

## Tilton-Northfield Fire & EMS Commissioners' Meeting

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|--|---------------|-------------|---|
| Meeting Called By:   | Commissioners | Date, Time: | April 20, 2011 at 17:33   |
| Transcribed By:  | Kathy Tobine  | Place:      | Tilton School, new Academic Building,<br>School Street, 2 <sup>nd</sup> Floor, Room 213, Tilton |
| <p>Commissioner Auger called the meeting to order at 5:35 PM.</p> <p>Present: Commissioners Tom Gallant, Paul Auger and Patrick Clark; Chief Brad Ober, Deputy Chief Mike Robinson, District Clerk Katina Lemay, Administrative Assistant Kathy Tobine, Tilton Selectmen Sandra Plessner, Patricia Consentino, Joseph Jesseman and Town Administrator Joyce Fulweiler.</p>   |               |             |   |
| <b>Correspondence</b>  |               |             |   |
| There was no correspondence.   |               |             |   |
| <b>Public Comment</b>  |               |             |   |
| There was no public comment.   |               |             |   |
| <b>Treasurer's Report</b>  |               |             |   |
| There was no Treasurer's Report as the Treasurer is on vacation.   |               |             |   |
| <b>Chief's Report</b>  |               |             |   |
| <p>Chief Ober passed out his activity report. It is for February and March. Next month it will go back to January. He explained that it is just meetings on this report.</p> <p>Chief Ober reported that the fire danger class has been added to the website.</p> <p>Chief Ober explained that he has submitted the paperwork to Columbia &amp; Waldorf to become a learning partner with them. There is no cost or obligation. The benefit for our staff is there is no application fee and we get a 10% discount on courses.</p> <p>Chief Ober passed out the department activity reports. He went over the graph of incidents in each district. It needs to be redefined by name so it is easier to read. The other report is a period comparison. This compares the current activity to the prior three years.</p> <p>Commissioner Auger asked what CPM in Concord is. Chief Ober replied the Certified Public Management course he is taking.</p> <p>Commissioner Auger asked what UST stands for. Commissioner Gallant replied underground storage tank.</p> <p>Chief Ober passed out his draft of his Goals and Objectives for the to Commissioners review.</p> <p>Commissioner Gallant asked about the Inspections by Type report. Chief Ober stated these are inspections done by Fire Prevention. It goes back to January. Not all the inspections are entered in. This gives an example of the type of report we can get. Ignore the column with fees as they are preloaded. Some of inspections have fees but not all of them. The form was discussed.</p> |               |             |   |

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Commissioner Gallant requested the person be added who did inspection. Commissioner Auger asked about the fees. Chief Ober explained. Discussion ensued about adding the hours. Commissioner Clark asked about the fee for first one. He wanted to know if we actually charged that. Chief Ober stated to disregard the fees as they have not been corrected. The fees were preloaded and need to be edited.

Commissioner Gallant asked Chief Ober to review the fees. He feels there should be a distinction between residential and commercial. Chief Ober replied he feels they are good right now. Discussion ensued.

Commissioner Gallant thanked Chief Ober for providing them with his list of goals and objectives.

#### Chief's Evaluation

Chief Ober stated he has the list Commissioner Clark gave him from the Board and the list the Deputy had written up. He will take the list, take each item and answer it as he feels he has addressed or started to address that item. Discussion ensued about the information provided to Chief Ober by Commissioner Clark. Commissioner Clark is going to come up with a proposal for the Commissioners to use in evaluating the Chief.

#### Energy Conservation

Deputy Robinson asked if Chief Ober had addressed the energy tips. Commissioner Auger said no. Deputy Robinson talked about the heat at Park Street Station. They will be placing locks over the thermostats. Chief Ober provided the information that the Center Street heat has been turned off downstairs. Deputy Robinson wanted the Commissioners to know that they had reacted to their comments about conserving.

#### Old Business

##### MOU

Chief Ober handed out the latest draft of the MOU. There was a quite a bit of discussion at the last meeting. The last meeting deadlocked. They are trying to schedule another meeting for next week. He is looking to see where the Board wants to go. The tank is on District property. We are as big a player as anybody. He asked that one of them attend these meetings. It is real important they are in on the discussions. Commissioner Gallant offered to attend the meetings. Commissioner Auger stated he has no problem with Commissioner Gallant representing the Board at the meetings. Commissioner Clark stated he has no problem with him representing the Board either. They will give him feedback to take to meetings.

Joyce Fulweiler spoke on behalf of the Tilton Selectmen. What they suggested was they fix the fund started in 1989 to handle maintenance on the tank and equipment. They have found they are not collecting enough. Everyone agreed they need to collect more of a surcharge. It could be included on gas usage as well. Northfield has dug their heels in. They want their own special revenue fund. Their contention is they have had control of the day to day operating. In the past it has never been an issue. When the bill was received from Northfield charging the five cent surcharge they opted not to pay it at this time. They don't dispute the surcharge, they want the following defined.

