

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	September 21, 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, Treasurer Roland Seymour and Administrative Assistant Kathy Tobine.

Public Present: Scott Davis & John Chase from Tilton-Northfield Water District, Gretchen Wilder, Bill Wilder, Peter Fogg and Don Stevens.

Minutes

August 8th 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.

August 17th 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.

September 6th Public

Commissioner Gallant made a motion to deal with these minutes at the next budget work session. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Correspondence

A copy of the letter from Kent Finemore, Moderator, appointing Jane Alden to the Budget Committee was received.

A letter from the Tilton Sewer Commissioner was received. They will be reading their own meters to keep costs to ratepayers down. They will need to gain access to the property in order to obtain the readings.

A letter was received from the Northfield Board of Selectmen requesting the Commissioners instruct Chief Ober to resume the practice of attending their meetings on a bi-monthly basis starting with the meeting of September 20, 2011. Chief Ober requested this be discussed under new business as he had given the Commissioners a memo in response to this.

The Village District Apportionment was received from the Department of Revenue Administration.

A letter was received from Local Government Center that they had completed the Workers' Compensation audit for January 1, 2010 through December 31, 2010 and sent the resulting invoice. Kathy reported that our invoice was a credit for \$3,242.21. She requested a refund of the overpayment. We have received the refund.

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A letter was received from Franklin Savings Bank on the Zeus virus as a follow up to Kathy's conversation with Garrett Henry the IT for FSB. Chief Ober stated he will be discussion that under his report.

Commissioner Gallant spoke on DRA. The split for the year 2011 reads 63.56% and 36.43% Tilton, Northfield respectively. It will be 64% for Tilton and 36% for Northfield going in the other direction from the 61/39 that we have billed for many years.

Gretchen asked about the Budget Committee appointment. She wanted to know how it was filled. Don explained that the Moderator appoints the members of the Budget Committee. Discussion ensued.

Public Comment

Scott Davis spoke about the hydrants. He gave readings of the flow testing from last spring. They will not have the two river crossings done in time to a do fall flush test. It has been pushed back about six weeks. They were able to advertise it today. It should be completed by the end of the year. John Chase passed out print outs on the flow rates. Scott explained that not all private hydrants in the system have given them permission to flush the hydrants. Scott stated that there are 35 hydrants in Northfield and 48 in Tilton.

Commissioner Auger asked Chief Ober if he's comfortable with the hydrant flows. Chief Ober stated he's not comfortable with the red. The orange depends on location. Scott explained that anything that flowed under 450 gallons they did not charge for. Commissioner Clark asked if there were any we are not being charged for. Scott replied yes, anything under 450. Commissioner Auger asked how many hydrants we are not being charged for. Scott replied somewhere between 19 and 21. He doesn't have the number in front of him. John said there are 18 hydrants they are not charging for. Discussion ensued.

John suggested the Fire District contact the private hydrants for flow data. Discussion ensued. It was decided Chief Ober will send a letter to the private hydrants regarding flow testing.

Scott brought up Tilton School and their fire pump. It was their understanding that they would resolve that last year. Tilton School called the Water Department to fill the pool. The fire pump kicked on. It was their understanding that hydrant was not attached to the fire pump. There are several attached. This is a safety issue. Chief Ober stated Fred has contacted the Fire District and they are working on a system for labeling.

Deputy Robinson stated he would like to see the same color code system used on private hydrants that is used on the municipal. Scott agreed all should be identified the same. Chief Ober stated that once the data is received they will work with them to get them to standardize. Commissioner Auger asked if the Water Department is aware of those that are on fire pumps and those that are not. John replied not that he knows of. Some come off tanks. Other than Tilton School he is not aware of any. Chief Ober stated the one behind VIP. He believes that comes off BJ's.

Donnie Stevens brought up the dispatch fees. He wanted to know if that was resolved. Chief Ober stated yes. Northfield has appointed Steve Bluhm to be their representative on the Board of Directors. He explained that in July a meeting was held. Lakes Region Mutual Fire Aid came and provided information. Everyone agreed to stay as is. Discussion ensued.

