Chief Ober replied he doesn't know what the requirements are going to be. Commissioner Clark asked if he was anticipating any new employees coming on board. Interim Deputy Chief Ober replied only one. If somebody was to leave then they would have another.

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Commissioner Clark wanted to drop to \$3,600. Commissioner Auger agreed. It was agreed this line would be funded at \$3,600.

Property Services

Account 410 Electrical

This account was revisited. Interim Deputy Chief Ober believes that \$7,500 is better for that line. PSNH has had a 3% increase. It was agreed to fund this line at \$7,500.

Account 411 Heat & Oil

This account was revisited. Interim Deputy Chief Ober stated this line could drop to \$8,500. Commissioner Auger questioned the year-to-date number. Interim Deputy Chief Ober explained that the number is for 10 months. It was agreed to fund this line at \$8,500.

Account 430 Repairs & Maintenance

This account was revisited. Interim Deputy Chief Ober believes they can drop this to \$12,500. Commissioner Auger asked the reason for that. Interim Deputy Chief Ober replied they should look on page 7 of the narrative. He believes they can get the work done for \$12,500 rather than \$15,000. \$6,870 reflects new projects to be done at Center Street. He believes that will be enough. It was agreed to fund this line at \$12,500.

Purchased Services

Account 590.2 Pressurized Hydrants

This account was revisited. Commissioner Clark stated that he called Scott Davis before the meeting tonight. He and Commissioner Auger met with them and they were supposed to back to them but didn't. They are looking to split the cost with Jenson Trailer Park rather than take on both. They want the Fire District Commissioners to get together with the Water District Commissioners. The \$125,000 was what was proposed in 2009 for 2011. Commissioner Gallant recommended they leave the \$125,000 there for now. Donnie Stevens stated if this was going to be a warrant article they didn't have the information. Commissioner Gallant replied it is a line item in the budget and only appears there because it is in the budget.

Supplies

Account 631 Service Testing

This account was revisited. Interim Deputy Chief Ober stated the only items they not done is the testing on the aerial and ground ladders. He recommended reducing the line to \$4,000. It was agreed to fund this line at \$4,000.

Account 635 Gasoline

This account was revisited. Interim Deputy Chief Ober stated that on page 9 of the narrative there is a list of the gallon usage for 2008, 2009 and 2010. The average is 2,500. He recommended reducing the line to \$6,400. It was agreed to fund this line at \$6,400.

Account 681 Municipal Fire Alarm System

This account was revisited. Commissioner Gallant read the narrative. *We currently maintain a Municipal Fire Alarm System that includes Street and Master Box alarms. This system is scheduled to be removed from service by July, 2011. The increase in this line represents removal of fire alarm wire and street boxes from all utility poles.* Interim Deputy Chief Ober stated they have two options. They can decide to do the entire system in 2011 or do it in

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phases. Phase I would be to put a monitoring device in Park Street. There are no monitoring fees as it is a municipally owned building. We can do the street boxes. Remove them for the utility poles. We can absorb that. The biggest cost is removing the wire from the phone poles. If they opt to do that in 2012 it might be a good way to phase it in. White Mountain Cable is cheaper than hiring Franklin Fire Department's bucket truck and us doing it. Commissioner Clark asked if he had gotten competitive bids. Interim Deputy Chief Ober replied that no other company is interested so far. The important part is the Park Street monitoring device. Once that is done they can shut the system off. Commissioner Clark asked if they could cut this back to \$5,300. Interim Deputy Chief Ober replied that they should build in buffer. He suggested \$7,300 as the current budget to maintain the system is \$3,000. Commissioner Clark questioned if he can get by with \$7,300. Interim Deputy Chief Ober replied he believes they can. He stated the bulk is the purchase and installation of the radio box. All agreed to budget this line at \$7,300.

