

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	08/12/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield

Commissioner Clark called the meeting to order at 5:28 PM.

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

Public Present: Paula Benski

Treasurer's Report

Roland presented his report. The checkbooks are all in balance as of July 31st.

The account balances as of August 12th are:

Apparatus & Equipment Replacement Fund	\$355,083.01
Apparatus & Equipment Replacement Fund CD	402,502.89
Debit Card Account	4,604.37
Operating Budget Account	322,164.26
Payroll Account	500.00
Land & Building Fund	199,350.63

Discussion ensued on the Apparatus & Equipment Fund CD. Roland explained that as of December 31st we had earned \$2,502.89 in interest. There is no penalty for early withdrawal of the funds. Franklin Savings Bank recommended putting the funds in the CD.

Roland reported that the Apparatus & Equipment Replacement Fund income is close to last year. Last year at this time we had received \$156,000 and this year we are at \$154,759.

The Operating Budget was discussed. As of August 10th we were 61.5% through the year. Roland reported that Northfield has made two payments and Tilton is paid through July.

Chief's Report

Chief Sitar presented the Fire Prevention Report with the Chief's report.

1. Fire Prevention Report for July

- There were 42 Fire Prevention inspections in which 31.6 man hours were used.
- The report was included in the handout.
- Taco Bell is still under construction.
- No other plans for development have come in. There is talk of a large athletic center coming in behind MB Tractor.

Discussion ensued on whether the proposed athletic center will need to be sprinkled or not.

Commissioner Auger asked if there was a hydrant at Taco Bell. Chief Sitar explained that there is a one being put in.

2. Run Report for July 2015

- The report was included in the handout.

- For the month of July there were 119 incidents.
 - 74 of the incidents were EMS which equates to 62% of our total incident volume for the month.
3. Overlapping/Simultaneous Incidents for July 2015
- The report was included in the handout.
 - There were 12 overlapping/simultaneous incidents for the month where one of the incidents was a third call.
 - Overlapping/simultaneous incidents accounted for 10% of all incidents for the month of July.
4. Chief Sitar reported that on July 24th we received notification from the Principal Financial Group that the Fire District is the contract beneficiary of Bert Southwick's Fixed Annuity. The ending accumulated value on May 16, 2015 was \$75,204.49. The necessary paperwork has been completed and mailed to Principal Financial Group for the funds to be dispersed to the District. Chief Sitar requested a motion from the Commissioners to accept the gift and to place the amount of the annuity into the Land & Building Fund with said funds to be used towards the construction of the Community Meeting Room in a new or renovated fire station and that the Community Meeting Room be named "The Bert Southwick Community Meeting Room". Discussion ensued about naming of the Community Meeting Room.

Commissioner Clark made motion to accept the annuity bequest from Bert Southwick and place the money in the Land & Building Replacement Fund to be used as a Community Meeting Room in Bert's name. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

5. Chief Sitar explained that the Fire District is also named as a beneficiary of the Bert Southwick Farm Trust. The Trust is also shared with the Bert Southwick Farm, Southwick School, Hall Library and the 4-H Club. The District's share of the Trust is 12.5% and is worth about \$93,000. It will take about a year for those funds to become available to the District. The funds are then to be placed in a Trust by the District where the interest only can be used each year. Chief Sitar requested a motion from the Commissioners to place the interest from the Trust in the Apparatus & Equipment Fund to help defray the cost of equipment each year. Depending on interest rates, this may be anywhere from \$500 to \$3,000 per year.

Commissioner Manning made a motion to accept the bequest from the Bert Southwick Farm Trust and follow the covenants of the bequest with the interest earned each year being placed in the Apparatus and Equipment Replacement Fund to help defray the cost of equipment. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

6. The Facilities Committee has met about every two weeks and has been reviewing call data. They also heard a report from Kyle Barker of Warrenstreet on the condition of the building and land at Park Street. The next meeting is August 24th at 5:00 PM. Discussion will focus on the Fire Station Needs Report.
7. Budget Concerns: As of August 10th we are at 61.5% through the fiscal year. The accounts that are over at this time are Overtime at 69.5%, Call Salary at 88%, Heat at 86.9%, Sewer at 90.1% and Gasoline at 70.6%. Overall we are at 59.8% of our total expenses for the year. Chief Sitar reported that the measures he implemented last month to help the District remain within the allotted budget have had a positive impact. He will continue to closely monitor the budget in the hopes that he can reinstate the in-house training and, after that, have the Call Company respond as they were before he took these measures.

