

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	November 6, 2013 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton

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

Personnel Policy

Commissioner Clark commented they have received the revised copy of the personnel policy. There are notes on the email that Kathy sent. These are notes between Kathy and Peg O'Brien. The Commissioners need to review those notes and the personnel policy so they can concur that this is what they want to approve. They need to read them all to see if there are any changes to be made. The Commissioners need to decide on the grievance policy as there are two different options.

Chief Process

Commissioner Auger commented that they are getting close to the process of hiring a Chief. The Search Committee will be conducting interviews on November 16th. On November 20th they will have three to five candidates to present to the Board. The Commissioners need to decide on the questions they want to ask the candidates and what they expect from a Chief. Commissioner Clark stated this should be discussed in nonpublic.

Commissioner Clark stated that they need to stay on top of the hiring process. If anything surfaces, they need touch base with each other.

Budgets

Commissioner Clark stated they need to set a schedule of meetings to work on the 2014 budget.

Commissioner Auger stated they need to decide which one of the Commissioners would be their representative on the Budget Committee.

Commissioner Clark commented they should review the budget Chief Ober gave them before he left.

Commissioner Clark stated they need to look at the current budget. They need to focus on the budget. They have gone over on the overtime budget with the training and the overtime to cover the two vacancies. Commissioner Auger commented on the shifts. Discussion ensued about the training. Commissioner Clark commented that a lot of that would be discussed in nonpublic session.

Commissioner Clark made a recommendation that they stop training until the end of the year.

Commissioner Dolecal recommended that they avoid all overtime training.

Commissioner Dolecal asked if they could get a copy of the two month schedule to show how all employees are deployed.

Commissioner Clark feels that overtime is off the deep end. A lot of that could be from filling the vacancies.

Commissioner Auger commented that they need to be careful with the training as the firefighters need to keep up their certifications.

Tuition

Commissioner Clark stated that he had given the Board copies of the attorney/client email regarding the paramedic tuition. As long as they have it spelled out it is legal to request reimbursement should the employee leave early.

Discussion ensued about the length of the commitment and when that commitment would start.

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Commissioner Clark made a motion that he seek legal counsel and get the proper wording for reimbursement for paramedic training that would be prorated reimbursement after they get their certification as a paramedic for a five year period. That means if they step down from being a full-time firefighter they would be on the hook for that. Commissioner Dolecal stated that failure to complete the program means they reimburse the District the full amount. Discussion ensued about the contract. Commissioner Dolecal seconded the motion. There being no further discussion, vote was taken. Motion passed.

Release of Software Files

Commissioner Clark stated he had consulted legal counsel regarding the release of the excel spreadsheet. The feedback was that if we have it in excel, not only should we do it but we have to. That is something we need to decide.

LRMFA

Commissioner Dolecal asked what facts and figures she was to pull together for them. Commissioner Clark stated it was Lakes Region Mutual Aid cost. She is to pull together the figures for the two different ways they can go with it. Currently each town pays based upon the formula used by LRMFA. The other way would be to figure it as the District being a single entity rather than two separate towns and would be paying accordingly. Discussion ensued. It was decided that Commissioner Clark would seek legal advice, at no cost, on the mutual aid billing process if they wish to have the District billed for the entire cost.

Nonpublic Session

Commissioner Auger 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(b) *The hiring of any person as a public employee.*

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

Motion passed.

Nonpublic session was entered at 6:15 PM.

Public Session

Motion was made and seconded to exit nonpublic session.

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

Motion passed.

Public session reconvened at 7:05 PM.

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

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Motion passed.

2013 Budget

Commissioner Clark commented they are concerned about the overrun in the Budget on the overtime. Commissioner Auger is to talk with Tim Joubert about making a full report to them on the Budget at their next meeting.

Chief Process

Commissioner Clark stated that he has contacted Scott Weden. He is going to get them a bunch of interview questions like he did the last time. He is going to give them his advice on a list of expenses that a fire department typically pays for should the interviewee come from out of town and moving costs. He is also going to provide them with a list of questions they cannot ask.

Commissioner Clark stated they did hear from the Search Committee and will be meeting with them on November 20th for the list of candidates.

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 7:15 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.