

Tilton-Northfield Fire & EMS Commissioners' Meeting

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

Commissioner Auger called the meeting to order at 5:30 PM.

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

Minutes

July 20th Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Clark seconded the motion. Commissioner Clark requested three typographic errors be corrected. There was discussion about the residency requirement for the staff. A correction was made for clarification. Commissioner Clark requested that the residency of the Plymouth and Belmont Chief's be reflected in the minutes. Commissioners Auger and Gallant agreed. There being no further discussion, vote was taken. Commissioners Auger and Gallant for, Commissioner Clark against. Minutes were accepted as corrected.

Correspondence

A copy of the letter the Town of Tilton sent to the NH Department of Transportation regarding the DOT cutbacks was received.

A complimentary copy of the 2011/2012 NH Municipal Officials Directory was received.

Kathy reported that she has received the audit from Melanson Heath. They emailed her the draft of the Management Letter. As soon as hard copies are received, she will get them to the Commissioners. Commissioner Gallant reported he worked with Kathy as he has in previous years and he reviewed the management letter. They had clarifications that needed to be made. They made the corrections. There was a discrepancy with the second item. They had a discussion with Melanson Heath and they dropped the second paragraph. Commissioner Gallant suggested they put it on the agenda for the next meeting and they can discuss the three points on the management letter. They should be addressed.

Chief Ober reported on the DOT letter that he will be attending a meeting in Meredith in September that DOT is presenting. He has had a conversation with Northfield already. He will be following up with Tilton. He would like to know what their plan of action will be if DOT is not plowing as they used to. Discussion ensued. Commissioner Gallant stated he wants to go to the meeting.

Commissioner Gallant asked if the copy of the NH Municipal Officials Directory is in the office. Kathy replied it is. She has it on disk as well. She will email a copy to the Commissioners.

Public Comment

There was no public comment.

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Treasurer's Report

Roland gave the Treasurer's Report. The first page of the report is as of July 31st. That reconciles with the bank statement. The next page is August 17th. That is right up through today. We did receive the August check from Tilton.

Account Balances as of August 17th

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

1000 Apparatus & Equipment Replacement Fund	\$566,167.05
1002 Debit Card Account	\$4,349.40
1003 Operating Budget Account	\$191,778.25
1004 Payroll Account	500.00
1005 Land & Building Fund	\$216,849.97

Roland reported that Franklin Savings Bank is paying us .5% interest on all our accounts.

Apparatus & Equipment Replacement Fund

Roland reported the activity in this fund is through July 31st. The first line is the receipts for seven months. If we analyze that we are over \$300,000. The average is \$25,700 a month.

Operating Budget Account

Roland reported the report is up through July 31st.

Cash Flow Statement

Roland stated the figures are actual up through July. He has spread out the remaining five months. These are best estimates. Tilton has paid us \$75,100 through August until we get our reconciliation from DRA. The balance we have put into the last month, December. As soon as we get that he will contact the towns and make the adjustment for the remaining months. You can see that worst case we are still going to hang in there. The end of September we have a low. Depending on how checks hit and payments go out we may not have to borrow. We might be short in November as well. 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 Auger commented that in August one year we had to borrow. He asked if that was due to the call payroll. Commissioner Gallant stated it was.

Commissioner Gallant asked Chief Ober what he saw. Chief Ober commented that repairs and maintenance. They had some unexpected repairs. They might not get everything they wanted to get done this year. Commissioner Clark brought up line 335. Chief Ober said it is very tight. They are cutting back.

Commissioner Clark asked about worker's comp. Kathy said that was paid in full for the year in January.

Commissioner Gallant said as long as they keep an eye on it. We are not a line item budget. We will just cope with what comes along as we normally do.

Commissioner Clark said Chief Ober mentioned vehicle repairs might be an issue. Chief Ober stated we have had a lot but they have been under warranty. Commissioner Auger asked about extended warranty on vehicles. Chief Ober replied if we do it would be covered.

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.

Roland brought up line 760 the new ambulance. We need to put the budget amount in.

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.

- There is a little less activity. He tried to take a week off in July. He spent some time on the phone with Kathy and came in one day.
- He met with the nurse director at New Hampshire Veterans Home with Captain Michaud reviewing their policies. They have a pretty good program in place. Commissioner Auger asked what their policy is. He wanted to know if we transported everything. Chief Ober replied they have three private ambulances they call first. If at the end of the list, they will determine if they need to call us. Commissioner Clark stated they use private ambulances for scheduled transfers and for emergencies they call us. Commission Auger asked if we take them wherever they want for emergencies. Chief Ober replied no, we take them to Franklin.
- Firefighter Jon Ober has been scraping down the trim. The corner post needs to be replaced.
- We did have a vehicle recovery at the boat landing on Shaker Road. The dry hydrant was damaged and needs to be repaired. We have made contact with the insurance company.
- The building of the maintenance data base in FireHouse continues. That's going to be an ongoing process.
- NH Veterans Home, Chili's, Lowe's, Kohl's and Pizza Hut are receiving service charges per month from us. They did not comply with the July 1st cut-over date for Radio Box's. Commissioner Auger asked if the service charges will be paid. Chief Ober replied yes. The only one that has gone out is the Vet's Home. They are coming on line. Chili's is on line. Lowe's will be on line next week. The Veteran's Home will be coming on line right after that.
- We switched to Verizon for our wireless. We will save money and will have better coverage.

Commissioner Auger asked about Jon Ober scraping the paint. He wanted to know if the paint was tested for lead. You could get in trouble for it. Chief Ober replied no. He is scraping it onto plastic. Commissioner Auger said he has some kits to test it and will get him some. Commissioner Gallant said it should be tested.

Chief Ober stated the next page is the Incident Type Period Comparison right up through the end of July. It shows the three years previous. It shows pretty normal everyday activities.

Chief Ober stated the next report is the Overlapping Incidents report. The column on the left hand side is the initial call. The right hand side is the overlapping calls. The last page gives the totals. The year to date total is 862. There have been 112 overlapping calls this year to date. Commissioner Auger asked if the overlap was because the ambulance was at the hospital and another call came in. Chief Ober explained the way the system tracks it is any call that happens before the first call is signed back in service. Commissioner Clark asked if the same party takes care of it. Chief Ober replied it depends. If they are in a position where they can, they will. We are right on track with past history.

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Commissioner Gallant asked about the meeting in Belmont to discuss Belmont Station 2. Chief Ober said that will be discussed under new business.

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

Fire Prevention

Captain Joubert gave the Fire Prevention Report. They had 20 total activities. For him, it was a busier month. A lot of annual occupancy inspections have been done. They have given some fire extinguisher training classes which has gone really well. Business as normal.

Commissioner Clark asked about the fire extinguisher training. Captain Joubert explained they go out and train the public how to use a fire extinguisher. Commissioner Auger asked how to go about getting training where he works. Captain Joubert replied Belmont does not have a Fire Prevention Captain. They are staffed differently than we are. Discussion ensued.

Commissioner Clark asked if people they have done the training for are those people who have contacted you. Captain Joubert replied they are. They have annual ones who request it; for example, the Vet's Home and Tanger Outlet. Commissioner Auger asked if the information is out there. Captain Joubert replied yes, they are aware. Commissioner Clark asked if it was on the website or how they promote it. Captain Joubert replied it is on the website and word of mouth. Chief Ober stated they will do the training outside the District with the Board's approval if it is requested.

Commissioner Auger asked about inspections on gas burners, etc. He wanted to know if we charged for them. Chief Ober replied yes. Commissioner Auger asked where the money goes. Chief Ober replied back to the general fund.

New Business

Tilton-Northfield Professional Firefighters Union

Tim Joubert spoke about the Union. They are very happy as employees. They appreciate all the work the Commissioners have done on the employees' behalf and they don't want to lose that. The members want to try to be recognized as a bargaining unit. The reason they are doing this is they want to protect what they have right now. He passed out packets for their review. They understand that this is a decision they need to think about. They will respect whatever decision they come to. He would like to be on the agenda for next month.

Commissioner Gallant asked why they feel the need to be a bargaining unit. He wanted to know if they were in fear that they were going to regress. Tim replied the biggest reason is because of the possible change in commission in the future. Discussion ensued.

Commissioner Gallant's stated his greatest fear is they would become a bargaining unit. They worked very hard last year to get them where they are. He doesn't believe that whoever comes after him is going to make them go backwards. The bargaining unit is a problem for him but he will read the information provided.

Commissioner Clark asked if they need permission from the Commissioners to be a bargaining unit. Tim said yes and no.

Commissioner Auger stated he didn't think they had enough members to become a bargaining unit. Tim said they do. All you need is 10. It's the way that it is classified. There are a couple ways to go about it. They wanted to go through the Commissioners first to be recognized. They can also go through the State to be recognized.

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Deputy Robinson stated he understands the process. He asked if once they become a bargaining unit if an outside person comes in and bargains for them. Tim replied no. Discussion ensued.

