

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	05/22/13 at 05:30 P.M.
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, 21 Summer Street, Northfield

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

Present: Commissioner Paul Auger, Commissioner Patrick Clark, Treasurer Roland Seymour, Chief Bradley Ober and Captain Tim Joubert.

Tilton Board of Selectmen Present:

Budget Committee Present: Donnie Stevens

Public Present: Bill Wilder, Gretchen Wilder

Reporters Present:

Minutes

Commissioner Auger stated they do not have the minutes of March 27th, April 10th and May 15th. They will review them at the meeting of June 12th.

Correspondence

LGC: Message from George Bald, Interim Executive Director. They have read it and it gives you the latest update on LGC.

Treasurer's Report

Roland gave his report. The account balances are as of today. When he reconciles the accounts, he reconciles them to the end of the month.

Apparatus & Equipment Fund	\$503,994.96
Debit Card Account	\$4,888.61
Operating Account	\$289,871.71
Payroll Account	\$500.00
Land & Building Fund	\$218,060.21
Health Insurance Deductible	\$4,828.27

The Apparatus & Equipment Fund was discussed. Roland stated that the average collections have been approximately \$20,000 per month. There are some months that are going to pick up now. The ambulance is what it is.

The status of the Operating Budget was discussed. Roland stated Northfield has paid one payment. Tilton has paid us four payments. In May they asked for a little relief. They paid us \$31,000 and will pay us the balance in June. He stated that we are fine in that regard. Commissioner Clark asked Chief Ober if anything sticks out. He stated he is worried about the overtime being down one person. Chief Ober stated we are right on track. We are at just under 36% of the budget. We are coming up on half a year in another month, we are in good shape.

The Balance Sheet is through April 30th.

Commissioner Auger asked if we got a quite a bit of interest on the money in the Land & Building Fund. Roland stated the annual yield is 0.0018 which is not even 1%. It is the same thing with COMSTAR. The banks are paying 0.18%.

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Commissioner Auger asked if we would have to borrow money this year. Roland stated no. He hasn't made up the cash flow yet. He does not expect we would have a need to borrow now. Discussion ensued about the unreserved fund balance. Roland explained the unreserved fund balance is available as long as you don't overspend your budget. The only way you accumulate this balance is by not spending your whole budget.

Fire Prevention Report

Captain Joubert presented his report. There were a lot of inspections at Tanger Outlet. He is continuing to work on some Place of Assembles and plan reviews. There is a lot of interesting stuff going on in the District right now. There is a new business on Sanborn Road that just opened. It is called Team Eagle. They deal with airport maintenance. They sell and service a lot of the machines that deal with that. The Arches has been sold. It is now called The Carriage House of Northfield. They are hoping to have assisted living there as well. They are working with Health and Human Services to get licensed and approved. Aspen Dental is looking to move into the Town of Tilton next to Pizza Hut. There is the potential for an addition to Freudenberg.

Commissioner Clark asked about Pizza Hut. He wanted to know where they were going to move in to. Captain Joubert stated facing Pizza Hut from the street it would be to the right of that.

Commissioner Auger asked what the total of 62 for staff means. If that meant there were 62 inspections. Captain Joubert stated this would be total staff activities. It would be the total inspections that he did. Discussion ensued about the hours shown on the participation detail by staff. Captain Joubert stated he doesn't know exactly what that means. Commissioner Auger asked if Captain Joubert was having trouble keeping up with these. Captain Joubert replied that he is. The Chief has been taking on some of those recently to help.

Chief's Report

Chief Ober presented his report.

Commissioner Auger asked about the Emergency Response & Planning for School Shootings seminar that Chief Ober attended in Dover. Chief Ober stated it went well. Two hundred some odd people showed up.

Commissioner Auger asked about the progress at Wal-Mart. Captain Joubert replied they are moving along. There are a couple of walls up. Captain Auger asked if the building was sprinkled. Chief Ober replied it was. Discussion ensued about the water supply. Chief Ober stated they are tapping into the municipal system as well as having the cistern.

Chief Ober stated there has been a lot going on at the station on maintenance items. They have just about finished the closet for the protective clothing. They have been able to move all the medical supplies into one location. The underground oil tank was removed on May 13th by Ken Partridge. On Wednesday, May 15th, the old Civil Defense Siren was removed from the utility pole out back.

Chief Ober stated the Town of Tilton will be resurfacing Center Street. At the same time the Water Department is going to be putting a new water line in from Main Street. They will be bringing a new water service to our building. We will have to put a new water line in from our curb stop. That will be a huge improvement for us. We don't have a backflow preventer. That will have to be installed. We will have to pay from the curb stop in and then to tie in the plumbing inside the building. Commissioner Clark asked if the water used to fill the trucks was metered. Chief Ober replied it is not. Ken Partridge is doing the work for the Water Department. It is going to be about three to four feet from the curb stop into our building. He asked the Commissioners if they were okay with him having Ken continue that. Commissioners Clark and Auger agreed. Commissioner Auger stated he is right there. You might as well have him do it. Chief Ober stated he will bring it from the curb stop in through the foundation to a stub inside the building. We will have to hire a plumber to do the rest of the work.

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New Business

Purchasing Requests

Chief Ober stated our riding lawn mower that was purchased 10 or 11 years ago has lived its life. We repaired it last year and put in just over \$400 in parts. One of our call guys did the work so we paid him through call pay. It is not running again this year. He is recommending they purchase a Husqvarna residential model through Lowes for \$1,400 with the municipal discount. It is a regular rider. It was the most inexpensive of the three quotes he got. Commissioner Clark asked if this was in the budget. Chief Ober replied it was not. It will have to come out of equipment repairs. Discussion ensued about different mowers. The Commissioners requested Chief Ober price a John Deere mower and get back to them next month with that information.

Fuel Usage Fees

Chief Ober reported in March they discovered there was a problem with the counters at the fuel tanks. That has been repaired. In looking at it, it looks like it goes back to September when they started failing. What they were doing is they were counting about 20% less actual fuel being used so we were not being billed the proper amount. We are working on a final summary of what each agency owes to reconcile that. The final numbers will be provided when they have finished the reconciliation.

Meeting Minutes

Chief Ober stated Kathy talked with Paul today. Commissioner Auger stated he did talk with Kathy a little. He would like to have her attend the next meeting. We can discuss it then. Commissioner Clark asked if she was willing to come back. Commissioner Auger stated he would like to have her attend the meeting to talk with her directly. Commissioner Clark agreed that they should meet with her in non-public regarding this.

Minutes

May 15th

Commissioner Clark passed out the meeting minutes from May 15th. He stated he had emailed them to Kathy and they were in the packet. They are for the emergency meeting held to deal with the resignation of Commissioner Gallant and filling that vacancy. Commissioner Clark made a motion to accept the meeting minutes for the emergency meeting dated May 15th. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Old Business

There was no Old Business.

Other Business

Commissioner Auger asked how many people have applied for the open position. Chief Ober replied we have had 42 applicants. He has narrowed it down to nine who will get interviews next Thursday. From there he hopes to narrow it down to two or three and invite them in to do ride time. It will give us an opportunity to evaluate their skills and see how they interact with staff. After that they will have a final Chief's interview and a recommendation to the board. Discussion ensued.

Commissioner Clark asked about the new hire signing a form for reimbursement of training. Chief Ober explained that the only reimbursement we requested was for the Paramedic training if they leave within two years of becoming certified. Commissioner Auger stated that he believed it was five years. If they left within three years it would be prorated.

Commissioner Clark asked about the plaque for Commissioner Gallant. Chief Ober replied he is working on it.

Commissioner Clark stated they will put off talking with Katina Lemay until after they talk with Kathy.

Commissioner Clark stated they had talked about having Peg O'Brien come on the 29th to talk about the Personnel Policies. He has contacted her and told her that the first obligation they felt they have is

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filling Tom's spot. Then they will have all three Commissioners on board to work on the policies. She gave him some dates for June and July.

Commissioner Clark stated Kathy had sent an email to the Sanbornton letting them know the Commissioners would not be at their meeting because of a previous commitment. The previous commitment was Peg O'Brien but they also have to do the appointing. Wednesday night is the night they like to meet. He would like to have a separate meeting with the governing bodies of the respective fire departments and talk about reopening the Winnisquam Fire Station and keep it just at that. That would be his preference. Discussion ensued. It was decided that Commissioner Clark would write a letter to the Sanbornton Board of Selectmen and copy the Belmont Board of Selectmen regarding this.

Commissioner Clark commented on the controlled burn on Route 11. He was happy to be there. It was a real eye opener. They did a really good job on that. He also commented on the Thermal Imaging Camera. Discussion ensued about the Lawrence building. Chief Ober stated they have considered it. They will not be able to meet their time table.

Public Comment

Donnie Stevens asked if the Commissioners don't take a vote on the Treasurer's Report. Commissioner Clark stated they have in the past but forgot to tonight.

Donnie Stevens stated he is all done voting to put money into the building in Tilton. They are going to have to do something at Park Street. Center Street is not handicapped accessible. He asked if any thought had been given to Park Street. He was on the original committee appointed by the Moderator. They put a lot of thought in to it. They thought they had an excellent design. Three or four years later Harold and Gallant had another design to vote on but it got voted down. There needs to be some thought put into the Apparatus & Equipment Fund taking \$75,000 or \$100,000 every year and setting it aside to pay for it. Commissioner Auger stated he has thought about that as well, maybe next year. Donnie stated you could get a building, float a bond to pay for it and have it paid for in five years if you can change the Apparatus & Equipment Fund and bring it before the District meeting. They will probably be more acceptable to doing something if it was done that way. Commissioner Clark explained how the Apparatus & Equipment Fund was set up and the replacement schedule for the rolling stock. He stated about six months ago they had a facility review committee. Deputy Robinson stated he has been on nine building committees in 35 years. The latest committee was an internal committee. They came up with several options. He explained that they stopped at the Belmont substation. If that comes into fruition, that changes how they look at everything. Donnie stated he didn't know how that would. You need to get the firemen out of that building and into another one. Discussion ensued.

Gretchen Wilder asked about the recruitment we are doing. She wanted to know if we lost just a firefighter or was he an EMT too. Chief Ober replied that the career members are Firefighter/EMTs. She asked if you are a Firefighter/EMT when you come out of the Fire Academy. Chief Ober replied no. Discussion ensued.

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 6:43 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

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