

## Tilton-Northfield Fire & EMS Commissioners' Meeting

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|--------------------|---------------|-------------|--|
| Meeting Called By: | Commissioners | Date, Time: | July 18, 2012 at 17:30                       |
| Transcribed By:    | Kathy Tobine  | Place:      | WRHS Cafeteria, 435 West Main Street, Tilton |

Commissioner Clark called the meeting to order at 5:33 PM.

Present: Commissioner Patrick Clark, Commissioner Thomas Gallant, Commissioner Paul Auger, Chief Brad Ober, Treasurer Roland Seymour, Deputy Chief Mike Robinson, Fire Prevention Captain Tim Joubert and Administrative Assistant Kathy Tobine

Firefighters Present: Captain Tim Joubert, Captain David Hall, Captain Greg Michaud

Tilton Board of Selectmen Present: Sandra Plessner, Patricia Consentino, Joseph Jesseman

Budget Committee Present: Jane Alden, Donnie Stevens, David Tracy

Public Present: Kevin Waldron

Reporters Present: Donna Rhodes.

### Zoll Presentation

Ian Foucher, Zoll representative, gave a presentation of the X Series Cardiac Monitor and Auto Pulse. He explained the differences between our current cardiac monitors and the X Series. Discussion ensued about the life span of cardiac monitors and upgrade options for our current E Series. Discussion ensued about purchasing and funding. Opt out clauses were discussed.

### Minutes

#### June 20<sup>th</sup>

Commissioner Auger made a motion to accept the minutes of June 20, 2012, as printed. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

### Correspondence

Memo from Chief Ober to Commissioners regarding the auto pulse and cardiac monitor purchase.

A letter from Molan, Milner & Krupski, PLLC was received on behalf of the Tilton-Northfield Fire Fighters Association, IAFF Local 4569 with a proposed Petition for Certification of a bargaining unit.

Email from Commissioner Clark to the Public Employee Labor Relations Board regarding the Petition for Certification received from the fire fighters legal counsel.

Email from Gretchen Wilder regarding website updates and RSA 91-A, Right to Know.

Audit and Management Letter from Melanson Heath & Co.

Commissioner Clark stated they are going to meet with the fire fighters and their attorney. Gretchen's memo was basically to address the timeliness of getting meeting minutes on line. Kathy asked to respond to that.

Everything is done in a timely fashion. The website is updated daily. It is the policy of the Commission not to post meeting minutes until after they have been approved. They are posted the day after they are approved. We are adhering to RSA 91-A, Right to Know law. We do not have a kiosk.

Commissioner Clark stated a draft is available at the station within the five days. Commissioner Clark stated he will respond to Gretchen's email.

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Public Comment

Sandy Plessner commented on Gretchen Wilder's memo. The website is there as a convenience for the people, not a legal requirement. According to 91-A, we are not required to have a website. We do that for the convenience of the taxpayers. If the minutes are available in draft form at the office, you are complying with RSA 91-A. Anyone can walk in and ask for a copy of the minutes. Just because they are not on the website does not mean you are not in compliance. That is for the convenience of the people, that is all.

Jane Alden commented that it is not a legal requirement to post the minutes. The only legal requirement is they need to be available.

Patricia Consentino asked if there has been a formal petition for a bargaining unit. Commissioner Gallant replied yes. Pat stated they want to go from a union to bargaining unit. Commissioner Gallant replied that is cored. She asked for the letter to be read. Commissioner Clark stated the letter is available for them to read. They will be meeting with them and giving them an opportunity to tell them where they are coming from. It is a proposed petition for a bargaining unit. Pat asked if it was just for career firefighters. Commissioner Clark said it was.

Treasurer's Report

Treasurer Seymour stated they have a packet in front of them. The first page is the listing of the bank accounts. It is the account balances as of today.

|                             |              |
|-----------------------------|--------------|
| Apparatus & Equipment Fund  | \$674,272.24 |
| Debit Card Account          | \$4,145.23   |
| Operating Budget Account    | \$336,580.88 |
| Payroll Account             | \$500.00     |
| Land & Building Fund        | \$217,678.70 |
| Health Insurance Deductible | \$4,828.27   |

Treasurer Seymour explained that the Health Insurance Deductible account has not actually been deducted from the account balance. A journal entry was made to set the account up. It is just a bookkeeping item.

Apparatus & Equipment Fund

Treasurer Seymour commented that we have received about \$27,000 in June. We are approximately \$10,000 ahead of what was budgeted.

Operating Budget

Treasurer Seymour went over the report. He stated the percentages has been added with the dollar amounts. The revenues do not match the cash flow sheet as Tilton has made their July payment since he did the report. Northfield has paid two quarters and Tilton has paid seven months.

Cash Flow

Treasurer Seymour stated that looking at the Cash Flow he doesn't foresee us having a cash flow problem.

Commissioner Gallant made a motion to accept the financial reports by Roland. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Fire Prevention Report

Captain Joubert stated everyone has a copy of his activity for the month of June. He reported they have been pretty busy the last couple of months. A few new businesses have moved in and opened up on Main Street. A new facility opened in Northfield for alcohol and drug rehabilitation. He gave an update on East Main Street. He did his final inspection and they are fully compliant at this time. He is working with another rental agency on something similar to that.

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Deputy Robinson asked if the numbers for hours are accurate. Captain Joubert stated they are pretty accurate.

Commissioner Gallant made a motion to accept the Fire Prevention Report as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

**Chief's Report**

Chief Ober presented his monthly report. He highlighted several items.

Commissioner Clark asked about the \$85,000 in fire losses for the month of June. Chief Ober replied the biggest contributor is the fire at PCC Structural. Commissioner Clark commented that building fires have spiked in the last couple of years.

Chief Ober stated the Bean Hill construction in Northfield continues. They are about half done.

The July 4<sup>th</sup> storm was discussed.

Chief Ober reported he hired a new call firefighter today. He needs to complete his paperwork and get a physical. There are two more applicants to have interviews. Commissioner Auger asked how we are doing with call firefighters showing up for calls. Chief Ober replied it could be better. They are finding it depends on the type of call, the day of the week and the time.

Chief Ober reported he will be attending a preconstruction meeting with the Water District Monday. They are getting ready to do the river crossing. Discussion ensued about the crossing location.

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

**New Business**

Purchasing Requests

Chief Ober stated there are no purchasing requests this month.

Ladder Bid

Chief Ober stated we received two bids. He recommended the Commissioners open them and state who the company is. After opening they will review the bids and come back to the Commission with their recommendation.

Commissioner Auger asked how many requests were sent out. Captain Hall replied eight or nine and it was also on the website.

Commissioner Clark asked if any demos at the show were close to what they were looking for. Chief Ober replied they did talk to some companies at the show. Most of the demos were already sold. There was one for more than our budget and the other was less but was a lot less of a truck than what we are looking for.

Commissioner Clark opened and read the bids.

Descourcie Emergency Products

|  |           |
|--|-----------|
| Option 1: E1 Typhoon Quint demo:   | \$580,637 |
| Option 2: E1 Typhoon Quint new:  | \$611,523 |
| Option 3: E1 Typhoon Quint new with<br>full prepayment within 20 days of contract: | \$588,803 |

Commissioner Auger asked if the bids include the \$40,000 grant we received and the trade-in. Chief Ober stated it did not. Discussion ensued about the process.

Smeal Fire Apparatus

|  |           |
|--|-----------|
| Option 1: Model 213 Custom 75 Quint:                               | \$629,995 |
| Option 2: Model 213 Custom 75 Quint with<br>prepayment of chassis: | \$624,995 |

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Commissioner Auger asked where Smeal is from. Chief Ober responded Smeal is manufactured in Nebraska and E1 is manufactured in Florida.

Commissioner Clark stated the team will look at the bids and report back to them with their recommendations. The Commissioners will vote on at next meeting.

Commissioner Clark made a motion to accept the proposed bids for formal review. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Concord Occupational Health

Chief Ober explained that he and Captain Ames reached out to Concord Occupational Health and met with them regarding medical physicals. He provided information on their meeting with them. The price is much better than LRGHealthcare. Chief Ober recommended that the Board change and go to Concord Hospital. Discussion ensued about call firefighters getting physicals. Chief Ober explained this will be the first year so all will have to have the pre-employment physical. Commissioner Gallant made a motion to move forward with Concord Hospital as opposed to LRGHealthcare for the upcoming year. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

QuickBooks

Chief Ober explained Intuit QuickBooks is the software used for accounting and payroll. We have a two user license. The Treasurer has version of the software on his computer and Kathy has a version on hers. A thumb drive goes back and forth. QuickBooks is running a promotion for this month on their web based version for the same software where you will get it for 50% off for the first 12 months. We need to look at security aspects and best practices for current networking computer use. Our network support people, Mainstay, have issues with data leaving our facility on a thumb drive and going to someone else's computer we have no control over. The stick is not encrypted. If go to web based, we can control the users. Intuit guarantees backups. They have multiple sites. They guarantee uptime. In the event the system goes down, they do reimburse for the time it was down. Both can sign in at the same time. It is a win/win situation. It starts to improve our security on our data. It is a place we should go. If Roland is not our treasurer, we can assign a user name and password to whomever our treasurer is. Discussion ensued. Commissioner Clark made a motion to accept the proposal for QuickBooks. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Old Business

Generator

Chief Ober provided information on the generator they were not familiar with. He gave a comparison of both. Deputy Robinson reported he contacted some of their generator people. This is the large homeowner version. Commissioner Gallant asked Deputy Robinson his recommendation. Deputy Robinson stated the Millbank. Chief Ober agreed. Commissioner Gallant asked the lead time. Chief Ober replied he didn't state but probably 30 to 60 days. Commissioner Auger made a motion to accept the AES' proposal Option 3, Millbank 20kw fan cooled, Briggs & Stratton powered installed for \$8,849. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

91-A Request Charges

Commissioner Clark went over the comparison chart. He asked the other Commissioners for their ideas. He passed out his proposal. Chief Ober stated our IT support people have cautioned against accepting outside thumb drives other than new in the carton. Discussion ensued. Commissioner Clark made a motion to remove reports from the Fire Prevention ordinance make it a policy that paper, fax or e-mails are charged at the rate of \$1.00 for the first page and \$0.25 for each additional page. CDs will be charged at the rate of \$15.00 and we will supply the CD. Medical Reports will be charged at the rate of \$15.00. Fire Reports will be charged at \$25.00. Commissioner Gallant seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

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Chief Ober asked if we are to charge for an e-mail or if we charge for the document attached to the e-mail. Discussion ensued. Commissioner Clark stated the charge is for the attached document.

Nonpublic Session

MOTION TO ENTER NON-PUBLIC SESSION, as per RSA 91-A:3, II(a) MADE BY Commissioner Tom Gallant, SECOND BY Commissioner Paul Auger.

Commissioners Present:

|                             |     |
|-----------------------------|-----|
| Commissioner Thomas Gallant | Yes |
| Commissioner Paul Auger     | Yes |
| Commissioner Patrick Clark  | Yes |

Commissioner Clark stated the nonpublic session will be to review meeting minutes under RSA 91-A:3 paragraph II(a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

ROLL CALL VOTE TO ENTER NONPUBLIC SESSION

|                             |     |
|-----------------------------|-----|
| Commissioner Thomas Gallant | Yes |
| Commissioner Paul Auger     | Yes |
| Commissioner Patrick Clark  | Yes |

THE BOARD ENTERED NON-PUBLIC SESSION AT 19:50.

Commissioner Clark requested the public leave.

Public Session

Commissioner Auger made a motion to enter public session. Commissioner Clark seconded the motion.

ROLL CALL VOTE

|                             |     |
|-----------------------------|-----|
| Commissioner Thomas Gallant | Yes |
| Commissioner Paul Auger     | Yes |
| Commissioner Patrick Clark  | Yes |

THE BOARD ENTERED PUBLIC SESSION AT 20:01.

Commissioner Clark invited the public back.

**Note:** Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

**Motion made to seal the minutes of June 6<sup>th</sup> and 20<sup>th</sup>?** Motion made by Commissioner Gallant, seconded by Commissioner Auger, because it is determined that divulgence of this information likely would...

- Affect adversely the reputation of any person other than a member of this board
- Render a proposed action ineffective
- Pertains to preparation or carrying out of actions regarding terrorism

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|--|----------------|-----|
| <b>Roll Call Vote to seal the minutes:</b> | Paul Auger     | Yes |
|  | Patrick Clark  | Yes |
|  | Thomas Gallant | Yes |

**Motion: PASSED**

Adjournment

Commissioner Gallant made a motion adjourn. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion to adjourn passed unanimously.

The meeting adjourned at 20:05.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** August 15, 2012 at 17:30. Meeting to be held at Winnisquam Regional High School, Media Center, 435 West Main Street, Tilton.