

## Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By:	Commissioners	Date, Time:	11/21/2016 at 7:00 PM
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield

Tim Sattler called the meeting of the Budget Committee to order at 7:05 PM. He announced that Kathy has agreed to transcribe their meeting minutes.

Present: George Flanders, Commissioner Paul Auger, Tim Sattler; Trish Sawicki, Bob Petrin and Chief Mike Sitar.

Absent: Jane Alden and Peter Fogg

Public Present: Commissioner Paul Blaisdell and Captain Sean Valovanie

Chief Sitar provided the Committee with copies of the District Time Line and the proposed budget. He explained the first column is his budget and the second column is the Commissioners budget. Any lines with a gray bar in the first or second column have not been completed. The third column will be Budget Committees recommended number. The fourth column is the 2016 appropriated budget. The fifth column is for the 2016 actuals which will be completed after the end of the year. The sixth and seventh columns are the actuals for 2015 and 2014.

Tim Sattler requested the year-to-date actuals be completed as they are quite important to the process. Discussion ensued about the year-to-date actuals.

Chief Sitar presented the Committee with a budget narrative which explains each item in more detail.

Tim Sattler explained that in the past the Budget Committee has gone through each line item, ask for any clarification or information as to what that line item includes, discuss it and work through the lines individually while looking at how each line impacts the bottom line. The Committee needs to select a chairperson. Kathy will transcribe the minutes of our meetings. They need to ascertain how many meetings they think they will need to get through the budget while keeping in mind some of the dates come up pretty quick.

Commission Auger requested they set a time limit for the meetings. George Flanders commented that the meetings didn't go beyond 9:00 PM.

Commissioner Auger nominated Tim Sattler as chairperson. Trish Sawicki seconded the motion. There being no other nominations for the chair, vote was taken. Motion passed.

### **Budget**

Tim Sattler reviewed the budget draft. He questioned why there were already figures in the Budget Committee's column. Chief Sitar explained this is due to agreement with the Water District voted upon at the last District meeting. Tim then explained the first page is revenue. The second page is the expense sections of the budget. Starting on page three you have the individual line items of each category of the budget.

Chief Sitar explained that his budget is complete. The Commissioners have had two budget workshops and 90% of the operating budget has been completed. Their next meeting is scheduled for next Wednesday.

Bob Petrin asked if the Commissioners were looking at any priorities. Commissioner Auger commented they are trying to stay within the budget they had last year. They have not completed it yet but there are some items they can do away with that will reduce it quite a bit. One of the reasons it might be more is because they will have a fourth shift. Chief Sitar explained that starting next Monday they are going to four shifts. They added one additional person in order to do that. Commissioner Auger commented that they are going from working 48 hours to 42 hours. It gives them a substantial

raise. The insurance was the big thing. He wanted to level fund the insurance and let the employees pick up the difference; however, it didn't go that way.

Tim Sattler asked where there have been major increases in the budget other than wages and health insurance. Chief Sitar explained equipment maintenance and repairs. Discussion ensued about equipment maintenance and repairs.

Bob Petrin asked about the Capital Improvement Plan. He wanted to know how often the ambulances were scheduled to be replaced. Chief Sitar explained that a new ambulance is purchased every five years and they are kept for 10 years. Discussion ensued about the ambulances.

Chief Sitar commented that the SCBA bottles need to be hydrostatic tested this year. This year we are purchasing the extended warranty for our server. The line item for call salaries as well as cisterns and dry hydrants have reduced.

Discussion ensued about Account 660 Vehicle Repairs. The Capital Improvement Plan was discussed.

Warrant articles were discussed. The Fire Prevention Expendable Trust Fund was reviewed.

Chief Sitar offered to meet with any of the Budget Committee members to answer any of their questions in his office and explain it in more detail.

Bob Petrin wanted to know if the line items in gray have been approved. Chief Sitar explained that those have not been agreed upon yet.

Bob Petrin asked Commissioner Auger if there were any major areas of improvement or disagreement between the Commissioners and the organization. Commissioner Auger explained that what they have done so far it has gone pretty smooth. There are a lot of gray bars toward the end as they haven't gotten to those lines yet. Bob commented that most of the items are fixed and there isn't much discretionary funding to play with.

Staffing was discussed. Chief Sitar explained there are three firefighters per shift. There are four shifts. There are twelve firefighters plus the Fire Prevention Deputy, himself and a full time administrative assistant. Scheduling was discussed. Chief Sitar explained that currently they work 24 hours on, 48 hours off. The new shift schedule will be 24 on, 48 off, 24 on, 96 off. It is an eight week cycle. This averages out to 42 hours per week. There will be no Kelly days in the new schedule. The Kelly days were explained. Commissioner Auger explained that they made the Fire Prevention Captain the Fire Prevention Deputy this year. Chief Sitar commented that not only is he in charge of Fire Prevention, he is also in charge of training and overall operations of the department.

**Meeting Schedule**

The Committee discussed future meetings. It was decided they would meet Monday, November 28<sup>th</sup> at 7:00pm and Monday, December 5<sup>th</sup> at 5:30pm.

Tim Sattler requested the members review the budget. If they would like any additional information, they can request the Chief bring it to the meetings.

**Adjournment**

Trish Sawicki made a motion to adjourn. Bob Petrin seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 8:05pm.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** 11/28/16 at 7:00pm. Meeting to be held at Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield.