

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	January 17, 2011 at 17:35
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 5:35PM.

Present: Commissioners Gallant, Auger and Clark; Chief Brad Ober, Deputy Chief Mike Robinson, Treasurer Roland Seymour, District Clerk Katina Lemay, Administrative Assistant Kathy Tobine and Damien Sevin.

Minutes

November 29, 2010

Commissioner Auger made a motion to accept the minutes of November 29th as written. Commissioner Clark seconded the motion. There being no discussion, vote was taken. The minutes were accepted unanimously as written.

December 8, 2010

Commissioner Clark made a motion to accept as the minutes of December 8th as written. Commissioner Auger seconded the motion. Discussion: Commissioner Clark referenced the letter from the Town of Tilton on page 2 wanting to review the formula. He wanted to know if any determination has been reached on how we were going to react to that. Chief Ober thought the discussion was to be after the budget hearings. There being no further discussion, vote was taken. The minutes were accepted unanimously as written.

December 28, 2010

Commissioner Auger made a motion to accept the minutes of December 28th as written. Commissioner Clark seconded the motion. There being no discussion, vote was taken. The minutes were accepted unanimously as written.

Commissioner Gallant stated the non-public meeting minutes will be taken up at the end of the meeting.

Correspondence

A letter was received from the Tilton-Northfield Water District regarding the hydrant charges. Commissioner Gallant read the letter. *Gentlemen: This letter is to reiterate that starting April 1st for the 1st quarter billing of 2011 you will be charged for 69 hydrants. This will be billed at a rate of \$31,497.12 quarterly, \$125,988.48 annually. Sincerely, Herber J. Feener, Chairman for The Commissioners of the Tilton-Northfield Water District.*

Commissioner Gallant stated they need to sit down with commissioners of the Water District. They need to schedule a meeting. Roland Seymour stated the next meeting of the Water District is Valentines Day at 5:30. Commissioner Gallant stated they need to get together before that. Roland said he would get back to Commissioner Gallant with a date.

It was decided they will meet on January 24th at 5:30 PM at the Water District office at 14 Academy Street. The meeting will be posted.

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Public Comment

There was no public comment.

District Clerk

Commissioner Gallant thanked Katina Lemay for coming to the meeting tonight. He stated the reason they asked her to come in is the By-Laws have changed the character of Clerks' position as to the responsibilities and the term has been lengthened to three years. A three year term makes for more consistency as time goes by.

Commissioner Clark read the responsibilities of the Clerk. *The Clerk shall keep a true and accurate record of all Annual District meetings, Monthly meetings, and Special meetings of the Commissioners. The Clerk shall see that all minutes are on permanent file. The Clerk shall perform such other duties as are generally associated with the office.*

Commissioner Gallant stated what that says is each monthly meeting and each incidental meeting it's the responsibility of the Clerk to keep those minutes. The budget calls for an increase in the salary to \$2600. The position of the Clerk can only be filled by a resident of the District. It doesn't say anything about a Deputy Clerk which the Clerk has the right to appoint. Commissioner Gallant went into detail on their thoughts and how they came up with the \$25 an hour. Katina stated this is not something she plans to do after this year. She's juggling constantly. Discussion ensued about the Clerk's responsibilities. Katina stated what she is doing now is all she can handle. Then you are asking Kathy or someone to take on what she doesn't want to do. Commissioner Gallant commented that to a great extent there is rarely a meeting when they don't fall back to Kathy for a question they have.

Katina stated a term of three years makes more sense. Commissioner Gallant stated it offers more continuity.

They are happy with what Katina has done. They hope she carries on. They wanted her here so that she would know what exactly needs to be done as far as the Clerk's responsibilities. Chief Ober asked Katina if she decides not to run does she know anyone who might be interested. Katina stated she didn't know of anyone offhand.

Treasurer's Report

Roland gave the Treasurer's report.

The Account Balances are as of January 14, 2011.

- Account 1000: Apparatus & Equipment Fund balance is \$489,718.39
- Account 1002: Debit Card balance of \$5,000.00
- Account 1003: FSB Operating Account balance of \$301,506.14
- Account 1004: FSB Payroll Account balance is \$500.00
- Account 1005: NHPDIP balance is \$216,227.19

The Town of Tilton is now going to wire our money directly to our bank account each month. They will be paying \$65,100 which is what they were paying last year until the budget is approved at the District meeting. Then we will go back to them with a revised figure. That amount is included in the Operating Account balance of \$301,506.14.

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Commissioner Gallant asked Roland if he had any information on the Town of Northfield. Roland replied he did not. Commissioner Clark asked Roland to go to the Northfield Selectmen and see if he can get how they pay changed. Roland said that he had a few discussions with the new selectman last year. He will give him a call. Commissioner Clark asked him to get back to them on this.

Roland commented that at the meeting on Monday, January 24th, he will provide them with the 2010 year end figures.

Apparatus & Equipment Fund Budget vs. Actual

The ambulance charges, Account 3409.6 is for the 12 months.

Operating Budget vs. Actual

The Operating Budget is the actual budget. So far is has been under spent. The revenue is over \$3,064.86. Most of that is in Miscellaneous Income. He will revise that for the meeting on January 24th. The revenue is over \$3,064.86. The report was run on a Cash Basis so it does not reflect the accrued expenses. It will need to be run on the Accrued Basis. Commissioner Gallant stated that it was safe to say when the final numbers are stricken we will have under spent the budget by a significant amount.

Commissioner Clark made a motion to take no action on the Treasurer's Report until the final numbers are completed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. It was a unanimous decision to take no action on the Treasurer's Report pending final numbers.

Exit Interview

Commissioner Gallant thanked Damien Sevin for coming to the meeting. They are sorry to be saying goodbye to him. The wish him well in his future endeavors. Commissioner Gallant asked Chief Ober to conduct interview.

Commissioner Clark stated the most important thing they need to do in an exit interview is to learn from it so they can move forward and make things better looking ahead. To also find out what motivates people to leave.

Chief Ober asked why he left. Damien stated it was a really tough decision. The guys are great. The Chief is great. The main reason he left was pay and benefits. He had applied for the position back in August. His kids were on healthy kids and that was \$150 per month. His wife's health insurance was very expensive. It was major medical only. The money in Hampton is very good. They started him off \$4.35 an hour higher. That is \$18.37 an hour. The benefits are through Blue Cross and it cost \$47.36 per week. There is no deductible except a \$5.00 Emergency Room co-pay. He talked with the guys there about the insurance. One had gastric by-pass surgery which is an elective surgery. The insurance paid 100%. He didn't want to leave but the pay and benefits made the decision for him. They are a very big union. They have been there a long time. Right now they are struggling for a new contract. They still have steps. He will be getting \$1.00 more an hour after he is off probation. If back in August he had known Tilton-Northfield was going to get benefits, he probably wouldn't have applied. He told the Commissioners they are very lucky to have the guys they have. Anyone of them could leave to make a lot more money anywhere else right now. It is a group of very

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loyal guys. Tilton-Northfield is very lucky to have the group of guys they have on full time. He hopes they realize it and keep them. By taking this step, it will help.

Commissioner Gallant asked what he hears from troops. He asked if they are they happy. If they feel they are going in the right direction. Damien said all he is hearing is good. On his oral board in Hampton when they asked him why he was leaving, he told them he only had single insurance. The pay they are working on. He wishes benefits had happened earlier. Commissioner Clark asked Damien how long his probationary period is. Damien replied a year. He considers Tilton-Northfield more progressive. They do things differently. He went on to describe the differences. Commissioner Clark asked about shift. Damien said there are 10 guys on. They have two stations. There are seven at the downtown station. The other three are at the beach station. The ambulance runs out of the downtown station. In Hampton he is an ambulance attendant. All he does is tech patients. Everyone has different a different responsibility. Hampton does not have call department.

Commissioner Auger asked if Tilton-Northfield Fire & EMS was the first full time job he had in the fire service. Damien replied yes. He started on the call department in Belmont. He loved it here. He had no complaints other than the benefits and pay. There were 97 applicants for the Hampton position. He was lucky enough to get the position.

Commissioner Clark asked if he was living in Hampton. Damien replied no. They will be moving next summer after his son gets out of school.

Deputy Robinson brought up last year when they tried to split the District. Damien had been very vocal about it. Damien commented that he was very nervous about loosing his job.

Damien said that in August if he had known they were getting benefits and a halfway decent raise he never would have applied. The three guys that quit before was for the same kind of reason. They are making a step in the right direction.

Chief's Report

Since he took over on December 13th they were having a building fire a week. That has stopped. He's glad about that. He is ramping up for a department meeting in February. He has had a couple of officers' meeting hinting toward changes. His last day in Ashland as Chief is this Friday. Commissioner Gallant asked about his reception by the men. Chief Ober stated it has been awesome.

Fire Prevention Report

Chief Ober gave the Fire Prevention Report. They ended up with a decent amount at the end of the year with 593. Spaulding Youth project continues, Wal-Mart continues. They are seeing some changes with Tanger Outlet with store change out.

Commissioner Gallant asked about the water situation at Tanger Outlet. Chief Ober replied the water line is in place. It will be another month or two before the pump gets installed. Commissioner Gallant asked about the pond in front. Chief Ober replied they will probably keep it for water run off. He has not heard anything about doing away with it.

Commissioner Clark stated it seems the occupancy numbers dropped a lot in the last three months. He wanted to know if that will that crank up again and when. Chief Ober replied as soon as the new person is in place.

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Activity Log

Commissioner Gallant asked if there were any comments on the Activity Log. Deputy Robinson stated it was a record year. They are 300 calls ahead of last year. That averages almost one more call a day. The trend is certainly up with the exception of 2009. Chief Ober commented that multiple calls ended with a 17.33% increase. We are the second busiest department in the Lakes Region. Commissioner Gallant stated we are second to Laconia. He asked where we are in relation to Franklin. Chief Ober replied we had 200 more calls than they did. The final number is 1758.

Commissioner Auger asked if we transport for the Veterans Home. Chief Ober stated we are called when it is an emergency. Commissioner Gallant stated other than in an emergency they use either Best Care or Twin Rivers. Chief Ober commented it depends on the availability of private ambulances. Discussion ensued.

Commissioner Gallant stated for purposes of the Town Report he would like Chief Ober to write the Chief's Report and Deputy Robinson to write a Deputy Chief's Report. He would like them to utilize the statistics in the report. He would also like to reflect in the report how many people are on staff, levels of expertise, number of calls we responded to, etc.

New Business

Sole Source Purchasing Requests

- **Boundtree Medical:** Due to the volume we order they are giving us a discount of 15% off list price. For orders \$200 or more there is no freight cost.
- **Air Cleaning Specialists:** Commissioner Clark asked if they went out for quotes on that. Chief Ober stated no, it is their equipment and there is no one else who services it.

Commissioner Clark asked if they had checked the pricing on Boundtree Medical to be sure they are still the most competitive. Chief Ober stated no. Commissioner Gallant explained why they had not. Commissioner Clark stated it would be nice to know they are still competitive. Chief Ober read a letter received from Boundtree regarding the 15% discount. Commissioner Auger asked if a lot of people use them. Chief Ober stated yes, their home base is out of Henniker, NH. Commissioner Auger made motion to accept Boundtree Medical as sole source provider for 2011. Commissioner Clark seconded the motion. There being no further discussion, vote was taken. All were in favor of using Boundtree Medical as the sole source provider for medical supplies.

Commissioner Clark made motion to accept Air Cleaning Specialists as sole source provider for preventative maintenance and service on the exhaust system. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant asked about the maintenance. Commissioner Gallant requested Chief Ober let them know what 2010 contract was. There being no further discussion, vote was taken. All were in favor of using Air Cleaning Specialists as sole source provider for the exhaust system.

Purchasing Requests

Chief Ober stated he wants to carry only one cell phone. His personal phone has better service. It would be a \$20.00 savings a year. Commissioner Clark stated his only concern is that it would be public record. Chief Ober stated yes he is aware of that. Commissioner Gallant stated \$20.50 per month. If ever becomes issue he will give access to his cell phone.

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Chief Ober stated ok. Commissioner Auger asked what will become of the other phone. Chief Ober stated it will be shut off. Commissioner Clark made a motion that Chief Ober be reimbursed \$22.50 per month for his cell phone cost with the proviso that should they ever need to look at the bills for any reason that he would provide them. Commissioner Auger seconded motion. Discussion: Commissioner Auger asked if this would be continual. Chief Ober replied it would be renewed every year. There being no further discussion, vote was taken. All were in favor of reimbursing Chief Ober \$22.50 per month for the cost of his personal cell phone.

Commissioner Clark requested that Chief Ober revise the budget to reflect the list of things he would like to purchase throughout the year. Chief Ober replied he would do that.

Domestic Partner Coverage

Kathy provided the information about Domestic Partner Coverage on the Health Insurance. One of our employees had asked if he could add his significant other to the dental insurance. Discussion ensued. Commissioner Clark read the seven requirements that must be met. Commissioner Gallant requested we find out if Tilton or Northfield offer this coverage. They will make their decision at their next meeting. Kathy is to check with LGC and see if coverage can legally be offered on just the dental or if it must be offered on health as well.

Encumbering Funds

Chief Ober brought up the donation received toward the mobile data terminal. Commissioner Gallant stated encumbering an expenditure that is not a result of monies raised in taxation. Commissioner Clark asked about procedure. Commissioner Clark made a motion to encumber \$1,400 in grant money from 3M and Wal-Mart. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant requested Chief Ober come before them with the request before the money is spent. There being no further discussion, vote was taken. All were in favor of encumbering the funds.

Warrant Articles

Commissioner Gallant stated copies of the warrant are to be given out by Thursday with the new financial statements. They will review them next Monday. Discussion ensued about the term of the Clerk and Moderator. Commissioner Clark will get back to the Commissioners with the information on whether the District needs to vote on it or not to change the terms.

Old Business

Health Insurance Policy

Commissioner Clark made motion to accept the Health Insurance Policy as written. Commissioner Auger seconded the motion. Discussion: Commissioner Clark wanted to clarify the deductible costs. He wanted to be sure that the District only covers the deductibles not the co-pays. There being no further discussion, vote was taken. All were in favor of adopting the Health Insurance Policy Procedure as written.

Disability Insurance Policy

Commissioner Auger made a motion to accept the Disability Policy as written. Commissioner Clark seconded the motion. Discussion: Commissioner Clark stated they need to change the policy to read that Long Term Disability is mandated. Commissioner Gallant stated take out the wording that it is available and change it to read that all employees are required to be

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covered by Long Term Disability. There being no further discussion, vote was taken. All were in favor of adopting the Disability Insurance Procedure as amended.

Fire Prevention Assistant Position Justification

Chief Ober stated at the November meeting when Commissioner Auger brought up if the fire prevention assistant position was not necessary now would be time not to fill. His memo hits on the history of the position, why the position is there, why he feels it is needed and what the position is used for. In his opinion they are understaffed. They need to maintain the current staffing. Commissioner Gallant stated he believes somewhere in the memo Chief Ober indicated that staffing would not change in foreseeable future. When Sean is working Fire Prevention they meet the requirements of two in/two out. Discussion ensued.

Commissioner Auger stated his goal is to give back to the community. If they hire a full time fire inspector and put Sean to fill in on Kelly days or sick days and cut down on the overtime that would be sensible. Chief Ober commented we are doing that. On the days he is scheduled, Wednesday and Friday, he fills that vacancy. Commissioner Auger wanted to know why they don't use him to fill in. Chief Ober asked if he was talking about a floater employee. Commissioner Auger said yes. Discussion ensued. Chief Ober stated Sean will be doing shift on Wednesday and Friday if someone is out on those days. This will reduce the overtime.

Commissioner Auger stated his biggest concern was to give back. If that is what Chief Ober is doing then he is fine with that. Discussion ensued about shift coverage and overtime. The position was reviewed. No changes were required.

Labor Grade for Administrative Assistant

Chief Ober passed out copies of his review of the position. He stated he went through the same knowledge and factor base used previously. This is the overall result. Basically his scoring came out with a Labor Grade 5. The current Labor Grade is 3. The total points he came up with is 1485. The range is 1400 to 1699. Commissioner Gallant stated his feeling is that due to the fact that a lot of the scoring is subjective with a range of 1400 to 1699 and scoring of 1485, it is close enough to the 1399 he would look at a Labor Grade of 4. It has nothing to do with the individual. He is just looking at the scoring. Chief Ober went over the information and how he came up with his results. Labor Grade 4 is a \$1,722 increase. Commissioner Gallant stated this issue about this particular labor grade has been mentioned forever. There really wasn't specifically a labor grade that addressed that position. It was lumped together with those in Labor Grade 3, inappropriately so. Commissioner Clark stated he thought the panel from LGC did it. Chief Ober stated it was only Barry Cox who did it. Commissioner Clark stated he had commented that it was scored low on the knowledge of contacts. He felt she has more contacts than anyone else in department. He doesn't know how it was they came up with such a low score. It gets back to him as to responsibilities. He feels she should get more. Commissioner Gallant stated he proposed a Labor Grade 4 as it is a compromise. Commissioner Auger agreed with Commissioner Gallant. Commissioner Clark stated the other way to do that was doing comps. Look at similar job descriptions. Commissioner Gallant stated there are very few comps. Chief Ober stated Labor Grade 4 at Step 3. Commissioner Gallant stated they will revisit it again next year. Commissioner Clark made a motion to establish Labor Grade 4 for the Administrative Assistant position. Commissioner Auger seconded the motion. There being no further discussion, vote was

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taken. All were in favor changing the Administrative Assistant labor grade to Labor Grade 4 effective January 1, 2011.

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 19:55 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 19:55 P.M. they have gone out of public session.

There being no further items to come before them in non-public session Commissioner Clark made a motion to go out of non-public session at 20:38 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 20:39 P.M. they are back in public session.

Other Business

Commissioner Clark brought up the letter they received from the Tilton Selectmen regarding setting up a committee to review the formula. Commissioner Gallant suggested the two board get together after their public hearings have been held and discuss what their concerns are before they set up a committee. Discussion ensued about inviting the Northfield Selectmen. Commissioner Auger stated the Tilton Selectmen let Northfield know what they were doing. Commissioner Clark wanted to know what Commissioner Auger thought. Commissioner Auger said they should meet with the Tilton Selectmen. Discussion ensued.

Pay Bills

There were no questions on the bills. The manifest for December 31, 2010 in the amount of \$67,214.51 was approved.

Adjournment

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

The meeting adjourned at 20:50 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: January 24, 2011 at 17:30. Meeting to be held at Tilton-Northfield Water District, 14 Academy Street, Tilton.