

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	02/18/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

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

Present: Commissioners, Paul Auger, Patrick Clark; Chief Michael W. Sitar, Jr., Deputy Chief Michael J. Robinson, Treasurer Roland Seymour, Administrative Assistant Kathy Tobine

Treasurer's Report

Roland presented his report. There are no reports. The account balances are reconciled through January 31st. All the accounts are in balance.

Apparatus & Equipment Replacement Fund	\$271,597.01
Apparatus & Equipment Replacement Fund CD	402,502.89
Debit Card Account	5,116.86
Operating Budget Account	364,390.29
Payroll Account	500.00
Land & Building Fund	248,696.26

Roland requested if they know of any questions that will be asked at District Meeting to please let him know before the meeting.

Roland commented that the budget vs. actual reports will be available after District Meeting when the budgets are approved.

Correspondence

NH Municipal Association email was received for a webinar Wednesday, March 11th on Public Records. Drummond, Woodsum & MacMahon sent an invitation to a seminar on Labor Law changes March 4th.

Fire Prevention Report

Chief Sitar commented he does not have the Fire Prevention Report as Captain Joubert is away on business. They will receive his report for January next month with the February report.

Chief's Report

Chief Sitar presented his report. He informed the Board that we have been receiving a lot of phone calls from residents regarding the snow load on their roof. We are recommending they contact a licensed roofer for that.

In January there were 128 incidents of which 83 were EMS which equates to 65% of the incident volume. Last year we had 132 incidents in the same time period. There were 20 overlapping/simultaneous incidents where one was a third call and one a fourth call. The overlapping/simultaneous incidents accounted for 16% of all incidents in January.

Chief Sitar reported the radio alarm boxes. On January 15th, the affected Fire Chiefs, Mammoth Fire Alarms and LRMFA met. A plan was adopted to put receivers in the District at strategic locations and connect that receiver to Dispatch in some manner. On February 11th a radio box receiver was installed in the Lambert Building at Spaulding Youth Center to service the communities of Tilton, Northfield, Sanbornton and Belmont. Testing indicated all boxes in the targeted communities were received. Once received, the signal was transmitted through a cellular signal to PPM in Lowell, MA, and then the information was conveyed to Lakes Region Dispatch for alarm assignment. Mammoth Fire Alarms owns the monitoring company in Massachusetts. Plymouth and either Moultonboro or Center Harbor had receivers installed to handle the radio boxes in that area. Commissioner Clark requested Chief Sitar send a thank you letter to Spaulding Youth Center. Discussion ensued about Lakes Region Mutual Fire Aid's monitoring service for radio alarm boxes.

Chief Sitar reported the Call Company roster is up to 25 members. They have appointed four new members. Discussion ensued on the qualifications of the new members. Swearing in ceremonies were discussed. Deputy Robinson reported they are working on proper procedures and policies for these.

Chief Sitar reported the budget process is completed. We are waiting for District Meeting. The Warrant has been sent to DRA and approved.

Chief Sitar commented that the Fire Station Consultant interviews have been completed. We are now awaiting the vote of the Commissioners

Chief Sitar reported he is still working on an employee performance evaluation form. They are still working with vendors to refine engine specifications to fit Tilton-Northfield's needs. He is still researching possible ways to reduce the fire risk in downtown Tilton. He considers the downtown area from the railroad tracks to Winter Street. There was discussion on the fire risk.

Old Business

Underground Storage Tank

Chief Sitar reported the UST committee voted to adjust the surcharge to seven cents per gallon on both gas and diesel effective immediately. Cheryl Somma recommended eight cents but the committee agreed on seven as Selectman Jesseman was only authorized to go with a seven cent increase by the Tilton Board of Selectmen. Discussion ensued on the contract price and the surcharge.

Warrant Articles 12 & 13

Chief Sitar commented these warrant articles were brought up at the public hearing on the warrant articles. They are both warrant articles, that once voted upon, do not have to be voted on again until a specific warrant article submitted to withdraw the permissions. Article 13 is to borrow in anticipation of taxes and article 12 is to accept and expend grant money. The wording is directly from DRA. The wording of each article was discussed. Commissioner Auger and Commissioner Clark agreed with the way both articles are worded.

Fire Station Consultant

Commissioner Clark commented they sent out the Request for Proposal, did a walk through, received the proposals and interviewed the architects. They did an anonymous rank order and sent their choices to Kathy. She then sent the results to each Commissioner and the Chief. Discussion ensued on whether they should choose an architect now or wait until after District Meeting. The Board decided to choose the architect now and have the Chief start working on what they expect from the party.

Discussion ensued on the different aspects of the contract; i.e. general contractor, subcontractors, guaranteed price not to exceed. Chief Sitar recommended they hire a contract manager that reports to the District.

Commissioner Auger made a motion that the Fire Station Consultant contract be awarded to WarrenStreet Architects. Commissioner Clark seconded the motion. Discussion: The Board requested Chief Sitar prepare the award letter for their signatures. There being no further discussion, vote was taken. Motion passed.

New Business

Unreserved Fund Balance Policy

The following proposed Unreserved Fund Balance Policy was discussed.

