

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	August 15, 2012 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton NH

Commissioner Clark called the meeting to order at 5:32 PM.

Present: Commissioner Patrick Clark, Commissioner Thomas Gallant, Commissioner Paul Auger, Treasurer Roland Seymour, Chief Bradley Ober, Deputy Chief Michael Robinson and Administrative Assistant Kathy Tobine

Firefighters Present: Captain Greg Michaud, Captain David Hall

Tilton Board of Selectmen Present: Sandy Plessner, Patricia Consentino, Joe Jesseman

Budget Committee Present: Jane Alden

Public Present: Gretchen Wilder

Minutes

July 18th

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant asked the status of the meeting with the firefighters relative to their petition for certification of a bargaining unit. Commissioner Clark stated there has been some back and forth with their legal counsel. They received word yesterday that the 22nd, which is next Wednesday, will be the date. Commissioner Gallant stated he will not be here. Commissioner Clark asked if it would be an issue with him if they met anyway. Commissioner Gallant stated as far as he is concerned it should have been signed two months ago. They know his feeling on it. Commissioner Clark stated the Zoll presentation was a very good presentation. There being no further discussion, vote was taken. Motion passed unanimously.

Correspondence

A letter was received from the Belmont Board of Selectmen regarding the need for a replacement fire/rescue boat to serve Lake Winnisquam. Commissioner Clark stated he has been trying to reach the Chairman of the Board to set up a meeting. Chief Ober stated he has talked with the Fire Chief who is talking to the Town Administrator. He would assume at their next meeting they will talk about an available date and get back to us.

Public Comment

There was no public comment.

Treasurer's Report

Treasurer Seymour presented the Treasurer's Report.

The account balances are as of today.

Apparatus & Equipment Fund	\$699,335.97
Debit Card Account	\$4,600.13
Operating Budget Account	\$246,078.91
Payroll Account	\$500.00
Land & Building Fund	\$217,726.71
Health Insurance Deductible	\$4,828.27

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Apparatus & Equipment Fund

Treasurer Seymour commented that the deposit for the month of July was \$24,000. He has an average of \$26,000 for the seven months. If we average that, we are looking at over \$300,000.

Operating Budget

Treasurer Seymour went over the report.

Cash Flow

Treasurer Seymour stated that the Cash Flow this projects the revenue and expenses over the rest of the year.

Commissioner Clark asked if anything jumps out at him on that. Treasurer Seymour stated he doesn't see anything out of the ordinary.

Commissioner Auger asked if we need to borrow money. Treasurer Seymour stated no. If the cash flow goes the way it is, we are not anticipating having to go to the bank and borrow.

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

Fire Prevention Report

Chief Ober explained that Captain Joubert couldn't make the meeting tonight. He presented the Fire Prevention report.

Commissioner Clark asked if we were involved with the fire in Alton. Chief Ober replied we were not.

Ciao Pasta is open on Park Street in Northfield.

Captain Joubert provided coverage five different times in July.

Chief Ober stated the Water District is starting their Granite Street water and river crossing project.

Chief Ober reported they are working with PCC Structural. They have decided to replace the line that goes from the water main in to their building. Hopefully that will improve the water flow and allow them to expand which would require some upgrades to the sprinkler system. Commissioner Clark asked if the lines coming in for the sprinkler system were sized by the engineers for the water company. Chief Ober responded they are sized by the engineers for the need of the building. Commissioner Clark asked if the Water District approves it or if we approve it. Chief Ober replied we approve it.

Commissioner Auger asked if there will be any time while the water is shut down that it will affect the place. Chief Ober explained that there will be periods where it is shut down for four to six hours. They will be doing that on the overnight and weekends so the plant won't be at high production or any production at all. Discussion ensued.

Commissioner Clark asked if Captain Joubert was the only one doing inspections now. Chief Ober replied that Jon Powell works with him two days a week. He also still does them occasionally.

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 stated it looked a little short but he took a weeks vacation. July was a very busy month. There was one week that was particularly busy. He went over the reports.

Chief Ober reported we are not able to switch to the web based version of QuickBooks as they do not support the accounting required by the NH Retirement System. Discussion ensued about the various options available.

Chief Ober stated he sits on two different working groups at the State level dealing with swift water and flood water emergency incidents that result in emergency calls.

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Chief Ober stated he has been working on reviewing our policies and procedures, guidelines and directives, employee manual stuff. He gave the Commissioners a packet. He explained that everything in underlined text is new material. Everything that is not underlined is an existing policy. He requested they review it, come back with comments and questions. He will be looking for approval, hopefully at the September meeting. The policies and procedures, we are re-editing them and putting them into a new format. They will be in three sections: a policy, a guideline and a directive. Once we get that book put together we will look at the language. Eventually it will be part of one book that is how we operate.

Chief Ober reported the generator is ready to go. The only thing holding it up is the installation of the natural gas line. He has talked with Liberty Mutual. It was held up because of their sale. There should be a construction meeting within the next couple weeks to decide where it is going to go. As soon as that is done, the project will go forward.

Commissioner Auger asked about the two building fires this month. Chief Ober stated they were mutual aid building fires.

Commissioner Clark asked about Belmont and the swift water team. Chief Ober stated they are part of the team along with Franklin and Sanbornton.