The Call Company participation and response was discussed. Commissioner Auger asked how the

Call Company feels about this and how this is affecting things. Deputy Robinson reported that for the first time in three months he has heard four re-tones for second calls. Further discussion ensued on the Call Company response.

8. Chief Sitar reported two Call Firefighters have resigned in the past month which brings our Call Company roster from 22 to 20 in number. Commissioner Auger questioned whether these members had been on long enough to pay for the training we provided. Kathy explained one of them yes while the other we had provided no training for. The training policy was discussed.
9. Chief Sitar reported the Group Health Insurance Comparison Chart is included in their packet. After reviewing the different plans, he would like to request a motion from the Commissioners to maintain the current health plan with the current contribution rates.
 - Tilton employees pay 12% for their health insurance and 0% for the single dental plan.
 - Northfield employees pay 5% for their health insurance and 0% for the single dental plan.
 - TNFD employees pay 11% for their health insurance and 100% for their dental plan.

Discussion ensued about the health insurance, employees co-pays and opt outs.

Commissioner Manning made a motion to keep the health insurance and contributions as is. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

10. Chief Sitar reported he is talking with the two Town Administrators to determine if it would be beneficial to the communities to have a centralized code enforcement officer. He is awaiting their feedback. Commissioner Manning commented that he has heard from two Northfield Selectmen that they are not interested. Discussion ensued about the position. The Board agreed to wait to hear back from the Towns.
11. Chief Sitar reported he is currently working on the following:
 - Employee Performance Evaluation Form
 - Revised Employee Compensation Scale
 - Capital Improvement Plan (CIP)
 - New Staffing Plan
 - Open House during Fire Prevention Week in October
 - 2016 Budget to include:
 - Full time Deputy Chief in charge of Operations and Training
The Board stated if the position comes to fruition they want one of the requirements be that the person hired be a resident of the District.
 - New wage plan
 - Possible centralized Building Code Enforcement
 - New shift schedule
 - New pumper with funds to be expended from the Apparatus & Equipment Fund in 2017
 - New mobile and portable radios; possibly a multi-year replacement program
 - Increase in the Call Company Salary line
 - Increase in the Training line

Old Business

Pay & Wage Scale

Chief Sitar stated they have a copy of his proposal in their packet. He informed the Board there are a number of fire departments in NH looking for firefighters. Their starting pay is \$1.00 to \$4.00 more per hour than our starting pay and their benefits are better. He explained that several of our employees have applied to other departments. When he asked why, they responded pay, hours and benefits. The

departments they are applying to are better. The employees we are possibly losing are our paramedics. Discussion ensued about the proposed wage scale. The Board requested salary worksheets for 2016 to compare the current wage scale to the Chief's proposed wage scale.

Hydrant Fee Contract

Discussion ensued about the five year contract offered by the Water District regarding the hydrant fees. Attorney Steve Buckley with the Municipal Association recommended doing a warrant article for the five year contract with a fiscal funding clause be added to the contract. The Board decided to request a fiscal fund clause be added and then they will sign the contract. They will then put forth a warrant article requesting the District's approval to lock in to a five year contract. Discussion ensued about getting the word out to the District voters.

Minutes

July 22nd

Commissioner Clark made a motion to accept the minutes of July 22nd as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Facilities Committee

Commissioner Manning gave an update on the Facilities Committee. They will be meeting on August 24th to discuss the Fire Station Needs Report. The Committee asked what the Commissioners endorsed on the list. They wanted to know if they endorsed the list as it stands. Commissioner Clark commented they agreed they would pass it along to a Facilities Committee. They didn't want to make sure they had a Facilities Committee that wasn't just in-house. They wanted to open it up to the public and include selectmen and a couple people at large from both communities.

At their meeting on August 10th, Kyle Barker presented several options of square footage needs to the Committee.

Capital Improvement Plan

Commissioner Clark commented that he reviewed the information Chief Sitar had provided on the equipment. Discussion ensued on the vehicle usage and rotation of the fleet.

Adjournment

Commissioner Manning made a motion to adjourn the meeting. Commissioner Clark seconded the motion. Meeting adjourned at 7:48 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 09/09/15 at 17:30. Meeting to be held at Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield.