

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	06/12/13 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, Commissioner Mrs. Les Dolecal, Chief Brad Ober, Deputy Chief Mike Robinson, Administrative Assistant Kathy Tobine, Treasurer Roland Seymour

Staff Present: Captain David Hall

Budget Committee Present: Jane Alden and Donnie Stevens

Selectmen Present: Sandy Plessner, Tilton; Pat Consentino, Tilton; Kevin Waldron, Northfield

### Minutes

#### March 27<sup>th</sup>

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

#### April 10<sup>th</sup>

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

#### May 22<sup>nd</sup>

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

#### May 29<sup>th</sup>

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

#### June 5<sup>th</sup>

Commissioner Clark made a motion to accept the minutes as read. Commissioner Auger seconded the motion. Discussion: Commissioner Clark asked for clarification of the term. Kathy explained that the appointment was until the next election in March 2014. There being no discussion, vote was taken. Motion passed.

### Correspondence

#### LGC Bylaws

Chief Ober stated a packet was received from LGC with their bylaws. Informational meetings are being held for each of the divisions; NH Municipal Association, Property-Liability Trust and HealthTrust. The Commissioners requested copies be provided to them.

### Public Comment

Pat Consentino commented she was very excited at the June 5th meeting about the new beginning for the Fire District. Then the next day she was dismayed to read the paper and learn that Commissioner Dolecal is only in for the short term, that she won't be running for the position in March. Commissioner Dolecal stated when she was approached about the position she made it very clear she would help out in the interim. When the time came for election she would vacate and someone else could step in. She explained that she made the decision long ago to never run for office. She felt she can help in short term and get up to speed very quickly.

**Treasurer's Report**

Roland presented the Treasurer's Report. He explained he reconciles the accounts to the end of the month. The account balances are as of June 12<sup>th</sup>.

Apparatus & Equipment Replacement Fund	\$524,928.02
Debit Card Account	\$4,903.29
Operating Budget Account	\$189,043.57
Payroll Account	\$500.00
Land & Building Fund	\$218,093.55
Health Insurance Deductible	\$4,828.27

Apparatus & Equipment Fund

Roland stated Account 3409.6 is revenues collected to date of \$112,229.03. That is for a five month period. This averages out to about \$22,000 a month. This will make you fall short of what you predicted. Discussion ensued about revenue trends.

Roland highlighted expenditures to date: \$4,400 in Account 740 was for AES Electrical, \$9,331 in Account 741 was EMS Supplies and \$7,002 in Account 331 is the Comstar billing. Discussion ensued about EMS supplies.

Operating Budget

Roland stated we have one payment from Northfield. Tilton's check will be coming. It is automatically deposited in the middle of the month. Discussion ensued about having to obtain a TAN. Roland has no expectation of having to borrow funds.

Roland went over expenditures in Operating Budget.

The Commissioners requested Kathy email the expanded reports to the Commissioners.

Commissioner Clark made a motion to accept the financial reports as presented. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

**Fire Prevention Report**

Chief Ober stated Captain Joubert was unable to attend tonight's meeting and they have his report in their packet.

Chief Ober stated Wal-Mart continues to move along with their expansion. They are right on schedule. Discussion ensued about the inspections that are done during the building process.

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

**Chief's Report**

Chief Ober presented his report for May. He stated it was a pretty busy month.

Commissioner Auger asked about the inspections Chief Ober had done. Chief Ober explained Captain Joubert was on vacation so he filled in for him.

Chief Ober explained the Shalimar will be phasing in a fire alarm system. Phase one will be completed by October 31<sup>st</sup> of this year. Phase two will be done next year. Discussion ensued.

Commissioner Dolecal asked about the role TNFD has with bike week. Chief Ober explained a lot of the area chiefs had a meeting in Laconia hosted by the Laconia Fire Chief. They shared some of the Homeland Security things they are watching. He gave them their incident action plan. Discussion ensued.

Commissioner Auger commented that we are down 70 to 80 calls on motor vehicle accidents with injuries. Commissioner Clark asked if it was typical that EMS calls are more so with non-vehicle. Chief Ober replied it is. Discussion ensued about EMS calls.

