

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	09/21/2016 at 5:52 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Upstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:42 PM.

Present: Commissioners Paul Auger, Paul Blaisdell and Dennis Manning; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson and Treasurer Roland Seymour

Facilities Committee Members Present: Joe Jesseman, Paula Benski, Lucinda Hope and Tim Sattler

Public Present: Kevin LaChapelle, Katherine Dawson, David Hall, Luke Wakefield, Jon Powell, Sean Valovanie, Justin Kantar

Franklin Savings Bank

Heather Capraro with Franklin Savings Bank presented information on collateralizing options available for public funds. There are two options available.

Option 1 is to keep the funds with FSB and put them in a sweep account. The sweep account will take anything over \$250,000 and sweep it in to a collateralized account. It goes out to government securities. Every night you receive a cusip number so you know where those funds are.

Commissioner Auger wanted to know about the risk involved. Heather explained there is no risk as long as the security is 100% solvent. There is supposed to be no risk. Commissioner Auger requested the account balance. Heather explained that as of today there is \$378,599.43 in the account. The interest being received is 0.18%. No matter which choice is decided upon, FSB will honor that rate. Roland asked if they are only addressing the operating account. Heather explained she is only talking about the operating account. Heather explained that the FDIC only insures up to \$250,000 under one tax id number. They want to collateralize anything over the threshold.

Option 2 is a 100% insured FDIC account. That is through ICS, the Insured Cash Sweep service. This is what the Town of Tilton is using. All the money goes into FSB. They have an agreement with Promontory Interfinancial Network, a third party vendor. They will hold the money with different institutions. This is all FDIC insured. At the end of the business day, whatever is funds are left is swept to ICS.

Heather recommends the ICS. It is a better program. They are FDIC insured and they are insured themselves through Promontory. Everything is done behind the scene.

Discussion ensued. The Board unanimously decided to discuss this further with Kathy and Roland before making any decisions.

Treasurer's Report

Roland presented the Treasurer's Report. The bank accounts are in all balance.

The balances as of August 31st are

Apparatus & Equipment Replacement Fund	\$620,584.21
Apparatus & Equipment Replacement Fund CD	411,598.18

TNFD Commissioner's Meeting
09/21/16

Debit Card	4,617.72
Operating Budget Account	337,151.98
Payroll Account	500.00
Land & Building Fund	199,702.56
Savings Account	76,901.56

Discussion ensued about the Apparatus & Equipment Replacement Fund. Roland commented they have collected \$236,840. Last year at this time we had \$195,000 so you are well ahead of last year.

Roland commented that the Operating Budget report the Chief presented speaks for itself. Account 660 is over. He has run a detail if anyone wants to look at that.

Commissioner Auger reiterated he would like Roland to get together with Kathy this week or next as they would like to resolve the FDIC issues with the funds.

Public Comment

There was no public comment.

Correspondence

There was no correspondence.

Chief's Report

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

1. Budget

- We are currently 73.1% through the calendar year and the total operating expenses are at 67.5%. We are well within the budget.
- Line 660 is a concern at this time at 97.8%; but overall, all other expenses are still within or below projections at this time.
- Line 110.06 Overtime will be over as well, but some costs will be recouped in savings on salaries and health insurance.

2. Fire Prevention Report for August 2016

- There were 84 Fire Prevention inspections in which 43.13 man hours were used.
- New Occupancies:
 - a. Cyr Lumber is at 542 West Main Street (formerly Uncle Hilde's)
 - b. Tilton Tobacco & Convenience at 276 West Main Street, next to Rio Burrito

3. Run Report for August 2016

- Report included in handout
- For the month of August we had 164 incidents.
- 113 of the incidents were EMS in nature and that equates to 69% of our total incident volume for the month.

4. Overlapping/simultaneous incidents for August 2016

- We had 34 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 21% of all incidents for the month.
- We had six third calls and one fourth call.
- We received five mutual aid ambulance responses.

TNFD Commissioner's Meeting
09/21/16

5. Call Company response to EMS calls continues to be very sparse. Fire and MVA calls have had good responses.
6. FF/Paramedic Dan Leathers resigned to go to Laconia Fire. His last day with TNFD was 09/11/16.
7. LT/Paramedic Matt Gilman has submitted his resignation letter. He is going to Concord Fire. His last day at TNFD is 10/01/16.
8. We are having a promotional assessment center to replace the Kelly Lieutenant position vacated by Lt. Gilman. This is tentatively scheduled for 10/28/16.
9. Accepting applications for two FF/AEMTs. There are currently ten fire departments accepting applications for similar open positions within the State. So far there have been six applications submitted for consideration of employment at TNFD. Applications close on 9/26/16.

Commissioner Blaisdell wished Dan Leathers and Matt Gilman nothing but the best in their future. He hopes they succeed professionally and personally. He thanks them for their service to our Department and our community. He has nothing but well wishes for them in the future.

10. The Exit Interview for Dan Leathers revealed that the main reasons he was leaving TNFD were the hours and pay were not equitable with other FDs in the area. An additional reason was that he thought there was a greater chance for promotion in a larger department. The things that Dan liked best about the department were the other firefighters, the department's support of education and training, and the variety of calls. When asked if he could change anything about the Department that would have enticed him to stay, he replied that he would go to a four platoon shift schedule. When asked what was the hardest thing required at TNFD, his reply was responding to fire calls on the engine by himself. When asked what it takes to succeed at TNFD, he replied the ability to be flexible, you must like to train and like to work hard.
11. The Fire Department evaluated two new battery operated hydraulic combi tools on Friday, September 9th. Discussion ensued about the battery operated tools versus the hydraulic tools with hoses. Chief Sitar explained he would like to purchase the battery operated combi tool in the next budget year.

Discussion ensued about the disposal of the hydraulic tool on the rescue. Commissioner Blaisdell made a motion authorizing Chief Sitar to put the old extrication equipment off the rescue truck on the market for sale and obtain whatever funds he can get for it. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Auger requested Chief Sitar email him the information on the battery operated hydraulic combi tool

12. Currently Working On:

- Call Company recruitment. Discussion ensued on the cost of EMT training.
- Analytic analysis comparison between TNFD and Franklin, Belmont and Gilford Fire Departments. These departments were picked because of the similarities to TNFD, area covered, population, proximity and manning.
- 2017 Budget.

Old Business

Facilities Committee

Tim Sattler commented the Facilities Committee would like to give the Commissioners a presentation

on what has been accomplished so far. He gave a history of how the Facilities Committee was formed and what they were taxed with. He explained that the Committee members have a variety of thoughts and varied views on what the best solution should include, what it might look like and where it should be located. They all agree that doing nothing is not an option. He then gave the slide presentation.

Commissioner Auger asked what they consider the Village District. Tim Sattler explained that it is within a mile of the Center Street Station.

Kevin LaChapelle asked how the Committee arrived at the tax rate. Tim Sattler explained that the 35 cent raw tax rate was determined by the taking the total value of the property in Tilton, dividing that by the increase to the budget of \$276,000 and then multiplying that by Tilton's percentage of the budget. Discussion ensued. Tim Sattler explained that the easiest way to look at it is it will increase the tax rate by 35 cents. On a \$100,000 home, it will increase the taxes by \$35.00.

David Hall suggested that there be a continual display of the options as they go through the presentation.

Commissioner Auger wanted to know the stations the Committee visited. Tim Sattler replied New Hampton, Pelham, Meredith, Bristol, Hebron, Center Harbour, Laconia and Canterbury. Discussion ensued.

Discussion ensued about renovating Park Street and building a new station a few years down the road. All options were then discussed.

The public hearing was discussed.

The Board of Commissioners thanked the Committee for coming to the meeting and presenting their findings.

Open House/Senior Safety Day

Chief Sitar informed the Board that they have been holding an open house with limited success. This year he would prefer to put all their efforts into Senior Safety Day. Captain Valovanie explained Franklin Hospital sets it up. They reach out to the communities with their educators. They coordinate it. The firefighters volunteer their time to go to the seniors homes to check their smoke detectors, carbon monoxide detectors, change the batteries and do safety checks. Whatever help they need, they help them with.

Engine 1 Refurbish

Chief Sitar presented the Board with the estimate to refurbish Engine 1. It will cost \$74,857.50 to refurbish it. This will not come out of the Apparatus & Equipment Replacement Fund. It will come from the Operating Budget and affect the tax rate. Discussion ensued. Chief Sitar recommended they continue to use the truck and maintain it. He does not feel they should spend the money to refurbish it. Ideally, they should replace the truck. The Board unanimously agreed to review the estimate and revisit it again at the next meeting.

New Business

Intermunicipal Agreement with Franklin

Chief Sitar presented the Board with an inter-municipal agreement that he and Chief LaChapelle from Franklin Fire Department have been working on. This agreement is regarding the sharing of fire investigative and fire inspection services between the two communities. Discussion ensued. The Board agreed this is a good idea. Chief LaChapelle explained it will be reviewed by legal counsel.

TNPFF Executive Board

Sean Valovanie thanked the Board for meeting with them. He explained the reason they are there is to discuss the retention of our firefighters. In the past 10 years, we have lost nine employees to other departments. In the past three years, we have lost three paramedics, two being officers that reside in the community. He has never heard of an officer leaving a department to become a probationary member somewhere else. TNFD is a great place to work. When you ask them why they are leaving, they say the same thing. The schedule and pay. Our schedule is not competitive. We are the only comparable department that runs a three platoon system rather than a four. Our starting pay is competitive; however, we quickly fall behind and in five years we are no longer competitive. He provided the board with hard copies of the analysis they completed between nine different towns. The appendix contains all the information gathered through 91A requests. They didn't include medical coverage because we seem to be right in the middle at 89%.

In 2009/2010 the Board commissioned a pay study. They used seven of the nine departments in their study. They removed Wolfeboro and Berlin as they do not provide EMS service. They added Concord and Laconia because that's where the last three employees have gone.

Discussion ensued about the data contained in the report.

Deputy Robinson requested Sean explain weekends with the three shifts. Sean gave the best example would be they get off duty at 7:00 AM Saturday morning and return to work at 7:00 AM Monday morning. It is a three week rotation. The second week they work Saturday but don't have to be back until Tuesday. The other weekend they work Sunday.

Commissioner Auger asked how many days a week they actually work. Discussion ensued about the schedule. Deputy Robinson asked Sean the last time he had a whole weekend off without taking vacation time. Sean commented that it had been three years since he worked the Kelly Day shift. David Hall commented that he hasn't had a whole weekend off without taking vacation.

Commissioner Manning asked how the fourth platoon would average for the weekends. Sean explained that if you consider working Friday and staying at work until 7:00 Saturday morning working the weekend, you would get three weekends off out of every eight weekends off.

Pay was discussed. Chief Sitar explained that if they convert from 48 to 42 hours the annual base salary would remain the same.

Discussion ensued on who has the authority to make the decision to change from a 48 hour to 42 hour work week.

Holiday benefits were discussed.

The Board unanimously agreed to review the information provided and revisit this at a future meeting.

Apparatus & Equipment Replacement Fund

Commissioner Blaisdell questioned only being able to use this fund for equipment. They might consider diverting some of this money to a building fund. Commissioner Manning commented that a lot of taxpayers would like to see us wait and save up the money. If they proposed that this year, it might muddy the waters in getting things approved. Commissioner Auger commented that his account was set up specifically to purchase apparatus and equipment. Discussion ensued.

Minutes

August 9, 2016

TNFD Commissioner's Meeting
09/21/16

Commissioner Auger made a motion to accept the minutes of August 9th as written. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Manifest

The manifest of September 16th was reviewed and signed.

Adjournment

Commissioner Auger made a motion to adjourn at 9:00 PM. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 9:00 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 10/19/16 at 5:00 PM. Meeting to be held at Winnisquam Regional High School, Cafetorium, 435 West Main Street, Tilton.