

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/18/2015 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 and Dennis Manning; Chief Michael W. Sitar, Jr., Deputy Chief Michael J. Robinson, Treasurer Roland Seymour and Admin. Assistant Kathy Tobine

Public: Paula Benski, Matthew Gilman, Amanda Gilman, Aiden O'Brien, Derik Ogg, Luke Wakefield, David Hall, Jonathan Powell, Patricia Consentino

Treasurer's Report

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

The account balances as of November 17th are:

Apparatus & Equipment Replacement Fund	\$446,680.19
Apparatus & Equipment Replacement Fund CD	407,002.74
Debit Card Account	4,999.54
Operating Budget Account	199,451.61
Payroll Account	499.67
Land & Building Fund	199,427.02

Commissioner Clark wanted to know where we are in the budget versus where we are in the year.

Roland and Chief Sitar explained we are at 88.46% of the year and 85.6% of the budget has been spent.

Chief Sitar commented that he has instituted Monday night training but the call response policy has not changed.

Public Comment

None

Correspondence

Shelley Gerlaneau, our rep at DRA, thanked us for our patience with our request. She is still in the tax rate process and will get back to us within a week or so.

Chief's Report

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

1. Fire Prevention Report for October 2015

- There were 33 Fire Prevention inspections in which 30.0 man hours were used.
- Fire Prevention Week was October 4th through October 10th. The Fire Prevention trailer was used at Union Sanborn School and Southwick School. The NH Fire Marshall went to various preschools. Open House was on the 17th.
- The report was included in the handout.

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- AutoServ Kia is under construction, they should be open for December.
 - Aroma Joe's on West Main Street should open the end of next month.
 - DXL opened at Tanger Outlets.
2. Run Report for October 2015
 - The report was included in the handout.
 - For the month of October there were 142 incidents.
 - 93 of the incidents were EMS in nature which equates to 65% of our total incident volume for the month.
 3. Overlapping/Simultaneous Incidents for October 2015
 - The report was included in the handout.
 - There were 18 overlapping/simultaneous incidents for the month where two of the incidents was a third call.
 - Overlapping/simultaneous incidents accounted for 13% of all incidents for the month of October.
 4. The Facilities Committee met on November 11th. Their next meeting is Monday, November 30th, at 5:00 PM. Commissioner Manning explained they are looking at square footage and trying to work that out. They are also looking at land so they can give Kyle properties to look at. They looked at the Pelham station and most people that saw it liked it. It needs tweaking here and there. Discussion ensued.
 5. Budget Concerns: Chief Sitar reported that as of November 18th we are 88.46% through our fiscal year. Career Overtime @ 95.9%; Call Salaries @ 104.8% with 2 monthly payrolls remaining; Heating @ 97.3%; Sewer @ 114%; Gasoline @ 96.2%; Vehicle Repairs @ 118.3%. Overall we are at 85.6% total expenses for the year. The measures taken since July 1st to help the District remain within the allotted budget have had a positive impact. In-house training for all department members on Monday evenings has been reinstated. The next priority would be to increase Call Company responses to first call emergencies. Discussion ensued about the budget concerns.
 6. Chief Sitar reported he is working on a grant to improve our portable radio coverage and replace our current mobile and portable radios. There will be a small percentage (5%) match that will have to be appropriated from the Apparatus & Equipment Replacement Fund to secure the grant. That amount has yet to be determined. He is waiting to hear from contractors to firm up the pricing. Discussion ensued.
 7. The Apparatus Committee has been meeting. They are exploring how to best utilize the current fleet to maximize the use of each vehicle while also reducing overall vehicle costs for the Department. The Committee is also reviewing the written specification for a new engine to make sure it will meet the department's needs.
 8. Chief Sitar reported we applied for two Volunteer Fire Assistance grants from the Division of Forest & Lands; one for Northfield and one for Tilton. The grants are for forest firefighting equipment and gear. The grants are for approximately \$10,000. Our match will be approximately \$6,000.
 9. Chief Sitar reported he is currently working on the following:
 - FIRE Acts Grant for radio replacement and reception improvement
 - Forestry Grants for Tilton and Northfield
 - Employee Performance Evaluation Form
 - 2016 Budget to include:

- o New wage plan
- o New shift schedule
- o New pumper with funds to be expended in 2017
- o New mobile and portable radios
- o Increase in the Call Company Salary line
- o Increase in the Training line

Discussion ensued on the budget and facilities going before the public.

Old Business

Facilities Committee

Commissioner Manning made a motion to remove Janice Lindbloom from the Facilities Committee due to lack of attendance and appoint Paula Benski to replace her. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Buyer's Agent Contract

Commissioner Manning explained the Facilities Committee would like to hire a Buyer's Agent to facilitate the process of purchasing property. Discussion ensued on buyer's agents and property purchasing. Pat Consentino went into detail on the Town of Tilton's procedure for purchasing property. Location and response times were discussed. Commissioner Clark commented that if the bulk of the Committee feels they should look for more properties and have Greg Peverly act as the Buyer's Agent he agrees with it. He would like Commissioner Auger weigh in on it as well. Commissioner Manning explained that the contract is a standard contract which is \$5,000 or 3% whichever is greater. Chief Sitar commented the Facilities Committee wants to enter into a Buyer's Agent Contract with Greg Peverly.

The time line for District Meeting was discussed. Kathy explained they need to take into consideration how they are going to fund the purchase. If they are going to be financing or bonding over \$100,000 there are requirements that must be met, i.e. public hearing.

Budget

120 Call Salaries & Wages

The increase in Call Salaries & Wages was discussed. Commissioner Clark made a motion to fund this line at \$110,000. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

110 Career Salaries & Wages

Discussion ensued about the Chief's proposal for a 42 hour work week versus the current step & grade system with a 48 hour work week. A warrant article to add a fourth shift was discussed. Commissioner Manning commented that they not only have a responsibility to the voters, they also have a responsibility to the firefighters.

110.06 Overtime

Overtime was discussed. Commissioner Clark made a motion to fund Overtime at \$135,000. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

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135 Elected Officials

Discussion ensued about the elected officials.

Commissioner Manning made a motion to reduce the Treasurer's salary to \$1,500 so he is paid the same as the Commissioners and the Clerk. Commissioner Clark seconded the motion. There being no discussion, motion passed.

Commissioner Clark made a motion to increase the Moderator's salary to \$500. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

100 Salaries & Wages

Commissioner Manning made a motion to accept the proposed total Salaries & Wages of \$995,985 on the 2016 worksheet. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Minutes

October 21, 2015

Commissioner Manning made a motion to approve the minutes of October 21st as written. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Manifest

The Manifest of November 18, 2015 was reviewed and signed.

Adjournment

Commissioner Clark made a motion to adjourn the meeting. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 8:30 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 12/09/15 at 17:30. Meeting to be held at Northfield Town Hall Upstairs Meeting Room, 21 Summer Street, Northfield.