

## Tilton-Northfield Fire & EMS Commissioners' Budget Work Session

Meeting Called By:	Commissioners	Date, Time:	October 26, 2011 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton
<p>Commissioner Auger called the meeting to order at 17:53 PM.</p> <p>Present: Commissioners Paul Auger, Patrick Clark and Tom Gallant; Chief Brad Ober and Administrative Assistant Kathy Tobine.</p>			
<b>Minutes</b>			
<p><u>October 18, 2011</u> The minutes were tabled until the meeting of November 1, 2011.</p>			
<b>Disposal of Projector</b>			
<p>Chief Ober presented the Commissioners with a copy of the Purchasing Policy for their review.</p>			
<b>Department Summary</b>			
<p>Chief Ober presented each Commissioner with a copy of the Department Summary since June that he had presented to each Town Board of Selectmen and the Budget Committee.</p>			
<b>Budget</b>			
<p>Chief Ober presented the narrative that he did for the public. On the left it goes down through each item and then gives a brief detail on the right. It is a quicker way of looking at it. That is the document that he provided to Gretchen last week per her request. He explained they will still have their working copy.</p> <p>Chief Ober went over the schedules. They are labeled 48 hour week and 42 hour week. If the Kelly Day was not in place the average work week would be 56 hours. The Captains work a 72 hour week, a 48 hour week and a 24 hour week. The 42 hour proposed work week schedule is 24 hours on, 72 hours off. It keeps rotating on a continuous rotation. Discussion ensued.</p> <p>The next page Chief Ober presented was the 2011 Organizational Chart. It shows the chain of command as it is currently. The reverse side is the proposed 2012 Organizational Chart with a fourth shift. This is only adding one individual to our staff. Commissioner Auger asked about the Fire Prevention Captain position. Chief Ober replied that the Fire Prevention Assistant position goes away and the Fire Prevention Captain position stays for 2012. Discussion ensued.</p> <p>The next is a memo with the 2012 to 2013 estimated budget impacts. We are looking at the \$26,000 reduction in 2012. The full time firefighter being a full year would be an additional \$28,000. The Deputy would be a half year would be \$7,000. That includes \$16,000 which is a 2½% step across the board for all employees. That is a \$51,000 increase or 3%. If you were to use \$20,000 in ambulance revenue to offset taxes, it will bring the increase to \$31,000 which is a 2% increase. All figures include the \$125,000 fee for hydrants so we are comparing apples to apples. The 2013 budget, as proposed, brings us back in line to almost what the 2011 budget was.</p> <p>Commissioner Gallant stated this did what he wanted it to do. Looking into the future, it gives a clear indication of where we would be assuming everything stays status quo. Commissioner Clark doesn't feel we can get another person on. He feels it doesn't float well. Commissioner Auger asked what percentage increase that would be when the hours drop to 42 hours per week from the 48 hours. He knows that the annual stays the same. Discussion ensued.</p> <p>Using ambulance revenue to help offset taxes was discussed.</p>			

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Discussion ensued about the replacing the Ladder with a Quint and doing away with Engine 2. Commissioner Auger agreed.

Chief Ober brought up the medical insurance. It is the same plan we currently have. It is increasing by 12%. The difference is our liability has changed. In 2011 we had five family plans. We are down to two Family plans for 12 months, four 2 Person, six 1 Person and one family plan for six months plus \$5,750 for the opt-out funding. The total for the employer is \$155,165. Discussion ensued.

### **Salary & Wages**

Account 130 Elected Officials: Chief Ober proposed to bump the Commissioners stipend to \$1,000 from \$900. He left the Treasurer and Clerk as they are. Commissioner Clark is comfortable not taking an increase. Commissioner Gallant stated he will not say no to an increase if they go along with \$2,500 for the Treasurer. Chief Ober stated he increased the moderator to \$100. Commissioner Gallant stated to take money from the Treasurer and District Clerk to go back into the salaries to cover what Kathy is doing. Commissioner Clark and Auger are comfortable staying at \$900. The role of the Treasurer was discussed. Commissioner Gallant recommended that the Treasurer's pay be dropped to \$2,000. Commissioner Auger agreed. The Clerk was discussed. Commissioner Gallant recommended \$1,500 for the Clerk. Commissioner Auger agreed. Discussion ensued. It was decided that the Commissioners pay will remain at \$900 each, the Treasurer will decrease to \$2,000, the Clerk will decrease to \$1,500 and the Moderator will increase to \$100.

### **Benefits**

Account 210 Group Health: Chief Ober reported the annual is \$155,165 for the same plan. We compared our policy with SchoolCare. LGC is still the best rate at this time. Discussion ensued about quoting out the health insurance again when our three years are up with LGC. Commissioner Clark requested the opt out figures be broken out in the narrative.