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Discussion ensued about smoke detector activations and the ordinance covering them.

Commissioner Clark asked if we charged for inspections like wood stove installations. Chief Ober replied it something requires a permit we charge for it.

Chief Ober gave an update on the new ladder truck. It looks like it might be delivered in August.

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

### New Business

#### Vacation Carry Over

Chief Ober stated Captain Ames is requesting to carry over vacation time until the end of July. Commissioner Auger made a motion to approve the request. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

#### Primex

Chief Ober stated he and Kathy met with Primex. They made a very good presentation. They offer Workers Comp and PLT. They offer all of the same other things we get through LGC, ie. employee trainings, employment law help line, training courses, courses in prevention. They offer a multi policy discount and Prime discount. The cost is approximately \$500 more the LGC. If we move only PLT, Workers Comp will increase about 26%. Discussion ensued. It was decided Commissioner Dolecal will review for the next meeting.

### Old Business

#### Riding Lawn Mower

Chief Ober presented a spreadsheet on the various mowers they looked at with pricing. Discussion ensued about which mower to purchase. Commissioner Clark made a motion to purchase the Husqvarna from MB Tractor with a 21½ Hp engine, 46" blade cutting width for \$2,199 with the hopes Deputy Robinson can get the price down 10%. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

#### Winnisquam Fire Station

Commissioner Clark read a letter the Board received from the Tilton Board of Selectmen regarding the letter the Board sent to the Sanbornton Board of Selectmen. They object to Mr. Clark's repeated assertion that Tilton Selectmen should be excluded from participating in discussions concerning the needs of our citizens in East Tilton. Commissioner Clark stated he checked the Bylaws and talked with legal counsel at LGC. He drafted a letter in response and read it. Discussion ensued.

Discussion ensued about sending a follow up letter to the Sanbornton and Belmont Boards of Selectmen regarding meeting to discuss this.

Commissioner Dolecal made a motion to send letter to Tilton Board of Selectmen. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Clark is to write the follow up letter to Sanbornton and Belmont as well and send to Kathy to forward to Commissioners Auger and Dolecal for approval.

Discussion ensued about regionalization.

#### Meeting Minutes

Chief Ober reviewed the Right to Know RSA 91-A:2, IV on meeting minutes. He requested they focus on Section D-2(e) and four bullets. Now that the Board is videotaping he is recommending the Board not have the in-depth minutes that they have had. If in the Board is in agreement Kathy would be willing to keep doing the minutes.

Discussion ensued about the videos. Chief Ober explained they are available on our website.

Discussion ensued about what would be included in the minutes. Chief Ober stated there are two webinars in July being offered by LGC that have to do with meeting minutes. Kathy will forward the information to them.

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Discussion ensued about the minutes and Kathy attending meetings. Chief Ober stated Kathy will be at the meetings when they are working on the budget if they decide not to have her attend the meetings and do the minutes. It was decided Kathy would continue to attend the meetings, do the minutes for this month and next month to see if this would work.

Ladder 1

Chief Ober reported that the old ladder is gone. It was taken in trade by Smeal Fire Apparatus. They sold it for scrap metal to Lambert's in Rochester for \$3,563.

Organizational Chart

Commissioner Clark asked Chief Ober if he had changed the organizational chart per his recommendations regarding the Fire Prevention Assistant. Chief Ober stated the chart shows what we are currently. Discussion ensued about the Fire Prevention Assistant/Kelly Day position. Commissioner Dolecal recommended that in each position that is full time you put 1fte (full time equivalent) or .5fte. This way you can match them up to clarify the issue.

Commissioner Auger stated that by having Captain Joubert do other jobs it is taking him away from doing his job. Discussion ensued about the other duties that Captain Joubert is doing.

Personnel Policies

Commissioner Clark stated he has been working with Peg O'Brien to coordinate the date for her to meet with them. It was decided that Commissioner Clark would try to set the meeting up for a Monday, Tuesday or Wednesday.

