

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	10/09/13 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:35 PM.

Present: Commissioners Paul Auger, Patrick Clark, Les Dolecal; Chief Bradley Ober, Deputy Chief Michael Robinson, Administrative Assistant Kathy Tobine, Treasurer Roland Seymour, Fire Prevention Captain Tim Joubert.

Town of Tilton Selectmen Present: Sandra Plessner and Patricia Consentino

Town of Northfield Selectmen Present: Kevin Waldron

TNFD Budget Committee Present: Jane Alden

Minutes

September 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.

September 19th 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.

September 19th Nonpublic

Commissioner Clark made a motion to accept the minutes as written. Commissioner Dolecal seconded the motion. There was a discussion on whether the minutes should continue to be sealed. It was decided they would be released. There being no further discussion, vote was taken. Motion passed unanimously.

Correspondence

Tilton Board of Selectmen sent a letter to Belknap County regarding LRMFA billing. Commissioner Clark asked Chief Ober about his meeting with the Selectmen. Chief Ober stated the purpose of the meeting was to address how other towns in Belknap County were handling that. Commissioner Clark feels the Board needs to address how they would like to see the billing done. Chief Ober explained that each community is a member and they would have to give up their membership and then district would have to become a member. Pat Consentino asked why the Town would want to give up their membership and have it billed to the District which would increase their bill. Chief Ober explained how the decision was made by Lakes Region Mutual Fire Aid to pull out of Belknap County for their billing of towns in Belknap County. Commissioner Auger asked what would happen if Northfield wanted the bills to go to the District and Tilton wanted to pay individually. Chief Ober explained since the communities are the members they will have to decide not to be the members and then have the District be the member. Commissioner Clark feels the Commissioners should discuss this and the bill should go to the District. Chief Ober talked about what the inequity would be if the District paid the bills versus the Towns. Commissioner Clark recommends they seek legal counsel to find out what their true standing would be on this matter after talking about it at next month's meeting.

It was decided Commissioner Clark will email LGC for legal advice on this and requested Commissioner Dolecal pull together facts and figures on how this works so they will have real numbers. Chief Ober will provide the Commissioners with a copy of the LRMFAs budget so they will have the

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formula used to bill the Towns. Sandy Plessner stated they were told that once it was established LRMFA would bill the town that was what they were going to do.

LGC PLT is on their annual meeting and the election of their Board of Directors.

Treasurer's Report

Roland presented the Treasurer's Report. The accounts are reconciled through September 30th. The reports are through today since payroll and collections have been made since September 30th.

The account balances are:

Apparatus & Equipment Fund	\$337,318.90
Operating Account	393,513.51
Debit Card	5,748.12
Payroll Account	500.00
Land & Building Fund	218,219.80
Health Insurance Deductible	4,828.27

Apparatus & Equipment Fund

Roland commented they are a little behind last year. It will come pretty close to what was budgeted.

Operating Budget

Roland commented the bills are up to date, nothing sticks out.

The Balance Sheet is as of September 30th.

Roland reported on the audit. We met with Sheryl Stevens Burke of Melanson Heath & Co. He read the auditor's opinion from the draft financial statements. It is a clean opinion.

Commissioner Clark asked if they had any recommendations. Roland said that the recommendations from 2011 had been addressed and the impression was that there would be no more.

Commissioner Auger asked about line 740. Roland explained that is the total budget for that line. He explained it is not broken down by each line.

Fire Prevention Report

Captain Joubert presented his report. He highlighted some of the things going on.

- There is new construction next to Pizza Hut. It is a new Aspen Dental. Their goal is to be operational by January 1st. A full suppression system will be in placed in that building.
- Freudenburg is working on a big addition.
- Some smaller businesses have opened. There is a new yoga studio at Riverfront Place.
- This week is Fire Prevention Week. They have been getting into the schools. Today was International Walk to School Day. The Fire Department participated with the kids from Union Sanborn. He will be going into the schools at the end of the month with New England Canine Search and Rescue Program.

Captain Joubert gave a demonstration of what they can do with the Fire prevention iPad they got through a grant through 3M. Discussion ensued about how violations found during inspections are handled. Commissioner Dolecal asked how many iPads we have. Captain Joubert explained we have three and we will be purchasing a fourth. Commissioner Dolecal asked how these purchases have been funded. Captain Joubert explained it is through 3M's Community Program Grants.

Chiefs Report

Chief Ober presented his report. He presented two new reports that will help with the facilities committee. Incident by District provides information on where the calls have been occurring. It is another way of looking at the data. Discussion ensued about the various districts. Alarm Time Analysis

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was done by District 1. It tells how many calls were done by hour. This gives example of what reports are available.

Ambulance 2 (Chevy) is back at the body shop for additional work. It is a warranty item.

A grant was received through Wal-Mart. It is \$870 for an AED for the Tilton Senior Center.

The Fire Academy ladder class continues. It is an aggressive training program. They met two nights and one day last week and then will meet two nights and one day next week. They are getting a lot of hands on training. The factory training was completed today. It included classroom and hands on training. The specific function of our truck was covered. A check off list has been completed for our in-house drivers. They have been slowly putting it in service. As a driver is checked off they have been authorized to take it. It has been to its first fire. It has already proved to be useful. Deputy Robinson explained that when the classes are completed the drivers will be State certified in aerial operation. Chief Ober commented that they have accomplished a lot of training this year. They have 28 in this class. He is very impressed with the response. Chief Ober described the various operations the ladder can perform.

Commissioner Dolecal asked when the open house will be. Chief Ober stated it will be after he leaves. Deputy Robinson stated it will be after the ladder class is completed.

Chief Ober reported that the USRD grant monies have been received for the ladder.

Chief Ober stated he is very close of finalizing the new hire process. He will make a conditional offer tomorrow morning. Once that has been finalized he will send the Commissioners an email with the details. Discussion ensued about the number of applicants and the process.

Public Comment

Kevin Waldron asked who the manufacturer of the engine on the ladder is and what its displacement is. Chief Ober replied it is a Spartan chassis. It is a 450 hp engine. Deputy Robinson stated he believed it is a Cummings. They will have to confirm the displacement.

Kevin Waldron asked about the rumor for a full time deputy chief. Commissioner Clark stated it was brought up in a meeting. He doesn't know if that is going to happen or not. Kevin Waldron asked what their position was. Commissioner Clark stated it was his idea. His thought was they would have a part time code enforcement officer working 30 hours with no benefits. They will have to talk about that a little more. It's a budget issue. Commissioner Auger stated it was just something that was thrown out for discussion.

New Business

Purchasing Requests

1. Chairs: Chief Ober presented Captain Ames' proposal to replace the chairs in the training room. He is requesting 20 padded folding chairs plus café style chairs for around the table. He got three quotes. They are recommending they purchase them from School Outfitters for \$1,549.72. Commissioner Clark made motion to purchase 20 padded folding chairs plus café style chairs from School Outfitters for \$1,549.72. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.
2. Server: Chief Ober gave an update on the network improvement project. When we started with Mainstay the came in and did an audit. We have completed a lot of their recommendations. In the fall of last year they recommended we replace the server or have them rebuild our current server. The cost is about the same. Our server out of warranty. Discussion ensued about the current server. Chief Ober stated the proposal from Mainstay for \$7,681 which will provide the hardware, the software, the setup and licensing fees for a 10 user package. Commissioner Dolecal asked how long it will take to get the server if it is approved. Chief Ober stated it will take two to three weeks to get the server and one day to set it up. Chief Ober recommended they use the money

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from the USDA equipment grant. Discussion ensued about the service we receive from Mainstay. Discussion ensued about offsite servers. Commissioner Dolecal made a motion to accept the recommendation to purchase the Mainstay Technology server which is quoted at \$7,681.01. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Paramedic Training

Chief Ober presented the Commissioners with the current training policy that includes paramedic training. Commissioner Clark stated after successfully completing the course, the employee has a five year period to stay with the District. If they leave before that, they have to pay a prorated amount for the training cost. He thought they would be getting some reimbursement. He feels there is tremendous value for both the District and the employee to get the training. He feels they should leave it at five years and clear up policy to state that it is a career firefighter and going to a call firefighter status would mean they would pay prorated amount. He recommends they keep the policy they have and clear up the wording with legal counsel. Commissioner Dolecal commented she doesn't think it is possible to indenture somebody for that amount of time. She would like to know if that can be done. Chief Ober stated if they are set on a five year time frame, the clock should start when they start the program. Otherwise they are asking the employee to commit for seven years. Discussion ensued. Chief Ober explained that they have \$9,100 encumbered to pay for the class this year. If they don't have anyone enrolled in the course by the end of the year, this money goes back into the general fund. It was decided Commissioner Clark would contact LGC legal counsel regarding the length of time you can indemnify an individual and if there is any way to meet the District needs on this with a separate contract with an individual; written agreement or covered under policy. If LGC recommends they contact their attorney, Commissioner Clark has permission to contact Mark Broth.

2014 Budget

Chief Ober stated he almost has it completed. His part will be completed by the end of the week and he will hand it over to Mike and Tim for them to complete. Commissioner Clark would like to revisit the transparency part of having the budget available on an excel spreadsheet with the formulas not only to the Commissioners but the general public as well. Chief Ober stated the budget is absolutely transparent. He has lived through what happens when you release the actual excel file and people manipulate the numbers. He said it will create a lot of problems if the actual file is released. Commissioner Dolecal commented Chief Ober has an excellent point. Manipulation can occur. Different versions can go out. Discussion ensued. It was decided Commissioner Clark would ask LGC legal counsel if a software file can be released under the Right to Know law.

Commissioner Clark stated it has come up the last couple of years of adding an extra person and fourth shift, whether they want to budget for a Deputy Fire Chief and creating an amount to be taken from the Apparatus & Equipment Fund to be set aside and used for a facility at a future date. Chief Ober will run a couple scenarios for them to look at.

Old Business

Review of Ad for Chief Position

Commissioner Clark stated Chief Ober gave them feedback on some holes in the ad they had released. He rewrote it based on his discussion with the Chief and the Search Committee. Discussion ensued about the revision. It was decided that the revised ad would be posted. Kathy will update the ad, forward it to the Commissioners for approval, then post it and send it to Jim Clements.

Facilities Update

Commissioner Clark asked if this was on the back burner until a new chief is hired. Commissioner Dolecal stated they have a period time while the Search Committee is working. Chief Ober commented this would be a good time for them to get the raw data from Captain Hall. Lakes Region Planning will really help with the mapping. Deputy Robinson stated the new Fire Chief should be involved with the new facilities.

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Fire Chief Search Committee

Joe Jesseman reported that they just finished their meeting tonight. Jim Clements is the chair and he will be contacting the Board of Commissioners for clarification on a couple of items. Their next meeting is October 30th. All committee members have signed a confidentiality statement.

Nonpublic Session Minutes

October 2nd

Commissioner Dolecal made a motion to accept the minutes as printed and seal them. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

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 8:03 PM

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 11/13/13 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.