

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	March 30, 2011 at 17:38
Transcribed by:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, Admin Conference Room, Tilton

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

Present: Commissioners Paul Auger and Tom Gallant; Chief Brad Ober, Deputy Chief Mike Robinson, Treasurer Roland Seymour, Captain Greg Michaud, Selectman Joe Jesseman, Scott Davis and Administrative Assistant Kathy Tobine.

Commissioner Pat Clark was unable to attend the meeting but was okay with the meeting proceeding without him.

Election of Chair

The election of the chairman was postponed until all three commissioners were present.

Correspondence

A letter was received from the Town of Northfield regarding their payment. They will continue to make their payments quarterly.

Public Comment

Scott Davis, Water District Commissioner, passed out a copy of the Water District warrant. He brought up the letter Commissioner Gallant was to send to the Water District. Commissioner Gallant stated he has not done that. Discussion ensued about the warrant article capping the expenditure to the Fire District. Discussion ensued about who is eligible to vote at the Water District meeting. Water District Commissioner Seymour stated you have to be a registered voter and user in order to vote at the Water District meeting. Discussion ensued about when the Fire District and Water District can negotiate the rates again. Commissioner Auger asked what would happen if they had a major catastrophe. Water District Commissioner Davis explained they have some reserve built up and they will have to tap into that. They do have the ability to be able to tax if they have to. They don't due that currently, they have user fees. Those are the options.

Commissioner Gallant introduced the new Tilton Selectman, Joe Jesseman. Joe stated he was at the meeting to get informed.

Treasurer's Report

Roland gave the Treasurer's report.

The Account Balances are as of March 31, 2011.

- Account 1000: Apparatus & Equipment Fund balance is \$522,381.84
- Account 1002: Debit Card balance of \$4,102.42
- Account 1003: FSB Operating Account balance of \$64,433.65
- Account 1004: FSB Payroll Account balance is \$500.00
- Account 1005: NHPDIP balance is \$216,401.98

Roland stated he has been in touch with Franklin Savings Bank regarding writing a TAN for a line of credit. He doesn't feel that we need it but he has passed along to Kathy the information needed to implement that. Discussion ensued. Roland will prepare a cash flow for review.

Operating Budget vs. Actual

We are only in the third month. We plugged the numbers into the Operating Budget. The numbers for Tilton and Northfield under revenue are not actual as those numbers will come from DRA but we did them on a 60/40 split.

Apparatus & Equipment Fund Budget vs. Actual

The ambulance charges, Account 3409.6 is for the 2 months revenue received. Commissioner Auger asked if this was up from last year. Roland replied it is about the same.

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

Chief's Report

Chief Ober reported there has been a break out of activity. He presented a couple of reports. They are two graphs. The first graph shows the calls by day of week. Monday and Friday are the busiest days. The next graph is showing by hour of the day. Our busiest time is 5:30. The next graph is by incident type. He is still sifting through all the various types of reports.

Commissioner Auger asked what the actual service calls are. Chief Ober replied it could be anything from a cat in a tree, a lock out, flooded basements, non-emergency, something they get toned to. It is not an emergency response. Commissioner Auger asked what service calls do to people on duty if they have a second call. Chief Ober gave examples. It depends on what is being requested. For a lock out, two guys have to go.

He apologized. He was covering a shift so he was unable to do a Chief's Report other than the Activity Report.

Equipment Issues: We had an electrical problem on Ambulance 1. The week prior to the electrical issues we discovered engine oil in the coolant. It was down for a week for that. It was covered under warranty. Commissioner Auger asked if it jeopardized any second calls and if we are keeping track of it. Captain Michaud responded yes.

Chief Ober stated when we get a color printer the pie graph will make difference. Discussion ensued about graphs.

Fire Prevention Report

Chief Ober reported everything is status quo.

New Business

Ratify Decisions made by the body at the District Meeting

Commissioner Gallant made a motion to ratify the decisions made by the body at the District Meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote was unanimous.

New Ambulance

Commissioner Gallant stated the warrant article for the new ambulance passed. Chief Ober went over the memo he had given the Commissioners regarding the bid process. They only received one bid spec back out of the four requested. Sugarloaf Ambulance/Rescue Vehicles

out of Wilton Maine sent the bid. They were most responsive to working with us. The Commissioners asked if we had followed up with the other companies. Chief Ober replied that he did not as he did not have the time. Deputy Robinson stated he had worked on commercial bids before. We did not spec people out. The same thing happened in Henniker. Commissioner Gallant stated it does not matter what business you are in. The same thing happened to the Town of Tilton. They sent bid packages out to 11 local contractors. Three did a walk through. Two of those submitted bids. Chief Ober stated Sanbornton has an ambulance by the same dealer. They are very happy with the product. The issues they have are chassis related. Captain Michaud went into detail on the service provided. The warranty was discussed. Deputy Robinson said at work they are very pleased with the Duramax 550. When compared to Peterbilt, they are more pleased with Chevrolet.

Commissioner Gallant asked about the radio and installation. He wanted to know if they would be able to install for the \$185,000 allotted. Captain Michaud said yes.

Commissioner Auger stated he would like a return call to the other people to let them know we are buying and giving them the option to bid on it. Chief Ober stated that would mean they would be opening it up for bid again. He did talk with the owner of Specialty Vehicle. He knew they were getting a bid package. He does not know why they didn't bid. Discussion ensued.

Commissioner Gallant asked what the cost of the chassis is. Chief Ober replied \$41,863. Commissioner Auger asked about delivery time. Captain Michaud stated 180 days. Discussion ensued about when the chassis would be ordered.

Commissioner Gallant made a motion to authorize the Chief and committee to sit and negotiate on the purchase of the ambulance through Sugarloaf Ambulance/Rescue Vehicles for an amount not to exceed \$183,353.50. Commissioner Auger seconded the motion. Discussion ensued about the power cot. Chief Ober asked if the chairman is authorized to sign the contract. The Commissioners said yes. There being no further discussion, vote was taken. The vote was unanimous.

Discussion ensued about the old ambulance. It is not being traded. The ambulance being replaced will go out to bid. They will start the process 90 days from now.

Commissioner Auger asked where the money will go from the sale of the old ambulance. Commissioner Gallant stated it will be the general fund. The money needs to go back into the account it was taken from. The Purchasing Policy was discussed.

Commissioner Gallant asked about the lettering. Chief Ober replied it is being done in the factory.

Step & Grade System

Commissioner Gallant stated the body has spoken relative to the budget and did not cut it. The wages need to be ratified as they will be paid retroactively to the first of the year.

Commissioner Gallant made the motion. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote passed unanimously.

Vacation Requests

Chief Ober presented two vacation requests.

1. Firefighter Steve Smith requested being able to carry over 48 hours of vacation time over to next year. He is unable to use it prior to his anniversary date of March 29th. He wants to use it April 27th & 29th. Commissioner Auger made a motion to allow Steve Smith to carry over 48 hours of vacation time. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Vote was unanimous.

2. Chief Brad Ober requested to be allowed to carry over 16 hours of vacation time to next year to use May 12th & 13th. He is unable to use it prior to his anniversary date of May 2nd. The reason he is unable to use it is time management. Commissioner Auger made a motion to allow Brad Ober to carry over 16 hours of vacation time. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Vote was unanimous.

Water District Meeting

The Water District Meeting is April 5th at The Pines at 7:00 P.M. Commissioners Gallant and Auger will be attending. Chief Ober made a note of the meeting date and time.

Looking into how Dispatch is paid.

Discussion ensued about looking into how the Dispatch fees are paid. It was decided they would hold a separate meeting to deal with this. Commissioner Gallant requested Chief Ober invite both Boards of Selectmen to the meeting. They will also discuss the District formula review at that time. Chief Ober stated he has a meeting with Northfield next Tuesday and will mention it at that time. It was decided location is not an issue. Chief Ober is to schedule the meeting for any Wednesday at 5:30 P.M.

Purchasing Request

IV Pump. Chief Ober presented a request to purchase the second IV pump. Commissioner Auger made a motion to purchase the IV pump for \$3,106. Commissioner Gallant seconded the motion. Discussion: Commissioner Gallant asked why we only have one estimate. Captain Michaud stated the goal was to have the same IV pumps as the hospital. The only way we can get those is by purchasing them through the hospital as they hold the account. We did try to go direct but were unable to. There being no further discussion, vote was taken. Motion passed unanimously.

Old Business

Memorandum of Understanding

Chief Ober explained to the Commissioners they have a copy of the first draft of the MOU to deal with the gas and diesel tank on District property. There are no prior documents. It was a Gentleman's Agreement. There was a lot of discussion pertaining to paragraphs 5 & 7. One of the questions is why do we have two reserve accounts and how do we get to one. Winnisquam Regional School District buys the diesel. The Town of Northfield buys the gas. The Town of Northfield does 90% of the work. The problem that is perceived is that they have some work done. Which Capital Reserve Account does it come out of? Discussion ensued about what difference two accounts makes. Selectman Jesseman explained the funds are set up as Capital Reserve Funds. The only way money can come out of a Capital Reserve Fund is through a vote of the governing bodies. Because the School District buys part of it and Northfield buys part of it, heaven forbid they have a catastrophic failure and Northfield puts of \$70,000 in April they can't get their money back for 11 months. It is totally unfair to the Town of Northfield or the School District to wait that long to get their money back. What they are shooting for is one fund that can be used as needed. If money is needed, write the check. Chief Ober explained that the School District account is set up wrong. Discussion ensued. Chief Ober stated LGC has been notified that we have the tank on our property.

Review of monthly meetings

Commissioner Gallant stated it has been requested we change the night of our meeting and the location. It works well holding the meetings here except for the parking. Last month we talked about the possibility of splitting the meetings, have some in Northfield and some in Tilton. By moving the meetings to Wednesday instead of Thursday which would be more

accommodating to the selectmen. Wednesday works well for Commissioner Auger. It was decided to meet three months in Northfield and then three months in Tilton. Kathy is to schedule the next meeting for third Wednesday in one of those two places.

Commissioner Auger stated he had one more thing. He will bring it to Mike's attention since Brad had to leave for a call. Over the last year we have accomplished quite a lot. He would like it brought to the attention of the full-time employees and the call company to help us conserve as much as possible by shutting off lights, etc. Anything that can be done to show people that we do care might make a big difference to them. Another big thing is fuel. In the past there were questions about why they take a fire truck on an ambulance call. Ways to show people we really do care about their money. The other thing he did bring up before was to argue about the shipping to save money. They will reduce it. Further discussion ensued. Deputy Robinson will talk with Chief Ober about this.

Pay Bills

Commissioner Auger asked if the insurance would cover the bill from Laurent Overhead Door Systems. Kathy explained it is under the deductible. The District has a \$1,000 deductible.

Commissioner Auger asked about the payment to Ian Mercaldi for \$228.67. Kathy explained that this is reimbursement of his health insurance deductible. This line item has been added to the Operating Budget report to reflect these charges.

Commissioner Auger stated that it is okay to pay these bills. He only initials them because he has questions on them. Kathy asked if it would be okay if she called him on the ones he has questions on to answer the questions. He said that would be fine.

Minutes

Public Minutes

February 24th: Commissioner Gallant made a motion to accept the minutes of February 24th as printed. Commissioner Auger seconded the motion. There being further discussion, vote was taken. The minutes were accepted unanimously.

Non-Public Minutes

Commissioner Gallant explained these are non-public by virtue of the fact they deal with personnel issues.

January 17th: Commissioner Gallant made a motion to accept the minutes of January 17th as printed. Commissioner Auger seconded the motion. There being discussion, vote was taken. The minutes were accepted unanimously.

January 24th, February 24th and March 10th: It was decided that no action would be taken on these until the next meeting as they have questions for the Chief. They would like an update in writing from the Chief.

Other Business

Elected Officials Workshop

Commissioner Gallant would like to attend either the May 9th or May 17th session. Kathy is to coordinate with Commissioner Clark for them to attend. He prefers to go during the week. It is a good workshop.

Billing of Residents

Commissioner Auger asked about the billing of residents. It was decided this would be discussed at the next meeting.

Adjournment

Commissioner Gallant made a motion to adjourn at 7:25 PM. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote was unanimous to adjourn.

The meeting adjourned at 7:26 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: April 20, 2011 at 17:30. Meeting to be held at Tilton Town Office, 257 Main Street, Tilton.