

Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By:	Commissioners	Date, Time:	01/11/2017 at 5:00 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 5:00 PM.

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

Absent: Peter Fogg, Trish Sawicki and Jane Alden

Minutes

December 28, 2016

Paul Auger made a motion to accept the minutes of December 28th as written. George Flanders seconded the motion. There being no discussion, vote was taken. Motion passed.

Budget

Chief Sitar presented the Committee with updated copies of the budget and draft warrant articles.

Tim Sattler commented on the fact that the Chief's budget amount has been corrected numerous times. It looks like everybody is in agreement for the most part. He is concerned about how this will play at a public hearing and the meeting as typically that is not what the public sees. They see the Chief's budget, the Commissioners budget with changes and the Budget Committee's budget with changes. The public votes on the Budget Committee's budget. He is concerned it does not give a clear picture of what has transpired because the Chief's line has been updated. Paul Auger commented that is the way it has always been done. This looks like he puts the numbers in there and they all agreed with what he was asking for. Discussion ensued. Chief Sitar commented he will change his numbers back to the original numbers once they finish the process.

Discussion ensued about encumbered funds. Revenues were reviewed. Chief Sitar gave an explanation of the bequests received. The town appropriations were discussed.

Warrant Articles

810 Contingency Fund: Bob Petrin made a motion to fund this line at \$19,000. Paul Auger seconded the motion. Chief Sitar explained that RSA allows for 1% of the budget. He rounded down to \$19,000 as you cannot round up. Tim Sattler commented that this is a warrant article and read the warrant article.

Article 13: *To see if the District will vote to establish a contingency fund and vote to appoint the Board of Commissioners as agents to expend from the contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate Nineteen Thousand Dollars (\$19,000.00) to put in the fund. This sum to come from the Unreserved Fund Balance. Any appropriation left in the fund at the end of the year will lapse to the general fund.*

Tim Sattler commented that last year was the first year they had done anything like this. Chief Sitar explained that it is. None of it was used and has lapsed back to the general fund. Paul Auger commented that this comes from the Unreserved Fund Balance and is not raised through taxes. It is good to have. Chief Sitar explained that this is under the control of the Commissioners. He cannot expend the funds without their approval. Discussion ensued about the fund. There being no further discussion, vote was taken. Motion carried to recommend the article: Bob Petrin, yay; Tim Sattler, yay; Paul Auger, yay; George Flanders, nay.

1500 Fire Prevention Expendable Trust Fund: Tim Sattler asked about this line. Chief Sitar explained this was the warrant article to create the fund. This is warrant article 8. The revenues from Fire Prevention fees are what goes in to this fund. Tim read the article.

Article 07: *To see if the District will vote to raise and appropriate the sum of Seven Thousand Eight Hundred Sixty Dollars (\$7,860.00) for the purpose of adding to the existing Fire Prevention Expendable Trust Fund with said funds to be withdrawn from the Unreserved Fund Balance.*

Chief Sitar explained that when money comes in, it goes in to the Operating Account. Therefore, it ends up in the Unreserved Fund Balance. Discussion ensued about warrant articles 7 and 8. Fire Prevention Fees were discussed.

Bob Petrin made a motion to recommend the article. Paul Auger seconded the motion. There being no further discussion, vote was taken. Motion passed unanimously to recommend the article.

683 Fire Prevention: Tim Sattler commented this is the companion article to article 7 and read article 8.

Article 08: *To see if the District will vote to raise and appropriate the sum of Four Thousand Five Hundred Dollars (\$4,500.00) for the purpose of purchasing materials, tools and equipment related to public education, code enforcement, training, etc. with said funds to be withdrawn from the Fire Prevention Expendable Trust Fund.*

Bob Petrin made a motion to recommend the article. Paul Auger seconded the motion. Tim Sattler commented about the remarks made by one of the firefighters at one of the Commissioners meeting. There being no further discussion, vote was taken. Motion passed unanimously to recommend the article.

Apparatus & Equipment Replacement Fund Budget

331 Ambulance Billing Services

331 COMSTAR: Bob Petrin made a motion to fund this line at \$22,500. Paul Auger seconded the motion. Chief Sitar explained that this is the company that does our ambulance billing. Tim Sattler asked what their fee is. Chief Sitar explained they collect 6.5% of the collected fees. Discussion ensued about billing companies. Paul Auger provided clarification on how billing works for residents. There being no further discussion, vote was taken. Motion passed unanimously.

332 Paramedic Intercept: Bob Petrin wanted to know if we have paramedics. Chief Sitar commented that we do have three paramedics on staff. We don't always have one on duty. When we need a paramedic intercept we are either going to Lakes Region or Concord. If we go to Concord, we use Concord Fire's medics. They can charge us a fee for that paramedic intercept. That is around \$500 per intercept. If we are going to LRGH, it would be Laconia Fire and they can charge as well since their ambulance service is controlled by the hospital. If we use a Franklin Fire paramedic, they wouldn't charge us. Bob Petrin made a motion to fund this line at \$1,500. Paul Auger seconded the motion. Tim Sattler commented that we haven't spent anything in this line in the last three years. Discussion ensued about paramedic intercepts. There being no further discussion, vote was taken. Motion passed unanimously.

760 Vehicles: Paul Auger made a motion to fund this line at \$55,770. Bob Petrin seconded the motion. Tim Sattler commented that this is also warrant article 4 and read the warrant article.

Article 04: *To see if the District will vote to raise and appropriate the sum of Fifty-Five Thousand Seven Hundred Seventy Dollars (\$55,770.00) for the purpose of purchasing a 2017 Ford Explorer to be used as a command vehicle with said funds to be withdrawn from the Apparatus and Equipment Special Revenue Fund established under RSA 31:95-C (Adopted March 7, 2005).*

Commissioner Auger commented that the Commissioners are against this article. Chief Sitar stated that the Commissioners have not discussed the Capital Improvement Plan in some time. The last time they approved the CIP was 2011. As the Fire Chief, he reviews the CIP quarterly to make changes to it. They have not had that discussion. Until they have that discussion, the Commissioners felt they should not change the way the fleet is scheduled out. Discussion ensued about the Chief's vehicle and the pickups. Bob Petrin made a motion to table line 760 Vehicles at this time. Tim Sattler seconded

the motion. There being no further discussion, vote was taken. Motion carried to table the article: Bob Petrin, yay; Tim Sattler, yay; George Flanders, nay; Paul Auger, abstained.

740 Fire Equipment: Bob Petrin made a motion to fund this line at \$54,003. Paul Auger seconded the motion. Tim Sattler questioned the \$70,254 that was spent versus the \$51,948 budgeted last year. Chief Sitar explained we had encumbered funds from last year. Chief Sitar commented we encumbered \$227,136 on Line 760 for the ambulance purchased. Tim Sattler explained that the money was appropriated in 2016, the ambulance ordered and the funds were encumbered to pay for it when it arrives. Chief Sitar reviewed the various line items under 740 Fire Equipment. Discussion ensued about the various line items. There being no further discussion, vote was taken. Motion passed unanimously.

960 Rescue Equipment: Bob Petrin made a motion to fund this line at \$18,275. Paul Auger seconded the motion. Chief Sitar explained the Commissioners approved \$787 under 960.400 Water & Ice Rescue as after review it was decided this would be sufficient. 960.500 Extrication Tools was discussed. Chief Sitar explained the 5000 psi tools won't cut through the newer vehicles. \$17,468 is for two new combi tools, one for each engine, which will operate with the 10000 psi tools purchased last year. Discussion ensued about the extrication tools. There being no further discussion, vote was taken. Vote tied: Tim Sattler, yay; Bob Petrin, yay; George Flanders, nay; Paul Auger, nay. Tim Sattler tabled 960 Rescue Equipment until the next meeting.

741 EMS: Bob Petrin made a motion to fund this line at \$2,370. Paul Auger seconded the motion. Bob Petrin amended his motion to fund this line at \$30,662. Paul Auger amended his second.

741.01 EMS Equipment: Discussion ensued about the 2 ACR child restraints and defibrillator batteries. There being no further discussion, vote was taken. Motion passed to fund this line at \$2,370.

741.02 EMS Disposable Equipment: Bob Petrin made a motion to fund this line at \$28,142. Paul Auger seconded the motion. Chief Sitar explained that this is the ambulance supplies. Discussion ensued about the supplies. There being no further discussion, vote was taken. Motion passed unanimously.

741.03 CLIA Laboratory User Fee: Bob Petrin made a motion to fund this line at \$150. Paul Auger seconded the motion. Chief Sitar explained that since we draw labs in the ambulance the State requires us to have a license to do that. Discussion ensued about who can draw the labs. There being no further discussion, vote was taken. Motion passed unanimously.

Meeting Schedule

Discussion ensued on the next meeting. It was decided the Committee will meet Monday, January 23rd, at 5:30 PM.

Adjournment

Bob Petrin made a motion to adjourn. Paul Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 6:48 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: January 23, 2017 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton