

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/13/13 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; Interim Chief Michael Robinson, Interim Deputy Chief Timothy Joubert, Administrative Assistant Kathy Tobine, Treasurer Roland Seymour

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

Firefighters Present: Captain Tim Ames, FF Derek Farrell, FF Justin Kantar, FF Travis Gosine

### Minutes

#### September 23, 2013

Commissioner Clark made a motion to accept the minutes of September 23<sup>rd</sup> as corrected. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

#### October 2, 2013

Commissioner Clark made a motion to accept the minutes of October 2<sup>nd</sup> as printed. Commissioner Auger made the motion. Discussion: Commissioner Clark noted that they went into nonpublic session but there was no coming back into public session and sealing the minutes. He did find where they were sealed in the October 9<sup>th</sup> minutes. There being no further discussion, vote was taken. Motion passed.

#### October 9, 2013

Commissioner Auger made a motion to accept the minutes of October 9<sup>th</sup> as printed. Commissioner Dolecal seconded the motion. Discussion: Commissioner Clark commented that it was mentioned he would seek legal counsel on the reimbursement of paramedic training. He will discuss that under old business. There being no further discussion, vote was taken. Motion passed.

#### November 6, 2013

Discussion ensued about the overtime line and avoiding all training that would involve overtime. Interim Chief Robinson stated that it has already been addressed. Commissioner Auger asked if there was any training that needs to be done to keep up with certifications. Interim Deputy Chief Joubert commented that training that has already been approved will be completed. We are no longer approving overtime for classes at this time. Discussion ensued about the live training burn scheduled for December. Interim Deputy Chief Joubert is to provide the Board with an estimated overtime cost for the live burn training. Commissioner Auger made a motion to accept the minutes of November 6<sup>th</sup> as printed. Commissioner Dolecal seconded the motion. There being no further discussion, vote was taken. Motion passed.

### New Employee Introduction

Interim Chief Robinson introduced Justin Kantar as our newest career personnel hire. He explained Justin is a paramedic student at NHTI and will graduate in May, 2014.

### Nonpublic Minutes

#### November 6, 2013

Commissioner Dolecal made a motion to accept the nonpublic minutes of November 6<sup>th</sup> as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

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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.

Public Comment

Kevin Waldron asked if new letterhead had been purchased. Interim Chief Robinson stated no, it is on the computer.

Kevin Waldron asked the time of the meeting be changed to a later time to allow the public more opportunity to attend. Discussion ensued. It was decided the meetings would start at 6:00 PM.

Kevin Waldron stated he does not like paying twice for one service. He recommends they consider changing Kathy Tobine's position from hourly to salary to avoid overtime costs.

Kevin Waldron asked who was preparing the budget. Commissioner Clark stated that Interim Chief Robinson and Interim Deputy Chief Joubert were preparing the budget. Kevin asked if Dispatch fees were being included in the budget. Commissioner Clark replied that is on his agenda to be discussed. Kevin commented that the District portion of his tax bill is \$2.14. He does not feel that is acceptable. He asked what the Commissioners were going to do to lessen that tax burden on the taxpayers in 2014. Commissioner Auger commented they are going to try to reduce it but there are no guarantees. They will do what they can.

Kevin Waldron presented a formal complaint to the Board on waste and abuse. Commissioner Auger stated they will address his complaint. Roland Seymour requested the Commissioners share Kevin's complaint. Commissioner Clark stated Kevin was addressing the duty crew taking the apparatus to the grocery store. Interim Chief Robinson stated it is a known practice. Discussion ensued. It was decided this would be researched before a decision is made.

Treasurer's Report

Roland presented his report. He commented that he reconciled the bank accounts as of October 31<sup>st</sup> and all accounts are in balance.

Roland commented that the property tax rate from DRA has been received. Letters have been sent to each Town on their remaining balance.

Roland commented that there are six or seven weeks left in this calendar year. The District is a bottom line budget, as long as we don't go over the bottom line of \$1,628,052, we are fine. Assuming every bit of the budget is spent, the District will still end up with over \$300,000 in unreserved funds.

Commissioner Clark commented that he talked with DRA about moving some of the unreserved fund balance to the Land & Building Fund. They told him that can be done with a warrant article. Discussion ensued. There was also discussion about moving some of the money from the Apparatus & Equipment Fund to the Land & Building Fund. Discussion ensued about the Capital Improvement Plan. The Board requested Interim Chief Robinson and Interim Deputy Chief Joubert to present them with a recommended amount to move to the Land & Building Fund from the Apparatus & Equipment Fund.

Roland went over the account balances. Discussion ensued.

Interim Chief Robinson stated the team is on top of the budget. There is no intention of any frivolous spending. Our goal is to get it in and under budget.

Roland commented on the legal line. He recommended the attorney be contacted regarding any outstanding bills to be sure they forward them in a timely manner.

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Commissioner Auger made a motion to accept the Treasurer's Report as written. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

Fire Prevention Report

Interim Deputy Chief Joubert presented his report. The last couple of months have been busy. The commercial inspections have been keeping them pretty busy; i.e. Walmart, Aspen Dental, Freudenberg NOK. They have been able to do the programs at the elementary schools for fire prevention and they were "awesome". New England Canine Search and Rescue went to Southwick School and it too was "awesome". He needs to do a press release. Fire extinguisher training has been done. Northfield Commons is licensed with the State and are ready to go with assisted living.

This month is Carbon Monoxide Awareness Month. Governor Hassan made a proclamation. The Fire Marshall's office has provided public education materials they will be handing out. Discussion ensued.

Commissioner Dolecal commented about the number of day care and adult care inspections completed on Lancaster Hill Road and Dunlop Drive. Interim Deputy Chief Joubert commented the State requires they do inspections on foster care and day care. These are annual renewals that have taken place.

Commissioner Auger asked what the process is for day care, adult care and foster care inspections. Interim Deputy Chief Joubert replied they go by the Life Safety Code and there is a State form they must use. The State requires they must have an inspection through the department. Discussion ensued.

Commissioner Dolecal asked the status of Walmart. Interim Deputy Chief Joubert replied they will be finished next year. The big push right now is to be ready for Black Friday.

Commissioner Clark asked about the new fitness center in Town. Interim Deputy Chief Joubert commented he didn't know about it. He will have to check with the Town to see if the occupancy had changed. Discussion ensued.

Commissioner Clark asked how homeowners know they need to get their woodstove installation inspected. Interim Deputy Chief Joubert replied it is usually generated through their insurance company. They require them to have that inspection.

Chief's Report

Interim Chief Robinson presented his report. He thanked Chief Ober for spending the time that he did the last few weeks that he was here getting projects done. They spent a lot of time going over things. They had a pretty good handle on things when he left. He told them if they had any questions to call him. He thanked Chief Ober for not leaving them a mess.

Their first day together kicked off with a staff meeting on the 21<sup>st</sup>. "We spent a few hours coming up with an attack plan. We made sure that everybody we deal with was informed with what was happening. Contact information was updated. We changed the email address to [chief@tnfd.org](mailto:chief@tnfd.org)." Out of the gate he made it very clear he is the Interim Chief and he doesn't take it lightly. He also made sure that everyone knows that Tim is the Interim Deputy Chief. The letter head reflects that. It is very important that the staff know there is a Chief and a Deputy Chief. They will be referred to as that. It is very important that the public knows. Some of the ground rules laid down are that it is important that the command vehicle be seen and utilized. During the day the Interim Deputy Chief is to use that. The website was updated immediately with the new information. Interim Chief Robinson stated this is the best that he has had it with these two, meaning Interim Deputy Chief Joubert and Admin. Assistant Kathy Tobine. He knows what is going on and he is not overburdened by it. Both the Interim Deputy Chief and Kathy have done a fantastic job. They have done a fantastic job keeping him abreast. "We have made decisions together. It is working and it is working better than it ever has. It is a little more time consuming that they last time through but they are making the journey easier. It has gone very well."

There is nothing drastic to report on fires. We are still in an extremely dry season. We have had a few brush fires. One of them was a brush fire that went into a home but the firefighters were able to knock

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that down quickly. The ladder class is complete. It was an awesome class and what a smart thing to do to protect the huge investment we have. He feels very good about the people that operate that vehicle. They know how to operate it, they know where it can be and they know how to take care of it. Commissioner Auger asked how many people are qualified to drive and operate it. Interim Chief Robinson replied that all the career personnel and five of the call department. They go through a process of the State's evaluation, have a CDL and our own internal evaluation. They have a checklist of criteria they have to meet and then be reviewed by our own people.

Five people attended a Swiftwater Operations class, two of which were call. Five people attended a training fire in Franklin, two of which were call. Two probationary call firefighters have been promoted to a permanent status as a call firefighter. They are Matt Auger and Steve Carvalho. Interim Chief Robinson explained that every call and career firefighter goes through a year probation. Interim Chief Robinson stated he is especially proud of Matt. He interviewed all of his officers and any officer that has worked with him. He has done a real good job for us. Discussion ensued about the probation period.

Commissioner Clark asked what the overtime cost for training is. Interim Chief Robinson replied it was approximately \$7,000 for the ladder truck class. Commissioner Clark asked what the total overtime cost was to cover the vacancies. Interim Deputy Chief Joubert replied the total cost in overtime including retirement was \$23,071.43. That does not include all the shifts covered by Firefighter Smith and himself.

Interim Chief Robinson commented everything is going well so far. He makes a to-do list when he leaves here. "The three of us are in overdrive are we are getting this done. If you try to put us into hyper overdrive I may tell you we cannot get it done."

Commissioner Auger asked about the ladder truck. He commented it is well equipped to get around anywhere. He hopes ours does not go every time. Interim Chief Robinson stated that in discussions he has had with Franklin and Belmont they have stated what a nice compliment that vehicle is to everything. "The intent is that it is a ladder truck. We are very proud of what we have. We know it has to last us a long time. Our intent is to use it as a ladder truck and not abuse it in any way. Keep in mind the mutual agreement for mutual aid is that you have one I can borrow it, I have one you can borrow it. Let's not abuse it. That is our intention."

Commissioner Clark asked about the billing for our paramedic charges. Kathy explained that if another town requests our paramedic we bill for it. Likewise, if we use their paramedic they bill us.

Commissioner Auger asked about the call company. Interim Chief Robinson commented that we have about 20 members. Discussion ensued.

Discussion ensued about the automatic responses set up with Franklin, Belmont and Sanbornton.

Commissioner Auger commented they hope to have a new Chief by the first of the year. There are a lot of ifs in there. We have the holidays. It is liable to be February before we get one. Interim Chief Robinson stated he understands that. He appreciates the Commissioners are not dragging their feet.

Commissioner Clark stated things are going well with the Search Committee. They hope to give the Commissioners the top candidates on November 20<sup>th</sup>. Commissioner Dolecal explained the Board will then interview them and make a conditional offer. They will start the background investigation and depending upon whether or not the individual is local or has to move, it may take a little bit longer. Interim Chief Robinson commented that his only fear was that he listened to the Northfield Police Chief's situation. He didn't want that same situation. Commissioner Clark stated they will start the interview process the week of November 25<sup>th</sup>, which is Thanksgiving week. That will probably push it out a week. They will do everything they can to get everything done. Each applicant the Committee has talked to has done the background of our department. They understand the job responsibilities. They are ready to go. The Board asked for feedback on what it is they think the Commission should be looking for short term and long term. Commissioner Dolecal requested they provide them with the strengths and weaknesses the three would like to see in a new Chief.

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Commissioner Auger stated the cost is very minimal on what they are doing. They chose key people so that both Towns would feel they have a part of it. Interim Chief Robinson stated he feels the Committee will do a good job for us.

New Business

Purchasing Requests

1. Ossipee Mountain Electronics: Interim Deputy Chief Joubert presented a request to have Ossipee Mountain Electronics come reprogram all of our radios. This is due to Lakes Region going to a simulcast system. Interim Chief Robinson explained this is not an item that was budgeted for but it has to be done by January 1<sup>st</sup>. Discussion ensued. Commissioner Clark made a motion to authorize the expense of \$2,129 for the radio programming through Ossipee Mountain Electronics. Commissioner Dolecal seconded the motion. Discussion: Commissioner Auger questioned the quantity to be reprogramed. Interim Deputy Chief Joubert explained that all career, Chief, and each piece of apparatus has a radio for each seat. Commissioner Dolecal asked if this could all be done in one day. Interim Deputy Chief Joubert commented that he believes it can. They will work with our schedule so it will be the least amount of interruption to our operations. Interim Chief Robinson stated that all the radios were purchased with a grant through Homeland Security. There being no further discussion, vote was taken. Motion passed.
2. Ossipee Mountain Electronics: Interim Chief Robinson presented a request to purchase a new digital mobile radio for his vehicle through Ossipee Mountain Electronics for \$2,452.38. His radio is still analog while all the other radios are digital. When the police departments went digital he lost all communications with them. He made a lot of decisions enroute to a call through conversations with the police department. Commissioner Auger made the motion to purchase the Motorola APX6500Li mobile radio for the Interim Chief's personal vehicle from Ossipee Mountain Electronics for \$2,452.38 with the understanding that when Interim Chief Robinson is no longer with the department, the radio is returned. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

Old Business

Open House

Interim Chief Robinson stated they would like to put this off until we have a new fire chief. The Board agreed.

2014 Budget

The insurances were discussed. Dates outside the monthly meeting to work on the budget were discussed. It was decided the first meeting on the budget would be November 25<sup>th</sup> at 5:30 PM.

LRMFA

Discussion ensued about the flat fee of 10%. Interim Chief Robinson explained you are charged based on equalized evaluation, population and 10%. Commissioner Clark stated the two ways they are looking at it is should they continue with the way it is now with both Towns getting a bill or change it so the District is considered as one entity. Discussion ensued. Commissioner Dolecal will research this.

Facilities

Commissioner Clark commented they have a copy of the MRI report. All the Life Safety Building Committee information is on the Town of Tilton website. Commissioner Auger was to get the design on building out Northfield but that cannot be found. Commissioner Clark recommended all they do this year is the warrant articles to add money to the Land & Building Fund. The Board agreed.

Personnel Policies

Commissioner Clark stated they have them back from Peg O'Brien. Kathy and Peg got together to complete those. Commissioner Clark will get in touch with Peg O'Brien regarding the paramedic policy. They will maintain the five year policy from completion. If they step down from career to call firefighter, they will be responsible for a prorated portion. If they don't successfully complete the course, they will be responsible.

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Interim Chief Robinson asked Interim Deputy Chief Joubert where we are in the process with the current candidate. Interim Deputy Chief Joubert stated that Firefighter Leathers has applied to the program. He is willing to do the five years. Commissioner Clark stated that he is concerned that they will have two paramedics in school at the same time. Interim Deputy Chief Joubert stated his reasoning is that they encumbered the money. Commissioner Clark stated the money will be going back in to the general fund. Interim Deputy Chief Joubert explained that the class is one day a week. Overtime will be minimal. They can work around that. Discussion ensued. It was decided they would proceed with Dan Leathers to enroll in the paramedic program through EMS. He will need to sign a contract stating that he will need to stay with the department five years upon obtaining his medic, if he does not pass the program he will be responsible for paying the District the cost of the program, if he leaves before his five years are completed he will pay a prorated reimbursement.

Commissioner Clark made a motion to approve Dan Leathers to take the paramedic course. The District will pay for his tuition, books and uniforms. He will be responsible for those costs if he does not complete the program or he leaves the District as a full time employee before the five year period is met. Reimbursement will be prorated monthly if he leaves before completing the five years with the District and the five years begins upon obtaining his paramedic certification. The tuition will be paid with encumbered funds. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Motion passed.

**Adjournment**

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

The meeting adjourned at 20:17.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Regularly Scheduled Meeting:** 12/11/13 at 18:00. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.