

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	April 10, 2013 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton NH

Present: Commissioners Paul Auger, Patrick Clark, Tom Gallant; Treasurer Roland Seymour; Chief Bradley Ober and Administrative Assistant Kathy Tobine
 TNFD Budget Committee Present: Jane Alden, George Flanders, Donnie Stevens
 Tilton Selectmen Present: Sandy Plessner and Patricia Consentino
 Northfield Selectmen Present: Kevin Waldron
 Firefighters Present: Captain David Hall
 Public Present: Dick Stevens and Gretchen Wilder

Call to Order

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

Minutes

March 27, 2013

Commissioner Auger made a motion to accept the minutes as printed. Commissioner Clark seconded the motion.

- Discussion ensued about the letter to the Sanbornton Board of Selectmen. Commissioner Gallant stated he has not drafted that yet.
- Discussion ensued about changes Commissioner Clark requested under Tilton Board of Selectmen. He wanted to add that he mentioned that they use the governing bodies of the three fire departments Belmont and Sanbornton which would be their boards of selectmen and the Tilton-Northfield Fire District Commissioners.
- Commissioner Clark stated that under Devine Millimet he will bring that up later under Old Business to let them know how this whole thing went down relative to personnel policies.
- Commissioner Clark stated he did not write the letter to Gretchen Wilder that he was requested to write. He called her and went over it with her and told her that the Chief had confused the Sewer rate increase with the Water rate increase and he had misspoken there. Gretchen said that she would like a copy of her letter in the minutes. That is fine with him. Commissioner Gallant stated he believes they should reference the letter. If anybody wants it they can go to the office and get it. Commissioner Clark made a motion to include Gretchen Wilder's letter in the meeting minutes. Commissioner Auger seconded the motion. Commissioners Clark and Auger for, Commissioner Gallant against.
- Discussion ensued about additional changes Commissioner Clark requested on the last couple of pages regarding referencing the RSA on nonpublic meeting minutes.

There being no further discussion, vote was taken on accepting the meeting minutes as amended. Commissioners Auger and Clark for, Commissioner Gallant against. Commissioner Gallant stated he objects because he does not feel the letter from Gretchen should be included. He believes the letter was not called for. There are ways to say things, ways not to say things and that was a very strongly worded letter.

Commissioner Gallant requested Commissioner Clark make the motion again in order to make it legal.

Commissioner Clark made a motion to include Gretchen's letter as she requested. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant asked if she requested the letter be included in the minutes or that it be read into the minutes. Commissioner Clark stated read into the minutes. Commissioner Gallant stated it was read into the minutes. Commissioner Clark stated he

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asked her if it was her intent was to have it in the body of the minutes and she said it was. There being no further discussion, vote was taken. Commissioners Auger and Clark for, Commissioner Gallant against.

Correspondence

LGC

Commissioner Gallant read the email from LGC regarding the Employment Law Hotline service provided through our LGC Property-Liability Trust (PLT) coverage. Mark Broth has moved to the Drummond Woodsum Law Firm. As part of the move, Attorney Broth takes both the Hotline and several of the other staff members with him. You will see no change in the quality of services.

Public Comment

There were no public comments.

Treasurer's Report

Treasurer Seymour presented his report. The balances are as of today. The bank statements have been reconciled through the end of March and they all balance.

Apparatus & Equipment Replacement Fund	\$485,467.13
Debit Card Account	4,785.69
Operating Budget Account	303,784.68
Payroll Account	500.00
Land & Building Fund	218,025.80
Health Insurance Deductible	4,828.27

Commissioner Gallant asked Chief Ober if there was anything in the Budget versus Actual that stands out at this time, if we had incurred any expenses not anticipated. Chief Ober replied we are right on target.

Commissioner Auger asked about the Land & Building Fund. Roland replied that is the trust fund. The \$218,025.80 is the balance as of today.

Discussion ensued about the Health Insurance Deductible and the experience.