Commissioner Clark stated he is happy with unions. They have their place. It does put them in an adversarial relationship. It changes the chemistry somewhat. That has to be recognized as well. He will read the packed. There must be something at LGC that they as Commissioners can read up on that will help them understand how to deal with the union process.

Commissioner Auger said the first thing they need to do is read the information given to them and then go from there.

Chief Ober stated this will not be an overnight deal. It will be about a year before they can be recognized. It is quite a lengthy process. LGC probably does have information to help them. The Commissioners agreed Tim will be on the agenda for the Union at the next meeting.

Belmont Station 2

Chief Ober stated he has had two to three meetings with the Belmont and Sanbornton Fire Chiefs. The topic of discussion has been is there a way to staff the Winnisquam station to share resources to improve fire protection and response in that area. The conversation first started with the Belmont Chief and himself. They then brought the Sanbornton Fire Chief in. The next level was meeting with the two town Administrators and Commissioner Auger to give them the spiel. If they were agreeable, they would take it to the next level. Tonight he wants to give the Commissioners an update on that.

They are proposing the staff would be Belmont staff. Preliminary, TNFD would contribute 25% to the budget to staff that station. If there is interest from the Board they will look at giving a formal presentation. They thought it would be a good idea to investigate it further. If there is interest from the Board they will schedule a formal presentation.

Commissioner Gallant asked if plan takes into consideration complete renovation of that station. Chief Ober replied yes. They will be sharing it with Parks & Rec.

Chief Ober explained that the plan talks about staffing Monday through Friday for now. It will go to 24/7 in the future.

Commissioner Clark asked about how this all came about. His perception was that Belmont wanted to close that station down and that was the end of it. Chief Ober gave a quick history of what happened. Winnisquam Fire Department existed as a private fire department. A lot of their funds came from ambulance revenue. Over the years they started losing staff, etc. Deputy Robinson and Commissioner Gallant provided more information.

Chief Ober stated administrations are different now. Commissioner Clark asked Board of Selectmen or where. Chief Ober replied one Selectman is still there. He's talking about the Fire Department administration. Things have improved drastically from an operational standpoint in Belmont.

Commissioner Gallant asked what would be different. We are still going to be contracting services. Chief Ober replied they are talking about staffing with per diem. During hours of operation, one of the full-time staff would go over and work with the per diem. All three communities have a problem with response in that area. We cannot get there quickly. We would be able to get quicker response on that side if shared with Belmont. It will make it a lot easier for us to decide where to build. We would look at only having to build and staff one station. It would be an excellent idea for us to pursue and discuss.

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Commissioner Clark stated his concern, in speaking for the District, is that the balance that we have now with Center Street and Park Street gives both communities the feeling that we have shared coverage and communications. We came right to the precipice of possibly splitting up a short while ago. If that should ever happen and we put our resources into contracting for services in the east end of Tilton and, for instance, building up the Center Street or Park Street station. More logically it would be Park Street since you have room to grow. It might follow that you might consider closing Center Street down all together and working out of those two locations, the contracted services and the Park Street services. Commissioner Gallant stated that would never happen. Discussion ensued.

Commissioner Gallant feels the Winnisquam thing is good to look at but it's going to be a hard sell with him. They are going to be playing in somebody else's sandbox and they are going to be calling the shots. Commissioner Auger stated Belmont would have complete control and all proceeds from any transport they do would go to them. Northfield is going to come back and say what's in it for me. It's not going to do a thing for Northfield. Commissioner Gallant said from that standpoint, the people in East Tilton deserve the same coverage the people in West Tilton or the people in Northfield receive now. For all intense and purposes it can be proven that the people in certain sections of East Tilton are not receiving that now nor have they ever received that. Commissioner Auger agreed with Commissioner Gallant.

Chief Ober said when they were talking about it what he was meaning was it would be easier to have a single command than three bosses. Commissioner Gallant said those three entities that are contributing to the cost should be calling the shots. He sees that working over there. Chief Ober stated Memorandums of Understanding will have to be done. Commissioner Gallant stated if that is done, then it wouldn't be the way it used to be. The way it used to be was you give us some money and we will do what we can do and the best job we can do with it is what we are going to do. That's the way it used to be. Our response kept getting closer and closer to the Winnisquam Bridge. Eventually we were right on top of it.

Commissioner Gallant stated he has a problem with them getting all the money from the transfers. Commissioner Auger stated that we don't charge people in the District who can't pay for transport. What is going to happen over there if they do the transport will they go after our people. Chief Ober stated that will have to be worked out. Discussion ensued.

