

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	12/10/2014 at 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield

Commissioner Dolecal called the meeting to order at 1735 hours.

Present: Commissioners Les Dolecal, Paul Auger, Patrick Clark; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson, Administrative Assistant Kathy Tobine

Budget Committee Present: Donnie Stevens, Jane Alden, Peter Fogg, Tim Sattler, George Flanders

Public Present: David Hall, Matthew Gilman

Commissioner Dolecal explained that there will be a joint meeting between the Board of Commissioners for the Tilton-Northfield Fire & EMS and the Budget Committee for the same.

2014 Operating Budget

Chief Sitar explained this meeting was to deal with over expenditure of the budget. Normally, this is not an issue. Two main things happened this year. First, we had to pay our COMSTAR bill out of the Operating Budget which is approximately \$18,000. This bill is normally paid out of the Apparatus & Equipment Fund Budget but it was cut out of that budget at District meeting. Additionally, there was a catastrophic failure of the pump on engine 1. That expense was approximately \$16,000. This is \$34,000 out of the Operating Budget that was not budgeted for. Chief Sitar explained he has curtailed discretionary spending, put off building maintenance, bought equipment needed for the ambulance and repaired anything broken. As a result of these expenses that were not planned for we will be approximately \$6,500 at the end of November over expending. Since then there have been additional expenses due to the snow storm over Thanksgiving. Garage doors broke and needed to be repaired. Chief Sitar went over the budget lines explaining shortfalls.

Chief Sitar asked the Budget Committee's permission to go to the Department of Revenue Administration (DRA) and request an over expenditure of \$15,000.

Donnie Stevens asked if the money spent on bandages was going to be put back into the Apparatus Replacement & Equipment Fund. Chief Sitar read the amendment to warrant article 5. He explained that according to the Department of Safety Bureau of EMS equipment list everything you need to carry on an ambulance including needles, bandages, etc. is listed. Discussion ensued.

Peter Fogg asked why the pump for engine 1 didn't come out of the Apparatus Replacement & Equipment Fund. Chief Sitar explained that it was a repair not a new pump. Discussion ensued about the pump.

Peter asked if any thought has been to given to amending the Apparatus Replacement & Equipment Fund in the future to include repairs of the equipment. Chief Sitar explained that a specific amount needs to be listed. Commissioner Clark stated they will take it under advisement.

Tim Sattler asked where the money will come from if approved. Chief Sitar replied that it will come from the unreserved fund balance. Roland commented he has calculated the unreserved fund balance to be around \$370,000 at the end of this year. Tim asked what the guidelines are for the minimum to be carried in the unreserved fund balance. Chief Sitar explained that the best practice is to keep two months' worth of the budgeted amount in the fund.

Jane Alden made a motion to over expend the budget by \$15,000. Tim Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

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Commissioner Clark made a motion to take \$15,000 from the unreserved fund balance and use it to cover additional expenses they feel are expected. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

Commissioner Clark revised his motion to request the usage of \$15,000 from the unreserved fund balance. Commissioner Auger seconded the revised motion. There being no discussion, vote was taken. Motion passed.

The Budget Committee and Board of Commissioners signed the letter to DRA.

Minutes

September 29th, October 8th, October 15th and December 3rd

Commissioner Dolecal made a motion to accept the minutes of September 29th, October 8th, October 15th and December 3rd as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Correspondence

An email was received from the NH Retirement System (NHRS) announcing the NH Supreme Court decision in NHRS Contributions Case stating members do not have a contractual right to a fixed contribution rate.

Public Comment

There was no public comment.

Treasurer's Report

Roland presented his report. The Commissioners have copy in their packet.

Apparatus & Equipment Replacement Fund	\$225,885.23
Apparatus & Equipment Replacement Fund CD	400,000.00
Debit Card Account	5,799.79
Operating Budget Account	228,698.52
Payroll Account	465.00
Land & Building Fund	248,631.88

Roland commented he has calculated that the budget will be over about \$6,000. He anticipates the unreserved fund balance to be approximately \$370,000.

