

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	December 8, 2010 at 17:31
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 5:31 PM.

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

### Minutes

#### October 19, 2010 Non-Public

Commissioner Clark made a motion to accept the minutes as printed. Commissioner Auger seconded the motion. There being discussion motion was withdrawn until non-public session.

#### November 8, 2010

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

#### November 15, 2010

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

#### November 17, 2010

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.

#### November 18, 2010

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

#### November 22, 2010

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.

### Correspondence

Commissioner Gallant stated a letter was received from the Town of Tilton regarding the apportionment formula dated November 4, 2010 addressed to Commissioner Gallant and the Board of Commissioners. He then read the letter.

*Dear Commissioner Gallant:*

*The Tilton Board of Selectmen asks if the Commissioners would consider reviewing the apportionment formula for the Tilton Northfield Fire District assessment. The current formula, which may have been in place since the District was created, is based entirely upon each*

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*Town's equalized assessed valuation. We feel it would be a valuable exercise to look at other variables in addition to property assessments, such as calls for service, demographics, numbers of structures, road miles, just to name a few. The goal is to achieve greater equity in taxation for fire and emergency services.*

*It would be up to the Fire Commissioners to decide the composition of the committee, scope of work and timeline. However, one suggestion would be to have the committee comprised of at least five members from the District – a Fire Commissioner, a Selectman and resident from the Town of Tilton and a Selectman and resident from the Town of Northfield.*

*We realize this is an extremely busy time of year for everyone and appreciate the opportunity to meet with you to discuss our request in further detail.*

*Sincerely, Tilton Board of Selectmen: Patricia Consentino, Chair; Sandra Plessner, Vice Chair; Normand J. Boudreau, David Wadleigh, Sr.; Kathryn Dawson*

Commissioner Gallant said he spoke with Kathy the other day. He asked her to contact DRA to find out and confirm that the use of equalized evaluation is State law. He believes it is State law that the taxes are based on equalized evaluation. He went to the Town and their concern is that the two towns are not on same schedule for valuation. They are six months or more apart. Tilton has gone through valuation and signed off, Northfield has not. If they are using equalized valuation, both towns should be on the same schedule. He told them that we are getting a determination from DRA relative to why it is being used. Commissioner Clark wanted to know if it is legal to use equalized valuation and can they be put on the same schedule. Commissioner Gallant stated that Tim Pearson was the one who came across this.

Commissioner Gallant stated a letter was received from the Town of Tilton regarding the parking stickers and placards. The guys need to reapply for new parking passes.

Commissioner Gallant stated a letter was received from LGC regarding open enrollment. He stated it will be taken up under benefits tonight.

#### Public Comment

Gretchen asked about the non-public meeting with LGC. Commissioner Gallant reported that they cancelled and we will be rescheduling.

Gretchen asked if the announcement had been made on who was being put into the Chief's position. Commissioner Gallant reported they will be making the announcement tonight.

Gretchen asked if the budget would be completed tonight. Commissioner Gallant reported yes.

#### Treasurer's Report

Roland gave the Treasurer's report.

The Account Balances are as of December 8<sup>th</sup>. The checks have been issued to the call firefighters. The interest is posted to date.

- Account 1000: Apparatus & Equipment Fund balance is \$477,883.08
- Account 1002: Debit Card balance of \$4,485.33
- Account 1003: FSB Operating Account balance of \$86,904.31
- Account 1004: FSB Payroll Account balance is \$500.00
- Account 1005: NHPDIP balance is \$216,135.41

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Apparatus & Equipment Fund Budget vs. Actual

The ambulance charges, Account 3409.6 is for 11 months. We are already over the \$250,000 budgeted. We will be well over the budgeted amount.

Operating Budget vs. Actual

The Operating Budget is the actual budget. Roland did not do a cash flow as we are at the end of the year. We have one check coming from Tilton and one from Northfield. Northfield indicated they would be cutting the check next week. Tilton should be as well. The minus in the third column indicates we are under budget. There will be more postings for December.

Account 5902 is Pressurized Hydrants. The reason it is over budget is that the fourth quarter for 2009 was paid in January of 2010. The check that will be cut in January will be for the fourth quarter of 2010. It will work out. That is what is happening with that number.

Commissioner Clark asked about the warrant article for the pressurized hydrants. Roland stated the Water District is meeting on the 13<sup>th</sup> if anyone would like to attend. Commissioner Clark reported he had asked Scott Davis to get together to meet. Commissioner Gallant stated if they meet with the Water District in January that will work.

Roland reported Franklin Savings Bank is extending our revolving line. The current one does expire December 31<sup>st</sup>. In speaking with Deb Tessier they only need a motion from the Commissioners and a copy of the cash flow from last year. Commissioner Gallant commented we can get through January and February without borrowing. Commissioner Auger asked what the interest charge was for borrowing the money. Roland replied \$273.

Gretchen asked what Account 390 Other Professional Services was for. Kathy responded the \$575 was the balance due on the Wage & Benefit Study.

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

**Chief's Report**

Interim Chief Robinson reported nothing great stands out. A few things were accomplished. They participated in WLNH Children's Fund. They raised \$3,100 with the boot drive. This is down from previous years. They started at 11:30 P.M. Thursday evening and went through until Noon Friday. They are learning how they shop. Shoppers mob the place until 2:00 A.M. and don't come back until 2:00 in the afternoon. They will look at it differently next year. They have several firefighters working the telethon this weekend.

They held a snow blower raffle to raise money for the Firefighters Association was finished. It was raffled off with several other prizes and made about \$400. This fund was the main supplier for the Park Street renovation this year.

Interim Chief Robinson reported that the other thing they are working on is a personal equipment inventory. They hope to have it finished by the time the firefighter's checks are issued.

Roland asked who won the snow blower. Interim Chief Robinson reported Rusty's Towing. He also won one of the other prizes.

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Activity Report

Interim Chief Robinson reported they hit an all time record. The numbers are based upon the end of November. They have responded to 1.626 emergencies. Their highest yearly total was in 2005 at 1,621. They have passed that by five calls. It looks like they will surpass that year's record by up to 200 calls by end of year.

Commissioner Auger asked about the number of calls on the Activity Log. He wanted to know if there is any way they can break that up as to whether the call is in Tilton or Northfield. He would like the total of each category broken out between each town. Interim Deputy Chief Ober requested Commissioner Auger remind him in January if that is not on the report.

Fire Prevention Report

Interim Deputy Chief Ober reported the monthly total is a little bit lower than what the average has been. He has not initiated any inspections out of the office due to activities being more focused on being interim deputy, the budget process and personnel issues day to day.

Nothing striking stands out. Lochmere Meadows is a week or two out before last two buildings are ready for occupancy.

Commissioner Clark asked how he gets in gear to inspect something. Interim Deputy Chief Ober replied new construction is by building permits and permits are pulled from our office for electrical, heating, etc. Discussion ensued. Commissioner Auger asked how many man hours he thinks he spends doing an inspection. Interim Deputy Chief Ober replied the four buildings at Lochmere he did a rough in and final inspection on the sprinkler system, boiler and fire alarm. He probably has four hours per building. Permits have been pulled and fees have been paid. Commissioner Auger brought up September and the number of inspections that were done. Interim Deputy Chief Ober stated those were existing properties and that no fees are charged. The only time fees are charged is if it is new.

2011 Budget

Wages & Benefits

Commissioner Gallant stated they have spent many man hours going over the wages and benefit study. This is the only part left to review. It was well worth the time.

Account 110.01 Career Salaries & Wages

Commissioner Gallant read the narrative. *Salaries include adjustments to fall in line with the Step and Grade Scale adopted by the Board of Commissioners. The Commissioners have spent many hours comparing and analyzing the salary and benefits study produced by the Local Government Center as well as their own study. The Step and Grade scale includes labor grades for specific job functions and a twenty (20) step pay scale. The budget proposal includes placement on the scale as of January 1, 2011 and then a step increase on the employees' anniversary date of hire. This results in a \$5,000 increase in the budget. Interim Deputy Chief Ober stated it is actually a \$5,000 decrease. Those numbers are numbers on the work sheet provided. There was no further discussion.*

Account 110.05 Holiday Pay

Commissioner Gallant read the narrative. *11 paid holidays for 11 shift personnel at 12 hours/day at \$18.00/hr(avg.) = \$26,000. There was no discussion.*

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Account 110.06 Overtime

Commissioner Gallant read the narrative. Interim Deputy Chief Ober stated he and Kathy had a couple of hours to correct. They had originally projected 4,030 hours. Three employees are eligible on their anniversary date to bump up to the next level of vacation time. The projected hours for 2011 are 4,130. 2010 did not see very many significant incidents that caused a lot of call backs. We are projecting another average year for next year as well. He feels comfortable bringing the line down to \$115,000 rather than \$130,000. Commissioner Clark asked the about number of callbacks but we had more calls. Interim Deputy Chief Ober replied we had more calls but not big incidents when callbacks are required. Commissioner Clark asked if this also included training. Interim Chief Robinson replied training pay comes under payroll for call firefighters. Interim Deputy Chief Ober commented the training is for full-time personnel. Commissioner Gallant replied it is overtime and the call company does not get overtime. There was no further discussion.

Account 120 Call Salaries & Wages

Commissioner Gallant commented he had asked Interim Deputy Chief Ober to review this line. Interim Deputy Chief Ober commented they are close to the budgeted amount. He would not move that too much. Commissioner Gallant stated the lowest you would probably want to go with that was \$70,000. Commissioner Clark asked Interim Chief Robinson how far back they have seen good activity with the call company. Interim Chief Robinson responded the last four to five months. It has probably been 60%. Interim Deputy Chief Ober stated we have three call firefighters in classes now that will finish in January. Upon successful completion they submit their hours and get paid at that time. Commissioner Clark asked why 2009 was at \$74,000. Interim Deputy Chief Ober replied the activity level and training. Commissioner Clark asked if he was willing, able or comfortable bringing that down a lot. Commissioner Auger asked if they were ok with \$70,000. Interim Deputy Chief Ober replied they will make it work. There was no further discussion.

Account 130 Elected Officials

Commissioner Gallant stated the elected officials get paid as follows: The Commissioners get \$2,700. They get \$900 each. The Treasurer gets \$2,500; the Clerk gets \$1,000 and the Moderator gets \$50.

The Clerk needs to be looked at as the By-Laws call for the Clerk to take the minutes and transcribe them. He doesn't feel anyone is going to sign up for that at \$1,000. He's tried to calculate the amount of time that is spent. In an average year it is somewhere around 65 to 70 hours total. Right now Kathy is doing it and it is all overtime as she works her normal 40 hour week. The By-laws state the Clerk needs to be a resident of Tilton or Northfield. He is concerned about whoever is getting elected taking minutes and transcribing them. The By-Laws say nothing about a Deputy Clerk. Katina currently appoints Kathy as Deputy Clerk. The Clerk currently takes minutes at three meetings. Commissioner Clark asked if Kathy does any of that for her. Kathy explained about the week when people file for office. Discussion ensued. Commissioner Clark stated the numbers he got was \$18 per hour, \$21 per hour, \$25 per hour and the School District does \$90 per meeting. He's comfortable thinking about doing average of the three hourly ones. Commissioner Gallant is comfortable paying the individual \$25 per hour for a three hour meeting, two hours for the meeting and one hour for transcribing. They should plan on 12 meetings per year plus 10 more. In this case they all know the value of having Kathy at the meeting as she frequently can answer questions they are not able to

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answer. Throughout this whole period of time going through the benefit study and all the analysis that was done she put together all of that so she would have to come here and explained all of that anyway; \$1,600 plus \$1,000 for the Clerk herself. Commissioner Clark asked Kathy what she was getting for overtime on this. Kathy replied she has received \$1,700 this year to date. This is very unusual. It is due to the number of meetings held this year. Commissioner Gallant stated that is the overtime she has received. She transcribes these minutes during her work day. Discussion ensued. Commissioner Gallant asked how many years the Clerk is elected for. Commissioner Clark stated he wasn't sure on that. He will check and get back to them on the term. The responsibilities will include taking and transcribing the minutes of every meeting. Commissioner Auger was willing to put the money in. Commissioner Clark is comfortable with that.

Commissioner Clark made motion to go with \$25 per hour and budget for 65 hours. This will be added it to the elected official's line for the Clerk salary. This will increase the budgeted amount from \$1,000 to \$2,600. This line will be budgeted at \$7,850.

Salaries and Wages total will be \$839,220.

#### Benefits

Commissioner Gallant stated the major increase is under benefits. The initial numbers reflect increase of \$8,400. That will represent around 70% of increase of budget. It is important they look at the components of that.

#### Account 210 Group Health Insurance

They have spent a tremendous amount of time on health insurance. The Board made a decision that they would take health benefits and make them comparable to the two towns. Currently the District only offers a Single Plan and pays for that in entirety. If person wants a 2-Person or Family Plan they have to pay for that. They have come up with a plan similar to Tilton or Northfield that whatever a person is entitled to he or she will be covered on that basis and they will pay 90% and the individual will pay 10%. The plan they currently have has no deductible. The plan they are going to has numerous deductibles. If they go to this on January 1<sup>st</sup> they would realize an increase in the budget of \$29,634. They looked at five different plans and this is a comparable plan. Commissioner Clark asked about the amount needed to cover the deductible. Commissioner Gallant stated they are proposing setting aside part of that. Interim Deputy Chief Ober commented they have budgeted \$6,500 for that. It is in the total. Discussion ensued about deductible.

#### Account 215 Group Life Insurane

Commissioner Gallant stated the only change is an increase of \$1,703. They looked at Long Term Disability which they currently don't have. They proposed going 50/50 with each individual. The cost would be \$1,703 to the District and \$1,703 to the employee.

#### 220 Social Security

Commissioner Gallant stated this has a minor increase that is a by products of the increase in wages.

#### 225 Medicare

Commissioner Gallant stated this has a minor increase that is a by products of the increase in wages.

#### 230 Retirement

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Commissioner Gallant stated retirement is increasing \$53,733. The majority of that is tied up in the fact that Group 1 is going from 9.16% to 12.31%. Group 2 is going from 18.52% to 30.9%. This is quite a significant increase. It is a 61% increase in the rate. Retirement alone is 41% of the 70% increase in the budget. Discussion ensued.

Gretchen stated they mentioned they have agreed to the step and grade system. They mentioned there are 20 salary grades. They are going to get an increase for 20 years. Commissioner Clark stated his understanding was that from the midpoint on it is based on review. She asked if employees will earn cost of living raises in addition to the steps. Commissioner Gallant stated the steps are based on 2.5% between steps. They will review the step and grade on an annual basis. It may change significantly based on the cost of living increase or lack thereof.

#### 260 Worker's Compensation

Commissioner Gallant stated they have a \$2,700 increase which is a 9% increase for budget purposes. There was no discussion.

Commissioner Gallant stated these are the only items they had not gone through. It was obviously the lions share. They are probably looking at approximately a \$130,000 increase in the total budget of which \$89,000 is in benefits of which \$54,000 is in retirement.

#### Old Business

##### Liaison to Budget Committee

Commissioner Clark made a motion that Commissioner Gallant be appointed as liaison to the Budget Committee. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote was unanimous.

##### Sole Source Purchasing Requests

**Replacement Smoke Generator:** Interim Deputy Chief Ober gave the history of the smoke generator. He is proposing they use the balance from the Fire Prevention Fund that was closed and paying for the balance from the Tanger donation. He recommended earmarking the remainder of the donation toward exercise equipment or the maintenance thereof. Commissioner Clark asked who presented the exercise program. Interim Deputy Chief Ober replied Firefighter Joubert. The second page is a quote from Fire Tech and Safety. Commissioner Auger asked how often the generator is used. Interim Deputy Chief Ober replied every time the trailer is used plus a half dozen times or more for fire training. Commissioner Auger asked if other towns use the trailer. Interim Deputy Chief Ober replied Franklin. Commissioner Auger asked if any other towns use it. Interim Deputy Chief Ober replied Belmont maybe. Anytime we have lent it out they need to provide the fuel. Commissioner Clark asked about the Fire Prevention fund. Interim Deputy Chief Ober replied the fund was started after they received the Fire Prevention trailer. The money is currently in the general fund as we were notified earlier this year by Northway Bank that the account was dormant. Commissioner Clark stated the money is not being raised and appropriated. He is looking for approval to spend the money out of donations. Interim Deputy Chief Ober replied yes. He has applied for a grant through LGC for exercise equipment. They hope to hear soon. Discussion ensued. Commissioner Clark made motion to purchase the Tempest smoke machine for \$740 as broken down. Commissioner Auger seconded motion. Commissioner Gallant asked where the \$1,000 donation will go. Interim Deputy Chief Ober replied the