Peter Fogg handed out a letter to the Commissioners requesting information per RSA 91-A regarding the pressurized hydrant fees. He requested copies of the following information:

1. Copies of any NH PUC orders with the Tilton-Northfield Aquaduct and Tilton-Northfield Water District pertaining to setting of pressurized hydrant fees.

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2. Copies of formulas and/or calculations used to justify the annual \$1,800 per hydrant fee per hydrant.
3. Copies of any agreements outlining winter maintenance responsibilities.
4. Copies of other documents used when setting the annual pressurized hydrant fee.
5. At \$1,800 per year and \$0.045 per cubic foot, how many cubic feet or gallons are paid for each pressurized hydrant?

Commissioner Clark asked Peter if this was an individual request and he was not requesting the information on behalf of the Budget Committee. Peter replied it was as a taxpayer of NH. Commissioner Gallant stated this in effect deals with questions that need to be answered by Tilton-Northfield Water District not us. Peter said the Fire District negotiates the fees every year. They should be able to provide the information.

The NH PUC order was brought up. Discussion ensued. Commissioner Gallant said should be referred to as tariff. Commissioner Clark stated he contacted the PUC to get information. The agreement and arrangement was set up so the Water District could pay their debt. What they pointed out to him is anybody that does this kind of thing it's very common to get into these disputes. There are a lot of variables that go into it. There is a Cost of Service study that can be done. Pittsfield did one. It analyzes and breaks down how they set up the cost for setting rates for paying for the water. That might be something that either at the Fire District or Water District Cost of Service study might be done so you can put it before the public and say this is how standard practice has it. You look at the numbers to make it fair for everybody in the system. Discussion ensued.

Scott Davis stated the Water District has taken a proactive approach. They received stimulus money. They have obtained grants. Commissioner Clark stated improving flows certainly improves public safety. He will get the information from PUC to the Commissioners and the Water District.

Gretchen asked if the Fire District had met with the Water District on the hydrants. Chief Ober stated they have a meeting set to do that. Gretchen asked where and when. Commissioner Gallant stated we will post it on our website even though we are going to their meeting.

Chief Ober asked Peter if there was any further information he needed. He replied there is. He would like the fees and information on the plowing. He requested the information be provided within a week. Chief Ober replied it would be.

Treasurer's Report

Roland gave the Treasurer's Report. The first page of the report is as of August 31st. That reconciles with the bank statement. The next page is as of September 21st. That is right up through today. We did receive the September check from Tilton. We will be receiving the Northfield check within the next day or two.

Account Balances as of September 21st

This includes payroll right up to date.

1000 Apparatus & Equipment Replacement Fund	\$585,272.27
1002 Debit Card Account	\$2,696.86
1003 Operating Budget Account	\$126,522.49
1004 Payroll Account	500.00
1005 Land & Building Fund	\$216,948.00

Apparatus & Equipment Replacement Fund

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Roland reported the activity in this fund is through August 31st. The first line is the receipts for eight months through August. That amortizes out to about \$20,000 over budget. The revenue is coming as projected.

Operating Budget Account

Roland reported the report is up through September 21st. He deferred to the Cash Flow Statement through August 31st.

Cash Flow Statement

Roland stated the figures are actual up through August. There is no question that there will be enough money to pay all the bills. We will receive Northfield's check within the next day or two. He spoke with Tim and Glenn. Both towns are aware. A letter will go to each Town for the balance due.

Scott asked if the ambulance revenues are coming in at or above what was projected. Chief Ober stated they are over the projected \$280,000. It looks like we will end the year around \$300,000.

Gretchen asked at what percent Comstar was coming in at. Chief Ober stated he did not have that figure with him. Gretchen then asked if we are doing collections. Commissioner Gallant replied yes, only on non-residents. Commissioner Clark stated we went up on our rates and they took a more aggressive stance on collections.