Account 211 Health Insurance Deductible Reimbursement: Chief Ober reported this line is the amount they set aside to fund the employee deductible. He recommended that the balance of this line from 2011 be rolled into a health fund. Commissioner Gallant recommended that they roll the remaining balance into a fund and not fund the total \$6,500. In 2012 you only budget the difference between the remaining balance and the \$6,500. Discussion ensued. Kathy is to contact the accountants to get the name of fund and how to set it up.

Account 215 Group Life Insurance: Chief Ober explained that this is Short Term Disability, Long Term Disability, Accident & Health Policy, Group Line of Duty and NH Retirement System Death Benefit.

Accounts 220 & 225 Social Security and Medicare: Chief Ober explained these are set on the bottom line of the salary and wages. They do reflect an additional employee for half a year.

Account 230 Retirement: Chief Ober stated this reflects the new rates set by Concord.

Account 250 Unemployment: Chief Ober explained we do not purchase unemployment insurance. We fund that at \$500.

Account 260 Workers Compensation: Chief Ober explained this is set on a modification factor. Our rates have not been set yet but our modification factor has dropped from .89 to .76. He would anticipate that coming in close to the \$35,000. There was a 9% increase. Discussion ensued. It was agreed to fund this line at \$35,000.

### **Professional & Technical Services**

Account 301 Auditing: Chief Ober stated he carried the same amount as last year.

Account 320 Legal Services: Chief Ober stated he has no idea. He basically doubled this line because he knew we would use more than this year. Commissioner Gallant recommended it should be increased to \$3,000 and that is very conservative. Commissioner Clark recommended this be increased to \$4,000. Discussion ensued. It was agreed to increase this line to \$4,000.

Account 335 Training: Chief Ober reported he left this line the same at \$15,000. He reported he is looking at different venue for the paramedic program offered through the Elliot. Discussion ensued. It was agreed to fund this line at \$15,000.

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Account 340 Bank: Chief Ober stated this amount was carried over from previous years. Discussion ensued about what this line covers. It was agreed to fund this line at \$350.

Account 341 Telephone: Chief Ober stated there is no increase in this line. It was agreed to fund this line at \$4,500.

Account 342 Data Processing: Chief Ober stated we do have the new server in place. We are looking at a different IT person going into 2012. Brian just doesn't have the time to help us. It was agreed to fund this line at \$4,500.

Account 350 Medical Services: Chief Ober explained this is a big jump here. Traditionally call personnel are not included in the annual physical. He is proposing call personnel be added. Discussion ensued. It was agreed to increase this line to \$12,200.

Account 370 Vehicle Repairs Mechanic: Chief Ober stated he left this line the same. We are doing okay. We still have a couple of months and a couple of big repairs. He will know better when we get to next month. It was agreed to fund this line at \$13,000.

Account 385 Elections: Chief Ober stated he left this line the same. It was agreed to fund this line at \$2,000.

Account 390 Other Professional Services: Chief Ober stated he left this line the same. It was agreed to fund this line at \$1.

Account 999 Interest Expense: Chief Ober stated he left this line unfunded as it has been in the past. Commissioner Gallant stated this line will disappear. You need to carry it unfunded for three years before you can delete it. It was agreed to leave this line unfunded.

### **Property Services**

Account 410 Electrical: Chief Ober stated he bumped this up a little to \$8,500. It was agreed to fund this line at \$8,500.

Account 411 Heating Fuel: Chief Ober stated this line stayed the same. It was agreed to fund this line at \$8,500.

Account 412 Water: Chief Ober stated this line stayed the same. It was agreed to fund this line at \$1,300.

Account 413 Sewer: Chief Ober stated this line stayed the same. It was agreed to fund this line at \$600.

Account 430 Repairs & Maintenance. Chief Ober stated there is an increase here. The boiler, maintenance and the hot water issue still haven't been done this year. The front door hasn't been done this year either. These are projects that were supposed to be done this year that need to be rolled over to next year. Discussion ensued. It was decided that the boiler will be taken care of this year. Chief Ober stated that if you look at the pick up bay at Center Street, the outside left column, the concrete under that is all cracked. The support column is starting to sink. That needs to be repaired. Commissioner Gallant stated the wall is starting to kick out. Chief Ober stated the \$15,000 is a shot in the dark based on what we were able to accomplish this year. Going forward there is the Center Street exterior door, repair of the support column and foundation, any plumbing we don't get this year, continue with the exterior trim. Another project they would like to get done is lockers. Commissioner Gallant stated he will meet with Chief Ober to help with the cost of fixing column for garage doors. Chief Ober stated there is still minor stuff at Park Street, typical annual maintenance. The island out front where the sign is some of the railroad ties need to be replaced. The installation of the emergency generators will probably coming out of this line. Discussion ensued.

Account 480 Property & Liability Insurance. Chief Ober stated there is no increase in this line. It was agreed to fund this line at \$20,300.

