

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	09/19/13 at 17:30
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 Les Dolecal, Chief Bradley Ober, Deputy Chief Michael Robinson and Admin. Assistant Kathy Tobine.

Northfield Board of Selectmen Present: Kevin Waldron

Firefighters Present: Captain David Hall, Captain Tim Joubert, Captain Tim Ames

Commissioner Auger stated they were going into nonpublic session with Greg Michaud.

Nonpublic Session

Commissioner Clark made a motion to enter nonpublic session. Commissioner Dolecal seconded the motion.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll Call Vote to enter nonpublic session:	Paul Auger	Yes
	Patrick Clark	Yes
	Les Dolecal	Yes

Motion passed.

Nonpublic session was entered at 5:32 p.m.

Public Session

Commissioner Auger made a motion to exit nonpublic session. Commissioner Dolecal seconded the motion.

Roll Call Vote to exit nonpublic session:	Paul Auger	Yes
	Patrick Clark	Yes
	Les Dolecal	Yes

Motion passed.

Public session reconvened at 6:07 p.m.

A motion to seal these minutes was made by Commissioner Clark and seconded by Commissioner Dolecal 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.*

Roll Call Vote to seal these minutes:	Paul Auger	Yes
	Patrick Clark	Yes
	Les Dolecal	Yes

Motion passed.

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Minutes

August 14th Public

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

August 21st Public

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

August 21st Nonpublic

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

July 23rd Nonpublic

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

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

A motion to seal these minutes was made by Commissioner Clark and seconded by Commissioner Auger because it is determined that divulgence of this information likely would *Render a proposed action ineffective*.

Roll Call Vote to seal these minutes:	Paul Auger	Yes
	Patrick Clark	Yes
	Les Dolecal	Yes

Motion passed.

Correspondence

Three emails were received from Peter Bragdon LGC Executive Director.

The first was announcing that he was stepping down as Senate President but will remain in the Senate for now in order to continue to serve his constituents.

The second was announcing that George Tsiopras has been named the new HeathTrust Chief Financial Officer.

The second was regarding the Board of Directors of Property-Liability Trust vote to restructure the property liability, workers compensation and unemployment programs into a fully independent not-for-profit corporation.

Public Comment

There was no public comment.

Treasurer's Report

Commissioner Clark reported that Roland was not able to attend the meeting tonight and that he had told him that there is no cash flow problem. He then presented the Treasurer's Report.

Account Balances	
Apparatus & Equipment Replacement Fund	\$324,777.11
Operating Account	287,635.64
Debit Card	5,088.66
Payroll Account	500.00
Land & Building Fund	218,191.44
Health Insurance Deductible Expendable Trust	4,828.27

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Commissioner Auger recommended they take a percentage of the Apparatus & Equipment Replacement Fund each year and set it aside. Deputy Robinson stated the account is set up for specific things. They will need to revise the purpose of the account in order to do that.

Commissioner Clark made a motion to accept the Treasurer's Reports of September 19th and August 14th. Commissioner Dolecal seconded the motion. There being no discussion vote was taken. Motion passed.

Fire Prevention Report

Captain Joubert presented his report. August was pretty uneventful. He has been covering the opening left by Greg Michaud's leaving. There are exciting things coming in the future. The Walmart front entrance is done. They are working on the waterline on Sherwood Drive. Fire Prevention Week is coming up the second week of October. Because of standardized testing, they are pushing it back a little. The ground breaking had taken place for Aspen Dental.

Commissioner Auger asked about place of assemblies. Captain Joubert explained the different types and what they look for. Commissioner Auger asked about electrical inspections. Captain Joubert explained the inspection process. Commissioner Clark asked about heating appliance inspections. Captain Joubert explained the process.

Discussion ensued about permit fees.

Chief's Report

Chief Ober presented his August Activity Report as well as several graphs.

- Incident Response by District colored graph shows response by District. This shows where the activity lies in geographic terms. Discussion ensued about boundaries.
- Incident Responses by Day of Week. Thursday and Saturday seem to be popular otherwise pretty even.
- Responses by Hour of Day. The spikes were discussed.
- Overlapping Calls Report. To date 131 incidents have happened simultaneously. It is creeping up and needs to be monitored.
- Incident by Town (Summary). This shows either automatic or mutual aid responses to other towns.
- Incident Type Report (Summary). This was for the month of August.
- Incident Type Period Comparisons. This was for the past three years. Discussion ensued about the incident types.

Chief Ober reported Ambulance2 is going to Colcord for warranty work. The UST quarterly meeting is tomorrow. They will be summarizing the additional amount owed when the counters were off on the gasoline.

New Business

Purchasing Requests

Protective Clothing: Chief Ober requested they purchase three sets of pants and jackets and two pair of boots from Bergeron Protective Clothing for \$5,653.35. Two pant/jackets are replacements and one set is for the new hire.

Large Diameter Hose: Chief Ober requested they purchase 4 lengths of 4" x 40' supply hose from IPS (Industrial Protection Services) for \$1,076.00 plus shipping. This is to replace hose that failed during hose testing.

Rescue Truck Modifications: Chief Ober explained this has been a two year old project. He explained the modifications to be completed. Commissioner Dolecal asked the age of truck. Chief Ober replied it is a 2001 demo. He requested quotes from three companies. Dingee Machine was the only one that bid. His bid was for \$4,130.00. \$5,000 was budgeted for this.

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Commissioner Auger made a motion to purchase the protective clothing from Bergeron Protective Clothing for \$5,653.35. Commissioner Clark seconded the motion. There being no discussion vote was taken. Motion passed.

Commissioner Clark made a motion to purchase 4 lengths of large diameter hose from IPS for \$1,076.00 plus shipping. Commissioner Dolecal seconded the motion. There being no discussion vote was taken. Motion passed.

Commissioner Dolecal made a motion to accept the bid from Dingee Machine for the rescue truck modifications to be completed for \$4,130.00. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed. Discussion ensued about when the work will be completed.

Forestry Hose: Chief Ober stated a grant has been submitted for 600 feet of forestry hose.

Commissioner Clark asked about holding an open house once the ladder truck is in service. Chief Ober responded that will be a discussion at an officers meeting. They finished installing the radio today. They are waiting for the bracket to hold the portable radio charger. It is usable as a truck now. It just needs hose. September 30th starts a ladder operations class. There are 28 students going through that. It consists of 24 classroom hours and 16 hours of practical training. Belmont and Franklin will be bringing their ladders. Ashland will bring theirs down as well. Discussion ensued about class locations. Chief Ober explained they had training from the salesman last Monday. They still have three days of factory training to do. A factory rep will be coming out to do the three days of training. By the end of October a lot of training hours will be logged. Commissioner Auger asked if all those taking the class have their cdl. Chief Ober said not all. They are working on it. They are developing an inhouse checklist in order to operate the truck. The driver operator all vehicles class was a prerequisite for taking this class.

Old Business

Lieutenant Process

Chief Ober explained the process that was used for filling the lieutenant position. Three candidates participated. One candidate came to the number one spot. Matt Gilman has accepted a conditional offer. He thinks he will do a great job and is ready to start. He will start officially in a couple weeks. We will have firefighter vacancy. It has been posted and closes next Monday. They are slated to do interviews the following week.

Facilities Master Plan

Chief Ober explained he contacted Lakes Region Planning. They have resources there that can be utilized, especially mapping. They can map data. There may be some other resources they can help with. There is no cost for the mapping. The towns belong already. They can do GIS mapping. They can almost do any kind of mapping you might need. Commissioner Clark asked for a summary report with contact information. Chief Ober stated he would put that together.

Commissioner Clark stated he will be reviewing the life safety committee info on Tilton's town website. He will have Mike review the information and Kathy will print it.

Commissioner Dolecal is still reviewing the MRI report.

Commissioner Clark stated the other piece is the info Tim Ames has on the inhouse study they did. Captain Ames stated their committee is willing to share their information. They have been looking for direction.

Resident Policy

Commissioner Clark stated they have to come to terms with the Residency Policy. They will discuss it in the meeting about hiring the new chief.

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Chief Vacancy

Commissioner Clark stated the Commissioner will be meeting next Monday with Don Jutton from MRI. He will present their program and cost. After that they will be discussing a backup plan. They want to get the ad out as soon as possible.

COMSTAR

Chief Ober reported we are trying to get caught up on old accounts. He asked for direction on residents. The outstanding billing for them is \$22,000. Some are legit. Some are some where the insurance paid patient directly. He feels COMSTAR should be going after that money. Commission Auger feels if they have insurance and their insurance paid them, they should pay us. Commissioner Clark asked how we handle those with large deductibles. Chief Ober stated we waive whatever their insurance doesn't pay.

Chief Ober reported that COMSTAR recommends that we allow FFR to negotiate with debtors. Discussion ensued. Commissioner Dolecal made a motion that the ceiling be 25% for negotiating with the debtors through FFR. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

Press Release

The Board discussed the press release regarding Chief Ober's leaving TNFD. The Commissioners decided they will issue one after they meet with MRI.

Other Business

Chief Ober reported Karen Demers will be here Monday to finish the equipment and ladder grants, do a photo op with the ladder, cardiac monitors, AutoPulse and release the checks.

Commissioner Clark gave an update on the Personnel Policies. He reported that Peg O'Brien had questions regarding employment classifications, overtime, holidays, vacation and sick leave in the personnel policies. She will be contacting Kathy to clarify those before forwarding the draft to them for review.

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 7:40 p.m.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 09/23/13 at 17:30. Meeting to be held at Northfield Town Hall, Downstairs Meeting Room, 21 Summer Street, Northfield.