Scott stated the Water District had discussed this and if the Fire District is ever in a crunch for cash they can hold the Water District check for month if necessary.

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

Chief's Report

Chief Ober reported they have his report in their packet. He then gave his report.

Hurricane Irene

- 6 Career and 6 Call personnel indicated they would be available for response.
- 16 incidents for the 24 hour period.
- 9 were related to Irene.
- Busiest time period was between 1153 and 1400.
- Incidents handled included tree on wires, medical, tree into building, water rescue, fire alarm and flooded basement.

The Telegraph system is ready for shut-down. All businesses have complied. It was a pain but we are finally done with that. The first step is to discontinue the leased line. Then start the physical tear down.

Four new Call Firefighters have started their ride time requirements and probationary training period. Commissioner Auger asked about the new firefighters and their qualifications and if we are sending them to school. Chief Ober and Deputy Robinson explained that no training is paid for until they have completed their year of probation. Commissioner Auger asked if we paid for their CDL. Chief Ober replied we do not. Commission Clark asked the cost of the license. Chief Ober replied \$75. Commissioner Clark asked what the increase in their pay would be once they obtained their CDL. Chief Ober replied \$1 per hour.

Chief Ober reported he and Kathy talked today. Starting with next month's meeting, we are going to try to get the information to the Commissioners a week in advance.

Chief Ober reported on the Zeus virus Kathy contracted. It works in real time. Brian Dumka, our IT, came in and took her hard drive. He did several scans. They discovered the virus. It was removed. Nothing bad has happened yet. They will be resurrecting and old computer just for banking. It will only be able to access Franklin Savings Bank. FSB recommended we get rid of her machine and replace it. In talking with our IT, since our email comes through our server we will lose all data. The corrective plan of action is to have a computer just for the banking. Commissioner Clark asked what virus software we use. Chief Ober replied Image Trend.

Chief Ober went over the reports he had provided in the packet. The first is the Incident Type Comparison. Chart of incident responses by day of week. The next two are graphs. The first is Incident Responses by Day of Week and the next is Count of Incidents by Alarm Hour.

Fire Prevention

Chief Ober stated Captain Joubert was unable to attend the meeting tonight. He then gave the Fire Prevention Report for Captain Joubert. They had 29 different inspections. The last page gives what his activity has been outside inspections. There have been a lot of woodstove inspection requests.

Gretchen asked if there was a charge for those. Chief Ober replied yes. Discussion ensued.

Commissioner Auger asked if they had been to Spaulding. Chief Ober replied there is nothing to inspect yet. They are right about at that point. Gretchen asked if this was the only building going on in the community. Chief Ober replied there are a lot of plans going on right now; however, there is a lot of renovations.

New Business

Purchasing Requests

Chief Ober passed out his purchasing requests.

1. Heating Fuel: Chief Ober reported that Rymes locked in their price. Fred Fuller is pre-buy or cash only. Oil is down from Rymes. Commissioner Gallant made a motion to authorize the contract for the lock in price of oil at \$3.39 per gallon based on the 2010-2011 usage of 1652 gallons and propane for at \$2.23 per gallon based on 2010-2011 usage of 2004 gallons with Rymes for the 2011-2012 heating season. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously. It was unanimously decided that Commissioner Auger would sign the contract.
2. Equipment: Chief Ober requested the purchase of the 5 Motorola Minitor V belt pagers and 5 Impress portable radio batteries from Belknap Communications for a total of \$648.75. Commissioner Gallant asked if this will bring us up so everyone has that model. Chief Ober replied everyone has them. These are replacements. Discussion ensued. Commissioner Auger asked about the portables. Chief Ober explained these are batteries. Commissioner Gallant asked how many portables we have. Chief Ober replied 40. Commissioner Auger asked the life expectancy of a battery. Deputy Robinson said 3 or 4 years. Commissioner Auger asked if these were replacements. Chief Ober explained that the battery charger reconditions the batteries. They put each battery through several times. Eventually they will no longer hold a charge and you need to replace the battery. Discussion ensued. Commissioner Auger asked if the Minitors are being put into the

computer to keep track of them. Chief Ober replied they are. Commissioner Clark made motion to purchase 5 Motorola Minitor V belt pagers with 4 year extended warranty @ \$449.00 each for a total of \$2,245 and 5 Impress portable radio batteries @ \$129.75 each for a total of \$648.75. The total cost will be \$2,893.75. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

3. Protective Clothing. Chief Ober requested the purchase of five firefighting helmets, four pair of firefighting boots and three sets of bunker gear from Bergeron Protective Clothing for a total of \$7,573.14. Commissioner Clark asked if this was start up gear for the new firefighters. Chief Ober said one was and some was replacement. Commissioner Auger asked if we had no spare gear at all. Chief Ober replied we have pretty much depleted that. Commissioner Clark asked how we outfitted the other new firefighters. Chief Ober replied with the gear we have in stock. Commissioner Gallant made a motion to purchase 5 Cairns firefighting helmets @ \$229.00 each for a total of \$1,495.00; 4 Globe firefighting boots @ \$329.15 each for a total of \$1,316.60 and 3 Globe firefighting 'bunker gear' @ \$1,587.18 each for a total of \$4,761.54. The total cost will be \$7,573.14. Commissioner Clark seconded the motion. Discussion: Commissioner Auger asked if they are taking care of the gear. Chief Ober replied yes. There is a policy that any time it is exposed it must be washed. It also needs to be logged. Deputy Robinson said bunker coats, bunker pants, boots, helmets all have serial numbers. These are recorded. There being no further discussion, vote was taken. Motion passed unanimously.

Gretchen asked if the Call Company is paid. Chief Ober explained they are paid mainly for calls and training. She asked how many are on the roster. Chief Ober replied 24. Gretchen asked how many were active. Chief Ober replied about half. Gretchen asked about changes on the career department. Chief Ober replied there have been. All positions are filled. Discussion ensued about volunteer vs. call.

Northfield Board of Selectmen Request

Chief Ober presented the Commissioners with a memo regarding the request of the Northfield Board of Selectmen.

Commissioner Auger stated he doesn't think Chief Ober should attend every meeting and he doesn't think he should do it quarterly. Maybe once a year, there is nothing wrong with that. If they have something they want to discuss they should send a letter to the Board of Commissioners and ask. Commissioner Gallant stated they should come to our meeting. Commissioner Auger stated he went to Board of Selectmen's meeting last night. They never brought up. Commissioner Gallant stated we have gone the extra distance to meet in their building or at Tilton alternating. The schedules are posted. They don't choose to come. That is their prerogative. Commissioner Gallant asked if the minutes are going to them or if they are just on the website. Kathy replied they are just on website. Commissioner Gallant stated they can certainly check the minutes if they so choose.

Chief Ober stated the reason for the memo is he wanted them to understand that he didn't agree to it. He has facilitated moving the monthly Commissioner's meetings to alternate between the Tilton and Northfield Town Offices on a three month rotation. He organized and scheduled a meeting with the Northfield Board of Selectmen, LRMFA and the Commissioners to discuss Northfield's concern regarding LRMFA costs. This meeting was held at the Northfield Town Office. He sent a year-to-date summary to the District's Budget Committee, Northfield BOS and Tilton BOS on June 21, 2011.

Commissioner Gallant stated he believed that Steve Carrier used to attend their meeting every other month. Commissioner Gallant said his feeling is that Chief Ober doesn't answer to either

of the partners of the District. He answers to the Board of Commissioners. If the partners have a request the request should come to the Board. If there is a mandate that is issued that is certainly not appropriate.