### **Purchased Services**

Account 550 Printing: Chief Ober stated he lowered this line a little. It doesn't seem we will need to buy a lot of stationary.

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Account 560 Dues & Subscriptions: Chief Ober stated this line stayed the same. It appears to be adequate.

Account 590.2 Pressurized Hydrants: Chief Ober stated this is blank as it is a warrant article. All of the total numbers include this when he says the bottom line figures include this. The number is \$125,988. Discussion ensued.

### **Supplies**

Account 610 General: Chief Ober stated he left this line zero funded as it was in 2011.

Account 620 Office: Chief Ober stated this line stayed the same. It appears to be adequate.

Account 625 Postage: Chief Ober stated this line stayed the same. It appears to be adequate.

Account 630 Equipment Maintenance & Repair: Chief Ober stated this line stayed the same. It appears to be adequate.

Account 631 Service Testing: Chief Ober stated this line stayed the same. It appears to be adequate.

Account 635 Gasoline: Chief Ober stated he bumped this line up a little bit to \$7,700.

Account 636 Diesel: Chief Ober stated he bumped up quite a bit \$20,000. He was looking at the actuals today and this may be able to come back down to \$17,000 or \$18,000.

Account 660 Vehicle Repair Parts: Chief Ober stated this line stayed the same. He is comfortable with the \$18,500. It appears to be adequate. Chief Gallant

Account 670 Books & Periodicals: Chief Ober stated this line stayed the same at \$200. It appears to be adequate.

Account 681 Municipal Fire Alarm System: Chief Ober stated he zeroed out this line. He might be asking them to consider a little bit of money in there. FairPoint, through a third party, is running fiber optics on the poles as the University System of NH is all being wired together. They called and told us they were doing this project. They wanted to know if they could move our fire alarm wire up. They weren't going to be able to get their wire in all the regulated distance. He asked them if they were willing to take the wire down as that system is off line. They are willing to do that. It will be from Lowe's Drive to the high school. Since that conversation they asked if we were interested in them giving us a price to take the rest of the wire down. We are waiting for that number. Discussion ensued.

Account 683 Fire Prevention: Chief Ober stated this line stayed the same. It appears to be adequate.

Account 685 Uniforms: Chief Ober stated this line includes the addition of one employee. Commissioner Gallant asked what the allowance was. Chief Ober replied \$450. That is either department purchase or direct buy.

Account 690 Miscellaneous: Chief Ober stated this line stayed the same. It appears to be adequate.

### **Capital Outlay**

Account 710 Land: Chief Ober stated there is no change in this line.

Account 720 Building: Chief Ober stated there is no change in this line.

Account 730 Other: Chief Ober stated there is no change in this line.

Account 750 Furniture & Fixtures: Chief Ober stated the lockers would be better fitted under this line. They may want to consider moving some of the money from maintenance to this line.

Account 775 Dry Hydrants: Chief Ober stated there is no change in this line. Commissioner Gallant asked if there had been any money expended on this to date. Chief Ober explained there has been some but the bills have not been received yet. Discussion ensued.

Account 960 Building Fund: Chief Ober stated there is no change in this line.

### **Apparatus & Equipment**

Account 331 Ambulance Billing: Chief Ober stated this figure is a percentage of what they are predicting for revenue so it is really just a place holder.

Account 760 Vehicles: Chief Ober stated this figure is just a place holder. They will be getting a full report on the quint so they can narrow that number down a little bit.

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Account 740 Fire Equipment: Chief Ober stated that number should be \$25,000. He is proposing they reduce that amount.

Account 960.5 Rescue Equipment: Chief Ober stated he is proposing they reduce this line to \$20,000.

Account 741 EMS Equipment: Chief Ober stated the supplies are the same. The one piece of equipment he is proposing to purchase is a mechanical CPR device to do chest compression in a cardiac arrest. Discussion ensued.

Commissioner Gallant suggested that we meet again next week. He would like to go away from here with the information and review it. Come back with questions next week and make a decision on the budget. It was decided to meet on Tuesday, November 1<sup>st</sup> at 5:30 PM.

Commissioner Gallant commended the individuals involved in putting the budget together. It's a lot of work. There are hundreds of hours into it from start to finish.

Commissioner Gallant reported the compliment of the Budget Committee has changed. Jane Alden from Tilton and David Tracy from Northfield are the new members. He feels there will be more in-depth questions as they go along. David Tracy doesn't know a lot about the fire department but he is eager to learn. He has asked for the budget electronically so he can review it.

Client Attorney Privilege Meeting

Dates were discussed for meeting for the client attorney privilege meeting. It was decided to provide two dates. Wednesday, November 9<sup>th</sup> and Tuesday, November 15<sup>th</sup> were decided on. The Commissioners prefer November 9<sup>th</sup>. Chief Ober will pass this information on to the attorney.

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 19:46 P.M.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** November 1, 2011 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.