

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	September 26, 2012 at 17:30
Transcribed By:	Kathy Tobine	Place:	Winnisquam Regional High School, Media Center, 435 West Main Street, Tilton NH

Commissioner Clark called the meeting to order at 5:29 PM.

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

### Minutes

#### August 15<sup>th</sup> and September 12<sup>th</sup>

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

### Correspondence

Letter from Tilton Board of Selectmen: Commissioner Clark explained that he has been advised that since the Firefighters have legal counsel, they should have legal counsel. Since the Board of Selectmen had earlier stated the Commissioners could not use any of their attorneys. He requested a formal letter from the Town of Tilton Board of Selectmen stating they have no issue with the Fire Commissioners using Attorney Peter Phillips from the firm of Soule, Leslie, Kidder, Sayward & Loughman to represent the Fire Commissioners in their union negotiations.

Letter from Soule, Leslie, Kidder, Sayward & Loughman: Commissioner Clark stated this is just some background information on Peter Phillips and the law firm.

Email from Soule, Leslie, Kidder, Sayward & Loughman: Commissioner Clark stated this is a list of their current hourly rates.

Memo from LGC: Kathy explained that this was just a memo that came with the complimentary copy of the *2012/2013 New Hampshire Municipal Officials Directory* stating that additional copies are available for \$20 each. The *Directory* is in the office.

### 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	\$693,131.20
Debit Card Account	\$4,712.60
Operating Budget Account	\$281,697.50
Payroll Account	\$500.00
Land & Building Fund	\$217,772.94
Health Insurance Deductible	\$4,828.27

Roland stated a check has been issued by the Town of Northfield for their quarterly payment. Once received, that will add another \$141,000 to the Operating Budget. He signed the check yesterday.

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Commissioner Clark asked about the Apparatus & Equipment Fund. He wanted to know if any money has been sent on the Quint. Chief Ober replied not yet. We probably will be in the next week or so.

Apparatus & Equipment Fund

Treasurer Seymour commented that \$210,499.93 is receipts through August. That is about an average of \$26,000. If that is annualized, that is about \$315,000. By the end of the year, the budget of \$300,000 should be reached and may be a little over. Discussion ensued comparing last year to this.

Operating Budget

Treasurer Seymour went over the report. He again stated a check has been issued from Northfield. Once received, that will add another \$141,000. He signed it yesterday.

Cash Flow

Treasurer Seymour stated that the Cash Flow this projects the revenue and expenses over the rest of the year. If you spend your whole budget, you will end up with the same amount as last year. There is plenty of cash to get through the end 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 Clark 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**

Captain Joubert presented the Fire Prevention Report.

The month of August was pretty busy. They were in the schools quite a bit, working with the SAU, getting everything up to date before school opened.

Spaulding just opened up a Community Center. One of their older buildings was renovated. It turned out very nice.

Fire Prevention Week is coming up. They are gearing up for that. It is the second week of October.

The Fire Prevention Trailer went to Gilford for the Belknap County Safety Fair. The personnel that operated it said it was the most popular thing there.

The recently completed some fire extinguisher training for Tanger Outlet. Discussion ensued about the training and who they provide the training for.

Captain Joubert reported that he signed off on the Occupancy Permit for the Lakes Region Cupcake Store. Most of the store fronts on Main Street are occupied now.

Commissioner Clark asked if they do inspections on multi-unit apartments like those over the Blooming Iris. Captain Joubert replied they do. Discussion ensued.

Commissioner Clark asked about Fire Prevention Week. Captain Joubert stated they will spend a week at Union Sanborn and then a week at Southwick.

Commissioner Auger asked what was going in next to the old car dealership on the Tilton town line. Commissioner Clark stated it is a Dollar General Store. Discussion ensued about what is being done in that area.

Commissioner Clark requested they break the information out by how much time is spent in each town. Chief Ober replied they can for fire calls but he is unsure if they can do that for Fire Prevention.

**Chief's Report**

Chief Ober stated they received his monthly report last week for review.

The first page is his monthly activity. What stands out is the Swift Water Response Working Group Committee that he is on at the Fire Academy. He is on two different committees, a Curriculum

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Committee and a Response Committee working with Homeland Security, Emergency Management and the Fire Academy on the curriculum. The State of NH is going to adopt a curriculum so they can certify firefighters and other responders through the Fire Academy in Swift Water Response. The other committee, they are looking at what would make up a team and how that team would be deployed throughout the State.

Chief Ober reported the radios were reprogrammed on August 28<sup>th</sup>. We are now in compliance with FCC regulations which start January 1<sup>st</sup>. We are required to switch to narrow banding from wide banding. Discussion ensued about the difference in the banding and the effect it has.

Chief Ober reviewed the Incident Type Report (Summary) from January 1<sup>st</sup> through the end of August. Commissioner Clark asked how calls were counted, ie. If you had a motor vehicle accident and sent both ambulance and an engine was it two calls. Chief Ober replied no, it is one call. Discussion ensued on how the calls are coded.

Chief Ober reviewed the Incident Type Period Comparison. This compares incidents for the last three years. Discussion ensued about the comparison between the three years.

Commissioner Auger asked about mutual aid calls. Chief Ober replied that information is included but it doesn't break out where the calls were.

Chief Ober reported we have the signed UST agreement. He stated the Oversight Committee meets quarterly. The Committee just approved the purchase of a camera monitoring system so it can be recorded as to who is actually pumping gas. After hours, when Northfield Highway is closed, there is no real monitoring system there. Discussion ensued about where the system will be mounted.

Chief Ober reported that Dig Safe was at Center Street today marking the parking lot so Liberty Utility can come in and do the gas line.

Chief Ober reported Firefighter Ogg completed his probationary year today. He got a successful thumbs up from his Captain and he agreed with it.

Chief Ober reported the mop sink is 90% complete. They just need to make the final plumbing connections. It is in the new closet/storage area in the kitchen.

Chief Ober reported we received notification from Smeal and New England Fire that the preconstruction meeting for our Quint is the 10<sup>th</sup> through the 12<sup>th</sup> of October at the factory in Snyder, Nebraska. Three people go out for the pre-con meeting and then three people go out just before the truck is finished. He, Captain Hall and one other person will be going for the pre-con meeting. He will not for the second trip. He will let somebody else on the committee go. They received the performance bond paperwork.

Chief Ober asked about the Personnel Policy. Commissioner Clark stated he has that under Old Business. He went to LGC and found out they would review that for free. They have given that to Peg O'Brien who is with the same law firm Mark Broth is with. She probably wrote most of that stuff. He was going to call her today but didn't. Chief Ober showed the format for the manual. All the pages will have the same look. It is broken down into sections. Section 10 will be Administration, 20 will be Directives, 30 will be Guidelines and Policies will be in 40. He explained how the pages will be numbered. Discussion ensued about the difference between the sections and layout. Commissioner Clark asked Chief Ober if this information came from the management courses he had taken. Chief Ober replied it is a variation of a bunch of different policies including those courses. Most of these are already in play. They are just being reformatted.

## New Business

### LRGHealthcare IV Pump Agreement

Commissioner Clark asked if this was something that we were renewing. Chief Ober stated that this is new. He explained that we had to purchase the pumps through the hospital as the company will not sell them directly to us. A bunch of services are buying them as they are the ones that are being used in the hospitals and are interchangeable. We have been using the sample library that came with the

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pumps. The company sent a letter stating that is a sample drug library and you can't use that for patient use. We went back to LRGH and asked them to share their drug library. They came up with an EMS drug library. Out of that came this agreement. Discussion ensued about the pumps. Chief Ober explained that we had LGC review the agreement. They had a recommended change. Franklin and Belmont also had a change. The recommended changes were discussed. It was decided that they would request the recommended changes be made.

Vacation Holdover Request

Chief Ober stated Firefighter Ogg has a trip planned at the end of December and would like to hold over 48 hours for that. Both Commissioner Auger and Commissioner Clark agreed to allow him to hold the time over.

USDA Grant

Commissioner Clark asked how that was coming. Chief Ober stated we have started working on it. He needs the Commissioners to give him approval to submit that on behalf of the Fire District. It will be a USDA equipment grant. Chief Ober stated he also has the Evidence of Community Support form which basically lists what the project is and has a place for the Chairman to sign. It will be for the cardiac monitors, AutoPulse and standby generator.

Commissioner Clark made a motion to support the submittal of the USDA Grant for use for the purchase of the Zoll cardiac equipment and the standby generator by Chief Ober. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Clark signed the Evidence of Community Support form as Chairman of the Board.

Old Business

Lakes Region Mutual Fire Aid History Night

Commissioner Clark asked if there were any updates on this. Chief Ober stated it is a go. Commissioner Clark asked the dress code. Chief Ober stated they are asking for Class A uniforms from fire department personnel or the closest they have to it. He would say business casual for civilians. We are going to have the hand tub on display and a table of miscellaneous items on display. The last update he got was a hundred plus tickets sold. Commissioner Clark stated he was going. He thinks it will be very interesting.

