

Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By:	Commissioners	Date, Time:	11/28/2016 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: Commissioner Paul Auger, Bob Petrin, Trish Sawicki, Jane Alden, Tim Sattler; George Flanders, Peter Fogg and Chief Mike Sitar.

Public Present: Captain Sean Valovanie

Minutes

November 21, 2016

Bob Petrin made a motion to accept the minutes of November 21st. Trish Sawicki seconded the motion. There being no discussion, vote was taken. Motion passed.

Budget

Tim Sattler commented the Chief had presented them with the actual budget for 2016 with year-to-date expenses and budgeted amounts. Kathy will work on having those figures added to the 2017 budget document so all information will be on one sheet. The Commissioners have not met since the Committee met last so there is no additional information.

300 Professional & Technical Services

301 Auditing: Peter Fogg made a motion to fund this line at \$9,100. Bob Petrin seconded the motion. Discussion ensued. The Budget Committee requested three bids for the audit.

320 Legal Services: Peter Fogg made a motion to fund this line at \$2,000. Jane Alden seconded the motion. Discussion ensued. Peter Fogg amended his motion to fund this line to \$4,000. Jane Alden amended her second. There being no further discussion, vote was taken. Motion passed to fund this line at \$4,000.

335 Training: Peter Fogg made a motion to fund this line at \$12,500. Bob Petrin seconded the motion. Discussion ensued about what this line covered. There being no further discussion, vote was taken. Motion passed to fund this line at \$12,500.

340 Bank Charges/Interest: Peter Fogg made a motion to fund this line at \$100. Jane Alden seconded the motion. Discussion ensued about what this line covers. There being no further discussion, vote was taken. Motion passed to fund this line at \$100.

341 Telephone: Bob Petrin made a motion to fund this line at \$6,500. Jane Alden seconded the motion. Discussion ensued about the MiFi and Internet. Who carries the cell phones and why there were cell phones in the vehicles was discussed. There being no further discussion, vote was taken. Motion passed to fund this line at \$6,500.

342 Information Technologies: Peter Fogg made a motion to fund this line at \$22,517. Jane Alden seconded the motion. The difference between the Chief's budget and the Commissioners was

discussed. Chief Sitar explained the various line items and how they are billed. There being no further discussion, vote was taken. Motion passed to fund this line at \$22,517.

350 Medical Services: Peter Fogg made a motion to fund this line at \$10,285. Bob Petrin seconded the motion. Discussion ensued. There being no further discussion, vote was taken. Motion passed to fund this line at \$10,285.

385 Elections: Peter Fogg made a motion to fund this line at \$1,650. Jane Alden seconded the motion. There being no discussion, vote was taken. Motion passed to fund this line at \$1,650.

390 Other Professional Services: Peter Fogg made a motion to fund this line at \$1. Bob Petrin seconded the motion. Discussion ensued on what this line covers. The Budget Committee requested Chief Sitar provide them with what the \$480 expenditure so far this year was for. Peter Fogg withdrew his motion.

400 Property Services

410 Electricity: Peter Fogg made a motion to fund this line at \$9,500. Jane Alden seconded the motion. Discussion ensued on shopping our electric service. There being no further discussion, vote was taken. Motion passed to fund this line at \$9,500.

411 Heating Fuel: Peter Fogg made a motion to fund this line at \$7,000. Jane Alden seconded the motion. This line item was tabled waiting for additional fuel deliveries.

412 Water: Peter Fogg made a motion to fund this line at \$1,200. Jane Alden seconded the motion. Discussion ensued about water usage at each station. There being no further discussion, vote was taken. Motion passed to fund this line at \$1,200.

413 Sewer: Peter Fogg made a motion to fund this line at \$1,100. Jane Alden seconded the motion. There being no discussion, vote was taken. Motion passed to fund this line at \$1,100.

430 Repairs & Maintenance: Chief Sitar commented that the Commissioners have not completed this line. It was unanimously decided to pass over this line for now.

480 Property & Liability Insurance: It was unanimously agreed to pass over this line for now pending the Commissioners completing their budget.

500 Purchased Services

550 Printing: Peter Fogg made a motion to fund this line at \$500. Jane Alden seconded the motion. Discussion ensued on what this line covers. There being no further discussion, vote was taken. Motion passed to fund this line at \$500.

560 Dues & Subscriptions: Peter Fogg made a motion to fund this line at \$3,405. Jane Alden seconded the motion. Chief Sitar explained the increase in this line. There being no discussion, vote was taken. Motion passed to fund this line at \$3,405.

590.2 Pressurized Hydrants: Tim Sattler explained this is a contract item for five years as voted upon at last District Meeting. Peter Fogg made a motion to fund this line at \$125,988. Jane Alden seconded the motion. There being no discussion, vote was taken. Motion passed to fund this line at \$125,988 with Peter Fogg voting against.

600 Supplies

620 Office Supplies: Jane Alden made a motion to fund this line at \$3,000. Bob Petrin seconded the motion. Discussion ensued on the increase in this line and why the Board of Commissioners funded

this line at \$2,750. Jane amended her motion to \$2,750. Bob amended his second. There being no further discussion, vote was taken. Motion passed to fund this line at \$2,750.

620.1 Data Destruction: Peter Fogg made a motion to fund this line at \$250. Bob Petrin seconded the motion. Record retention and destruction was discussed. There being no further discussion, vote was taken. Motion passed to fund this line at \$250.

625 Postage: Peter Fogg made a motion to fund this line at \$950. Jane Alden seconded the motion. Discussion ensued. There were questions about the Satisfaction Survey. There being no further discussion, vote was taken. Motion passed to fund this line at \$950.

630 Equipment Maintenance & Repairs: Peter Fogg made a motion to fund this line at \$16,925. Jane Alden seconded the motion. Discussion: Chief Sitar commented that he has added \$3,600 for OptiComm Repair this year. Trish Sawicki questioned mobile radio repair. Chief Sitar explained that our mobile radios are 11 years old or older. They are not manufactured anymore and are not supported by the manufacturer. Parts are being bought off Ebay. Trish Sawicki requested more information on the gas meters. Chief Sitar explained they are four gas meters and are used to measure oxygen, carbon monoxide, hydrogen sulfide and explosive gases. He explained their usage. Tim Sattler questioned EMS Equipment. Chief Sitar explained that if something on the ambulance breaks, i.e. the suction machine; they are purchased from this account. There being no further discussion, vote was taken. Motion passed to fund this line at \$16,925.

631 Service Testing: Peter Fogg made a motion to fund this line at \$18,068. Jane Alden seconded the motion. Chief Sitar explained the increase this year. The SCBA bottles have to be hydrostatic tested every five years and next year is the year it must be done. Discussion ensued. Peter Fogg withdrew his motion. It was unanimously decided to table this line until actuals for 2016 have been entered.

635 Gasoline: Peter Fogg made a motion to fund this line at \$5,000. Jane Alden seconded the motion. Discussion ensued about gas prices. Peter Fogg amended his motion to \$4,500. Jane Alden amended her second. There being no discussion, vote was taken. Motion passed to fund this line at \$4,500.

636 Diesel: Peter Fogg made a motion to fund this line at \$12,000. Jane Alden seconded the motion. Discussion ensued. There being no further discussion, vote was taken. Motion passed to fund this line at \$12,000.

670 Books & Periodicals: Peter Fogg made a motion to fund this line at \$250. Jane Alden seconded the motion. There being no discussion, vote was taken. Motion passed to fund this line at \$250.

680 Departmental Awards: Peter Fogg made a motion to fund this line at \$650. Jane Alden seconded the motion. Chief Sitar explained every year there is an annual awards dinner where all retired firefighters are invited. Awards are presented. There being no discussion, vote was taken. Motion passed to fund this line at \$650.

683 Fire Prevention: Peter Fogg made a motion to fund this line at \$4,500. Jane Alden seconded the motion. Chief Sitar explained that the fees collected through Fire Prevention Fees are put into the Fire Prevention Expendable Trust Fund created last year at District Meeting. Those fees fund this line item rather than having it funded through taxation. Discussion ensued. There being no further discussion, vote was taken. Motion passed to fund this line at \$4,500.

685 Uniforms: Peter Fogg made a motion to fund this line at \$13,850. Jane Alden seconded the motion. Discussion ensued about the increase in this line item. There being no further discussion, vote was taken. Motion passed to fund this line at \$13,850.

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Miscellaneous

Tim Sattler reminded everyone that their next meeting is Monday, December 5th at 5:30pm at Tilton Town Hall in the downstairs meeting room. Discussion ensued about scheduling another meeting after December 5th.

Commissioner Auger commented on the health insurance. Chief Sitar explained the share between the employees and the District was 11% for the employee and 89% for the District. The Commissioners voted to increase the employee contribution to 12% and reduce the District portion to 88%. They did this because they felt it was fair since the employees went from a 48 hour week shift schedule to a 42 hour week shift schedule giving them an 11.44% pay raise if you look at it hourly. Health insurance co-pays were discussed. There is also a deductible. The District pays the deductible since it was cheaper to do that. Discussion ensued about the health insurance and the opt-outs offered.

Tim Sattler commented that he will only be able to stay until 6:30pm at the meeting on December 5th.

Adjournment

Bob Petrin made a motion to adjourn. Paul Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 9:03pm.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 12/05/16 at 5:30pm. Meeting to be held at Tilton Town Hall, Upstairs Meeting Room, 257 Main Street, Tilton.