

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	December 28, 2010 at 17:38
Transcribed By:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 2 nd Floor, Room 213, Tilton

Commissioner Gallant called the meeting to order at 5:38 PM.

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

Minutes

November 29, 2010

It was decided the minutes will be reviewed at the January 20th meeting.

December 8, 2010

It was decided the minutes will be reviewed at the January 20th meeting.

Correspondence

It was decided correspondence will be reviewed at the January 20th meeting as there is nothing pressing.

Public Comment

There was no public comment.

Purchasing Requests

Forestry Pump: Commissioner Gallant read a request from Firefighter Joubert for the purchase of a small light-weight Honda forestry pump from MB Tractor for \$430.00. Three estimates were provided; one from MB Tractor for \$430.00, one from Fastenal for \$438.75 and one from Northern Tool for \$549.99. Chief Ober commented the reason this was so late is that this was an oversight. It was on the original list. Commissioner Clark asked how tight we are on the budget. Chief Ober replied that it will come out of the Apparatus & Equipment Fund. Commissioner Auger asked if we didn't have one. Chief Ober commented we do have a large one. We have never had one this small. Discussion ensued. Commissioner Clark made a motion to accept the expenditure. Commissioner Auger seconded the motion. There being no further discussion, vote taken. Expenditure was authorized unanimously.

Commissioner Auger asked if we would be keeping track of future purchases on when purchased it was purchased. Chief Ober replied this will be entered into FireHouse.

Commissioner Clark would like to know what we do with the old stuff after the new is acquired. Deputy Robinson commented he and Chief Ober had a discussion on reviewing our selling policy. They need to review the items on the mezzanine at Park Street. Chief Ober commented a lot of the stuff is traded in.

Commissioner Auger wanted to be sure that it was all kept on record what we did with items when expended.

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Commissioner Gallant asked why there is roughly \$20,000 left in the Apparatus & Equipment Fund that hasn't been expended as of this date. Chief Ober explained that several items have not been invoiced or paid for yet. Discussion ensued about the items that have not been invoiced yet.

Chief Ober gave a purchase order to encumber funds to pay for the renovations at Center Street. This will carry the funds from one budget to another. Commissioner Clark asked where the money is coming from. Commissioner Gallant commented the major portion of this was a warrant article. Chief Ober commented the balance will come out of building maintenance. Commissioner Auger made a motion to accept the additional \$1,500 funds to be encumbered. Commissioner Clark seconded the motion. Discussion ensued about the justification of over expending the original quote. There being no further discussion, vote was taken. Motion passed unanimously.

The Commissioners went over the expenditures remaining. Commissioner Gallant explained that money left over will go to the surplus account. It can be applied against money needed to be raised through taxation.

Firefighter/Fire Prevention Assistant Position Justification

Chief Ober passed out a memo on the justification of the Firefighter/Fire Prevention Assistant position. Commissioner Gallant briefly summarized. Chief Ober stated this can be taken up at a later date. Commissioner Gallant stated Chief Ober indicated the Fire Prevention Captain can be filled from within. It was decided they will take this up at the January 20th meeting.

Policies & Procedures

Commissioner Gallant stated this is a number of documents put together. It has been part of the policies & procedures. One is labor grade & step system.

Labor Grade & Step

This gives detail on how the system works. It clarifies how the system works for the Commissioners and anyone else. It will become part of the Policies & Procedures and the employee manual. Commissioner Clark asked what CPIW is. Commissioner Gallant explained. Chief Ober stated it is hard to believe that it came down to one page after four months. We need to adopt it. Discussion ensued. It was decided that action will be taken on this at the January 20th meeting.

Disability Insurance

Commissioner Gallant read the 05/06/04 policy. *The Tilton-Northfield Fire Department maintains a short-term disability policy which may compensate employees when the employee has missed work as a result of illness or accident.*

The coverage and eligibility are in accordance with the terms of the policy.

He then read the 11/22/10 revision. *The Tilton-Northfield Fire Department maintains a short-term disability policy which may compensate employees when the employee has missed work as a result of illness or accident.*

A long-term disability policy is available to the employee with a 50% cost share between the department and the employee. This cost share shall be deducted weekly.

The coverage and eligibility are in accordance with the terms of the policy.

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The disability policy effective January 2, 1011 is offered through National Insurance Services presented by Local Government Center Health Trust. There are no monetary opt-out incentives for this benefit.

The Short Term Disability always paid for 100%. The Long Term Disability is 50/50 share. It was decided that action will be taken on these at the January 20th meeting.

Health Insurance

Commissioner Clark handed out a copy of RSA 32:13 II. Discussion ensued about health the insurance. The question is do they want to do this January 1st or not? The insurance is calendar from January 1st to December 31st. Discussion ensued. Commissioner Clark stated there is an increase of around \$30,000 in the insurance. In a typical year there might be an increase of \$10,000. He wanted to know where the money comes from between now and District Meeting. Commissioner Gallant replied from the General Fund. Discussion ensued. Commissioner Clark stated he wants to go with January 1st. Commissioner Auger agreed. Commissioner Clark made a motion to have the new health insurance benefits become active on January 1st. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Motion passed unanimously.

Commissioner Clark made a motion to accept the Disability Insurance policy as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passes unanimously.

Chief Ober brought up that we have a retiree on the medical insurance. He purchases his health insurance through us. He asked if we are going to fund his deductible. It was the decision of the Commissioner that they will not fund his deductible. Chief Ober will send a letter to the retiree telling him of the coverage change.

Chief Ober asked if the Step & Grade System was going to go into effective January 1st. It was decided that this will follow previous years and increases would become effective after the District Meeting retroactive to January 1st.

Commissioner Gallant brought up Kathy's position. He would like her job description re-evaluated to be sure that she is at the proper step and grade.

Commissioner Gallant requested a manifest be completed before the end of the year.

Commissioner Clark asked about the warrant. Commissioner Gallant stated he is working on that now. He will call special meeting just for warrant.

Commissioner Auger asked how the Water Company was doing with helping us on the shoveling. He saw our guys out shoveling today. Chief Ober stated he believed that they were called today to open up Laconia Road.

Deputy Robinson brought up the discussion of compensation for the Interim Deputy and Interim Chief. Commissioner Gallant stated this would be discussed in non-public session.

Non-Public Session

Commissioner Clark made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss personnel issues at 18:32 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.

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At 18:32 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 18:51 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 18:51 P.M they are back in public session.

Commissioner Auger made a motion to keep the non-public minutes sealed. Commissioner Clark seconded the motion. There being no discussion, vote was taken. All were in favor of keeping the minutes of the non-public session sealed.

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 6:51 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: January 20, 2011 at 17:30. Meeting to be held at Tilton School, new Academic Building, School Street, 2nd Floor, Room 213, Tilton.