

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	December 28, 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 and Administrative Assistant Kathy Tobine.

### Minutes

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

Commissioner Gallant made a motion to accept the minutes of October 19, 2011, as printed. Commissioner Auger seconded the motion. Discussion: Commissioner Clark asked Chief Ober if he had looked into the policy to donate the projector to The Pines. Chief Ober replied he had done that and it has been donated. Commissioner Clark stated on page 5 in the policy Department had been crossed out and EMS put in. He brought this up because of the warrant article. That is not our current name. We should stay consistent with what the name is until we get it ratified. Chief Ober stated it doesn't matter too much as we are referred to by several names. Discussion ensued. There being no further discussion, vote was taken. Motion passed unanimously.

#### November 16<sup>th</sup> Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant stated there was a correction to be made on page 2. Commissioner Clark asked in the Department has talked with Dale Robbins. Chief Ober replied the Association has not met yet. Commissioner Clark stated he noticed on page 4 they talked about dealing with the Chief's annual review. He wanted to know if they were going to set a date. Commissioner Gallant stated at the next meeting on January 18<sup>th</sup> is fine with him. He asked Chief Ober if he wanted it at the regular meeting or non-public meeting. Chief Ober stated he did not care. Commissioners Clark and Auger both preferred non-public. It was decided they would hold the Chief's review at 5:30 P.M. with their regular meeting at 6:00 P.M. at Tilton Town Hall. There being no further discussion, vote was taken. Motion passed unanimously to accept minutes as corrected.

### Meeting Location

Discussion ensued about where the Commissioners meetings will be held. It was decided that at the January meeting they would plan the location(s) of the remainder of the 2012 meetings.

### Thank You

Commissioner Gallant thanked everyone for being patient with him and waiting until tonight to meet. A few things were out of his control. He is fine now.

### Chief's Salary

Commissioner Clark made a motion that the Chief's salary remains at the \$64,000 level until which time his annual probationary review has been completed and the Commissioners decide how to best handle his compensation looking ahead; including treating his compensation as an annual salary exempt from the overtime provisions of the Fair Labor Standards Act. Chief

TNFD Commissioner's Meeting  
December 28, 2011

Ober called for point of order. They are out of order on the agenda. Commissioner Auger stated they will bring it up under New Business.

Correspondence

Kathy reported a memo was received from the Town of Tilton requesting the information for the town report by Monday, January 30<sup>th</sup>. Discussion ensued.

An engagement letter was received from Melanson Heath & Company for the Audit for 2011. Discussion ensued. It was decided that Commissioner Auger would sign and date the letter as chairman.

Public Comment

Donna Rhodes was present but had no public comment.

Treasurer's Report

Commissioner Gallant presented the Treasurer's Report as Roland is on vacation.

Account Balances as of November 28<sup>th</sup>

1000 Apparatus & Equipment Replacement Fund	\$525,084.17
1002 Debit Card Account	\$4,503.39
1003 Operating Budget Account	\$396,384.34
1004 Payroll Account	\$500.00
1005 Land & Building Fund	<u>\$217,218.56</u>
Total	\$1,143,690.44

Apparatus & Equipment Replacement Fund

Discussion ensued about the ambulance revenue. There are eleven months of ambulance charges in there. We will be well over the \$280,000 budgeted amount.

Operating Budget Account

Discussion ensued about the Operating Account. These are not final numbers. Chief Ober stated the Group Health Insurance and Retirement still need to be paid. Those two items and the manifest look like about a \$40,000 balance. It looks like we will under expend the budget by about \$40,000. Discussion ensued.

Balance Sheet

Commissioner Gallant went over the December 31, 2010 balance sheet. He explained a balance sheet is done on a non cash basis but accrual basis. He explained the assets and liabilities. He explained the terms reserved and unreserved. Reserved is for a proposed expenditure that has not come to pass. It is in cash but can't be spent. The Unreserved portion is excess assets over liabilities. It is not assigned to anything. You have the option to assign it to something which is generally to reduce taxes or accumulate. It accumulates for the rainy day fund. You need a vote of the District to use those funds. Discussion ensued.

Treasurer's Position

Commissioner Gallant stated they need to redefine the responsibilities of the Treasurer. Discussion ensued.

Town Percentage

Commissioner Gallant went over the percentages for each town. The percentage went from 61% to 63.6% for the Town of Tilton. This cost the taxpayers \$40,026. Discussion ensued.

TNFD Commissioner's Meeting  
December 28, 2011

Fire Prevention Report

Chief Ober Brad reported they have report in his packet. He did notice that Jon Powell's activity was not included so these numbers are low.

Discussion ensued about Spaulding Youth Center, Foster Homes and Day Cares.

Chief's Report

Chief Ober stated they have his report. There are no real surprises there.

Chief Ober reported on the generator fire at Algonquin Power. The address was wrong on one of the oven fires. She didn't call 911 but called the station directly. She then called 911 and that was when the address discrepancy was discovered.