*The Fire Commissioners set forth as policy that the Tilton-Northfield Fire & EMS Department herein after referred to as the District shall maintain a **minimum** of two (2) months operating expenses in the Unreserved Fund Balance. Operating expenses shall be defined as the total amount defined in the Operating Budget as voted in the most recent annual district meeting. Two months shall equal sixteen point sixty seven percent (16.67%) of the voted operating budget.*

The purpose of this policy is to provide a prudent level of financial resources to protect against reducing service levels or the need to borrow monies or issue tax anticipation notes thusly defending the District in times when financial liabilities exceed the income of the District.

This policy is in accordance with the generally accepted accounting principles (GAAP) best practices as described by the Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB).

Commissioner Clark made a motion to accept the Unreserved Fund Balance Policy as written. Commissioner Auger seconded the motion. Discussion: Chief Sitar commented this protecting the District and the voters against any shortfall in revenue so we don't have issue a tax anticipation note. This is a good business practice. Commissioner Clark wanted to know how this would affect a bond. Chief Sitar explained it would be a benefit. The amount of money you have in the bank is taken into consideration when you apply for a bond. There being no further discussion, vote was taken. Motion passed.

Tilton & Northfield Water District Thank You

Commissioner Clark commented the Board would like to send a thank you letter to the Water District for allowing Kathy to work at their office until she was able to climb the stairs at the Center Street Station after her surgery. It shows they work together quite a bit. They have also helped by maintaining \$125,988 hydrant fee amount for three years. This is another example of how we work together. Commissioner Auger agreed a letter would be sufficient. The Board requested Chief Sitar write the letter for the Board's signatures.

Website Video Policy

Commissioner Clark commented that he had gone on the website to review meetings and was unable to load the videos as it kept crashing. He discussed this issue with his IT and Tim Pearson. Commissioner Clark made a motion to keep a rolling average of six months videos on line for easy access by the public. The rest of the videos will be kept by the Administrative Assistant. The public will just need to contact her to have access to the minutes they are looking for. Also, put a note on the

website that archived videos are available upon request by calling the Administrative Assistant. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Vacation Carry Over Request

Chief Sitar requested he be allowed to carry 44 hours vacation time past his anniversary date of February 24th. Commissioner Auger made a motion to extend the Chief's vacation and allow him to carry 44 hours past his anniversary date of February 24th 2015. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Minutes

December 30th, January 3rd, January 7th and January 28th Nonpublic Released

Commissioner Clark made a motion to accept the minutes of December 30, 2014; January 3, 2015, January 7, 2015 and January 28th the Nonpublic Released as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

January 28, 2015 Public

Commissioner Clark made a motion to accept the minutes of January 28th. Commissioner Auger seconded the motion. Discussion: Commissioner Clark remarked after the nonpublic session they went back into public and discussed the warrant articles. He would like more information added on what warrant articles 7, 8, 9, 10, 12 and 13 pertain to listed beside the article number some someone looking at the minutes would know what these are about. Kathy commented that the Chief did not state what these warrant articles pertained to. Chief Sitar commented that meeting minutes are just a brief discussion of what was discussed. If they want to make a motion to amend the meeting minutes to reflect the title of the warrant articles that were listed, that would be acceptable.

Commissioner Clark made a motion to amend the minutes to reflect the title of the following warrant articles: 7, 8, 9 10, 12 and 13 in the appropriate area of the minutes. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed to amend the minutes. Commissioner Clark and Commissioner Auger agreed that once the minutes were amended they could be posted as approved. They do not need to review them again.

January 14, 2015

Commissioner Clark requested clarification of Salaries & Wages on page 2. He commented that he really liked the feedback from the public was reflected under other business. Commissioner Clark made a motion to accept the meeting of minutes of January 14, 2015 as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

February 4, 2015

Commissioner Clark made a motion to accept the minutes of February 4, 2015 as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Clark commented that he had talked with Katina Provencal relative to meeting minutes. She is willing to transcribe the minutes for the stipend she receives as Clerk.

Other Business

Deputy Robinson asked if there had been a discussion on who should be at District Meeting this year. Commissioner Clark commented that Roland and Kathy will be there. Chief Sitar and Deputy Robinson commented they both would be there.

TNFD Commissioner's Meeting
02/18/15

An amendment to warrant article 6 to increase the bottom line to include the full hydrant rental fees was discussed.

Nonpublic Session

Motion to enter Nonpublic Session was made by Commissioner Clark and seconded by Commissioner Auger.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll Call vote to enter nonpublic session:

Paul Auger	Yes
Patrick Clark	Yes

Nonpublic session entered at 19:15.

Public Session

Motion to leave nonpublic session and return to public session was made by Commissioner Auger and seconded by Commissioner Clark.

Roll Call Vote to exit nonpublic session:

Paul Auger	Yes
Patrick Clark	Yes

Motion: PASSED

Public session reconvened at 20:05.

Motion made to seal these minutes? No

Adjournment

Commissioner Auger made a motion to adjourn at 8:06 PM. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned the meeting at 8:07 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 03/11/15 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.