

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	08/14/13 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, 21 Summer Street, Northfield

Commissioner Auger called the meeting to order at 5:33 PM.

Present: Commissioners Paul Auger, Patrick Clark, Mrs. Les Dolecal, Chief Brad Ober and Administrative Assistant Kathy Tobine

Firefighters Present: Captain Tim Ames and Captain David Hall

Selectmen Present: Kevin Waldron, Northfield

Public Present: Gretchen Wilder

Minutes

July 17th Public

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

July 17th Nonpublic

Commissioner Clark made a motion to accept the nonpublic meetings as written. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

July 23rd Public

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

August 7th Public

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

Public Comment

Kevin Waldron questioned the job posting on the website for the Fire Prevention Captain position. He wanted to know how the position was posted when there was no meeting of the Board and the time the position was vacated. He recommended while filling that position they look at making some operational changes in regards to that position. He feels that a Fire Prevention Captain is not needed when the shift Captains could do that work. It would be a good time to turn away from the way the shifts are currently made up where everyone on shift is always with the same group. Commissioner Auger asked if he was saying that every person should work on different shifts. Kevin stated that shifts should be rotating. The person that is hired to fill the vacancy for the Fire Prevention Captain does not need to have a title of captain or the salary that goes with it. The title is totally unnecessary for that position. Discussion ensued about rotational shifts.

Kevin Waldron brought up Kathy Tobine taking the minutes when the Clerk's job description says it is her responsibility to take the minutes. Having Kathy taking the minutes, probably on overtime, he is paying twice for one job. He is paying the District Clerk's stipend and he is paying an employee.

Commissioner Clark responded that there are three things that Kevin has mentioned. 1. Hiring Process. Commissioner Clark found out from someone pointing it out to him. That is why the hiring process is on the agenda as a topic. It needs to be reviewed. What is clear is they hire the Chief and the Chief hires the people that work for him. 2. Shift Rotation. The Commissioners can review his

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suggestion. 3. Meeting Minutes. They did talk to the Clerk. She doesn't want to take the minutes. They worked out that they decreased the amount of income she makes as Clerk to help offset the cost of having someone else do the minutes. That is under review right now. It was suggested they might have someone on the outside to the minutes. The Board overall agreed to have Kathy continue and would review it again. That is probably due to happen. They might try a different way and see which way works best. The value of having Kathy here, especially during the budget process, is that she has intimate knowledge of things like insurance and it is a benefit to have her here. All three are things that need to be taken care. Commissioner Clark is comfortable with Kevin's input. They will look at those things. Kevin stated the Clerk's description does not say take minutes unless "I don't want to." If she does not want to do her job, she shouldn't have the job. Commissioner Clark stated he doesn't know what the RSAs are on that. She is an elected official. That is part of her job. Commissioner Clark stated he doesn't know if they can work something out or if there is wiggle time. He will look into that.

Gretchen Wilder stated she reviewed the meeting minutes. She noticed in one of the meeting minutes they purchased a new lawn mower. Originally they talked about a \$1,400 model and they went up to \$2,200 for the mower. She wanted to know what happened to the old lawnmower. Chief Ober stated it is still in the shed. Commissioner Auger explained we have had it for 12 years and it was given to us. His position is that they got their money's worth and it didn't cost them a dime.

Gretchen Wilder asked if the clothing allowance was spent on an annual basis or as needed basis. Chief Ober replied as needed. Orders are placed four times a year. Gretchen wanted to know if we follow a standard. Chief Ober stated we have uniform policy. Discussion ensued.

Gretchen Wilder asked about the changes in personnel. She wanted to know who has left. Chief Ober replied Captain Michaud has left. Gretchen asked if he was recently put through medic school. Chief Ober replied not recently. Commissioner Auger stated that will be addressed.

Correspondence

Town of Northfield

July 23rd Board of Selectmen response to the Tilton Board of Selectmen's invitation to a meeting on July 25th with the Selectmen of Tilton, Northfield, Sanbornton, Belmont and TNFD Commissioners. They will not be attending the meeting.

Local Government Center

August 12th email notifying members LGC filed a brief in the NH Supreme Court supporting the Appeal of the terms of the August 2012 Order.

August 13th email notifying members that Senate President Peter Bragdon, NH State Senator from Milford, has been appointed the new Executive Director.

August 14th email from LGC Executive Director, Peter Bragdon.