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general fund. Gretchen asked what the money was given to us for. Interim Deputy Chief Ober replied in years past it has gone to the car seat program. Commissioner Gallant stated they need to get together the last week of the year. They need to hold the \$930 out there until the week after Christmas. There being no further discussion, vote was taken. All approved the purchase of the smoke machine. The exercise equipment will be revisited the week after Christmas.

Purchasing Requests

**IV Pumps:** Commissioner Gallant read the request from Captain Michaud for \$3,100 for the purchase of one Sigma Spectrum intravenous infusion pump.

Interim Deputy Chief Ober read his memo outlining how we have unexpended budget funds out of the Apparatus & Equipment Fund.

1. Protective Clothing: *We participated in a research project coordinated through our long time vendor, Bergeron Protective Clothing, where we were able to exchange old sets of gear for new sets of gear. We have five sets of protective clothing that was eligible for this project. In return we were provided, at no cost, five new sets of protective clothing. This resulted in a cost savings of approximately \$10,000.*
2. Opticom Control Boards: *In 2009 we were informed by NH DOT that they would no longer be supplying the circuit boards at controlled intersections; however they would provide the personnel to replace and re-program as needed. These circuit boards must be replaced from time to time due to lightning strikes, cabinet strikes or failure of the board. Not knowing what the demand for replacement would be it was decided to budget for two of these boards. It is not a good idea to buy these and put them on the shelf as the warranty starts at the date of purchase. Commissioner Clark asked about the board and our liability. He wanted to know if the State was walking away from all of that or just the board. Interim Deputy Chief Ober replied just the boards. The State still owns the light. Interim Chief Robinson questioned if the receiver was our responsibility. When intersections were constructed they were required by the department and most were paid for by an impact fee. When Lowes and Chili's went in Connor Development paid for all that and State maintains it after.*

Commissioner Gallant stated we approve purchasing requests on 3 bids. He read last 2 paragraphs of memo. *Due to these items not being purchased and other items coming in under the budgeted amount, we were able to prioritize other items such as FireHouse Software, belt pagers and an IV pump (pending approval) for purchase in 2010. As you know these items were not specifically listed in the 2010 budget. This account should have an approximate \$6,000 unexpended balance if the IV pump is approved.*

Commissioner Auger made motion to purchase the IV pump for \$3,100. Commissioner Clark seconded motion. There being no further discussion, vote taken. All were in favor of purchasing the IV pump.

Chief Search

Commissioner Gallant stated we heard from LGC yesterday. The final feedback from them was the testing has been completed and the candidate has been cleared. A press release went out late today relative to that indicating they have hired Brad Ober and promoted him from Captain to Chief through the LCG process. Commissioner Gallant congratulated Brad. It

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is a nice thing to be able to promote from within. He has done great job in the interim in tandem with Mike Robinson. The position change will be effective Monday, December 13th.

Interim Chief Robinson thanked the Commissions for putting their trust in him. He can't thank Interim Deputy Chief Ober and Kathy enough for their help. They went through a lot of things together including personnel issues and they think a lot alike. It reconfirmed their decision. This is the beginning of a new chapter and he's looking forward to helping Brad write that chapter. It has been a good experience. Commissioner Gallant thanked him for all work he has done throughout this process. He was pleased to see the two of them work together so well. Commissioner Clark thanked him.

Goals and Objectives

Commissioner Gallant stated they can now move forward with this. They will begin working on this after the first of the year.

Strategic Plan

Commissioner Gallant stated this tied somewhat closely. These will move forward in 2011.