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

New Business

3M Grant

Chief Ober stated that Captain Joubert submitted a grant to 3M for a new computer which will do two things. It will replace the laptop currently being used which is a 2002 and he will be able to use it for public education in the field. That will go in conjunction with the grant received last year from 3M for the portable projector. Chief Ober stated we also had monies from 3M for iPads so we are hoping to purchase two iPads as well.

Tanger Outlet Donation

Chief Ober stated we received our annual donation that they give us and the police department. We use that to pay for the data plans on the cell phones and the mobile hot spots.

Commissioner Gallant asked how much the 3M grant was. Chief Ober stated the 3M grant was \$2,000 and the Tanger Outlet donation was \$1,000.

Old Business

Mechanical CPR Device

Chief Ober passed out a copy of the memo he had sent out a couple weeks ago on the mechanical CPR device addressing the Board's and Budget Committee's recommendations reprioritizing purchases from this year so we can purchase all of it this year. He then handed out a spread sheet of the items budgeted for, what has been purchased, specific items that might be budgeted to another year and basically justification of the funds for this year.

Commissioner Clark asked if putting off the SCBA would be a problem. Chief Ober explained that it is not emergent that they replace them this year. They are thinking they should replace all of them at the same time rather than five this year, five next so they are all the same technology. The thought is they should possibly include that in the Capital Improvements Plan. Discussion ensued about how many we have. Commissioner Auger asked the cost of one. Chief Ober replied about \$5,200 for the pack and \$800 for a spare cylinder.

Commissioner Clark brought up the second ambulance. Donnie Stevens had stated when we bought the new one, the old one was to be faded out over time. He wanted to know if it was the case that we are only supposed to have one ambulance. Deputy Robinson stated there was a lengthy discussion years ago about the need for a second ambulance. It was decided at that time that two were needed due to the number of calls.

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Chief Ober stated that the renovations to Rescue 1 are not critical. It is taking out a bench seat and building more compartments on the interior. The equipment that would not be purchased this year would not be detrimental. It is certainly some things that can be put off.

Commissioner Clark asked Chief Ober if he was saying he was able to come up with the money to purchase them this year. Chief Ober replied he is.

Commissioner Auger asked the life of the device. Captain Michaud stated seven (7) to ten (10) years. Chief Ober stated Zoll only comes out with a new model every 10 years. Discussion ensued.

Commissioner Auger asked what will happen next year if we eliminate this equipment this year. Chief Ober stated it will not have any bearing. He will not come in and ask for double next year because we had to put stuff off. Discussion ensued.

Commissioner Auger asked about qualifications to run the machine. Chief Ober stated we are all qualified. Zoll will come in and train us on this. We don't need any additional certifications to run the machine.

Commissioner Auger asked how often it will be used. He knows a life is precious. Chief Ober stated the cardiac monitors are used on every patient.

Commissioner Clark asked about the equipment that is not in use. Chief Ober stated we have a list of items that are in the shed and on the mezzanine.

Chief Ober recommended we go ahead with this purchase and take advantage of the high trade value of the current ones.

Commissioner Gallant made a motion to authorize the purchase of two monitor packages from Zoll for a net out-of-pocket of \$55,000. Commissioner Auger seconded the motion. Discussion:

Commissioner Clark asked when we would know if we received the USDA grant. Chief Ober stated it is due October 1st and would be about four weeks after that. There being no further discussion, vote was taken. Motion passed unanimously.

As a point of clarification it should be noted that \$42,000 of the remaining \$48,000 from this year's budget from the Equipment and Apparatus Fund would be used to pay for the Zoll Cardiac Monitor package leaving just \$6,000 in that fund to be expended on a priority basis for equipment. (see memo dated 8/15/12 by the Chief that details this list.)

Quint Bid

Chief Ober passed out a memo on the quint. He went over the differences between the spec the committee put together and the E-One demo. The biggest thing is the demo doesn't meet the front stabilizer spec. The Smeal meets the spec exactly how it was written with a couple minor changes and it includes the front stabilizers. Discussion ensued.

Commissioner Auger asked about the truck warranty. Chief Ober provided the various warranties.

Discussion ensued about the E-One demo versus the Smeal.

Discussion ensued about the process once the Commissioners accept the bid.

Commissioner Gallant made a motion to authorize the purchase of a 2013 Smeal 75' Quint for an amount not to exceed \$624,995 and that would take into consideration prepayment of the chassis. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Auger asked how long it would be before Chief Ober knows what the bottom line is. Chief Ober replied it would probably be a month anyway.

Commissioner Clark thanked the Chief and Truck Committee for the time they put into this.

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Other Business

Jane Alden asked what time the meeting is on the 22nd. Commissioner Clark replied it will be at 5:30 PM. Kathy will schedule the meeting for Tilton Town Hall and post it as attorney client privilege.

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 19:07.

Commissioner Clark requested the public leave.

Public Session

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

ROLL CALL VOTE

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

THE BOARD ENTERED PUBLIC SESSION AT 19:08.

Adjournment

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

The meeting adjourned at 19:11.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: September 19, 2012 at 17:30. Meeting to be held at Winnisquam Regional High School, Media Center, 435 West Main Street, Tilton.