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

Fire Prevention Report

Chief Ober presented the Fire Prevention Report as Captain Joubert was unable to attend the meeting tonight. He stated they have his report in their packet.

Commissioner Gallant asked about the intern. He wanted to know how that was working out. Chief replied it is working well. He is a student at LRCC. This is Captain Joubert's second intern. Commissioner Auger asked how long the intern will be here for. Chief Ober replied it will go through the college semester. He will be finishing up the first or second week of May. Commissioner Clark asked if he focuses strictly on inspections. Chief Ober stated he is a Fire Prevention Intern. He gets college credit for it.

Commissioner Clark asked if the consultations were taxpayers or residents who called and asked him to come look at something. Chief Ober explained it could be residents or developers.

Chief's Report

Chief Ober presented his report.

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Commissioner Clark asked what the acronyms ALS and UST stand for. Chief Ober replied Advanced Life Support and Underground Storage Tank.

Commissioner Auger asked about the school shooter drill they did at the Middle School and Southwick School. Chief Ober explained he, the Sanbornton Fire Chief, the Police Chiefs from Tilton, Northfield and Sanbornton have been meeting the school administrators since mid-January giving them some instruction and training. They held two different drills. They used the staff as participants. The point of the drill was for staff to see how the Police Department would be going through the building and what their actions would be. They will be doing a table top exercise the first week in May that will include more people. Discussion ensued.

Walmart construction is up and running. The projected finish date is February of next year. Discussion ensued.

Discussion ensued about adult placement inspections.

We will be conducting a live fire training on Sunday, May 5th. It will start at 0600.

Chief Ober explained that he has changed our requirement on utility inspections (electrical, oil burner, gas, wood stoves) to require a 48 hour notice. If it is a replacement for a boiler for heat, we try to schedule them right away. Discussion ensued.

Chief Ober explained that we have received word on the USDA grant we applied for. We did not receive the grant in the first round. They will be reviewing it again in the next round in fall.

Chief Ober went over the memo to the Board regarding our winter response statistics. It will be going to both Boards of Selectmen and the Budget Committee tomorrow. Discussion ensued.

Commissioner Gallant asked about the group purchase project on the Chief's activity report of March 4th. Chief Ober stated this is part of the project from the Certified Public Managers course. They are getting ready to present to the Lakes Region Mutual Fire Aid Board of Directors an idea about group purchasing. Discussion ensued. Commissioner Clark asked about the used equipment we have. He wanted to know if that will be part of group purchasing. Chief Ober stated LRMFA has been working on their website and will be adding that information. He will be coming to them with a list of equipment. Discussion ensued.

New Business

Goals & Objectives

Commissioner Gallant stated they would like to look at what their goals and objectives are going forward this coming year on a short term and long term basis. Commissioner Clark stated there are a variety of them. A long term goal would be facilities. There is a group within the fire department that have looked at that long and hard. It would be nice to take that a little bit further with a goal of making public presentation at some point in time. Commissioner Gallant stated they should start to work together and come to a time frame. Chief Ober stated they haven't met since they gave the Commissioners their presentation. Discussion ensued. Commissioner Gallant stated they should set up some workshops and get an update from them. He would like to meet one night to come up with their actual goals. The Board decided to hold a planning meeting on Goals & Objectives next Wednesday at 6:00 PM. Kathy will see if they can meet in Tilton.

Personnel Policy

Commissioner Clark stated there are a couple of issues. Chief Ober came up with a personnel policy months ago. He has been working with Peg O'Brien of Devine Millimet through LGC. She has redlined a lot of information for them to look at and decide what they want to do. After they go through a couple of work sessions they can give it back to her and she will make it all come together. Commissioner Gallant stated he would like to have a copy of the redlined for at least the next couple of weeks. He wants the opportunity to look at it before meeting with her. He would like an electronic copy and a physical copy. Discussion ensued. It was decided Commissioner Clark would arrange the meeting with Peg O'Brien for May 1st at 5:30 PM.

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Sole Source Approvals

1. Bergeron Protective Clothing

Chief Ober stated we have worked with them for a number of years and have been very satisfied. They provide a very good product and very good service. He would like to continue that relationship with them

2. Ossipee Mountain Electronics

Chief Ober explained Ossipee Mountain Electronics bought out Belknap Communications. He is still operating out of the same facility. It is the same staff we are dealing with. He recommends staying with them as our sole provider.

Commissioner Auger made a motion to use Ossipee Mountain Electronics and Bergeron Protective Clothing as sole source providers for 2013. Commissioner Clark seconded the motion. There being no further discussion, vote was taken. Motion passed unanimously.

Old Business

Audio Visual Equipment.

Commissioner Clark asked where the recordings will be posted. Chief Ober stated they will be posted on our website. We are still working on the logistics for that. Discussion ensued.

Commissioner Gallant stated the Tilton Selectmen agreed to let us use their equipment until we purchase our own equipment and get organized.

Organizational Chart

Commissioner Clark stated last month they agreed to accept an Organizational Chart. He has modified it. Commissioner Gallant stated they did not approve it. All it was is a heads up from the Chief on how the Call Department was going to interrelate with the Career Department and it is by shift. He was going to be announcing it to the Department the following Monday. Chief Ober stated it is off to good start. Commissioner Clark stated he didn't want to have happen is to inadvertently set it up so they have an additional position listed on the organizational chart. He wants to keep Firefighter Powell in one location rather than have him listed under Tim Joubert as Fire Prevention Assistant and under Kelly Day firefighter. He changed the line for Kathy to be reporting directly to Chief and Commissioners. This is what he would like to propose. Chief Ober stated he will take a look at it.

LGC Property Liability Trust

Commissioner Clark brought up the concern for LGC. There is a liability question of whether or not they are going to be able to survive. He talked with Scott Weden today and mentioned our concern that came up at the last meeting. He had mentioned George Bald who is the interim director. Scott stated it would be worth our while to open up communications with George. Chief Ober stated he was at the Senior Center this week. Pat Consentino stated they have two more forums. She recommended contacting Senator Forrester and get in on one of the forums. Discussion ensued. Captain Hall stated there was an article in today's Sun on all the meetings. Chief Ober stated a representative from Primex is coming in to go over our policies and give us a proposal.

Manifest

Commissioner Clark stated that after sleeping on it he would rather have them look at the manifest to include utility bills, retirement system payments, health insurance payments like we do with the other bills and checks they review. He wants to go back to the old policy. Commissioner Gallant does not have a strong objection to it either way. Those items they have been asked to allow them to go ahead and pay he is not sure anyone has ever questioned any one of those. Discussion ensued. It was agreed it would be okay to release the checks for propane, natural gas, electric, phone, health insurance, retirement, water, sewer, gas and diesel. They will sign one manifest per month for the items that have already been disbursed and one manifest for the bills that would be included for payment at that time. They will revisit it again in June.

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The Arches

Commissioner Gallant asked for update on The Arches. Chief Ober stated the potential buyer will be meeting with the Northfield Planning Board to see what their options for the building are. Discussion ensued.

Any Other Business

Gretchen Wilder stated she started going through some of the old meeting minutes. Meeting minutes are a reflection and a record of facts. Someone's interpretation of what was happening at the meeting don't get put in the minutes. Meeting minutes are a reflection of facts. Discussion ensued. Commissioner Gallant stated they will take this under advisement.

Nonpublic Meeting Minutes

March 27, 2013

Commissioner Clark made a motion to us the minutes as written with the exception that they mention the specific RSA for sealing the meeting minutes which is RSA 91A:3, III and then the specific provision under roman numeral III. Commissioner Auger seconded the motion. Discussion ensued about the changes that were made. There being no further discussion, vote was taken. Commissioners Auger and Clark for, Commissioner Gallant against.

The nonpublic minutes of the March 27, 2012 nonpublic meeting were released April 10, 2013.

Adjournment

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

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: May 8, 2013, at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.