July Meeting

It was decided to move the meeting to July 17<sup>th</sup> as Commissioner Auger and Chief Ober are on vacation the week of July 8<sup>th</sup>.

Manifest

Commissioner Clark stated we will review in July. He will talk with Attorney Sanderson to see how they can get around approving it in a public meeting since they only meet once a month.

Residency Issues

Commissioner Clark stated people have complained the Chief is coming in to work from up North on a regular basis. He invited them to come in to talk about it. There is some latitude in State law for residency. He read RSA 21:6A. When the whole thing came up, the attorney said give him the benefit of doubt. If there is some doubt, keep track of mileage. Unless overwhelming data brought is brought to them by the public they must go by the State law. He recommends that monthly they get mileage on the vehicle. Commissioner Dolecal agreed if that is an issue, the terms of employment are such that this is way supposed to be, they have an obligation to the community to make sure this is way it is. Chief Ober stated the mileage is logged when they do inventory weekly. Commissioner Clark stated until they bring it forward it is a non-issue. Mileage is something they can always look at.

**Any Other Business**

Kevin Waldron commented that if you look back you will find the Fire Prevention Assistant position was agreed to on a temporary basis. It was never intended to be a long term deal. Chief Ober stated if you don't have that position you will have built in overtime every week to fill vacancies.

David Hall requested Commissioner Clark clarify his statement that his sole purpose as a Fire Commissioner was to save the District money. Commissioner Clark stated he doesn't think the only purpose of a Fire Commissioner is to save the District money. They have a fiduciary responsibility to the District, to the taxpayers, to make sure the money is spent wisely. Captain Hall stated saving money is important but the Commissioners have a much bigger responsibility. He is not sure, based on his conversation, if he understands that. Commissioner Clark stated that was misspeak. That was not his intention. One of his jobs is to save money for the District. It is right up there as one of the most important things. Public safety is certainly a big one. To do that you want to have men that are going to work hard and want to be at the department.

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Captain Hall stated as an employee if things are non-issues, whether they are about single person or not, he is not sure why they keep coming up. If things are non-issues, why do we keep talking about them. As an employee that is very frustrating. It doesn't have to be about one thing or another. He heard him a couple of times tonight say something was a non-issue and you weren't going to bring it up. The point of the matter is you did bring it up. If you are not going to have any sort of constructive conversation about it, why bring it up. As an employee that concerns him. If you don't have a reason to bring something up, then why bring it up. Commissioner Auger said he did have a reason. People approached him on certain things. Captain Hall stated if it didn't happen here, it didn't happen. Commissioner Clark stated he wanted to address it because several people have approached him on it. He wanted to get the definition of residency out to the public. Captain Hall said as an employee he is upset and frustrated, if they are not here complaining. This is the forum to do it. They can come to the meeting or they can write a letter. If they approach you at Pauli's, it doesn't count. What is important is if they write a letter or come in and speak their minds. If we are going to speak about what other people think we should do it from a reference point.

Nonpublic Session

Commissioner Paul Auger made a motion to go into nonpublic session per RSA 91-A:3, II(b) *The hiring of any person as a public employee*. Commissioner Mrs. Les Dolecal seconded the motion.

Roll Call vote to enter nonpublic session:

Paul Auger	Yes
Patrick Clark	Yes
Mrs. Les Dolecal	Yes

Motion passed.

Nonpublic session entered at 7:50 p.m.

Commissioner Auger made a motion to leave nonpublic session and return to public session. Commissioner Clark seconded the motion.

Roll Call Vote to exit nonpublic session:

Paul Auger	Yes
Patrick Clark	Yes
Mrs. Les Dolecal	Yes

Motion passed

Public session reconvened at 8:15 p.m.

Commissioner Paul Auger made a motion to seal the minutes of the nonpublic session 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. Commissioner Clark seconded the motion.

Roll Call Vote to seal these minutes:

Paul Auger	Yes
Patrick Clark	Yes
Mrs. Les Dolecal	Yes

Motion passed

Adjournment

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

The meeting adjourned at 8:20 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 07/17/13 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield