

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	06/13/2017 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Manning called the meeting to order at 5:31 PM.

Present: Commissioners Paul Auger, Paul Blaisdell, Dennis Manning; Chief Michael W. Sitar, Jr.

Public: Kyle Barker, Warrenstreet Architects

Old Business

Warrenstreet Architects

Chief Sitar explained Kyle Barker was invited to the meeting tonight to talk about the facilities.

Commissioner Auger explained they want to move forward with the project and present a plan to the voters again next year. There need to be some major changes.

Kyle Barker commented what he got from the meeting is that it is the size of the building. The need is there. To sell the project they need to address the cost and the size.

Commissioner Blaisdell remarked he has talked with several people since the meeting and the conclusion he has come to is there is no need to build a station for a 50 year need as the towns aren't growing. There was no question about the need for a station; so rather than focus on a 50 year plan, let's address what they need today.

Commissioner Manning commented he gets different feedback from the Town of Tilton. He wants to know if they are just getting feedback from the two separate towns. He would like to know how much Tilton resident feedback makes up the feedback Commissioner Blaisdell has. Commissioner Blaisdell replied it is hard to say as he has talked to people in both towns.

Commissioner Manning stated he is not in favor of moving forward. He is not in favor of building a building to cost. They spent two years figuring out the needs. He is not comfortable building a building to a price tag rather than to needs.

Kyle Barker commented the only way to get a \$1,000,000 out is to find a different site and to cut a lot of the space out of the building. There was a lot of misunderstanding of what the true costs were. We are unable to cut \$1,000,000 out since the site is still costing \$1,000,000. He explained that costs are escalating. They are seeing five to 10 percent inflation since last year. In order to get the best cost, time is of the essence.

Commissioner Blaisdell asked how they could modify the site plan to reduce site costs. Kyle explained they need to find a different site. It is an expensive site with the length of the driveway and the wetlands.

Discussion ensued about building costs.

Commissioner Auger questioned adding on to the Park Street Station. Commissioner Manning explained that was ruled out due to response times. Kyle Barker explained the property lines are pretty tight. Most of the field to the left is not fire department property, it is State property. There is a ditch in the back that is wetlands. To the right is the Public Works so there is no room on that side. If you were going to do that site, you would be better off flattening the building and building new. Then you could build up and gain more space on the property. Renovating would cost more than building new. Discussion ensued.

Commissioner Manning asked the Board what they would like to do about moving forward.

Commissioner Blaisdell would like to explore the two station solution with respect to working at Park Street to fulfill the needs of the Northfield residents, demolish Center Street and make it what it basically is now in a new building. The expansion would be at Park Street. He asked Kyle what the cost would be to renovate Park Street, demolish Center Street and build a similar building on that site. Kyle explained they did several options. They discovered if the total program is the same, the cost difference between each option was \$200,000 over a \$4,000,000 project. Commissioner Manning explained this is not optimal for response times. The Committee studied that. That option is not suitable. Discussion ensued.

Commissioner Auger commented they could always look for a suitable piece of property. Kyle commented when they are thinking of the two station option that opens up a door for the east side of the malls. There was a piece of property there that was available but the Committee ruled that out due to the expense of additional manpower. Various properties were discussed.

Commissioner Manning commented that it is all about educating the public. Commissioner Blaisdell commented that they need a public relations firm to help us with notifying the public. Commissioner Auger commented that anything they can do to reduce the cost needs to be done.

Discussion ensued on the cost to modify the layout and reduce cost as much as possible. Chief Sitar recapped the discussion. It will cost approximately \$2,000 for design modification, \$500 per meeting, need to continue having public hearings, possibly hire a public relations firm to help with the educational process, not much can change about the station program and the bottom line might be 10% more than last year due to increased construction costs. Kyle agreed to research the Bow project for the cost and any other project they request.

Commissioner Manning asked about the cost involved with Warrenstreet should they hire a P.R. firm. Kyle commented he would appreciate their reassurance that he will continue to be part of the project going forward.

Chief's Report

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

1. 2017 Budget

- We are at 44.93% through the budget year as of today and have expended 41.9% of the operating budget through today.
 - Overtime is at 55.9%
 - Vehicle Repairs is at 52% less Warrant Article 5 of \$45,530
The vehicle maintenance funding was reviewed. Engine 3 and Engine 1 were discussed.
 - Facility Repairs and Maintenance are at 47.9%
- In July, we have one member going from 2-Person insurance to Family insurance.

2. Fire Prevention Report for May 2017

- Report is included in the handout.
- For the Month of May, there were 40 Fire Prevention inspections.

3. Treasurer's Report

- Apparatus & Equipment Replacement Fund \$ 558,440.42
- Apparatus & Equipment Replacement Fund CD 415,741.81
- \$ 974,182.23

Discussion ensued about the Apparatus & Equipment Replacement Fund revenues

- Debit Card Account 5,000.00
- Operating Budget Account 171,227.54
- Payroll Account 500.00

4. Run Report for May 2017

- Report is included in the handout.

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- For the Month of May, there were 142 incidents.
 - 102 of the incidents were EMS in nature and that equates to 71.8% of our total incident volume for the month.
 - Our calls are up by 12.2% over last year at this time.
 - The Engine responded to 34 EMS and MVA incidents last month.
5. Overlapping/Simultaneous Incidents for May 2017
- Report is included in the handout.
 - We had 24 overlapping/simultaneous incidents for the Month of May of which four were for third call.
 - Overlapping/simultaneous incidents accounted for 17% of all incidents for the Month of May.
 - We received seven mutual aid ambulance responses.
 - We responded to no mutual aid ambulance calls.
6. Apparatus
- Engine 1: E1 is at Lakes Region Fire Apparatus for the work requested It should be back around July 25th.
7. Deputy Joubert will be attending his first year of EFO training at the National Fire Academy from July 24th through August 4th.
8. We are currently reviewing costs for a Health Insurance Administrator and Health Insurance Plans for next year. We won't have any final numbers until November.
9. Chief Sitar sponsored a team for the Pines Community Fundraiser Golf Tournament. The event was held on Saturday, June 3rd.
10. TNFD had a large showing at Community Night at Highland Mountain Bike Park on Wednesday, June 7th.
11. Plans are well underway for Old Home Day.
12. Kevin Cyr of Cyr Lumber donated \$400 towards the construction of our Training Facility at Park Street. Work on that project should begin shortly. Captain Hall is the Project Manager.
13. Currently Working On
- Call Company recruitment
 - Reviewing three applications
 - 2018 Budget

Old Business

Gas Inspection Reports

Chief Sitar commented that he included a copy of the Inspection Checklist in their packet. He explained that all of the Fire Officers are now certified inspectors with the State. Discussion ensued about the inspections.

Purchasing Policy

Commissioner Manning commented that the Chief has the authority as outlined in the proposed purchasing policy. The Commissioners governing body has the authority to determine the amount. He explained he researched this and gave several examples of other communities purchasing policies. He commented that the by-laws are the ultimate rule on how we govern ourselves. Commissioner Blaisdell commented the RSA gives the Chief the authority to spend money based upon the by-laws of the District. It is the Commissioners responsibility to develop and maintain the policy. It is the Chief's responsibility to manage expenditures on a day-to-day basis to the limit provided for in the budget and in keeping with the Commissioners Purchasing Policy. Discussion ensued. The Board agreed to review the proposed changes, either lined out or in red, to the following paragraphs of the Purchasing Policy and act on them individually.

1. *The Tilton-Northfield Fire District will acquire goods, services and equipment and dispose of surplus property through a process which provides optimal value for the taxpayer, is responsive to and respectful of all parties, encourages competition, discourages partiality and is fair, open and honest. **This policy shall comply with NH RSAs 15-B, 52:3a, 91-A:4, 154:2, 154:15.***

The RSAs were reviewed and discussed. No action was taken on this paragraph.