1. need agreement
2. who owns tank and maintains
3. who collects money

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The biggest issue is to have it go into one fund and keep it at WRSD. Joyce suggested the MOU under RSA 53A. It is not complicated. There is no extra cost. It is just documented going forth.

Commissioner Auger doesn't understand why they don't want to do that. Commissioner Gallant said they want control. Commissioner Auger asked control of what. Discussion ensued.

Commissioner Gallant asked what the school district's position is in all this. Joyce replied she doesn't know.

Commissioner Gallant said Northfield doesn't want to give in any way. If everyone else agrees then let Northfield secede. The Fire District will take over the tanks. We will order the fuel in conjunction with Dennis and the Town of Tilton. The only thing that changes is the power will be coming from our building. Commissioner Clark said hopefully it won't come to that. Discussion ensued. Joyce said other advantage to having the second fund with the school district is that everyone there voting is using the tank. Deputy Robinson asked how it was decided. Joyce replied usage. WRSD uses largest portion.

Commissioner Clark asked how long ago the tanks were put in. Joyce replied 1999. He asked how long they last. Joyce replied 20 yrs. Discussion ensued.

Joyce stated the name of the group has been changed to the Oversight Committee. She went on to explain how it would work. Discussion ensued.

Discussion ensued about the Water District. Joyce explained they are on the MOU. They are not one of the original owners. Discussion ensued.

Commissioner Clark asked about the buy-out option. Discussion ensued.

Chief Ober stated he hoped all jurisdictions could come to an agreement. It's pretty convenient that Northfield has staff there every day that can handle the day to day.

Commissioner Auger asked about the surcharge. Joyce stated the Selectmen are not against it. They just want to be sure where it is going. Sandy Plessner feels the school district should continue to handle the funds. They are a neutral party. Joyce feels they can work it out. People just need to keep a cool calm head.

Commissioner Auger brought up the insurance on the tank. Chief Ober stated the tank is listed on our policy. Discussion ensued.

Joyce stated they will let them know when the meeting will be. They will try for either the 26<sup>th</sup> or 28<sup>th</sup>.

#### Ambulance Billing of Residents

Commissioner Auger brought up billing of residents. There was a refund to a resident on the last manifest. Kathy explained it was an overpayment that we had to refund.

Commissioner Gallant wanted to know what the total dollar amount is we forego in billing. Chief Ober stated he is pretty sure we can get a copy of that. There was list of eight to 10 people on the list requesting write off because they were a resident. Discussion ensued. Chief Ober is to obtain the total dollar amount that we forego in billing through write offs of both residents and non-residents.

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Public Comment

Katina Lemay came to discuss resigning from her position as District Clerk. It's because of the minutes. She doesn't have time to do it. It has become an issue. It is not something she can necessarily get covered. Discussion ensued. It was agreed that they would take her resignation under advisement. They will discuss and get back to her. Katina agreed to stay in her position until they get back to her. It was agreed that Kathy would continue to attend the meetings in her position as Administrative Assistant at this time.

Old Business

Dispatch Payments

Chief Ober reported he has sent an e-mail to the Selectmen of Northfield and Tilton to see when they are available to meet. He has received nothing back from Tilton but did from Northfield. They would not give a date as they want to know the board's position before they would agree to meet. Chief Ober stated he replied to Glenn that it was the point of the meeting to get the discussion going. Then reminded him that it was because their budget committee brought this to light and this Board was getting the ball rolling. Glenn replied that they were meeting last night and would get back to him. Commissioner Gallant suggested Chief Ober extend the olive branch to Tilton again for their position. If they are happy with the way things are, he has no problem with the way things are. He thought they were getting together to explain the history of how it came to be. Discussion ensued.

Discussion ensued about representation on the Board of Directors. Chief Ober feels they should take advantage of having two votes at the table. He would extend the invite to Mike to attend the meetings with him. If Mike says no, then he would like to extend the invite to Tom Beaulieu. He is a resident of Northfield. He understands the workings of the mutual aid system. If they don't like this, there is a mechanism where the selectman can attend if they don't have fire chief. That type of thing can't get on the table until they have meeting.

Commissioner Clark stated their budget committee felt that felt because we are a single entity it is only fair the bills come into the District as a single bill and then we divide up according to our formula. Tilton would be paying about \$9,000 more. Originally they were going to zero out that line. His personal feeling is that we are a village district. We are one entity. Somehow it would be nice to have dispatch send us one bill and we divide it up accordingly. The downside to that is we would be paying a little bit more if we did that. It was pointed out to me by Brad today that these other communities are getting billed as individual communities. Groton and Hebron both get billed. Dorchester and Rumney both get billed. Ellsworth, Campton and Thornton each get billed. Northfield is asking for something else altogether. He would feel comfortable doing it as a village district if they change the policy at Dispatch so everyone who is on that arrangement and joint entities are billed as joint entities. Chief Ober said he could not speak for LRMFA but he could almost guarantee that wouldn't be done. Discussion ensued about the billing of Tilton through Belknap County. Northfield really needs to understand the community agreement between the Town of Northfield and the dispatch center. Chief Ober asked for direction. Commissioner Gallant said there good reasons it is the way it is. It doesn't mean it can't be changed. It's not going to happen anytime soon. In reality if they don't want to come to the table and discuss this, what are we to do. Commissioner Clark says we don't have the authority to change anything. Commissioner Gallant said they need to

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come to the table to discuss. Further discussion ensued. It was decided that Chief Ober is to let Northfield Selectmen know this board just wants to meet. They have not taken a position on it.

Formula Review

Commissioner Gallant asked where we are with that. Chief Ober stated no actual date has been set for the meeting. Commissioner Gallant said he told the Tilton Selectmen it would be on the agenda right after the district meeting. They are ones that asked for meeting. Chief Ober asked if the Commissioners wanted it on the agenda for the next meeting and invite Tilton or have a special workshop for just that. Commissioner Clark stated it makes sense to ask both boards to the next meeting to discuss. Commissioner Gallant stated Tim Pearson brought it to the attention of the Tilton Selectmen. Discussion ensued. It was decided that Chief Ober would arrange a meeting between the Tilton Selectmen and Commissioners. Northfield Selectmen would also be invited.

New Business

Rural Development Community Facilities Grant

Chief Ober stated the USDA has grant and loan programs. Through their program we are eligible for 15%. He explained how the program works. He would like the Board of Commissioners to authorize him to complete and sign the application to apply for the funds. Commissioner Gallant made motion to authorize Chief Ober to apply for the funds. Commissioner Clark seconded the motion. Discussion: Commissioner Gallant said they only way the funds are awarded is you must show that 15% they are going to pay has been matched by the community. You need to expend the money and they will reimburse the 15%. The money has already been appropriated for this year. He asked what round they are in. Chief Ober stated they are just starting. Commissioner Gallant said the first grant to be awarded will be in June. They need to get the application in. USDA grants are heavily sought. Commissioner Clark agreed need to get the application in pronto. There being no further discussion, vote was taken. Motion passed unanimously.

RAD 57

Chief Ober explained a RAD 57 is a carbon monoxide detector. He applied for a 50% matching grant through the Professional Firefighters of NH. We were awarded the grant. It is a true 50% match. The device measures the amount of carbon monoxide poisoning a patient might have received. He then went into detail on how it is used. This was not listed as a piece of equipment to purchase. He would look at prioritizing. He recommends the Board accept the grant and approve the purchase of the RAD 57. Commissioner Gallant made motion to accept the grant. Commissioner Clark seconded the motion. Discussion: Commissioner Gallant is wholeheartedly in favor of this purchase. They will be acquiring \$3,700 worth of equipment for \$1,800. Commissioner Clark asked how often it would be used. Chief Ober replied dozen or so calls a year. It's another tool in toolbox they can use to rule out or recognize when somebody has been exposed. The quicker the appropriate treatment is received, the better the outcome. Captain Bousquet commented prior to RAD 57 treatment was invasive treatment. They would have to do a blood draw. Commissioner Auger asked about parts that would have to be purchased. Captain Bousquet explained you might have to purchase a finger probe. There being no further discussion, vote was taken. \$1,870 was unanimously approved for the purchase of the RAD 57.

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Sole Source Purchasing Request

Chief Ober presented a request for Bergeron Protective Clothing as the sole source provider of our protective equipment. Commissioner Clark made a motion to accept Bergeron Protective Clothing as the sole source provider. Commissioner Gallant seconded the motion. Discussion: Commissioner Gallant reiterated that we were in the study they had and we received five sets of gear free. There being no further discussion, vote was taken. Motion passed unanimously to use Bergeron Protective Clothing as the sole source provider of our protective equipment.

Purchasing Requests

Chief Ober presented a purchase request for \$184.25 to Bergeron Protective Clothing for the purchase of five reflective safety vests for the Support Company. Chief Ober explained they need protection. Safety vests are an excellent idea and will provide better visibility. He will also be giving them old gear. Commissioner Clark made a motion to purchase the Safety Vests from Bergeron Protective Clothing. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. All were in favor of purchasing the Safety Vests for \$184.25.

