

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	November 16, 2011 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton

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

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

### Minutes

#### October 18<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. Motion passed unanimously.

#### October 19<sup>th</sup> Public

It was decided these minutes would be reviewed at the next meeting.

#### November 1<sup>st</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. Motion passed unanimously.

#### November 9<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. Motion passed unanimously.

### Correspondence

Kathy reported a letter was received from LGC dated November 7, 2011, with our complimentary copy of the *2011 Wage, Salary & Benefits Survey for Municipalities*. The report is in CD format only and at the office.

### Public Comment

There was no public comment.

### Treasurer's Report

Roland presented the Treasurer's Report.

#### Account Balances as of November 16<sup>th</sup>

1000 Apparatus & Equipment Replacement Fund	\$500,186.79
1002 Debit Card Account	\$1,540.62
1003 Operating Budget Account	\$217,192.86
1004 Payroll Account	\$500.00
1005 Land & Building Fund	<u>\$217,129.33</u>
Total	<u>\$936,549.60</u>

#### Apparatus & Equipment Replacement Fund

Discussion ensued about the ambulance revenue. Roland reported we will make budget and will probably be over.

Roland reported the new ambulance has been paid for. Deputy Robinson asked about the \$10,000 trade. Chief Ober reported that will go back to the general fund.

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Operating Budget Account

Discussion ensued about the Operating Account. Roland stated the Cash Flow Report is no longer relative. The important thing now is to look at the Operating Account Budget vs. Actual. If you did not spend your budget you will end up with a surplus at the end of the year. Chief Ober stated that in looking at Career and Call payroll it looks like we will probably have about \$35,000 unexpended in that. Discussion ensued.

The unreserved fund balance was discussed.

Discussion ensued about the budget and tax rate. Commissioner Gallant will calculate the numbers to see what percentage Tilton's share increased and present the information at their next meeting.

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

It was decided that at the next meeting Commissioner Gallant will give a lesson on how to read a Balance Sheet so they will understand where the mysterious money is they can use to offset taxes. It will be used eventually as it is unhealthy to let it grow. Roland requested the MS-32 also be brought to the meeting.

Chief's Report

Chief Ober stated they received his reports earlier. He has a couple things to add to his activity. He asked if they had any questions.

Commissioner Clark asked how the school bus training went. Chief Ober replied it went very well. He had not heard any complaints.

Commissioner Gallant asked about NAPA becoming Bond Auto. Chief Ober explained that AutoServ sold the building to Bond Auto. AutoServ is leasing the paint booth and the auto repair. He doesn't know where NAPA is going to open.

Commissioner Gallant asked about the hazard mitigation meeting in Northfield. Chief Ober explained they are rewriting their hazard mitigation plan and they met several times on that. Commissioner Clark asked who he met with on that. Chief Ober replied the Police Chief, Highway Superintendent, Town Administrator and representatives from either the Lakes Region Planning Commission or Emergency Management Office.

Commissioner Gallant asked about the fire inspection at The Arches. Chief Ober replied they are continuing to improve. It requires continuous monitoring. Discussion ensued.

Commissioner Auger asked about the EMS calls. He wanted to know what they were. Chief Ober explained that would be anything other than a motor vehicle accident with injury. Discussion ensued.

Discussion ensued about calls to the NH Veterans Home. Chief Ober stated they are continuing to work with them on their assessment protocols.

Commissioner Gallant brought up the parking spot on Route 3 in front of the Tilton Town Hall. He wanted to know if it is a problem for the Fire Department. Chief Ober stated it can be. Discussion ensued.

Chief Ober reported that last week was not a good week for maintenance issues on apparatus. The Rescue went out of service last week. It was the water pump. That has been replaced and the Rescue is back in service.

Chief Ober reported that Engine 1 pump was repaired several weeks ago by Larry Dingee. When they were doing the pump test it started acting weird and making unusual noises. They called Dingee. He came up last Friday and looked at the truck. He wasn't able to reproduce it exactly. The truck was taken to his shop in Cornish to his test pit. It did pass the pump test; however, it is at its maximum for RPMs to pump at capacity. This means the truck is working harder than it should to pump the water.

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Without tearing the pump apart, he is unable to tell what it is. He feels it is just wear. It's okay right now. Dingee pulled the 2009 record. He had made note of it. It has gotten worse since 2009. Discussion ensued.

Chief Ober reported that the new Ambulance 2 went in service today. Commissioner Auger asked how it was going to be run. Chief Ober replied it will be run first due for the first couple of months to work the bugs out then they will switch off. They will run Ambulance 1 a week per month. Discussion ensued.

Chief Ober reported that the old Ambulance 2 steering wheel has been repaired. Commissioner Gallant asked how much that cost. Chief Ober stated about \$400. He emailed the guy who wants to purchase it and expects to hear from him within a couple of days.

Chief Ober reported the ladder truck is out of service because of a hydraulic leak.

Chief Ober reported he spoke with Longchance Electrical, who is the electrical company doing the work at the Vets Home and removing the generators, today regarding the generators. He will be meeting with them Monday. They will look at our two stations to evaluate them to see if these two generators will meet our generator needs.

Chief Ober asked to be sure that they received the year to date summary that he had sent to them and the two Towns.

Commissioner Gallant commented on the fact that Chief Ober is doing a good job communicating. Much in the past has been left to either assumption or verbal conversations and not documented. Chief Ober does a good job putting together a memo. He is direct and not overbearing. They are informative. He appreciates them and he is sure the other Commissioners do also. It means a lot more when you have it and can reflect on it. When you take all the pieces and methodically put them down and come to a conclusion. We are kept up to date and it doesn't take time at a meeting where we could do nothing else but ask questions about it. He wanted to make it part of the record that Chief Ober is doing a good job.

#### Fire Prevention

Captain Joubert gave the Fire Prevention report. Since the last meeting there have been 41 activities or inspections. It has all been pretty standard stuff, nothing too exciting.

The Fire Prevention Assistant has started. He is in the process of going through the outlet mall stores doing the annual inspection there. That will take a while.

Fire Prevention has been completed at all the schools. Commissioner Gallant asked how that was received. Captain Joubert reported it went well. They did bike safety at the Southwick School with Highland Mountain Bike Park. The kids really enjoyed it. The Bike Park staff really got involved with them. It was good PR for both the District and the Bike Park. There was a nice little right up in the paper about it. There were about 250 students that all had a good time. They recently finished at Union Sanborn. That went really well. They did classroom as well as used the Fire Prevention Trailer. They received a lot of positive comments from the staff there. That was around 270 students. The Trailer went to NH Vets home for their Health & Safety Day. They used it for the staff. They had about 40 employees go through. They just raved about it. As far as public education goes, they have gotten out there and gotten the message across in the last month and a half.

There are a few projects going on. EPTAM Plastics is doing a huge renovation to the inside of their building. They are retrofitting a mezzanine into offices. The Veterans Home is working steadily. Commissioner Gallant asked how our relationship with the Commandant is. Chief Ober and Captain Joubert reported very good. We have a great working relationship with the staff up there. Spaulding Youth Center has a new educational building that is coming along nicely. Belknap Subaru has opened up. They had to make significant renovations to the old HK Powersports. Winnisquam Village is putting in a new building with four units. AutoServ has a new addition. The store next to LaChances did a lot of work on the inside of the building.

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Captain Joubert reported he went on an interesting inspection. He went on a pellet stove inspection. It was a residential pellet boiler. They ripped out the old oil system and put this in its place. Discussion ensued.

It was decided the Fire Prevention Report would be before the Chief's Report on the Agenda.

New Business

Purchasing Requests

1. Lockers: Chief Ober stated lockers were not budgeted in 2011. We need 14 altogether. Looking at Account 681 Municipal Fire Alarm and Account 750 Furniture, the remaining balance in these two lines will cover the cost of eight lockers now. We can finish the project next year. Commissioner Gallant stated that this will come out of the furniture line. Chief Ober stated these lockers will go in the bunk room. Discussion ensued. Commissioner Gallant made a motion to authorize the Chief to purchase eight lockers from NH Correctional Industries for \$5,446. Commissioner Clark seconded the motion. Discussion ensued about delivery, installation, finish and locks. There being no further discussion, vote was taken. Motion passed unanimously.
2. Wireless Internet: Chief Ober stated he found a use for the \$1,000 annual donation from Tanger Outlet Center. He would like to obtain two Verizon Wireless Hotspots to be used in the Command Vehicle and Fire Prevention Vehicle along with the iPad and the inspection software. It is \$39 each plus taxes per month for internet access. Discussion ensued. Commissioner Gallant made a motion to authorize Chief Ober to procure the devices and place them in the Command Vehicle and Fire Prevention Vehicle. The motion also authorizes the prepayment of one year of service with the funds to be charged against the donation from Tanger Outlet. Commissioner Clark seconded the motion. Discussion: Commissioner Gallant asked where the donation sits at this time. Kathy replied it is in the General Fund under Miscellaneous Revenue. Commissioner Gallant stated that if we don't prepay that it will end up going back into the General Funds Unreserved Balance at the end of the year. There being no further discussion, vote was taken. Motion passed unanimously.

Old Business

Memorandum of Understanding

Chief Ober stated there is only one change since all parties have looked at it and reviewed it. Northfield and Tilton Selectmen have signed off on it. The School District meets the 21<sup>st</sup> and hopefully the Board will sign off on it tonight. The change is in Section 10 the words *who is not an owner is required to become a joint owner of the replacement* was stricken and replaced with *it is mutually acknowledged that no user is required to become a joint owner*. They basically replaced owner with user. Discussion ensued about who owns the tank. Commissioner Gallant made a motion to authorize a member of the Board, preferably the Chairman unless more than one signature is required, to sign off on the MOU which has been drafted relative to the storage tank. Commissioner Clark seconded the motion. There being no further discussion, vote was taken. Motion passed unanimously.

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Chief Ober reported that they have quotes out to Road Rescue on the painting that is going to be covered under warranty and are waiting to hear back what vendor we can use. Discussion ensued.

December Meetings

Chief Ober stated because of where Christmas is falling Kathy and I are recommending that we move the monthly meeting back to the 14<sup>th</sup> rather than the week of Christmas and also hold a meeting on the 28<sup>th</sup> in case we have any last minute business. At that point we will know if we need to encumber any funds. All three Commissioners agreed to change the meetings.

Chiefs Review

Commissioner Clark brought up that the Chief was hired a year ago in December. He felt they should set up some kind of a probationary review. Commissioner Gallant stated they should wait until they are through the budget and everything else completely done before they jump into that.

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Commissioner Meetings

Chief Ober asked where they wanted to hold the meetings. This is the 3<sup>rd</sup> month at Tilton. They have not talked about whether they want to go to Northfield or stay in Tilton. Discussion ensued. It was decided they would meet in Tilton in December and decide what they will do in the new year.

Other

Commissioner Clark asked if anyone knew Dale Rollins. His father was Captain of the rescue squad years ago. Dale thought it would be nice to recognize previous members of the Fire Department by getting grave markers. He would be willing to head up a committee to raise funds from businesses to do that. Commissioner Gallant stated he thought it would be a good PR for the Fire Department. Commissioner Gallant stated he doesn't have a problem with it as long as it doesn't involve them. Deputy Robinson stated it was never done in the past as we felt we could never find them all. Chief Ober stated this is a good idea. Fifteen years ago Ashland Fire Association did this and it was received very, very well. This would be an excellent project for the Fire Association to look at doing. It's going to take a while to research this. Commissioner Clark stated that Dale is willing to sit on any committees for this. Discussion ensued.

Adjournment

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

The meeting adjourned at 18:50 P.M.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** December 14, 2011 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.