5. *All quotes and requests for proposals ~~will remain~~ **shall be opened by the Chief at the date and time published in the quote or request for proposal and shall be open to the public. The responses from all submittals shall be read into the record of the next Commissioner's meeting and shall include the amount of each quote and the name of the company and person submitting the quote or proposal. sealed until opened and read in public by the Commissioners. All pertinent information shall be recorded in a format that is open to public inspection in accordance with NH RSA 91-A.** about each change the Chief was requesting to the Purchasing Policy.*

Commissioner Blaisdell made a motion to accept the changes to this paragraph per the Chief's recommendation. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

7. *The **Chief, in consultation with the** Commissioners, may choose to use Requests for Proposals (RFP) when the product or service being considered can be provided in more than one way by competitive vendors.*

Discussion ensued about the purpose of the change. Commissioner Blaisdell made a motion to accept the Chief's changes to this paragraph as stated in the revised policy. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

9. *Advertising for quotes ~~and~~ or Requests for Proposals for items available from in state vendors will be through no less than two of the following: ~~The Citizen, The Winnisquam Echo, The Concord Monitor, The Union Leader,~~ **The Laconia Daily Sun.** All ads will also appear at www.tnfd.org and on the Tilton and Northfield Town Hall bulletin boards.*

Discussion ensued about striking the word and. Commissioner Blaisdell made a motion to accept the Chief's changes to this paragraph as stated. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

12. *~~Only the Commissioners will open and award quotes and proposals.~~ **The Chief shall seek the guidance of the Commissioners before awarding any bid, quote or proposal.***

Discussion ensued. Commissioner Blaisdell made a motion to strike the existing wording and replace it with *The Chief shall seek the approval of the Commissioners before awarding any bid, quote or proposal.* Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

13. *~~Quotes and proposals shall be opened publicly at a posted meeting of the Commission. The amount of each quote, the name of the company and person submitting the quote or proposal and any other pertinent information shall be recorded in a format that is open to public inspection.~~*

Commissioner Manning commented that this was stricken as it is addressed earlier in the policy. Commissioner Blaisdell made a motion that they strike this paragraph from the Purchasing Policy with no replacement text. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

15. *When it is clearly in the District's advantage, **the Chief, in consultation with the** Commissioners, may waive the competitive quote process.*

Discussion ensued. The Board changed the wording to read *When it is clearly in the District's advantage, the Chief, with the approval of the Commissioners, may waive the competitive quote process.* Commissioner Auger made a motion to accept the wording as revised. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

16. ~~The Commissioners~~ **District** will always consider the use of intergovernmental cooperative purchasing contracts that were competitively bid and issued by other governmental entities, if this method results in lower product cost.

Chief Sitar explained the reasoning behind this change. Commissioner Blaisdell made a motion to accept the changes to the paragraph as noted in the Chief's revised Purchasing Policy. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

17. ~~The District shall purchase Energy Star compliant appliances, heating and cooling equipment, electronics, office equipment, lighting and other equipment as identified by the US Department of Energy, Environmental Protection Agency (www.energystar.gov) unless justification is provided and the Commissioners approve a waiver of this requirement.~~

Discussion ensued about Energy Star compliance. The Board changed the wording to read *The District shall purchase Energy Star compliant appliances, if available, such as heating and cooling equipment, electronics, office equipment, lighting and other equipment as identified by the US Department of Energy, Environmental Protection Agency (www.energystar.gov).* Commissioner Blaisdell made a motion to change paragraph 17 to reflect the Chief's verbiage change. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

18. ~~It shall be unlawful and unethical for any person to offer, give, or agree to give any District employee or elected official gratuities, gifts, donations, contributions, awards, cash payments or any other form of kickback that is intended to sway the decision on a purchase or service. Furthermore, it shall be unlawful and unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a contractor, subcontractor, or seller to a District employee.~~ **All gifts, awards, expense reimbursements, etc. shall comply with New Hampshire RSA 15-B. All employees involved in the procurement process will discharge their duties impartially so as to assure fair competitive access to District purchasing by responsible contractors. Employees are not to solicit favorable treatment for themselves or others in the course of the procurement process. Any attempt to realize personal gain results in a breach of the public trust, and is subject to disciplinary action.**

Discussion ensued about the recommended change. Commissioner Blaisdell made a motion to accept paragraph 18 as revised by the Chief. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

19. Sole Source Purchasing

Sole source vendors must be approved annually by the Chief, in consultation with the Commissioners. In the event that a sole source vendor is used, the need for competitive quotes is preempted.