Roland remarked that the revenue for the Apparatus & Equipment Replacement Fund will be less than the \$300,000 budgeted. It is difficult to predict that amount.

Fire Prevention Report

Chief Sitar presented the Fire Prevention report for November. Thirty-one (31) occupancies were inspected which took 26.68 man hours to complete. Several new businesses have opened: Granite State Credit Union; Toys "R" Us Express and Calendars or More at Tanger; a new fitness center at 100 Autumn Drive in Tilton Sports Center; Better Homes & Gardens Masiello Group at 477 Laconia Road, Hanser Auto Body opened at 635 West Main Street. A new sprinkler system was installed at Cutter Wiggins building at Spaulding Youth Center. Chief Sitar informed the Board that November was carbon monoxide awareness month.

Chief's Report

Chief Sitar presented his report. In November there were 150 incidents of which 84 were EMS which equals 56% of the incident volume. There were 38 overlapping/simultaneous incidents with 11 being third calls or more which is 25.3% of all incidents. Most occurred during the storm over Thanksgiving.

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Chief Sitar reported they are interviewing four (4) candidates next week for the Call Company and terminating one (1) member for inactivity. He is more than thrilled with response of the Call Company to incidents over the year. They have helped immensely and greatly reduced the need to call for mutual aid. He hopes the trend continues.

Chief Sitar presented a request to attend the Annual Apparatus Inspection and Maintenance Conference with department expenses not to exceed \$1,500. Commissioner Dolecal requested the Chief continue with his report and they will return to this.

Chief Sitar reported the Station Consultant RFP pre-bid meeting was held on December 3rd. There were four bidders present. The bids will be accepted through 2:00 PM on December 23rd after which the Commissioners will have a meeting to open the bids at 5:30 PM at Center Street.

Chief Sitar commented that he is still working on his wage & step plan, 2015 budget, warrant articles and COLA's. He will present this information at the meeting next Wednesday.

Chief Sitar reported he is working on employee performance evaluations and engine specifications for a new engine. Discussion ensued about the engine.

New Business

Training Request

Commissioner Dolecal asked Chief Sitar if the Annual Apparatus Inspection and Maintenance Conference was an annual event. Chief Sitar replied it is. Commissioner Dolecal commented that as much as she supports training she is having a hard time justifying this where they are asking for additional money to get us through the year. Chief Sitar explained that it will be coming out of next year's budget. Discussion ensued about the training. The Board decided to deny the request for 2015.

Vacation Carry Over

Captain Sean Valovanie requested to carry over 24 hours of vacation time to May 2, 2015. His anniversary date is May 1st. Kathryn Tobine requested to carry over 16 hours of vacation time. Her anniversary date is December 22nd. If approved, eight hours will be used December 26th and eight hours January 2, 2015. Commissioner Dolecal made motion to approve the vacation carry over requests of Captain Valovanie and the Administrative Assistant. Commissioner Clark seconded the motion. There being no discussion vote was taken. Motion passed.

Holidays

Commissioner Auger requested the list of holidays paid for by the District be emailed to him.

HealthTrust Dental/Short Term Disability/Long Term Disability

The Board reviewed the renewal for ensuing year of the dental, short term disability and long term disability coverage. The dental coverage is paid 100% by the employer, the short term disability is paid 100% by the District and the long term disability is a 50/50 split between the District and the employee.

Commissioner Clark commented that he had talked with Stephanie in Northfield about their insurances. They have their workers comp through Primex and their health insurance is Cigna with School Care. Commissioner Clark requested our health insurance rates and plans be compared with Cigna School Care. Discussion ensued.

Commissioner Clark commented he talked with Stephanie in Northfield about their IT service. Discussion ensued about our IT and other ITs. Discussion ensued about computer back up and internet service.

Commissioner Dolecal signed the renewal for the Dental, Short Term Disability and Long Term Disability.

Old Business

There was discussion about when the Budget Committee will be getting the budget.

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Other Business

Manifest

The manifest was reviewed and signed.

COMSTAR Request for Disposition

Commissioner Dolecal reviewed and signed the Request for Disposition.

Adjournment

Commissioner Auger 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 18:55.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 12/17/14 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.