Capital Outlay

Account 750 Furniture & Fixtures

This line was revisited. 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.* Interim Deputy Chief Ober recommended this be reduced to \$4,500. Commissioner Auger asked about the phone system. Interim Deputy Chief Ober replied we need to add a couple more extensions. In order to do it we need to upgrade the brain. Commissioner Clark asked where that will come from. Interim Deputy Chief Ober replied Clayton Communications out of New Hampton. Discussion ensued. Commissioner Clark asked why they are looking for new tables. Commissioner Gallant stated the tables we currently have will not fit. If you want to accommodate the same number of people you need to buy new tables. Commissioner Clark asked if they could be retrofitted. Commissioner Gallant stated no. It was agreed to budget this line at \$4,500.

Account 775 Dry Hydrants & Cisterns

This line was revisited. Commissioner Gallant read the narrative. *This line includes annual maintenance on rural water supply locations.* Commissioner Clark stated \$1,000 is not great. He asked Interim Deputy Chief Ober if he is looking for a way to get them back in service. Interim Deputy Chief Ober replied he will look at them in 2011 and come up with a plan.

Apparatus and Equipment Replacement Fund Expenses

Account 740 Fire Equipment

Interim Deputy Chief Ober replied this should be changed to \$35,000 from \$40,000. Page 12 of the narrative has the breakdown. Commissioner Gallant read the narrative. **Protective Clothing: \$14,400.** *Currently we replace seven (7) sets of protective clothing (pants, coats, gloves, helmets, boots and hoods) per year. This will keep us inline with industry standards for replacement of aged and/or worn protective clothing. It also allows replacement of damaged items.*

**Fire Equipment: \$7,861.** *This list includes attack hand lines, supply hose, nozzles, smooth bore nozzle tips, traffic warning sign and cones, forestry mop-up kits, GPS units and miscellaneous replacement tools and equipment. (excluding hose \$4,243)*

- 3 lengths 4" supply line \$1,590

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- 8 lengths 1 3/4" attack hand lines (4 each red, yellow, blue) \$2,028

**Communications Equipment: \$12,680**

- Emergency belt pagers (7): \$3,500
- Portable radio batteries (7): \$980
- Firehouse Software (completing 3 of 5 modules) \$5,200
- Mobile Data Terminals (1): \$3000 (+ \$1,400 grant)

Commissioner Gallant requested an explanation of the mobile data terminal. Interim Deputy Chief Ober replied that this is a laptop that is designed for vehicle use. The real reason for this is to electronically store pre-plan information and continues to go. Commissioner Clark asked if this was part of FireHouse software. Interim Deputy Chief Ober replied yes. Dispatch will be able to send information to the terminal electronically in the future. If we go further it will have mapping information, weather information. Any other information needed from the internet. Commissioner Clark asked how many vehicles. Interim Deputy Chief Ober replied he is proposing one and if the budget allows a bracket in the command vehicle. He sees no more than two. He sees brackets in the vehicles so the laptop can be moved from vehicle to vehicle. He would leave it in the first due engine and ambulance. At an incident he would take from it from one of those vehicles and put in it in the command vehicle.

Commissioner Clark asked about the hose. Commissioner Gallant explained. Commissioner Clark asked if the hose was not included in that figure and the cost of the hose would be in addition to that. Interim Deputy Chief Ober replied yes it was included.

Commissioner Auger asked about the GPS. Interim Deputy Chief Ober replied is a TomTom or Garmin. Whatever is on sale when they are ready to purchase one.

Commissioner Gallant asked about 2010 budget. Interim Deputy Chief Ober replied it should be coming in at what was budgeted. After the items approved at the last meeting the unexpended balance should be about \$9,000. He doesn't foresee anything else.

Commissioner Clark said \$35,000 was okay. Commissioner Auger said would like it at \$30,000. Commissioner Gallant asked what he wanted to cut. Commissioner Auger replied it was not what he wanted to cut but what they would. Commissioners Clark and Gallant were okay with \$35,000. The line will be carried at \$35,000 on the vote of two commissioners.

Commissioner Clark asked Commissioner Auger what he thought could be put on the back burner. Commissioner Auger replied the communication equipment. Commissioner Clark stated the line is \$5,000 less than what was previously budgeted.

Account 741 EMS Equipment

Commissioner Gallant read the narrative. *Disposable EMS Supplies: \$22,000; Storage Cabinet for EMS Supplies: \$1,000; IV Pump for Drug Administration: \$3,000; Paramedic Intercept Costs: \$2,000*

*This line includes disposable EMS supplies, storage cabinet for supplies, paramedic intercept costs and an IV pump for drug administration.*

Commissioner Clark asked if paramedic intercept policy was included in there. Interim Deputy Chief Ober replied you can't estimate that. It is based on if we are called. In 2011 we will benefit from having two paramedics. In 2010 we only had two part of the year. Interim Chief Robinson replied what you don't see is the money recovered that goes under Comstar. Interim Deputy Chief Ober replied the difference is we are close now with the year-to-date. He is more

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comfortable bumping it up another \$2,000. Commissioner Clark asked about the disposable EMS supplies. Interim Deputy Chief Ober replied we have to buy our supplies ourselves. We used to get our stock from the hospitals and they used to bill the patient. Commissioner Gallant read the narrative. Commissioner Auger asked if the patient gets billed for whatever supplies we use during a transport. Interim Deputy Chief Ober replied yes. It was agreed to budget this line at \$28,000.

Account 760 Vehicles

Commissioner Gallant stated this will be a warrant article. He requested Interim Deputy Chief Ober address this line. Interim Deputy Chief Ober explained that the 2002 Ford ambulance is due for scheduled replacement. He gave an overview of what the ambulance committee had done. As of November 15 the mileage was 81,945 and the hours were 7,773. The engine hour to mileage conversion is 466,380. Interim Chief Robinson stated their conversion is 30 for a total of 233,190. Interim Deputy Chief Ober said his conversion stated to use 60. Interim Deputy Chief Ober read the narrative. *The 2002 Ford Road Rescue Ambulance is due for replacement. As of November 15, 2010 the mileage is: 81,945 and engine hours are: 7773. The past practice replacement of ambulances has been every 8 years however, this ambulance at the time of replacement will be 9 years old. Due to preliminary low trade-value, it is recommended the District sell the 2002 Ford ambulance by bid process. This line includes the ambulance chassis/body, radio installation, patient cot, IV pump, lettering and miscellaneous items. All other equipment will be transferred from the 2002 ambulance.*

Commissioner Clark asked Interim Chief Robinson how he felt. Interim Chief Robinson replied he spent little time with the committee. His concern was they were headed for a truck chassis as he had not heard anything good about that. Commissioner Clark asked what Duane Harbour's feedback was. Interim Chief Robinson replied similar to his as far as a truck chassis went. He thought we were on a 10 year rotation for the ambulance but was not 100% sure and thought the condition of Ambulance 2 right now isn't too terrible. Interim Chief Robinson stated his opinion was same until he saw figures. Commissioner Clark asked if they could hold off another year. Interim Chief Robinson said sure. Interim Deputy Chief Ober replied not without increasing the maintenance line. Discussion ensued.

Commissioner Clark asked what Interim Chief Robinson recommended. Interim Chief Robinson replied he feels it could last another year. Gretchen asked if another year would give them more options with the diesel engine. Interim Chief Robinson replied even if the give it another year are you going to be the first to try it. He asked if a gas engine would work. Interim Deputy Chief Ober replied no. Kevin stated Ford is making a chassis with a gas engine and the voltage issues have been addressed. Interim Deputy Chief Ober replied all Ford dealers have said don't touch it. International is coming out with the TerraStar. Discussion ensued.

Commissioner Clark asked what other vehicles need to be purchased in the next couple years. Interim Deputy Chief Ober replied a ladder. Commissioner Clark asked how far out they would be looking. Interim Deputy Chief Ober stated in 2011 they should reevaluate and see if they want to go for a ladder in 2012 or push it out to 2013. Commissioner Clark asked where we are with other ambulance. Interim Chief Robinson replied it is a 2006. Interim Deputy Chief Ober replied a lot of work has been done to it but it was all warranty. The cost between Ford and Chevrolet are comparable. Commissioner Clark recommended they hold off on the ambulance for a year. Commissioner Gallant is on fence. Commissioner Auger agreed to

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hold off. There are a lot of things to consider. Interim Deputy Chief Ober replied they need to increase the maintenance budget if they hold off. Commissioner Clark asked if he was comfortable in allotting another \$5,000. Interim Deputy Chief Ober replied there is some body work to be done. Mechanically they can't predict. Commissioner Gallant stated it is a warrant article as far as he is concerned. He would like same presentation made to the Budget Committee and see where it all falls in. He feels it is important that Duane be here and have members of the Ambulance Committee here to see where it all shakes out.

Kevin asked how much the new ambulance would cost. Commissioner Gallant replied \$164,400. Kevin said they should buy it. The alternative is to wait a year or two and they will end up buying a truck chassis. If they want to stay with a van chassis or Ford F450 he will support it. Commissioner Clark asked if should wait another year. Kevin said no. The price will not go down. Interim Deputy Chief Ober pointed out the vehicle replacement falls in with the master plan. They should stay on schedule if possible. Discussion ensued. It was decided they will revisit this next Monday ask the Ambulance Committee and Duane to attend.

Account 960.05 Rescue Equipment

Interim Deputy Chief Ober stated the line can be changed to \$9,500. Several items were proposed. He and Interim Chief Robinson met with the individual. This was the list they came up with. He read the narrative. *This line covers various technical rescue equipment including:*  
**Rescue Jack Vehicle Stabilization System \$5,500:** *The Rescue Jack system is used for vehicle as well as some structural stabilization. It would allow the department to increase safety for ourselves and patients by stabilizing rolled vehicles or collapses structural members. We currently do not have this capability.*

**High-Angle Rescue Equipment \$2,916:** *Items included are 1200' of lifeline rescue rope, rope/gear bag, canvas rope edge pads, aluminum 'G' rated carabineers and cable ascenders and lanyards.*

**Vehicle Extrication \$1,000:** *Replacement of worn tips on one (1) combi-tool and the purchase of accessories that will enable improved usage of our Hurst Rams.*

Commissioner Gallant asked if stabilization was not addressed at earlier time. Someone came in and demoed. Interim Deputy Chief Ober replied yes. Commissioner Gallant asked if someone around here has those. Interim Chief Robinson replied yes Franklin Fire Department. They have called them in to use them on the interstate. Interim Chief Ober commented this is for the base package. We can use it in conjunction with Franklin Fire Department's system.

Interim Deputy Chief Ober commented we are continuing to build on the high angle rescue equipment we have. Commissioner Clark asked if it was for water rescue. Interim Deputy Chief Ober replied it can be used for that.

Interim Deputy Chief Ober stated the last item is vehicle extrication. This is for replacement of worn tips and the purchase of some accessories that will allow us to use Hurst rams. Commissioner Clark asked if with that break out dropping to \$9,500 from \$10,000. Interim Deputy Chief Ober replied yes. The original proposal was up around \$16,000.

It was agree that this line would be budgeted at \$9,500.

Account 3409.6

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Commissioner Gallant stated this line is budgeted at \$260,000. The budget should be upwards of \$290,000. Commissioner Clark asked if paramedic intercept will be in that line. Commissioner Auger stated it is only used if called for. Commissioner Clark asked where the revenue would go. Commissioner Gallant replied under miscellaneous income. He will review and report on that at the next meeting. It was agreed they will cover this at the next meeting.

Other

Donnie Stevens commented he would like to start scheduling the Budget Committee meetings. They are scheduling the first meeting for the 13<sup>th</sup>.

Interim Deputy Chief Ober recommended the Commissioners review the memo he passed out tonight. On page 2 line 210 the difference is \$29,634. That reflects the breakdown on the memo he gave out tonight.

Commissioner Clark requested a new spreadsheet for next Monday with the adjusted numbers. He wanted to be sure the information was up-to-date.

Interim Deputy Chief Ober asked Commissioner Clark what information he is looking for on the ambulance for Monday. Commissioner Clark wants to hear from the committee on their thoughts. He wants to see the Master Plan for vehicle replacement.

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 7:10 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, 2<sup>nd</sup> Floor, Room 213, Tilton.