Commissioner Blaisdell made a motion to accept the Chief's changes to paragraph 19 as shown. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

20. Purchases for Vehicle Repair and Maintenance:

*These purchases can be made directly by the department up to \$3,000 without ~~direct~~ informing the Commission. ~~approval up to \$3,000.00.~~ **The Commissioners shall be notified of repairs costing more than \$3,000.***

Competitive quotes from a minimum of 3 vendors are not required.

Discussion ensued. Commissioner Blaisdell made a motion to accept paragraph 20 to read *These purchases can be made directly by the department up to \$3,000 without informing the Commission. The Commissioners shall be notified prior to repairs costing more than \$3,000. Competitive quotes from a minimum of 3 vendors are not required.* Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

21. Purchases \$0.01 - ~~\$750.00~~ **\$1,000.00**

*These purchases of materials, goods and equipment can be made directly by the department without ~~direct~~ Commissioners **notification** approval.*

Competitive quotes from a minimum of 3 vendors are not required.

It shall be incumbent upon the person making the purchase to search for the best price.

Increasing the purchasing limit to \$1,000 was discussed. Commissioner Manning made a motion to vote on the changes increasing the limit from \$750.00 to \$1,000 for purchases of materials, goods and equipment and changing the approval verbiage to notification of the Commissioners per the Chief's changes. Commissioner Manning seconded the motion. Motion failed.

Further discussion ensued. The By-Laws were reviewed. The Board unanimously agreed to increase the limit to \$1,000 at this time and revisit this at their next meeting for the wording of notification versus approval.

22. Purchases of ~~\$750.01~~ **\$1,000.01** and up

All purchases in this group must be approved by the ~~Commissioners~~ Chief per RSA 154:15. The Commissioners shall be notified of all unscheduled purchases in this category.

A ~~minimum of 3~~ Competitive quotes shall be requested from a minimum of 3 qualified vendors ~~are~~ required.

Phone quotes may be accepted up to \$5,000.

Only written quotes will be accepted for purchases exceeding \$5,000.

Discussion ensued. Commissioner Blaisdell made a motion to accept the Chief's changes to paragraph 22 with the exception of removing the word of after notified to prior to so the sentence will read *The Commissioners shall be notified prior to all unscheduled purchases in this category.* Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Driver Training/Refresher

Commissioner Blaisdell commented they were talking with Deputy Robinson about setting up this training twice yearly. Chief Sitar explained 3M is not big enough. They are talking to JJill about a permanent course. They are setting up a temporary course at JJill they will have to take. They are doing it in July for all the shifts and the Call Company. It is still once a year since they have so many other training requirements that must be completed. Discussion ensued. The cell phone policy was reviewed.

New Business

Workers' Compensation CAP

Chief Sitar commented that Primex has offered us the Contribution Assurance Program (CAP) Agreement for three years. If we enter this Agreement, Primex agrees to guarantee that our annual contribution increase will not exceed eight percent of the prior year's contribution. The Board unanimously agreed to extend our Membership Agreement for three years. Commissioner Manning signed the Agreement as Chair.

Center Street Plot Plan

Commissioner Blaisdell explained that he had requested this as he is being asked why we don't use our existing lot. Chief Sitar explained that our existing lot is less than an quarter acre. Discussion ensued.

Engine 3

Chief Sitar reported that Engine 3 is out of service. The alternator needs to be replaced.

Minutes

May 2, 2017

Commissioner Manning commented that the word ecstatically should actually be esthetically. Commissioner Auger made a motion to accept the minutes as corrected. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

The manifest of May 31st was reviewed and signed.

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Nonpublic Session - Personnel

At 8:56 p.m. Commissioner Manning made a motion, seconded by Commissioner Auger, to enter into a Nonpublic Session per NH RSA 91-A:3, as it pertains to a personnel matter. On an affirmative roll call vote by all Commissioners, motion was adopted unanimously.

At 9:08 p.m., Commissioner Manning made a motion, seconded by Commissioner Auger, to exit Nonpublic Session and Reconvene Public Session. On an affirmative roll call vote by all Commissioners, motion was adopted unanimously.

Adjournment

Commissioner Auger made a motion to adjourn. Commissioner Manning seconded the motion. The meeting adjourned at 9:09 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 07/11/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.