

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	July 20, 2011 at 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, 21 Summer Street, Northfield

Commissioner Auger called the meeting to order at 5:35 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

#### June 8<sup>th</sup> 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 15<sup>th</sup> Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Clark seconded the motion. Discussion: Commissioner Clark asked if anything that is in there that we want to talk about later can be brought up under other business. He asked how the Incident Management Assistance Team is that going. Chief Ober stated he has submitted his application. Commissioner Clark asked if the minutes can be emailed to the Commissioners when the minutes are completed. All agreed they would be emailed to the Commissioners. Commissioner Gallant brought up Tilton-Northfield Fire & EMS and our name as we use it has been looked into. Kathy said this is listed under old business. Commissioner Clark brought up the Chief's evaluation. He asked if that could be brought up under old business. All agreed. There being no further discussion, vote was taken. Minutes were accepted unanimously.

#### June 29<sup>th</sup> Public

Commissioner Clark made a motion to accept the minutes as printed. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant stated this was a lynching squad. It happened right here in this room. He was very upset. He feels we were set up. When we came in it was like them against us. It was the old story, the same thing. He used to think Steve Bluhm was the instigator on the Board. He is probably the best one on there. He was not the instigator.

Commissioner Clark asked who was responsible. Commissioner Gallant responded Ziminsky and Swancott. It was absolutely disgusting. We extended the right hand of fellowship to them. They wanted to talk about the issue. Chief Ober got people to come in to address the situation. It was supposed to be a work session. We got here and they had us on their agenda. They advertised and so did we. They have us on their agenda as something they were going to be doing that evening and that's how it was handled. He has never been exposed to so much disrespect. It was absolutely appalling. They don't like him on that side of the river and they are not going to like him when he is done. He is not done.

Commissioner Auger said he came to their meeting last Tuesday. They appointed Steve Bluhm to represent them. Northfield Selectmen printed out a report they are sending out to different towns on how the system works, the formula. Chief Ober stated that all the other

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towns already know what the formula is. Commissioner Auger said they are going to send it out anyway.

Commissioner Clark had a question about Ziminsky asking who assumes the cost of the new equipment if they went out on their own. Chief Ober said the town would be but according to their minutes Chief Hayes said the District would be responsible. Discussion of the meeting ensued.

Chief Ober said he got a phone call from Glenn Smith asking if the Commissioners minded if the Selectmen met after our meeting so they only met one night that week. Commissioner Auger agreed. Commissioner Gallant stated it was our work session and they were going to their own meeting after that and that is not what happened. He stated there was so much negativism particularly from Swancott. It was them against us from the minute they started talking. They totally disregard the fact that we are a district and the representation comes from the Chief. They want representation of their own. I hope they learn a lesson when they get there. There being no further discussion, vote was taken. Minutes were accepted unanimously.

Correspondence

A letter was received from the Town of Tilton regarding the generators.

A copy of the memo from the Chief to the Budget Committee and both Boards of Selectmen was received.

Public Comment

There was no public comment.

Treasurer's Report

Roland gave the Treasurer's Report.

Account Balances as of July 20<sup>th</sup>

This includes payroll right up to date. These are all right up to date.

1000 Apparatus & Equipment Replacement Fund	\$588,092.55
1002 Debit Card Account	\$5,005.83
1003 Operating Budget Account	\$203,981.83
1004 Payroll Account	500.00
1005 Land & Building Fund	\$216,763.86

Apparatus & Equipment Replacement Fund

Roland stated the first line is six months revenue. The total collected for the six months is \$155,684. If we analyze that it's like \$310,000 with a budget of \$280,000. The charges are as they are. Commissioner Auger asked about the interest. Roland replied that is a regular bank account and what we draw for interest. Discussion ensued about the interest rates we are receiving.

Operating Budget Account

Roland reported the figures are as they are. Northfield is two payments. Tilton is seven months payments. The payments are up to date. Commissioner Gallant asked Chief Ober if there was anything that stuck out. Commissioner Auger asked about vehicle maintenance. Chief Ober replied we will talk about that during his report.

Cash Flow Statement

Roland stated the figures are actual up through June. That shows how he is spreading out the cash. Commissioner Gallant stated August is pretty skinny. Discussion ensued about the cash flow.

Line of Credit

Roland stated he has the advance slips. He will work with Kathy on that. All he has to do is submit one and we will have our cash that day.

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

Chief's Report

Chief Ober reported they have that in their packet. Pretty much normal stuff is going on from month to month. He highlighted a few of the items.

He attended the New England Fire Chief's Expo in Springfield, MA on Friday the 24<sup>th</sup>. He made good contacts there.

Saturday the 25<sup>th</sup> was a very busy day with Old Home Day. The parade was in the morning, the Firemen's Association Food Booth and fireworks detail that night. Highland Mountain Bike Park had the Claymore Challenge that weekend. He is really starting to get on the country market and internationally a little bit. It continues to grow every year. It's quite a facility.

He did quite a few shift coverages. As you know, Matt Gilman is in the Paramedic program and he had clinicals in June. He covered the overnight shift in June.

The emergency lighting and manual transfer switch have been completed. We now have the ability to operate the overhead doors, the boiler and some lighting.

Commissioner Clark asked what we do if the public brings in a fire extinguisher to check it. Chief Ober explained that other than looking at the gauge, there is nothing we can do. Tri State Fire Protection in Gilford will refill them. It is cheaper to buy a new one. Commissioner Gallant said if you buy it and for \$5.00 when you buy it anytime you fire it off they will refill it for free each time it is discharged.

Commissioner Auger asked about CPM Project. Chief Ober stated that is the Certified Public Managers course he is in. In September he will be starting the second year.

Commissioner Auger asked about Winnisquam Regional High School sprinkler maintenance report. He wanted to know if there was a problem with that. Chief Ober explained they have switched companies to do their sprinkler maintenance and have identified a lot of deficiencies. They are using one company to service all of the buildings on their campus and have asked him to review that with them.

Chief Ober reported the new kitchen stove is in place. The power needs to be done. He had to have Jeff Hall come in to re-plumb the gas line. There was no shut off or coil. They now have new pipe from the tank to the stove. He will be getting a hood.

The ladder and facility committees have met. They both have chairmen. Commissioner Clark asked who the chairs are. Chief Ober replied Captain Hall is the chair on the ladder committee and Lieutenant Ames is the chair on the facility committee. Commissioner Auger asked how many are on each. Chief Ober replied a five or six. There is a mix between call and career. Commissioner Clark asked who the call personnel are that are on the committees. Deputy

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Robinson stated that on the ladder is Chris Harris, Fred Greene and the facility is Tom Beaulieu. Commissioner Gallant requested Kathy email the members to them.

Commissioner Auger would like dates of the committee meetings so he can sit in on a meeting occasionally. Chief Ober stated the ladder committee will be ready to present to the Board by the middle to end of October. The building committee wants to come up with a plan and present to the Commissioners and then expand to include a Commissioner and Budget Committee Member. Vicy Virgin is interested in serving. Commissioner Gallant stated Vicy Virgin went from one side of the fence to the other. She is always a very informed person. Her thinking went from them and us to in the best interest of the Department.

Deputy Robinson stated with the ladder committee there will be new fire trucks showing up to be seen by the Committee. Commissioner Clark asked the scope of the committee, what they do. Chief Ober explained. They are deciding the type of ladder, the size. They are looking at the quint option. They are also looking at it from the operational standpoint. It is a three to four step process. Commissioner Auger wants to sit in and listen. Deputy Robinson stated that out of the gate it is the conservatism the committee is showing. It's impressive. Chief Ober said another thing they are keeping in mind is how, with this purchase, to share resources with our neighbors.

Chief Ober reported the facility committee is looking at different options. They will not design a building. They are looking to see if we can operate out of one station. Then they want to expand the committee.

He already has folder marked 2012 Budget. He has already instructed the officers if they have any special projects to get them to him by the end of September.

We got word from the Rural Development Office that we were awarded the rural development grant. We are meeting with Karen Demers tomorrow.

The RAD 57 meter has been placed in service. They had training. It is on engine 3.

We have received our annual donation from Tanger for \$1,000.

#### Activity Report

Call numbers were discussed. Chief Ober reported they had some pretty serious calls. They had to fly one. They had another successful cardiac arrest save.

#### Fire Prevention Report

Chief Ober stated this report breaks down the various inspections. Commissioner Auger asked how Captain Joubert was doing. Chief Ober said he is over worked as he is only doing it two days a week right now. Commissioner Auger said tell him we appreciate it and to keep up the good work. Commissioner Clark stated he has good rapport. He was up to Spaulding and they have a lot of respect for him.

#### Training

Chief Ober stated the next report is new. It's a graph that shows you how many man hours have been put into each type of training topic. Discussion ensued.

#### 21Car1 Light Bar / Center Street Plumbing

Chief Ober stated the memo on 21Car1's light bar and Center Street's plumbing was emailed to them last week. He is looking for guidance from the Board.

1. Light Bar: Commissioner Gallant said this was expected. There should have been a new one on there when the car was put on the road. Chief Ober is proposing no light bar on

roof. They will make up for that with new interior LED lighting. Discussion ensued. All agreed to do the alternative LED lighting to a light bar.

2. Plumbing: Chief Ober stated we are down to about \$1,500 in the maintenance line. We have had some pretty significant expenses. There are three different projects. The first is a replacement toilet. The problem they have with hot water is two-fold. It is too hot coming out of the tap and after one shower there is no hot water. They have adjusted the mixing valves as much as possible. It's actually a source problem. Discussion ensued about the hot water options. Chief Ober stated he is comfortable putting off boiler maintenance until 2012. The big one is the drainage and vents. You can't just repair one section of that. Commissioner Gallant stated they should budget a new boiler as well as the drainage and vents into next years budget. It was decided that the hot water and toilet will be taken care of this year.

### Residency Requirements

Chief Ober asked if they wanted to take this up now or under old business. Commissioner Clark asked if he ever got the big map they talked about. Chief Ober said no. He met with 911. They will produce public safety maps. Residency maps are not a public safety maps. The map they have is a 5 mile, 10 mile, 15 and 20 mile radius. Commissioner Clark stated this is not what he was looking for. He wants a bigger map. He is disappointed. Commissioner Auger asked if they want to address this now. It was decided to discuss now.

Chief Ober stated at the last meeting they requested he survey area departments for their residency requirements. This is the result of that survey. They have his opinion.

Commissioner Auger had question. Laconia and Gilford have no requirement. He wanted to know where the Laconia chief lives. Chief Ober replied Gilford. Commissioner Auger then asked where the Belmont and Plymouth chiefs live. Chief Ober replied the Belmont chief lives in Concord and the Plymouth chief lives in Plymouth. Discussion ensued.

Commissioner Gallant stated they were talking about the residency requirement for the whole staff. Commissioner Clark said we could break it up into a couple of pieces. Look at the Chief and the contract they agreed to when he was hired. Then look at whether some kind of policy should be set to require or encourage people to live within a certain distance from the station. Having the Chief here sets the tone for that. Discussion ensued about the command vehicle. Commissioner Clark feels having the Chief live in town is important. He would like to see that part come into play. Commissioner Gallant said they were not all in favor of in town or in District residency. We did not vote on anything. Discussion ensued.

Commissioner Auger asked Chief Ober if those who live in the community come back for call backs. Chief Ober replied not until after a first alarm because that is what the current policy says. Commissioner Auger asked Chief Ober felt there was an advantage to them living close. Chief Ober replied only if he is allowed to use them. They can't come back unless it's a first alarm. Commissioner Auger asked Chief Ober if felt he would get more of them back if they lived closer. Chief Ober replied it is hard to say. Even if they have a residency requirement there is no guarantee they will come back when they are off shift. He gave examples. Deputy Robinson asked what the current policy is. Chief Ober replied first alarm and re-tones. Commissioner Clark asked about the policy for call firefighters. Chief Ober replied call firefighters can come to anything. He asked why they want residency requirements. They need to be okay with supporting the overtime they are going to bring in. Discussion ensued.

Chief Ober stated before he submitted his application he had a phone conversation with the Chairman of the Board regarding the residency requirement. He was not going to submit his

application if that was going to be a sticking point. The word he got back from Commissioner Gallant who had a conversation with Commissioner Clark was that it would not be a stickler. He got off phone with Commissioner Clark and told him it would not be sticking point. It would be important but it would not be a point brought up that would kill his application.

Chief Ober stated he has an appointment with a real estate agent next week. With his phone conversation him, he was told he will not be happy with what he has to tell him. If this is true, Chief Ober will not be able to sell house for what he owes on it. He cannot afford to take a loss. Commissioner Auger asked if Chief Ober was looking into it. Chief Ober said yes. If the car is an issue lets talk about it. Commissioner Auger said it's not the issue. Commissioner Gallant agreed. Commissioner Auger stated that with Chief Ober saying he's exploring the possibilities it makes him happy. Deputy Robinson said in the real world business and people with promotions that move, if market isn't going well there is some consideration given to that. Monetary is given in the process to promote that. As far as working with two chiefs that lived out of town he's kind of enjoyed. It's strengthened his sense of being. It hasn't been issue.

Commissioner Gallant asked the deputy from his point of view if residency is an issue. He never had issue with residency. He had an issue addressing the complaint that the Chief was not part of community. Residency extended to whether he was or was not going to be member of the body. Deputy Robinson clarified. There are taxpayers and members of the community. The two are not the same. He's seen taxpayers not involved. He's seen Chief Ober involved with everything. He is member of the community as far as he's concerned. Commissioner Gallant stated he went to both town meetings. He sees him as more a part of the fabric of the community than Steve Carrier would have been in 30 years. Deputy Robinson stated residency is not issue with the Chief. It all comes back to the permanent people themselves. He would love them to all live within five miles and be residents of the community. One thing the can do is promote residency. Ask them if they would be willing to move closer during the interview. Discussion ensued. Commissioner Gallant stated he doesn't believe they have the legal right to tell people what they can do on their own time. Deputy Robinson stated he believes it is illegal to tell employees where they can live. Commissioner Clark is to check with the Local Government Center regarding this. This will be taken up again next month under old business.

#### Equipment Preventative Maintenance

Chief Ober stated the next memo is the Equipment Preventative Maintenance plan put together by Deputy Robinson. They will be meeting soon with the key players to move forward. They have ramped up the type of data being entered into FireHouse. It will be mostly maintenance. This is just being started. This year is not a good year to look for the data.

#### New Business

There was no new business.

#### Old Business

#### Memorandum of Understanding

The MOU has reached its final draft from the oversight committee and has been sent to LGC for review. Chief Ober will bring it to the Board once they receive LGC's input.

#### Rural Development Grant

Chief Ober told the Commission that we received the Rural Development Grant. He and Kathy will be meeting with them tomorrow to complete the paperwork.

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Generators

Commissioner Gallant stated we are going to keep them both and we will pay the owner of them the building permit fee. This will be in next year's budget.

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Chief Ober reported that in order to change our name it needs to be done by a vote of the body. It will need to be a warrant article.

Other Business

Chiefs Evaluation

Commissioner Clark recalls Deputy Robinson does not want the questionnaire directed at the Chief. He would like it to be general observations. Commissioner Clark read the questions that were changed. The rest are of the questions are general as well. He then read them. A couple minor changes need to be made. Commissioner Clark made a motion to make the changes and mail to everyone on the personnel roster to see what kind of feedback they get. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant does not feel it should be circulated to all employees. Deputy Robinson said if they are looking for a general evaluation he feels this covers it. Chief Ober stated he is not comfortable discussing how they evaluate him. He doesn't mind doing it. He just doesn't want to have input into it. Deputy Robinson feels this evaluates the administration, not just the Chief. They may get information back they can use. This is not a Chief evaluation, it is a department evaluation. Commissioner Clark stated this is the Chief's probationary period. They might want to do it now and again at the end of the year. Deputy Robinson looks at it as a department or administration evaluation. There being no further discussion, vote was taken. Motion passed with Commissioner Gallant reluctantly. Kathy is to retype and distribute.

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 7:15 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 7:17 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 7:45 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 7:46 P.M. they are back in public session.

Commissioner Clark made a motion for the minutes of the non-public session of June 15, 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.

Other Business

The Commissioners unanimously agreed to hire a firefighter.

Commissioner Auger asked what qualifications looked for when hiring. Chief Ober replied Firefighter Lever II, CPAT. Commissioner Auger asked if we did find somebody who is a

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paramedic would we pay them more. Chief Ober replied there is a pay scale for Firefighter/Paramedic. Commissioner Auger stated it would be nice if we could find somebody like that.

Commissioner Clark stated it would be nice if we could set it up where it's encouraged to hire somebody that is a resident. Deputy Robinson stated that if he had to guess it will probably be moot. It will probably be a promotion within and we will be hiring a firefighter. Chief Ober stated let me make it clear. Bob's Captains position will be filled from within. They will be hiring a firefighter at the base level.

Commissioner Gallant stated so in effect you are losing a paramedic. Chief Ober replied yes. They will try to hire one but they will be back down to one paramedic. Commissioner Auger asked if he would promote before they found someone to fill his position. Commissioner Gallant stated either way. Chief Ober stated that Tim Ames has been on that shift since January. Commissioner Auger stated he understands that but the pay scale is not the same. Chief Ober stated it will all probably be done around the same time. Discussion ensued.

Adjournment

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

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** August 17, 2011 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.