Treasurer's Report

Commissioner Auger stated Roland was unable to attend the meeting tonight. They have the reports in their packets. The account balances are:

Apparatus & Equipment Fund	\$556,026.53
Operating Account	274,058.05
Debit Card	4,975.03
Payroll Account	500.00
Land & Building Fund	218,123.66
Health Insurance Deductible	4,828.27

Chief Ober stated we are right on track with the Operating Budget. There are no red flags.

Commissioner Clark asked about the Apparatus & Equipment Fund Account 740 Capital Equipment Out. He asked what account the lawn mower was purchased from. Chief Ober stated the lawn mower was purchased out of the Operating Budget out of vehicle parts.

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The Commissioners requested the expanded version of the Operating Budget and Apparatus & Equipment Fund be emailed to them every month before the meeting with hard copies provided at the meeting.

Fire Prevention Report

Chief Ober stated Captain Joubert was unable to attend the meeting. He presented the report.

Chief Ober stated all projects they have been talking about are moving along. Some of them are starting to wind down.

Tilton Sports Center has been approved for opening. They have an open house this weekend.

Wal-Mart is moving on schedule. Completion will be sometime in March.

Commissioner Clark asked who is handling Fire Prevention now. Chief Ober replied Captain Joubert is. Commissioner Clark asked why he was not here tonight. Chief Ober replied he had something else to do.

Commissioner Dolecal asked about Arch Street. Chief Ober replied those are apartments. Carriage House is on Summer Street.

Commissioner Auger asked what IRS (incident response scene) stands for. Captain Hall stated Incident response to the scene. Chief Ober stated he responded to the scene, most likely on a piece of apparatus.

Commissioner Auger asked what SCDC shift coverage is. Captain Hall stated that is Shift Coverage Day Coverage. That is when he covers a shift during his normal work time. Chief Ober stated that is while he is working his regular shift. Discussion ensued.

Commissioner Dolecal asked about ground ladders. Chief Ober stated training. She then asked about the EZ-IO. Chief Ober stated this is a device we use to drill into the bone to give IV fluids.

Commissioner Clark asked for summarization of what has been happening. Chief Ober stated these are inspections. There are no other major projects going on that they haven't been speaking about right along. Some of them are starting to wind up. These are everyday inspections he does.

Commissioner Clark made a motion to accept the 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.

Commissioner Auger asked what JLMC stands for. Chief Ober replied Joint Loss Management Committee.

Commissioner Clark commented that overall things are down a little from the last three years. Chief Ober stated he will graph it over three or four years.

Chief Ober reported the water line project has started. They did the boring up into the building today. They are just about done in the street. We will do the switch over Friday. Total Climate Control will come in to tie the existing plumbing into the new line. There is a little extra expense. We need to put a backflow preventer on the truck valve we use to fill the truck.

Chief Ober reported Ambulance 1 is back in service. The mechanic has figured out what was causing the problem. The truck runs better than ever before. It was a high pressure oil sensor that was loose. It had created some moisture in the system. We got it back this afternoon. Commissioner Auger asked who fixed it. Chief Ober stated TMS out of Weare. They have 24 hour service and one of their mechanics lives in Sanbornton. The solenoid failed on Engine3. That has been repaired. They found a short in the wires on Engine 3 that has been temporarily repaired. There was a brake fluid leak at the

hydro boost on Ambulance 2. It was repaired the same day at Benson's. A quote has been obtained from Colcord Auto Body for warranty paint repair on Ambulance 2. We are waiting for approval.

Chief Ober reported that we have a person from the NH DHHS Work Experience Program training with us in the office for a short period.

New Business

Purchasing Requests

Portable Radio Bank Charger: This will be installed in the ladder truck. Ossipee Mountain Electronics for \$1,350. Commissioner Auger made a motion to purchase the portable radio bank charger from Ossipee Mountain Electronics for \$1,350. Commissioner Dolecal seconded the motion. Discussion: Kevin Waldron asked if they were following the purchasing policy. Commissioner Auger stated they are. There being no further discussion, vote was taken. Motion passed.

Remote Area Lighting System: This is an LED light and will light a larger area than a hand held flashlight. It will go on the rescue truck. The Pelican Store had the best price. Commissioner Clark made a motion to purchase the remote area LED lighting system from The Pelican Store for a total cost of \$794.73. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

Photo Copier: Twin Rivers Office Products has a leased unit that has been turned in for sale for \$1,500. It is a comparable model to what we have. It is still a Panasonic. Chief Ober asked the Board to consider purchasing the used one as we have had a lot of down time and it is happening more and more frequently. It also serves as our fax machine. It is an additional \$400 to add the fax capability. Discussion ensued about where the funds for this would come from.

Commissioner Clark made a motion to purchase the Panasonic DP-8035 network printer from Twin Rivers Office Machines for \$1,500, add an additional \$400 for fax capability and add to it the service contract of \$475 and add to it motions that have already passed for the spotlight and battery charger for a total purchase price of \$4,519.73 and use the USDA Rural Grant to pay for it. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Old Business

USDA Grants

Chief Ober reported we have received notice that we have been awarded a USDA Rural Grant for equipment in the amount of \$12,000. This is a percentage of the project we submitted. We submitted the cardiac monitors, AutoPulse and emergency generator.

Chief Ober reported that we just need to submit final proof of payment and they will issue payment of the \$41,000 grant money that was awarded to us for the ladder truck.

Facilities Master Plan

Commissioner Clark stated they need to come to terms with the big picture before they can move ahead with the requests they are receiving from the Towns of Tilton and Sanbornton. Discussion ensued about East Tilton. Commissioner Dolecal commented they need to decide what their plan is for the District before they talk to the Towns. Commissioner Clark commented response time and cost is going to get people's attention. What they need to look at is facilities, staffing and equipment for the future. In order to figure out what they need to do for facilities they need to look at the projection for growth. Commissioner Dolecal suggested they look at what the MRI Study recommended and look at the reports generated by all the committees that came before them to see if there is a decent plan in that information that can be morphed to fit today. Commissioner Clark asked if there are agencies that can give them some guidance and help with that. Chief Ober responded Lakes Region Planning would probably be the one to provide the information they are looking at. Further discussion ensued about obtainable information.

It was decided that obtaining Master Plans from the Towns would be helpful.

It was decided that response times can be obtained internally.

G.I.S. Mapping was discussed. Captain Hall stated G.I.S. Mapping is on their website. It is probably a service we pay for. Discussion ensued.

It was decided that once they decided what their strategy was going to be a public hearing should be held and include Belmont and Sanbornton so they know the data we are looking at.

It was decided that this is going to be huge and it will not happen overnight. They need to start working on it and start taking care of the District.

The MRI Study was discussed. Commissioner Dolecal will review that.

Chief Ober will contact Lakes Region Planning regarding G.I.S Mapping, growth projections and determine the cost.

Commissioner Clark is to contact the Life Safety Building Committee for their information.

Commissioner Auger is to get the existing plans for expanding the Park Street Station to include living quarters.

It was decided to meet on September 17th to continue with the Facilities Master Plan at Northfield Town Hall at 5:30 PM.

Residency Policy

Commissioner Clark stated the Residency Policy was brought up at District Meeting. It is a big concern for the staff for the fire department. He feels they need to deal with it. He asked for thoughts on what should be done moving ahead. They currently have a residency requirement for the Chief but no one else.

Chief Ober informed the Board that LGC put out a brief on residency in general. He will forward it to them for their review.

Commissioner Auger commented it is hard to make someone move to the community that is already on the department. Commissioner Clark stated it is not a good idea to require people currently on the force to move within the District. Commissioner Auger brought up Franklin's policy and that you have to live within so many miles of the fire station. He is not sure it is still a policy. He feels it is a great idea. Commissioner Dolecal commented there is wisdom in it. She suggested a circumference in miles or time. Time versus distance is hard to measure. Grandfather the people already here. For future hires they would have to be within whatever distance they figure is an appropriate response time.

Chief Ober recommended they read the summary from LGC before they put too much thought in to it. Fire departments, if they have a residency requirement, is generally time based and it is generally 30 minutes. Commissioner Clark commented he can see requiring it for the Chief and Deputy but not requiring it for the firefighters. Commissioner Dolecal questioned what it would accomplish requiring just the Chief and Deputy having a residency requirement. Discussion ensued.

Commissioner Clark commented they should look at a full time Deputy Fire Chief's position and changing the Code Enforcement Officer to a part time position without benefits. Discussion ensued.

Commissioner Clark feels the Chief and Deputy need to be residents and live within the District. The on line people do not need to live in Town.

The purpose of mutual aid was discussed.

Call backs and the Call Back Policy were discussed.

