

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	12/09/13 at 17:30
Minutes Taken 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 and Administrative Assistant Kathy Tobine.

Correspondence

PLT

Property-Liability Trust's payroll audits for our Workers Compensation for 2012 has been completed. We have a credit of \$1,855.93. They would like to know if we would like a check issued or the credit applied toward future invoices. Discussion ensued. It was decided to apply the credit toward future invoices.

2014 Budget

Benefits

Account #260 Workers Compensation 56,600

PLT Workers Comp is being changed from the calendar year to the fiscal year. They will be billing for 18 months in 2014. One bill will be for six months, January 1 through June 30, 2014, with a second bill being for 12 months, July 1, 2014 through June 30, 2015. Discussion ensued about PLT's rates. Discussion ensued about the quote received from Primex. They were \$257 less than PLT. It was decided to stay with PLT. They will decide later if they will budget for the 18 months in 2014 or 2015.

Property Services

Account #411 Heating Fuel 5,000

Account #430 Repairs & Maintenance 20,000*

Discussion ensued about the lockers at Park Street. The cost is \$5,100 for a total of 24 lockers. This includes the exterior door replacement, vinyl siding replacement, exterior trim paint and interior lighting upgrade in the training room and apparatus bay at Center Street. Also included for Park Street is the conversion to natural gas, electrical upgrades & emergency lighting, exterior trim paint, back-flow preventer on the truck fill piping and 'island' improvements/repairs. Commissioner Auger asked if they could prioritize and cut this back \$5,000. Interim Chief Robinson suggested they put the \$20,000 with an asterisk beside it as an area to be worked on. At some point they have to get caught up on these things.

Purchased Services

Account #550 Printing 900

Account #560 Dues & Subscriptions 1,700

Account #590.2 Pressurized Hydrants 125,988

Supplies

Account #610 General

This will account will be deleted as it has been \$0 for three years.

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Account #620 Office	2,500*
Discussion ensued about printing our own letterhead. Discussion ensued about fire safe filing cabinets for personnel and District files. It was decided to put an asterisk beside this line.	
Account #625 Postage	650
Account #630 Equip Maintenance & Repair	6,000
Account #631 Service Testing	7,700*
It was decided to put an asterisk beside this. The cost of the Zoll and fire alarm maintenance need to be verified.	
Account #635 Gasoline	6,800
Discussion ensued. It was decided to fund this line at \$6,800.	
Account #636 Diesel Fuel	17,000
Account #660 Vehicle Repair Parts	17,500*
It was decided to put an asterisk beside this and revisit it.	
Account #670 Books & Periodicals	250
Account #680 Departmental	200
Account #681 Municipal Fire Alarm System	0
Account #683 Fire Prevention	1,500
Discussion ensued. It was decided to fund this line at \$1,500.	
Account #685 Uniforms	7,000
Discussion ensued. This includes the cost to outfit the new Chief. It was decided to fund this line at \$7,000.	
Account #690 Miscellaneous	100
<u>Capital Outlay</u>	
Account #710 Land	1
Account #720 Building	1
Discussion ensued about taking money out of the Apparatus & Equipment Fund and putting it in the Land and Building Fund. Discussion ensued about the Unreserved Fund Balance and moving some of this reserve to the Land and Building Fund. Both of these will be discussed further at the meeting on Wednesday. Discussion ensued about the CIP and what effect taking money from the Apparatus & Equipment Fund would have on it. Interim Chief Robinson suggested they withdraw \$70,000 from the Apparatus & Equipment Fund and \$30,000 from the Operating Account Unreserved Fund Balance.	
Account #730 Other	1
Account #750 Furniture & Fixtures	1,000
Account #775 Dry Hydrants & Cisterns	1,500
<u>Expendable Trusts</u>	
Account #211 Health Ins Ded Reimbursement	1,000
Discussion ensued regarding this account. It was decided to add \$1,000 to this trust.	
<u>Apparatus & Equipment Replacement Fund Expenses</u>	
Account #331 Ambulance Billing Services	24,000
Account #760 Vehicles	0
Account #740 Fire Equipment	
Interim Chief Robinson stated he and Interim Deputy Joubert need to review this line. Thermal Imaging Cameras were discussed. This line will be reviewed at the next meeting.	
Account #960.5 Rescue Equipment	
Interim Chief Robinson stated he and Interim Deputy Joubert need to review this line. This will be reviewed at the next meeting.	
Account #741 EMS Equipment	22,000

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Apparatus & Equipment Replacement Fund Revenues

Account #3409.6 Ambulance Charges 300,000

Discussion ensued about revenues to date.

Commissioner Dolecal passed out a spreadsheet on the 48 hour work week and the 42 hour work week. She based it over a two month period. Discussion ensued.

Encumbering funds was discussed. Commissioner Clark requested the information together for the next meeting.

Interim Chief Robinson commented on Kevin Waldron's statement regarding Kathy being at the meetings. If he was complaining on their paying too much for Kathy to be here, all eyes were on her tonight. She is more than a secretary. She is an administrative assistant. Town managers go to meetings. She is not a Town Manager but she is darn close to that. His point is that she is so much more than taking minutes of a meeting. Commissioner Auger commented that they have been through this before. That is why she is still here.

Nonpublic Session

Commissioner Clark made a motion to go into nonpublic session at 1750 hours. Commissioner Auger seconded the motion. The purpose of the non-public meeting was under RSA 91.A:3 III (b)—Hiring of any person as an employee. A roll call vote was conducted and the motion passed unanimously.

During the nonpublic session, the Commissioners discussed the status of the selection process for the Chief's position.

Public Session

Commissioner Dolecal made a motion to come out of nonpublic session. Commissioner Auger seconded the motion. A roll call vote was held and the motion passed unanimously.

Public session reconvened at 8:17 p.m.

Adjournment

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

The meeting adjourned at ?.

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