

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	12/09/2015 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 5:30 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: Joe Jesseman, Paula Benski, Gretchen Wilder

### Treasurer's Report

Roland presented his report. The checkbooks are all in balance as of November 30<sup>th</sup>.

The account balances as of December 9<sup>th</sup> are:

Apparatus & Equipment Replacement Fund	\$473,173.92
Apparatus & Equipment Replacement Fund CD	407,465.94
Debit Card Account	4,774.70
Operating Budget Account	283,466.54
Payroll Account	500.00
Land & Building Fund	199,477.02

Roland commented we have earned over \$7,000 in interest on the Apparatus & Equipment Fund Replacement Fund CD since inception. The original deposit was \$400,000.

Roland reported on the Apparatus & Equipment Replacement Fund. We budgeted \$280,000 in revenue and we are at \$288,000. We are currently over budget by \$8,000. Discussion ensued about the COMSTAR billing.

Roland reported on the Operating Budget. Northfield sends us their check the last week of December for the Operating Budget. Both Northfield and Tilton will be paid by the end of the year.

Miscellaneous revenue is up. Roland commented that there is a balance of \$171,000 remaining in the budget.

### Buyer's Agreement

Greg Peveryly of Berkshire Hathaway Verani Realty presented the Board with a Buyer's Agreement. He is proposing the Commissioners of Tilton-Northfield Fire District become his client which would allow him to pursue land and acreage for use as a site to accommodate a fire station. Discussion ensued about the agreement. Commissioner Clark opened the discussion for public comment. Joe Jesseman commented that he has worked with Greg and has found him very professional. Paula Benski commented that she has never had an issue with the dual agency clause but it is a good idea to remove that clause. Gretchen commented she doesn't have a lot of experience with real estate. There will be a lot of people at the meeting. It is best to keep everything on a level playing field.

Commissioner Manning made a motion to enter into a Buyer's Agreement with Greg and Deborah Peverly. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed. The Board signed the Buyer's Agreement.

#### Public Comment

Joe Jesseman commented that there were two instances of references to property during the prior discussion. He would like to have it redacted. Kathy explained there is no way to redact the information from the video.

Gretchen asked to status of the budget. Commissioner Clark commented they have been working on it. They have met with the Budget Committee twice and are meeting with them a couple more times this month.

Gretchen asked about the call numbers. Chief Sitar responded that we are up from last year. We will probably be 100 runs over last year. Gretchen requested the statistical data be forwarded to her on the call numbers and equipment. Gretchen commented she did not feel it the Commissioners should put a warrant article before the voters for a fourth shift. Discussion ensued. Chief Sitar requested Gretchen send him an email with exactly what she wants and he will forward it to her.

#### Correspondence

Shelley Gerlaneau, our rep at DRA. She explained that in order to add money to an existing Capital Reserve Fund the District must include a special warrant article on the warrant to be voted on at annual District meeting with an amount to be added to the CRF. With regard to the Bert Southwick Farm Trust, the original establishing trust document plays a key role in how you can expend the interest earned. She recommends that once we receive the documentation, we contact Terry Knowles at DRA as she oversees all private trust and may have additional information for us.

#### Chief's Report

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

##### 1. Fire Prevention Report for November 2015

- There were 68 Fire Prevention inspections in which 41.5 man hours were used.
- The report was included in the handout.
- AutoServ Kia is under construction, they should be completed by the end of the month.
- Aroma Joe's is under construction, they should open the end of next month.
- No other plans for development have come in.
- Included in the handout is a bulletin from the State Fire Marshall concerning Christmas Tree and Holiday Decorations regulations.

##### 2. Run Report for November 2015

- The report was included in the handout.
- For the month of November there were 115 incidents.
- 76 of the incidents were EMS in nature which equates to 66% of our total incident volume for the month.

##### 3. Overlapping/Simultaneous Incidents for November 2015

- The report was included in the handout.
- There were 12 overlapping/simultaneous incidents for the month where two of the incidents was a third call.

- Overlapping/simultaneous incidents accounted for 10% of all incidents for the month of November.
4. Chief Sitar reported the Facilities Committee met on December 7<sup>th</sup>. The committee is continuing to determine the program usage of the new building and is looking for possible locations for a new station. The next meeting is Monday, December 16<sup>th</sup> at 5:00 PM at Northfield Town Hall. There was extensive discussion about the facilities and Park Street. The land is not large enough and there are wetlands out back. Purchasing a piece of property was discussed. Chief Sitar commented that you need to educate the public of the process you went through to come up with the plan you are presenting them with. It is an education process. You need to listen to the public and let them have input on it. Joe Jesseman commented the earlier the public is brought in and educated, the better the chance of passing it. You need to convince them why they need to spend that money now to save it later.
  5. Budget Concerns: Chief Sitar reported that as of December 7<sup>th</sup> we are 94.23% through our fiscal year. Career Overtime @ 98%; Call Salaries @ 110% with 1 monthly payroll remaining; Information Technology @ 107.6%; Heating @ 99.1%; Sewer @ 114%; Gasoline @ 100.4%; Vehicle Repairs @ 119.4%. Overall we are at 90.9% total expenses for the year.  
  
Chief Sitar reported there was an issue with Ambulance 1 yesterday where it caught on fire. It is at AutoServ. It should be able to be repaired. It is all in the engine area. It might even be a transmission issue. They worked on it today and need to work on it longer in order to give us an estimate. We are going to be close but he believes we will come in on budget.  
  
Discussion ensued about the sewer bill.
  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 but will be in the \$15,000 to \$20,000 range. The total grant will be for more than \$225,000. Discussion ensued about the cost of portable radios.
  9. Deputy Robinson reported the firefighters participated fundraising for the Children's Auction. The firefighters got together for their annual boot drive this Thanksgiving and Black Friday. They raised \$3,000 which they donated to the Children's Auction.

Old Business

Encumbering Funds

Chief Sitar requested the Board encumber the following funds:

- Apparatus & Equipment Replacement Fund
  - Line 740.101 Vehicle Repeaters \$23,297
  - Line 960.500 Extrication Tools \$21,000
- Operating Budget
  - Line 720 Building \$42,885

Commissioner Manning made a motion to encumber the funds as requested by Chief Sitar. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

New Business

Warrant Articles were discussed. It was decided to group all articles for the Apparatus & Equipment Replacement Fund together and have the warrant article for the Operating Budget at the end of the money articles.

The vacant Clerk position was discussed. Kathy is to contact the Clerks, Deputy Clerks and Administrative Assistants of the Towns of Tilton & Northfield regarding the vacant position.

Commissioner Auger is against putting a warrant article forward for a fourth shift. He feels it is wrong to do that. Commissioner Clark reported he checked with DRA and the Municipal Association regarding putting a warrant article forth. They both recommended the Board not give up that inherent authority. What was proposed is not illegal, it is just not recommended. Discussion ensued. Commissioner Clark made a motion that the Board of Commissioners not put forth a warrant article for a fourth shift and have the Chief share this with the men. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Budget

215 Group Life Insurance

215.01 Short Term Disability

This line was revisited. Kathy explained the rate for the Short Term Disability has decreased. Discussion ensued. Commissioner Clark a motion to fund this line at 2,400. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

215.05 Long Term Disability

The Board reviewed this line and made no changes, keeping it funded at \$2,300.

480 Property & Liability Insurance

This line was revisited. Kathy explained that the number provided by the Chief is a firm number. Commissioner Auger made a motion to fund this line at \$21,393. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

560 Dues & Subscriptions

NH Municipal Association

This line was revisited. Kathy explained that we have received the invoice for 2016. This is the actual number. Commissioner Clark made a motion to fund this line at \$515. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

250 Unemployment Compensation

Chief Sitar explained that we are self-funded. Traditionally we have funded this line at \$500. Discussion ensued. Commissioner Clark made a motion to fund this line at \$500. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

260 Workers Compensation

Chief Sitar commented that his number is a firm number. Commissioner Clark made a motion to fund this line at \$33,781. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

215 Group Life Insurance

215.03 NH State Firemen's Insurance

Kathy explained this insurance covers the elected officials, the call company and career employees. Discussion ensued. Commissioner Auger made a motion to fund this line at \$880. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

341 Telephone

341.5 Internet

Discussion ensued about the internet service. Commissioner Auger made a motion to fund this line at \$600. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

342 Information Technology

342.01 FireHouse Software: \$5,600

342.02 IT Services: \$9,690

342.03 Antivirus: \$220

342.04 Computer Software: \$1,400

342.05 Computer Hardware: \$2,600

342.06 Email Service: \$672

342.07 TNFD Website: \$90

Chief Sitar explained that all the numbers are hard numbers. Discussion ensued about line 342.05 Computer Hardware. Commissioner Auger made a motion to fund Information Technology at \$20,272. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

350 Medical Services

350.01 Physical Exams: \$6,125

350.02 New Employees & Other Expenses: \$2,500

Discussion ensued about the physicals. Commissioner Manning made a motion to fund Medical Services at \$8,625. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

390 Other Professional Services

Commissioner Clark asked why the 2014 actual was \$18,350. Kathy explained that was the line we paid the COMSTAR bill from. We need to fund it at \$1 to keep it open. Commissioner Auger made a motion to fund this line at \$1. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

411 Heating Fuel

411.01 Center Street Station: \$5,051

411.02 Park Street Station: \$3,361

Discussion ensued about heating fuel. Commissioner Auger made a motion to fund Heating Fuel at \$7,500. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

412 Water

412.01 Center Street Station: \$750

412.02 Park Street Station: \$250

Discussion ensued about water. Commissioner Auger made a motion to fund Water at \$1,000. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

413 Sewer

413.01 Center Street Station: \$612

413.02 Park Street Station: \$425

Discussion ensued about the sewer rates. Commissioner Auger made a motion to fund Sewer at \$1,000. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

625 Postage

Chief Sitar explained he would like to send a quality survey on each fire incident, EMS incident and rescue incident. Discussion ensued. Commissioner Manning made a motion to fund Postage at \$2,250. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

630 Equipment Maintenance & Repair

Chief Sitar explained he budgeted \$17,571 for 2016 as he has postponed all noncritical repairs until next year. Discussion ensued about equipment maintenance. Commissioner Clark made a motion to fund this line at \$13,500. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

631 Service Testing

Chief Sitar explained that these numbers are hard numbers. Commissioner Manning mad a motion to fund this line at \$15,875. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Minutes

November 9, 2015 & November 18, 2015

Commissioner Manning made a motion to approve the minutes of November 9<sup>th</sup> and November 18<sup>th</sup> as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Manifest

The Manifest of December 9, 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 9:00 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** 01/13/16 at 17:30. Meeting to be held at Tilton Town Hall Downstairs Meeting Room, 257 Main Street, Tilton.