

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	June 15, 2011 at 17:33
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:33 PM.

Present: Commissioners Tom Gallant, Paul Auger and Patrick Clark; Chief Brad Ober, Deputy Chief Mike Robinson, Treasurer Roland Seymour and Administrative Assistant Kathy Tobine.

Minutes

May 11th 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 unanimously.

Commissioner Gallant asked if the Rural Development grant had been submitted. Chief Ober replied it had.

May 25th Public

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

June 1st Public

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

Correspondence

A letter was received from LGC with the Property-Liability Trust's invoice, FY2012 Member Agreement, Fire Engine and Ambulance Replacement Cost Amendment, Certificates of Coverage and Member Agreement.

A letter was received from the Town of Tilton letting the District know they have contracted Avitar Associates of New England to verify all information on the assessment record cards for all properties in Tilton for data accuracy. Our property has been selected this year for review.

Public Comment

There was no public comment.

Treasurer's Report

Roland gave the Treasurer's Report.

Account Balances as of June 15th

1000 Apparatus & Equipment Replacement Fund	\$578,135.98.
1002 Debit Card Account	\$4,416.05
1003 Operating Budget Account	\$146,313.41
1004 Payroll Account	500.00
1005 Land & Building Fund	\$216,674.82

Apparatus & Equipment Replacement Fund

Roland stated the first line is five months revenue. The total collected for the five months is \$131,201. This is right in line with the \$280,000 budgeted.

Operating Budget Account

Roland reported the figures are as they are. He did take out the accrues from last month. They were holdovers. We received Tilton's payment for June and should receive Northfield's by the first week in July.

Commissioner Gallant brought up the RSA regarding the disbursement of funds. According to the RSA it's up to the Treasurer to disperse the monies. Roland requested a copy of the RSA. Discussion ensued. The Commissioners requested Roland ask for the Commissioners and himself be placed on their agenda so they can go to a Selectmen's meeting to talk with them again about paying monthly.

Cash Flow Statement

Roland stated the figures are actual up through May. That shows how he is spreading out the cash. It's not going to be perfect. The only month he shows we will have a shortfall is in September.

Line of Credit

Roland stated he has spoken with Deb Tessier at Franklin Savings Bank several times. All they need is the Commissioners to make a motion and vote on who they want to be authorized to request and sign for the funds. Last year they authorized him to request and they signed for the advance. Commissioner Gallant made a motion to authorize the Treasurer to request and sign for any advances on our line of credit. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Roland stated we started the year with a surplus and will end the year with a surplus.

Commissioner Gallant asked Chief Ober if he saw anything in the Operating Budget that might be troublesome at the rate we are spending. Chief Ober replied no. Commissioner Gallant asked how we were doing with the physicals. Chief Ober replied we are on track with those.

Commissioner Gallant made a motion to accept the Treasurers Report as printed. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Chief's Report

Chief Ober reported the activity is consistent with previous months. The only thing that's different is that he has been covering shift quite a bit lately for Matt Gilman who is in paramedic school. Matt is in six weeks of clinicals where he works every day at the hospital. He had to cover his shifts so Matt could do that.

Chief Ober pointed out that the last page is not necessarily done. Old home day is very busy for us. Also, the Claymore Challenge at Highland Mountain Bike Park is that weekend. It is a big competition. Last year on Saturday they had approximately 500 viewers. Commissioner Auger asked if we have people there on call. Chief Ober stated we will have a staffed ambulance there and they will be billed for that. Commissioner Auger asked if they are billed to cover the cost of payroll. Chief Ober explained. We are also staffing the fireworks. Commissioner Clark asked if we got enough people to cover all that. Chief Ober said yes. There will be three call and two full-time personnel on duty. We also have the parade in the morning. The Firefighters Association sells sausage and fried dough.

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Chief Ober reminded the Commissioners that we received a 50% matching grant for the RAD 57. We have received it. They will be training on it June 27th and then it will be going in service.

The Center Street renovations are continuing.

Chief Ober reported he is redoing the run cards. He is bringing in an ambulance and an engine rather than two engines. Commissioner Auger asked if other towns do that. Chief Ober said some do.

The ladder committee and facility committee are shaping up nicely. They should be established by July 1st.

FireHouse Software continues. He was just talking with Dave Hall. He's the one that has been running with it. They are getting ready to ramp into Phase 2, defining more things they are going to input. People are getting used to the program and how it works. Commissioner Clark asked if the call company will be using the software. Chief Ober said call people are not using it.

He attended a meeting on a new protocol change. We do emergency transfers. We are on the list for Franklin Regional Hospital after they can't get a private ambulance and Franklin Fire is not available. We are third back up. The transfers are mostly to Concord and Manchester. The protocols in NH changed. We have to have different training for paramedics. They have attended the training. We will be ready for September 1st. Commissioner Auger asked what happens if we get called to do that at night after hours. Discussion ensued.

Commissioner Gallant asked what the reference to the State bid list is. Chief Ober said it has always been there. They started looking at that list for pricing now. For example, the radio for the new ambulance they were able to find a price on the same exact model they want. Belknap Communications will match that price. It's a savings of about \$300. It's not huge but every little bit helps.

Activity Report

Chief Ober reported that the Activity Report is the same as previous months. It compares the last three years through May 31st. The calls are down a little bit from last year. He isn't really why. Commissioner Gallant stated they are not that far off.

Commissioner Clark brought up multiple calls to same residence and then they are no longer in the area. That must create big swing. Chief Ober said not really.

Commissioner Auger asked about being dispatched and then cancelled enroute. Chief Ober gave an example of a motor vehicle accident with the police already there. If absolutely a fender bender and they get cancelled, that gets logged as a cancelled enroute. If we are called to a building fire in Franklin and they get there and it really isn't, we get cancelled this is logged as cancelled enroute. Discussion ensued.

Fire Prevention Report

Commissioner Clark asked it was how coming along. Chief Ober said very slow. Tim is only working two days a week of Fire Prevention and is on shift one day a week. It's difficult. Despite all that he did 32 inspections in May. He's doing very well in learning on the job. He's picking it up and going with a lot of it. Commissioner Gallant asked how he was being received. Chief Ober replied very well.

The last page is another graph which shows by time of day how many calls have had at that time of day. Deputy Robinson stated he has seen this about five years ago and maybe 10 years ago. It is very consistent. Discussion ensued.

New Business

Radio Box

The telegraph system is scheduled to be removed from service July 1, 2011. As a part of that we need to put a communicator in at the Park Street Station. A radio box will be put in. There will be no monitoring fees. He did not get three quotes. He got a quote from Mango who does our alarm and maintenance. He got a quote from Mammoth Alarm. If the Commissioners want him to get another quote he will. Commissioner Clark asked what their quote was. Chief Ober replied \$5,500. Commissioner Auger asked what was budgeted. Chief Ober replied \$6,000.

Rural Development Grant

Chief Ober submitted the Rural Development grant. They called and asked if we had more we could add to submit. He ended up with a \$37,000 request. If approved we will get about \$5,000 back as we qualify for 15%. Commissioner Clark asked what was added. Chief Ober replied the stretcher, clothing, the rescue jack, the radio box; mostly all items that are in our budget.

Commissioner Clark made a motion to accept Mango as the supplier of the radio box for \$5,500. Commissioner Gallant second. There being no discussion, vote was taken. Motion passed unanimously.

Incident Management Assistance Team Application

Lakes Region Mutual Aid is creating an IMAT Team. People will be trained specifically for each aspect of command for large scale events within the region. He is asking for permission to apply to become a member of the team. Commissioner Gallant made a motion to authorize Chief Ober to become a member of LRMFA IMAT. Commissioner Clark seconded the motion. Discussion: Commissioner Clark stated these things always scare him. On one hand it's a benefit to have the additional fire power in an emergency when you need people to move in. On the other hand there is that big question mark on what is cost. How many other fire departments are going to be involved in this in supplying manpower to do this? Chief Ober replied there are 12 positions. They would like to have 20 people. Commissioner Clark asked if he would be the only one from our department. Chief Ober replied yes. As for the cost, he is on salary. There will be no additional cost. If an incident is FEMA related, there is a potential for reimbursement. Commissioner Gallant said if he goes numbers will be 0. Commissioner Clark stated he is concerned about the cost of backing him up when gone. Deputy Robinson replied he is here. We are more likely to have one of these. We will probably be using it so we should participate in it. Further discussion ensued. Commissioner Clark asked motion to be revised to track incidents and time spent. Commissioner Gallant said not going to amend motion. Discussion ensued. Commissioner Clark wants a report of the time involved. Commissioner Auger wanted to know about what training would be involved and who would pay. Chief Ober said a lot of training would be covered by Homeland Security. They will be held locally, probably at the Dispatch Center. A lot will be taught by in-house people. Commissioner Auger stated concerns about the time spent training. Chief Ober said good training. Stuff he should be getting trained in. use on calls now. Commissioner Auger doesn't want to send him to something that will not benefit the District. He thinks it's a good thing to be able to do that. He doesn't have a problem with it. Discussion ensued about the various

positions that will be covered in the training. There being no further discussion, vote was taken. Motion passed unanimously.