Discussion ensued about the medical runs.

New Business

Purchasing Requests

Chief Ober presented a purchasing request for medical equipment. They are requesting the purchase of two Continuous Positive Airway Pressure (CPAP) devices. This would be one for each ambulance. Discussion ensued. Commissioner Gallant made a motion to authorize the purchase of two Continuous Positive Airway Pressure (CPAP) devices with the monies to be withdrawn from the Apparatus & Equipment Fund for \$2,270 total or \$1,135 each.

Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Old Business

Apparatus & Equipment Fund

Chief Ober presented his budget to the Commissioners for the Apparatus & Equipment Fund. He stated the Budget Committee is meeting January 23<sup>rd</sup> so they will need the warrant articles by then. Most of this is level funded. The big ticket item is the quint fire apparatus listed under Line 760 for \$630,000. There is also a request to modify the interior of the rescue with cabinets as well for \$4,000.

Chief Ober passed out a summary report from the Ladder Committee. Commissioner Clark asked who was on committee. Chief Ober replied Deputy Mike Robinson, Captain David Hall, Lieutenant Chris Harris, Lieutenant Fred Greene, Firefighter Duane Harbour, Firefighter Matt Gilman, Firefighter Jon Powell and Firefighter Steve Smith. Chief Ober gave information on the ladder they are looking at. Discussion ensued.

Chief Ober reported he had a conversation with USDA Rural Development. The ladder would be eligible for a 15% grant. We will put the packet together after the first of the year for the grant and submit it. Discussion ensued.

Chief Ober reported he submitted a grant through FEMA for a Fire Act Grant on the quint. It's a long shot as a ladder is not a high priority for them. Discussion ensued.

Chief Ober presented a preliminary report from the Ladder Committee. It summarizes their findings. They are going to be working on a more formal fact sheet for District Meeting.

Chief Ober gave a quick update on the current ladder. Two hydraulic valves have been rebuilt. It has a severe electrical problem where it is not charging enough to run the radio. Duane is having Gary Beauchine look at it to diagnosis the problem. Discussion ensued.

### 331 Ambulance Billing Services

Chief Ober explained ambulance billing services is the charge they charge us for doing our billing. He moved the paramedic intercept charges into this from the EMS line as it is more appropriate.

### 740 Fire Equipment

Chief Ober explained he tried to cut back on some of these expenses. He feels we are starting to level out on the amount of equipment we need to purchase each year. The biggest item is the Self Contained Breathing Apparatus (SCBA). The proposal is to replace five of our oldest sets this year. Discussion ensued.

### 960.5 Rescue Equipment

Chief Ober explained Rescue Equipment is down from \$9,500 of the previous year. There are just a few items to maintain. Chief Ober explained that Rescue Equipment is more of the technical stuff, which is why it is listed separately from Fire Equipment.

### 741 EMS Equipment

Chief Ober stated that disposable medical supplies are the annual supplies used on the ambulance. The biggest jump here is the mechanical CPR device. It provides mechanical chest compressions. Discussion ensued. Chief Ober stated he submitted a grant application to FEMA through the Fire Act Grant for two of these items along with some paramedic training.

### Generator

Chief Ober stated he has been dealing with Long Champs Electric. They are currently working at the Vets Home so they are familiar with it. He met with a rep. Unfortunately the news is that it's going to cost more than what it is worth to install. The resale value is \$1,000 each. It doesn't make sense to buy them. Discussion ensued. Chief Ober presented a budget proposal from Long Champs for \$10,855 for a generator to be installed at Center Street.

Chief Ober proposed they reduce the number of SCBA units down to three which brings us down to \$15,000 on that and then add in \$11,000 for the generator. It basically brings you to the same total of \$51,600. Discussion ensued. Commissioner Gallant is not in favor of the generators without the SCBA. He would leave all the SCBA in and add \$11,000 for the generator. Let the legislative body decide.

Commissioner Gallant made a motion to set the Apparatus & Equipment Replacement Fund as follows:

- Line 331 at \$21,000
- Line 760 at \$634,000
- Line 740 at \$62,000 with intricate part being Protective Clothing at \$10,000, Hand Tools, Equipment & Hose at \$15,000, Self Contained Breathing Apparatus at \$26,000 and a standby generator for Center Street at \$11,000.
- Line 960.5 at \$2,500
- Line 741 at \$47,000 of which \$13,000 is for a mechanical CPR device.

Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

### Warrant Articles

Chief Ober presented suggested warrant articles. Commissioner Gallant suggested they be put off to the next meeting. Commissioner Gallant is to work with Chief Ober to put them in the correct numerical order.

Discussion: Commissioner Clark stated on Article 5 we are talking about to see if the District will vote in accordance with RSA 52:3 to change the name. He felt it would be good to add RSA 52:1 in there as well. Chief Ober stated LGC provided the information for this. Commissioner Clark asked if Article 6 wasn't the money that we were going to just put in the budget and didn't need a warrant article for. Chief Ober stated DRA came back and said we do need a warrant article to establish that. They provided the wording. Commissioner Clark asked about Article 10. He wanted to know if the hydrant fees were being put on the budget as a footnote and include it in the budget. Commissioner Gallant said no, it is a separate warrant article. Chief Ober stated his narrative has that information.

#### Encumbered Funds

Chief Ober stated there are two significant projects that we need to do at Center Street. One of them is a fire alarm system and the second is snow guards over the area that has the exit from the second floor. With fire alarm system we have a little bit of store credit. Chief Ober went into detail. The proposal is from Mango Security. The other one, we got a price from the same company who installed the roof membranes about four years ago on Center Street to install snow guards over the emergency exit. The total is \$17,050 for the two projects. Chief Ober asked they consider both or one or the other and encumber the funds. Discussion ensued. Commissioner Gallant made a motion to encumber \$17,050 of which \$12,250 would be assigned to the fire alarm system for Center Street and \$4,749 to install snow guards on the Center Street roof. Commissioner Auger seconded the motion. Discussion: Commissioner Auger stated the snow guard we definitely need. It is very important. Commissioner Clark asked if we really need the fire alarm system. Chief Ober stated if we were to do an inspection and someone else owned the building we would require they have one. If something happened when we are not there it would have a huge jump on them. If there was a problem on the first floor while the crew was sleeping, it may be a while before they were made aware of it. There being no further discussion, vote was taken. Motion passed unanimously.

Chief Ober passed out current copies of the budget. He explained it is the most up-to-date copy. He will change the Apparatus & Equipment Fund again.

#### Other

Commissioner Clark made the motion that the chief's salary remains at the \$64,000 level until which time his annual probationary review has been completed and the Commissioners decide how to best handle his compensation looking ahead; including treating his compensation as an annual salary exempt from the overtime provisions of the Fair Labor Standards Act.

Commissioner Auger seconded the motion. Discussion: Commissioner Clark stated in looking at the budget the Chief has got down for him going up to \$66,000 thereabouts with the Step & Grade. He asked Chief Ober how he envisioned that to work out. Does that include overtime? Chief Ober replied no it doesn't include overtime. That is the next step on the scale.

Commissioner Clark stated in his opinion he would just as soon not have him on the step. Chief Ober stated if you are going to have a step system you need to put everybody on it. Discussion ensued. Chief Ober stated he is very uncomfortable in talking about benefits that benefit him. They should have had this conversation in November, not December 28<sup>th</sup>.

Myself, Kathy and Tim he had proposed right from the beginning that we would receive the 2½% but the rest of the department were not included because of the proposed 42 hour work week. When you asked for the revised numbers in October, the three of our numbers didn't change. Further discussion ensued. Commissioner Auger called the vote. Commissioner Auger and Commissioner Clark for, Commissioner Gallant against. Motion passed.

TNFD Commissioner's Meeting  
December 28, 2011

At this point, Commissioner Gallant excused himself from the meeting as he had only been out of the hospital for a week.

Chief Ober asked what this means at this point. Commissioner Clark stated that on January 18<sup>th</sup> they are going to get together to review his performance. Chief Ober stated they are sending a mixed message. He is very disappointed right now. He is almost speechless. He doesn't know what to say. Commissioner Clark stated he wants to keep the option open to be able to review his probationary period and at that time say great, here is where you fall based on the opinions of everybody here and this is what your compensation is. That is where he would like to keep their options open to do that. Discussion ensued. Chief Ober stated you should have had this conversation with me in October or November. I have gone beyond my anniversary date by almost a month. Commissioner Clark stated he brought it up to try to do it and Tom wanted to put it off until after the budget process was done and you agreed with that. You said that would be fine. Chief Ober stated he agreed to his review process. He never agreed to anything connected to his salary. Discussion ensued.

Commissioner Clark stated his only concern with the Chief's review is where he lives and dealing with that. Chief Ober asked how that was tied to his salary. Commissioner Clark stated that is tied to his review. Commissioner Auger stated they will cross that bridge when they come to it.

Non-Public Session

Commissioner Auger made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss personnel issues at 8:20 P.M. Commissioner Clark seconded the motion. There being no discussion, roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes.

At 8:20 P.M. they have gone out of public session.

There being no further items to come before them in non-public session Commissioner Clark made a motion to go out of non-public session at 8:29 P.M. Commissioner Auger seconded the motion. Roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes.

At 8:30 P.M. they are back in public session.

Commissioner Gallant made a motion for the minutes of the non-public sessions of September 21, 2011 and September 27, 2011 remain sealed as they deal with personnel issues. Commissioner Clark seconded the motion. There being no discussion, vote was taken. The motion carried unanimously for the minutes to remain sealed.

Adjournment

Commissioner Auger 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 8:32 P.M.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** January 18, 2012 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.