Commissioner Clark asked if it was out of order to ask Chief Ober to go once per quarter. He thinks it's a real good idea to be able to communicate with both towns on a regular basis. Chief Ober said he agreed. That's why he pointed out all those reasons. He and Kathy handle Human Resources, Finance and Town Administrator functions out of this office. We do not have the luxury of staff in these positions as does a town or school district. He wanted to know how much more he can do plus run the fire department plus cover shift. Those are his reasons.

Commissioner Clark recommended he visit on a quarterly basis. Chief Ober stated school districts don't have to do that. He wanted to know why we should be any different than any other district. Commissioner Gallant stated he doesn't see any problem with that so long as the door that swings in swings out. Discussion ensued.

Commissioner Gallant stated the Commissioners need to respond. He thinks that they, as Commissioners, need to send a letter letting them and lay things out. Let them know they are more than welcome to attend any meeting. Let them know that the website is changed in many ways and is updated. Let them know that the minutes are on there. Let them ask us questions. Let them make a case for the Chief going there every other month. Commissioner Auger agreed with Commissioner Gallant. A letter should go out. Explain that the Chief works for the Commissioners. He is willing to sign the letter. Commissioner Gallant said a letter should go out and be signed by all three Commissioners. Commissioner Gallant offered to draft the letter. Commissioner Clark stated that personally he would like to have something in there that they have talked to Chief and he will do his best to try to be there more frequently. Commissioner Gallant stated he will not be putting in there that the Chief will be there more frequently. Chief Ober asked he be held the same as all other department heads.

Commissioner Clark stated the fire department has been in the spot light for quite some time. Chief Ober asked when is enough is enough. He asked how much more he should have to do. Commissioner Auger agreed with Chief Ober. Chief Ober offered to increase the number of update summaries he does. Commissioner Gallant said he could see no reason why we can't forward the reports to them when he sends them to the Commissioners. Discussion ensued. It was decided Commissioner Gallant will draft the letter. The Commissioners will review it and sign.

Old Business

Budget Workshop Dates

Chief Ober stated the workshop dates may need to be rescheduled. The October 5th meeting is the same night he and Kathy will be attending LGC's public hearing on rate setting for Property-Liability and HealthTrust Coverage. It was agreed to reschedule this meeting to October 12th. Chief Ober stated the November meeting may need to be changed as well.

Commissioner Gallant stated they changed the night of their meetings to Wednesday so it wouldn't conflict with the Town of Tilton Selectmen's meetings on Thursdays or the Town of Northfield Selectmen's meetings on Tuesdays. Commissioner Clark stated that is another point that can be made in the letter to the Northfield Selectmen.

Firefighter Feedback

Commissioner Clark brought up the firefighter feedback. He stated we have all the feedback. He asked if he could take analyze it and get back to them. It was unanimously agreed that Commissioner Clark would compile the data.

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New Business

Tilton-Northfield Water District

Chief Ober reported that the next Water District meeting is October 17th. It was unanimously decided Chief Ober would request the Fire District be on their Agenda.

Generators

Commissioner Gallant asked where we are on the generators and enclosures. Chief Ober replied he has the serial numbers. Deputy Robinson stated they have some at Milton-Cat. He needs to get the measurements to be sure they will fit. Chief Ober reported the generators are still in use. It will be a project. They have pads to prepare and everything. They may have to store them for a period of time.

New Ambulance

Bill Wilder asked about the new ambulance. Chief Ober stated it is due to be delivered the end of October. Bill asked if it was paid for yet. Chief Ober stated that we have paid for the chassis. The balance is due on receipt.

Non-Public Session

Commissioner Gallant made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss personnel issues at 7:37 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 7:38 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 7:51 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 7:52 P.M. they are back in public session.

Commissioner Clark made a motion for the minutes of the non-public session of August 17, 2011 to remain sealed as they deal with personnel issues. Commissioner Auger seconded the motion. There being no discussion, vote was taken. The motion carried unanimously for the minutes to remain sealed.

Adjournment

Commissioner Clark 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 7:53 P.M.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: October 19, 2011 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.