Commissioner Clark stated another thing they have been grappling with is how we improve conditions down at Park Street to possibly turn it into overnight coverage there. Commissioner Gallant stated that is a review of the 8 year plan. Discussion ensued.

Discussion ensued about per diem staffing.

Chief Ober stated he is very excited about the potential shared resource. This is where the fire service needs to go, where communities need to go. It is economical.

The Commissioners decided to have them come in with a formal presentation. They do not want it done in regular meeting.

Budget Work Sessions

Chief Ober stated that he and Kathy picked the first Wednesday of the month for budget work sessions. He is confident that it can be completed in three sessions.

Commissioner Clark stated one concern he has is the insurance. He would expect insurance rates will go up. The second concern is the trickle down effect on retirement. He would like to see these on September 7th rather than on November 2nd. Chief Ober explained they will not get the medical until the end of October as we will not have them before then.

All agreed to meet on September 7th, October 5th and November 2nd.

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Commissioner Gallant stated the Capital Improvement Plan will be covered in these meetings. They need to go back and look at the 8 year plan. They need to throw out the pieces that don't work, retain the pieces that do work and put new pieces in. It should be completed before the end of the year.

Chief Ober stated the Facility Committee should have a report soon. Commissioner Gallant asked who was on the committee. This is news to him. Commissioner Clark stated it was mentioned in last months meeting. Chief Ober replied Tim Ames, Sean Valovanie, Steve Smith, Tom Beaulieu, himself and Mike Robinson. The Committee is not designing a building. They are doing the background work. They are hoping to take the information they have learned and go forward.

Purchasing Requests

Chief Ober passed out his memo for purchasing requests totaling \$5,205.35. All of the items were budgeted for.

400' 1.75" Hose:	\$858.00
240' 4" Hose	\$1,576.50
1,200' Rescue Rope:	\$1,348.85
1 Rope/Gear Bag:	\$130.00
4 Canvas Rope Edge Pads:	\$142.00
10 General Use Aluminum Carabineers	\$300.00
Replacement Tips for Hurst Tool:	\$950.00

Commissioner Gallant made a motion to approve the total expenditures of \$5,205.35 which covers hose, rescue rope, rope/gear bag, canvas rope edge pads, aluminum carabineers and replacement tips for the Hurst Tool. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Old Business

Generators

Commissioner Gallant made a motion to authorize the purchase of two used generators from Turnstone Corporation for \$2,060.00. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Gallant asked if Chief Ober had found out about enclosures. Chief Ober will get the information to Deputy Robinson and he will check into factory made enclosures.

New Ambulance

Chief Ober reported the new ambulance is scheduled for delivery the week of October 20th. We have paid for the chassis. It is progressing right through the line. Commissioner Auger asked about the warranty. Chief Ober replied you get the normal chassis warranty through Chevrolet. There is a warranty on the body, the paint, etc. Deputy Robinson said there are pages and pages of warranty. Commissioner Auger asked if this would be the first due all time. Chief Ober replied no. They will probably run it for a month or two then switch off. It should be in service by the middle of November.

Other Business

MS35

Kathy presented the MS35 for the Commissioners to sign. Commissioner Gallant explained that this report was due the first of April but could not be completed as we had not received the audit back. Now that we have received it, Kathy was able to complete the form. A copy of the audit will be sent to DRA with the completed form.

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New Call Department Members

Chief Ober provided information on three guys they would like to hire for the call company. They are Kirt Emery, Michael Farina III and William Gourgiotis. They have interviewed them. The background checks have been received on two and we are waiting for the third. These new hires are a result of the open house.

Commissioner Clark asked if Wellington's daughter and the guy on High Street had applied. Chief Ober stated neither submitted an application.

Commissioner Clark asked for quick rundown on who these new members. Chief Ober provided the information. Commissioner Auger asked if they gave information on where they work. Chief Ober provided that information.

Commissioner Clark asked if they will be going to school for firefighting. Commissioner Auger asked if we have a policy on that. Chief Ober stated that all three of them have been told they will get no formal training until they have been on the department for a year. It was agreed to hire them.

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 7:05 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 7:05 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 7:40 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 7:40 P.M. they are back in public session.

Commissioner Clark made a motion for the minutes of the non-public session of July 20, 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 Clark seconded the motion. There being no discussion, vote was taken. Vote to adjourn was unanimous.

The meeting adjourned at 7:41 P.M.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

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