HB Audits

Commissioner Clark commented he has no information on this yet.

3-3-3 Plan

Interim Deputy Chief Ober asked who signs the 3-3-3 Plan with LGC. It needs to be signed by the first of the year. Commissioner Gallant stated he will sign the agreement. He requested Kathy scan and e-mail it to him to read before he signs it.

Renovation Project

Interim Deputy Chief Ober met with Matt on Tuesday. They did a little walk through and will be starting the project next Thursday. They are not changing the plan a lot. They are changing the orientation of the rooms. They talked about cost savings. Some of Interim Deputy Chief Ober ideas were not going to be large cost savings. Commissioner Gallant commented that they were bid out with solid core birch doors but there aren't any anywhere else in building. They will be using lesser door.

Other Business

Gretchen asked about the appointment of Brad to the Fire Chief position. She wanted to know if they will be doing contract. Commissioner Gallant replied no.

Gretchen asked about the vehicle. She wanted to know if Brad will be using it to commute to work or if it would be staying in Tilton. Commissioner Gallant replied he will be driving it back and forth.

Commissioner Clark stated the long term goal would be for him to move to District. Gretchen asked how long he was given to move to the District. Commissioner Gallant replied 18 months. Gretchen asked if the was legal. Commissioner Gallant replied it is if he accepts that as part of the contract.

Gretchen asked what determined him getting the job. Commissioner Gallant replied that LGC did the recruiting. Gretchen wanted to know what put him over the top to put him in this position. Commissioner Clark replied all candidates scored pretty evenly. One of things Brad is willing to do was move into the District. They felt he had a good understanding of the

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manpower and people working here. Gretchen asked if the other candidates were asked if they were willing to move into the District and they refused. Commissioner Gallant explained LGC sat in on the interview process. They were given 10 questions to choose from. Brad and the second person were within 2/10 of a point. Commissioner Clark stated it is not fair to get into the details in public. It was fair process and it was scored. Gretchen asked if all were in agreement of hiring him. Commissioner Gallant stated there were four votes and 3 were in favor. Commissioner Clark stated a lot of questions had to do with dealing with call firefighters and residency.

Gretchen asked if Interim Deputy Chief Ober was getting done in Ashland. Interim Deputy Chief Ober replied he had already made up his mind if he got position he would get done.

Gretchen stated her other concern with Brad is that he is very pro union. She thinks there will be a conflict. Commissioner Clark stated they can look at that a number of ways. He asked her if she was member of the State Employees Association. Gretchen stated no. Commissioner Clark stated that part of the deal was that the person who got the Chief's position stepped back from the union.

Gretchen stated she had one last comment. She was told by more than one person that the appointment was going to be Brad before the process even started. Commissioner Clark stated they went through the process they way it was described. It was done fairly. They didn't pre-decide who would be Chief. There was a lot of discussion.

Commissioner Clark stated they got half of the number of applicants here that Belmont did. LGC told them part of the reason was the politics of the two towns. It affected the interest of people wanting to apply. One of their goals is to make that not such a big issue.

#### 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 7:47 P.M. Commissioner Auger seconded the motion. There being no discussion, roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes; Commissioner Tom Gallant, yes.

At 7:47 P.M they have gone out of public session.

There being no further items to come before them in non-pubic session Commissioner Clark made a motion to go out of non-public session at 8:13 P.M. Commissioner Auger seconded the motion. Roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes; Commissioner Tom Gallant, yes.

At 8:13 P.M they are back in public session.

#### Pay Bills

Commissioner Auger questioned the AT&T bill for the 1 hour and 5 minutes call. He just wanted to bring it to our attention. Interim Deputy Chief Ober stated we will check into it. The manifest for \$29,949.77 approved.

#### Other Business

Commissioner Gallant said they need to decide on a date to get together. It was decided they would meet on Tuesday, December 28<sup>th</sup> at 5:30 P.M.

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Adjournment

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

The meeting adjourned at 8:15 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** December 28, 2010 at 17:30. Meeting to be held at Tilton School, new Academic Building, School Street, 2<sup>nd</sup> Floor, Room 213, Tilton.