Purchasing Policy

Chief Ober submitted a request to edit the Purchasing Policy. The current purchasing policy for purchases \$0.01 - \$750.00 states:

- *These purchases of materials, goods and equipment can be made directly by the department without direct Commission approval.*
- *Competitive quotes from a minimum of 3 vendors are not required.*
- *It shall be incumbent upon the person making the purchase to search for the best price.*
- *No additions to TNFD inventory on hand as of the effective date of this policy can be purchased in this category.*

He requested the board delete the fourth bullet, *No additions to TNFD inventory on hand as of the effective date of this policy can be purchased in this category.* Many items purchased by the department cost more than \$750 and must be submitted for Commissioner approval. However, there are a few items that cost less than \$750. It would be more efficient for him and the Board if the department could purchase these items (up to \$750.00) without Commissioner approval. Commissioner Gallant made a motion to strike the *No additions to TNFD inventory on hand as of the effective date of this policy can be purchased in this category* which happens to be the fourth bullet of the policy. Commissioner Clark seconded the motion. Discussion: Commissioner Gallant said if you leave this in it is micromanaging. There being no further discussion, vote was taken. Motion passed unanimously.

Old Business

Comstar Billing Rates

Chief Ober provided the information requested on the billing rates of our surrounding towns. Commissioner Clark stated this is the recommendation brought to us by Rick Martin. Commissioner Gallant made a motion to authorize Comstar to increase our Medicare billing rate to 50% over Medicare from 38% and to authorize them to use \$15.00 charge for mileage. Commissioner Clark seconded. Discussion: Commissioner Auger asked if this was to increase the rates to 50% on top of what Medicare pays. Chief Ober said yes. Commissioner Clark asked if we are going to adversely affect people that can't pay. Chief Ober said no. Commissioner Auger asked about the mileage rate. Chief Ober explained and said that Laconia is going to \$23.00 per mile. There being no further discussion, vote was taken. Motion passed unanimously to increase our billing rates to Medicare plus 50% with the mileage rate at \$15.00 per mile.

Dispatch Payments

Chief Ober stated we received word today that the Northfield Selectmen can meet July 29th at 5:30 P.M. He spoke with Jim Hayes, Chief Coordinator, today. Both he and the Executive Board Chairman will be there. Chief Ober recommended letting them give the information on why we exist. How we have existed.

Memorandum Of Understanding

Chief Ober wasn't able to make the last meeting. Commissioner Gallant stated they reviewed it. Scott Davis was there representing the Water District and Commissioner Gallant was there representing the Fire District. They moved quickly through the information. They have the final. They are waiting now. Joyce Fulweiler is going to submit it to all the parties. They are not meeting again. Then she will submit it to LGC. Discussion ensued.

Generators

Commissioner Clark brought up the letter to the Tilton Selectmen on the generators. This is in response to the Selectmen's letter dated May 19th regarding two generators being donated to the Fire Department. The Board discussed the request at their May 12th meeting and decided they would waive the building permit fee subject to the following conditions: 1.) If it is discovered that the Fire District cannot utilize both generators and therefore do not take ownership, the generators would remain the property of Turnstone Corporation and the Town of Tilton will enforce their original permit fee; and 2.) The Fire District donate one of the generators to the Town of Tilton. Commissioner Gallant read for the record.

Dear Board Members:

Thank you for your letter dated May 19, 2011, in response to our letter referencing the issue of building permit fees with the NH Veterans Home. Upon discussions with the town administer I brought to her attention that we could utilize both of these generators at our stations.

We would set one up immediately at the Center Street station as this is the station where our administration offices are and where we house our firefighters who are on 24 hour shifts. In the event of an emergency where police and fire establish a command center and function in tandem with each other, the use of a generator in the facility would be critical. The major portion of our response fleet is housed at the Park Street Station. The use of the second generator would be essential here. Due to budgetary constraints, we see no possibility of being able to include this in our budget. If we did, it would be the cause of delaying the purchase of another key piece of apparatus.

It appears that the Town of Tilton would not at this time have an immediate use for a generator. The PD would require one to function; however, there is no place to house and/or install a generator. The Town owns a portable generator which is housed at the Town garages and the Sewer Department has one which is housed at Dave Wadleigh's home.

We would then respectfully submit to the Board that they allow us to move forward with the receipt of these two generators in lieu of the building permit fees. It is my understanding that the fees have been paid by the builder and therefore a return of these fees would be necessary. Please advise us of your decision. If you have any questions please feel free to contact us anytime. I, Tom Gallant would be the most logical contact source in this case as I was asked by the Commissioners if I would see the issue through to a logical conclusion. Both Joyce Fulweiler and Dennis Allen see no reason for them to take one as they have no use for it. They will address this with the Selectmen. Commissioner Clark made a motion to accept and sign the letter as written. Commissioner Auger seconded the motion. There being further discussion, vote was taken. Motion passed unanimously.

Commissioner Clark asked if we have a back up plan in the event the selectmen say no. Commissioner Gallant said no. Discussion ensued.

District Clerk

Commissioner Clark brought up the Clerk and the minutes. He checked with Paul Sanderson at LGC. The bottom line is the Clerk is responsible for the records. They do not have to take the minutes. They cannot force her to take the minutes. They do not need a Deputy Clerk. They can handle it the way they are handling it now. The minutes need to be available within five business days. Discussion ensued. Commissioner Gallant made a motion that Kathy be allowed to take the minutes. The Clerk is responsible for District records such as these minutes but she is not actually required to do take them. We will endeavor to have the minutes in draft form within five business days and available in our office. Commissioner Auger

seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

District Formula

Commissioner Clark asked if there was any further action needed on the District formula. Commissioner Gallant stated there was nothing else to do. Commissioner Clark said Katherine Dawson walked away saying she would bring it to the back to the full board. Deputy Robinson said he thought they were satisfied.

Chase Street

Commissioner Auger asked about the letter the Board of Selectmen received on Chase Street in Northfield. The letter stated we will not go in there. Chief Ober stated can't go in because of trees. Commissioner Auger asked if people were notified. Chief Ober said he didn't know. The road agent brought it to his attention. He interpreted that as the road agent was handling it. The Board of Selectmen said they can't do anything as the tree is on someone's property. Paul was wondering if we should notify the people. Discussion ensued. Chief Ober will follow up with Bob Southworth.

Chiefs Evaluation

Commissioner Clark passed out the form he came up with based on feedback. This form would be mailed to all call and full-time firefighters. They would give their feedback. Commissioner Gallant is not in favor of it. Discussion ensued.

Deputy Robinson doesn't have problem doing a department evaluation. He wants to see Chief Ober's name removed from the form. He doesn't believe in subordinates evaluating their boss. He has no problem with them evaluating the department. Many of the questions are general in nature.

Commissioner Clark wants an evaluation tool to do an evaluation on the Chief. Commissioner Gallant said Point 12 should be stricken. Commissioner Clark said the name is optional. He just wants to get feedback. He wants to know if they are full-time or call firefighters. He would number them and put them in envelopes. You wouldn't know what number went with what name. That would eliminate the possibility of anyone making 10 copies and sending them in. Commissioner Gallant and Commissioner Auger are okay with a department evaluation. Commissioner Gallant asked Chief Ober if he has a problem with a department evaluation. Chief Ober replied no. Numbering of the questionnaires was discussed and discarded. Commissioner Auger suggested we do it twice, now and then again at the end of the year.

Commissioner Clark stated the second part of the thing is the second sheet that addresses the training issue and setting up policies. Commissioner Auger said that is not his responsibility. That is the Chief's job. Commissioner Gallant said this is micromanaging. Discussion ensued.

Chief Ober commented that all three things are in place and have been for years. Facility and vehicle maintenance was discussed. Deputy Robinson said give us those two things as a goal and let us run with it. Commissioner Gallant said they have come a long way and continue to go. The Chief has a plan for what will be done to the facilities this year. It is in his budget. As far as vehicle maintenance he asked Deputy Robinson if he is involved. Deputy Robinson said he was. Chief Ober said we are getting ready to ramp up for stage 2 in FireHouse. They will be doing maintenance. Deputy Robinson gave an example of how this will work.

Commissioner Clark asked if he was comfortable with where they are now. Deputy Robinson replied yes. Chief Ober explained the white sheets go to Firefighter Smith. Currently, all the maintenance is manually done. They are ramping up now to take the white sheets and enter into FireHouse. If there is a problem with a truck a work order will be created. When

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completed, the work order will come back and be marked off in FireHouse. Discussion ensued.

Tilton-Northfield Fire & EMS

Commissioner Gallant brought up that we keep referring to our organization as Tilton-Northfield Fire & EMS. Legally he doesn't believe that is our name. He knows that the Commission adopted the name Tilton-Northfield Fire & EMS. We need to find out what need to do to legally the change name. It better describes what we do. He requested Chief Ober research it and find out what we need to do to legally change our name.

Residency Requirement

Commissioner Clark brought up the residency requirement. He requested Chief Ober get a map of the surrounding area so they can settle with this issue. Chief Ober explained that he has met with Franklin Fire Department on this. He is meeting with Belmont Fire Department on it. He is getting the residency requirements from area departments that they have as requested previously. He will make an appointment to meet with 911 Mapping to get a map.

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 19:25 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 19:25 P.M. they have gone out of public session.

There being no further items to come before them in non-pubic session Commissioner Gallant made a motion to go out of non-public session at 19:40 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 19:40 P.M. they are back in public session.

Commissioner Clark made a motion for the minutes of the non-public session of May 11, 2011 to remain sealed as they deal with personnel issues. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. The motion carried unanimously for the minutes to remain sealed.

Adjournment

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

The meeting adjourned at 19:40.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: June 29, 2011 at 17:30. Work Session with Selectmen to be held at Northfield Town Hall, 21 Summer Street, Northfield.