Hiring Process

Commissioner Clark commented two different firefighters have left in the last couple months. He found that they left in the community and feels that they should hear about it from the Chief as soon as he knows they are leaving even if they haven't submitted a letter of resignation. The other part is the whole hiring and advertising for a position. It is the Chief's responsibility to do the hiring. Their responsibility is to fund it. He feels that in order for that to come together they need better

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communication. Chief Ober stated he filled Captain Michaud's spot. Sean Valovanie moved up to fill that spot. Commissioner Auger asked what made him so qualified. Chief Ober stated Sean meets the requirements. He has company officer certification, fire instructor certification, and he has filled an officer's spot for 1-1/2 years. He has proven himself on the job through performance and leadership skills. He meets the years on the department as far as longevity. The Chief was easily able to fill the vacancy on shift by moving Sean over there. The other area he looked at was to fill Sean's Kelly Day position. He met with the officers and had several scenarios. The one scenario that made the most sense with the least disruption was Tim Joubert who expressed an interest in moving out of Fire Prevention and back to shift. The other scenario was people in-house are not ready to move up to fill the vacancy Sean left. They would have to hire from outside to fill the line officer spot. That is difficult to do. It is easier to hire in a Fire Prevention person in from outside. They work with the crew day to day but they are not leading the crew. From an Operations standpoint it would be much easier for that person to get up to speed. He decided this would be the first choice option and they would try to make that work. The closing date is Friday. Commissioner Auger asked why Tim wanted to step down. Chief Ober stated the other thing they would do with that position is assign training to that position. All the other shift officers have responsibilities. They don't have a shift they work with every day so they can't be assigned things. Tim will focus on training. Commissioner Auger commented Tim would be stepping in as Captain. Sean was a Lieutenant. Commissioner Dolecal asked if he's going to keep the same salary. Chief Ober said no. He will keep the title. Discussion ensued about Tim's training. Discussion ensued about the Kelly Day officer as Captain versus Lieutenant. The Fire Prevention position was discussed. Lack of communication was discussed. Training was discussed.

Training policies and length of service after training were discussed.

Commissioner Clark commented that communication is an issue. He found out from outside that Greg Michaud was leaving. Chief Ober stated he notified them as soon as he had Greg's written resignation. He can't notify them until he has the written resignations.

Commissioner Dolecal requested Chief Ober send them an email regarding promotions or when someone tenders their resignation.

Discussion ensued about the contract Greg signed for paramedic school requiring him to stay with Tilton-Northfield five years after graduation. Commissioner Clark feels that they should be reimbursed a certain amount if he is not a full time firefighter paramedic. They are going to have to train somebody to replace him. His being a call firefighter does not cover their costs of his training. Chief Ober commented there is nothing in the contract that references full time or part time. He will provide a copy for the Commissioners.

Commissioner Dolecal requested Chief Ober come in with a plan on how Tim's move from Fire Prevention to Kelly Day will proceed and put the hiring on hold until this is resolved. Chief Ober stated if Tim decides to stay in Fire Prevention they will have to open the Lieutenant position in house. Commissioner Dolecal commented there is a process and they have to be true to the process.

Discussion ensued about hiring a part time inspector.

The Commissioners requested Chief Ober come back with a proposal to keep Tim as a Captain in the Kelly Day position and a Captain in Fire Prevention.

Discussion ensued about a Deputy Chief in charge of Fire Prevention and a part time Code

The Commissioners decided there would be no hiring until the issue is resolved regarding the Kelly Day officer changing from Lieutenant to Captain.

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Other Business

Commissioner Clark brought up the Treasurer's pay. He wants to increase the pay back to what it was a year ago. This would be a \$500 increase. Commissioner Auger stated he does not want to do that this year. He would like it done in the next budget season. Discussion ensued. It was decided to increase the Treasurer's pay by \$500 in the 2014 budget.

Commissioner Dolecal asked Chief Ober to come in with proposals on the strengths and weaknesses of why one is better than another regarding the Fire Prevention and Kelly Day positions. Commissioner Auger asked Chief Ober get Tim's input on moving to the Kelly Day officer position as Lieutenant rather than Captain.

The Commissioners decided to meet August 21st at 5:30 PM to deal with the hiring issue and then they will have a nonpublic session to continue with an issue they are currently working on.

Adjournment

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

The meeting adjourned at 8:45 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 08/21/2013 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.