Belmont Selectmen

Commissioner Clark stated he was contacting the Selectmen and Chief Ober was to contact the Fire Chief about getting together and talk. Chief Ober stated he did contact the Chief. He is waiting to hear from us and the Board. Commissioner Clark stated he went through the Town Administrator. She was going to bring it up at the next Selectmen's meeting. When he tried to follow up with her, he discovered she was on vacation until the 9<sup>th</sup> of October. He called Ron Cormier and the other two selectmen. He spoke with two out of the three. Ron Cormier agreed to bring it up at their meeting to see if there was time they could get together and talk. Ron stated he is interested in looking at regionalization. He is waiting to hear back from Ron.

Cardiac Monitor/AutoPulse Demo

Commissioner Clark stated he would like a demo. Chief Ober stated that the AutoPulse Boards are in but we do not have the batteries for them yet. They sent the wrong ones so they were returned and we are just waiting for the new batteries. Commissioner Clark asked if we could do the demo at the next meeting. Chief Ober stated we should be all set for the next meeting. He will let them know if it will work out for October. He will send an email to the Boards of Selectmen in Tilton and Northfield as well as the Budget Committee inviting them to the demo.

Commissioner Clark stated that Commissioner Gallant made a motion at the last meeting to purchase the agreement. He would like to add the following wording to the motion as an amendment. *\$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.)* He wants that added

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so anyone in the public reading this thinking that we are spending money that is not approved. Kathy explained that you cannot change a motion that is made, voted on and approved. That is done, it is history. What you can do is put an explanation in the minutes. You can say I would like a clarification put in the minutes as to where the money came from. Discussion ensued. It was agreed that a point of clarification would be added to the August 15<sup>th</sup> minutes.

**Other Business**

Chief Ober stated that Northfield has approached Lakes Region Mutual Aid about the funding formula and has suggested two different funding formulas that would change to better Northfield. They met with the Chief Coordinator and Chairman of the Board. They were told that the Board wasn't interested in changing the funding formula and the will not bring it forward. Northfield had it on their agenda for last night. He doesn't know if they are going to go forward with it. It might be coming up again. He will be meeting with Pat Consentino as soon as he can arrange a meeting to give her that information so Tilton is aware of what is going on.

Commissioner Clark stated he ran into Steve Bluhm and he had talked to Donnie Stevens. Donnie had gone to their meeting all hot and bothered about wanting to get that through the right way so they weren't overpaying. Steve asked him what he thought. Commissioner Clark stated he told him they had talked this through last year. There are several different communities that had joined together to form a fire department and they all follow the same formula. They all agreed to it. Based on that, his opinion is that they should all follow the same formula.

Chief Ober stated the Dispatch folks have basically said the same thing. You need to get the players to the table. The players are the Town of Tilton, the Town of Northfield, Belknap County, Dispatch and you guys. They all need to be at the table because they all have an interest in it. Because Belknap County towns are funded through the County budget that adds an extra layer of government in there that has to be part of that discussion. Northfield's difference would be \$8,000. All this discussion is for less than \$10,000. Chief Ober stated he doesn't know how much further they are going to take this but the Board needed to know that was being discussed again.

Discussion ensued about the two new formulas proposed and the current three part formula used of 10% fixed cost, population and equalized valuation.

**Nonpublic Minutes**

August 15, 2012 and September 12, 2012

Commissioner Clark made a motion to accept the September 12<sup>th</sup> and August 15<sup>th</sup> minutes as printed. Commissioner Auger seconded the motion. Discussion: Commissioner Clark asked if the minutes were sealed. Kathy explained that they had sealed the minutes of the nonpublic September 12<sup>th</sup> meeting as that is an ongoing situation but they had not sealed the minutes of the nonpublic August 15<sup>th</sup> minutes. Both Commissioner Clark and Auger agreed not to seal the minutes of the August 15<sup>th</sup> nonpublic meeting but keep the minutes of the September 12<sup>th</sup> nonpublic meeting sealed as that is an ongoing situation. There being no further discussion, vote was taken. Motion passed unanimously.

**Meeting Schedule**

Commissioner Clark stated he had emailed Commissioner Gallant to see if he was available for a nonpublic meeting on October 3<sup>rd</sup> and he had responded he was. Commission Auger stated he was available for that night. Commissioner Clark asked Kathy to arrange for the meeting to be held at Tilton Town Hall if possible and get back to them with the location.

Chief Ober told the Commissioners that the November meeting is scheduled for the night before Thanksgiving. The school is not available for them to meet on November 14<sup>th</sup> as they have parent conferences that night. The Commissioners requested Kathy check with the Town of Tilton to see they can meet use one of their meeting rooms on November 14<sup>th</sup> rather than meet the night before Thanksgiving and get back to them.

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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 19:00.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

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