Open House

Chief Ober told the Board that an Open House has been scheduled. He handed out a copy of the draft press release and brochure. It was originally scheduled for May 19<sup>th</sup>. That entire week is EMS week. They will have most of the equipment set up and on display. They will have information available for recruitment. Hopefully they will attract new members. The problem with May 19<sup>th</sup> is that is also LRGH EMS Appreciation date so we backed to May 18<sup>th</sup>. That is also Commissioners meeting. He asked the Commissioners to change the date of meeting. The Open House will be from 4:00 PM to 8:00 PM. He is asking the Support Company to do light refreshments.

It was decided to hold the next Commissioners meeting on Wednesday, May 11<sup>th</sup>.

Chief Ober explained that normally fire departments don't do as much for EMS week as for Fire Prevention Week. Commissioner Clark asked how he was going to promote this. Chief Ober replied there will be a press release. It will be on the website. There will be postings at each town office. We hope for the best. Commissioner Clark asked if we are interested in looking at Facebook for communicating. Chief Ober replied he personally has mixed emotions about that. Discussion ensued about Facebook.

Minutes

January 17<sup>th</sup> Non-Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Clark seconded the motion. There being no discussion, roll call vote was taken. Commissioner Tom Gallant, yes; Commissioner Pat Clark, yes; Commissioner Paul Auger, yes.

January 14<sup>th</sup> Non-Public

It was unanimously decided no action would be taken on these minutes until the Board is in non-public session.

February 24<sup>th</sup> Non-Public

It was unanimously decided no action would be taken on these minutes until the Board is in non-public session.

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March 10<sup>th</sup> Public

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

March 30<sup>th</sup> Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Commissioners Gallant and Auger in favor of accepting the minutes as printed. Commissioner Clark abstained as he was not at the meeting.

April 4<sup>th</sup> Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Auger seconded the motion. Discussion: Commissioner Clark brought up the responsibilities of the chairman. He would like what he said added. Commissioner Gallant and Auger withdrew their motions in order for the minutes to be corrected.

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 19:44 P.M. Commissioner Clark 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 19:44 P.M. they have gone out of public session.

There being no further items to come before them in non-public session Commissioner Gallant made a motion to go out of non-public session at 20:05 P.M. Commissioner Clark seconded the motion. Roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes; Commissioner Tom Gallant, yes.

At 20:06 P.M. they are back in public session.

Commissioner Gallant made a motion for the minutes of the non-public sessions to remain sealed as they deal with personnel issues. Commissioner Clark seconded the motion. There being no discussion, vote was taken. The motion carried unanimously for the minutes to remain sealed.

Other Business

Commissioner Gallant requested we visit the Goals and Objectives from the Chief. We have Goals and Objectives that were adopted last year. He reviewed them again today. The Employee Wages & Benefits were a big part of that. He would like them on the agenda for next time. He will work with Kathy to get them out prior to the next meeting so they can be tied into Goals and Objectives the Chief has set for himself.

Commissioner Clark requested the Commissioners review the information that has been put together for the Chief's evaluation.

Commissioner Gallant suggested one small work session to review the Goals and Objectives and the guidelines. He doesn't feel they can do it in a regular meeting. Commissioner Clark stated they are separate things and they are all going to take time. His recollection is they

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were in the process of doing that and other things came up so they didn't complete them. Commissioner Gallant stated he has the minutes and everything and will get to them.

Commissioner Auger stated they will set up a date. Commissioner Gallant stated he would like to set it up for the 25<sup>th</sup>. If he is able to come he will, if not they can reschedule.

Commissioner Gallant asked if there was any reason we couldn't publish a calendar on a monthly basis for the District. Chief Ober asked if they want it on the website. It was decided that the calendar would go on website.

Chief Ober asked if there was anything else he needs to prepare for the meeting on the 25<sup>th</sup>. Commissioner Gallant asked that he tie in any of the other to his Goals & Objectives. Jot down notes on the other things. As Commissioner Clark has put this together it isn't a mandate but it is something they are going to come down to that they agree on. Commissioner Clark stated that he might have Goals & Objectives above and beyond what they were talking about for an evaluation. Roll them together into one. Discussion ensued.

Pay Bills

Commissioner Auger had a question on the Worcester County Police Equipment bill. Kathy explained that bill is paid from the uniform allowance.

Commissioner Auger had a question about the Industrial Protection Services invoice. Kathy explained that is replacement face pieces for the SCBA. Chief Ober explained that we used to use Fire Tech & Safety but they are no longer a dealer for Scott.

Commissioner Clark brought up that there was a difference in what was on the manifest and what the check was actually for. The amount of the check was less than what the manifest stated. He thought the manifest figures would reflect what checks were printed for. Discussion ensued. It was decided the manifest will reflect the amount of the check after the discount is taken.

Adjournment

Commissioner Gallant 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 20:21 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** May 11, 2011 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.