

# Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By: Budget Committee      Date, Time: 01/09/2018 at 5:30 PM

Transcribed By: Kathy Tobine      Place: Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Bob Petrin called the meeting of the Budget Committee to order at 5:35 PM.

Present: Jane Alden, Commissioner Dennis Manning, Trish Sawicki, Bob Petrin, Jason Wright and Chief Mike Sitar.

## Minutes

### December 26, 2017

Jane made a motion to accept the minutes of December 26<sup>th</sup> as written. Bob seconded the motion. Trish commented that she had gasoline highlighted. Bob explained they had a discussion on whether the price was going to go up or down. They decided to go with the higher figure. Dennis explained that the Commissioners tried to keep the budget real this year but funding the overtime closer to what the actual is. There being no further discussion, vote was taken. Motion passed.

## Operating Budget

Chief Sitar gave everyone copies of the budget narrative and updated budget. He commented they are up to Line 660, Vehicle Repairs.

### **300 Professional & Technical Services**

#### 342 Information Technology

342.02 IT Services: Chief Sitar commented that with some of the remaining funds in this year's budget he purchased next year's IT Services. He recommended the Budget Committee fund that line at \$0.

Dennis made a motion to revisit line 430.02 IT Services. Jane seconded the motion. There being no discussion, vote was taken.

Dennis made a motion to fund line 430.02 IT Services at \$0. Jane seconded the motion. There being no discussion, vote was taken. Motion passed.

### **600 Supplies**

660 Vehicle Repairs: Chief Sitar reviewed each line item under vehicle repairs. Dennis explained the differences between the Chief's Budget and the Commissioner's Budget.

Jane made a motion to fund line 660 at \$55,401. Dennis seconded the motion. There being no discussion, vote was taken. Motion passed.

670 Books & Periodicals: Chief Sitar was asked if \$100 was enough for this line. He agreed it was.

680 Departmental Awards: No discussion.

Dennis made a motion to fund line 670, Books & Periodicals, at \$100 and line 680, Departmental Awards, at \$650. Jane seconded the motion. There being no discussion, vote was taken. Motion passed.

685 Uniforms: Chief Sitar reviewed each line item under uniforms. Jane made a motion to fund this line at \$10,470. Trish seconded the motion. There being no discussion, vote was taken. Motion passed.

690 Miscellaneous: Chief Sitar explained his request is a three-year average of what has been spent in this line. Discussion ensued about the background checks. Chief Sitar commented that a four-year

average is \$724. Dennis made a motion to fund this line at \$724. Jane seconded the motion. There being no discussion vote was taken. Motion passed.

**700 Capital Outlay:** Dennis made a motion to fund lines 710, 720, 730 for \$1 each. Jane seconded the motion. Dennis explained this is to keep these lines open. There being no further discussion, vote was taken. Motion passed.

**750 Furniture & Fixtures:** Chief Sitar explained that this line can be funded at \$1 as he purchased the refrigerator last year. Dennis explained that the Chief had held back until the end of the year due to the overtime. The Board approved several purchases at the end of the year due to the funds that were left. Jane a motion to fund this line at \$1. Jason seconded the motion. There being no discussion, vote was taken. Motion passed. Ja

**774 Dry Hydrants & Cisterns:** Chief Sitar explained this was their annual maintenance. Discussion ensued. Dennis made a motion to fund this line at \$3,800. Jane seconded the motion. There being no discussion, vote was taken. Motion passed.

**Apparatus & Equipment Replacement Fund Budget**

Dennis commented that this does not affect the tax rate. Chief Sitar explained that there is money in the bank for this budget. There is currently more than \$1.2 million in the bank. We collected \$463,000 in ambulance revenues in 2017. This is up 18% over what was collected last year even though ambulance runs are up only 9%.

331 Ambulance Billing

**331 Ambulance Billing:** Chief Sitar explained this is the fee we pay for our billing agency.

**332 Paramedic Intercept:** Chief Sitar explained that if we have to call for a paramedic from Concord, they charge us a fee for that. In the Lakes Region, we are part of a mutual aid compact and we don't get charged if we call from a paramedic from one of the departments in our compact.

Dennis made a motion to fund line 331 at \$32,500. Trish seconded the motion. There being no discussion, vote was taken. Motion passed.

**760 Vehicles:** Chief Sitar explained he had requested three vehicles. The Board approved the new forestry. He went into detail on how the decision was made. Discussion ensued. Dennis made a motion to fund this line at \$58,312. Jason seconded the motion. Trish asked if the Fire Commissioners felt it wasn't prudent right now to purchase three vehicles. Dennis said that is essentially how they felt. She asked if the Chief was putting a rotation together to get a new vehicle every year. Chief Sitar commented that he will be requesting a new command vehicle next year. There being no further discussion, vote was taken. Motion passed.

**740 Fire Equipment:**

Chief Sitar explained the first two items are dealing with radios. He commented that we were granted the grant but not in the full amount. They cut over \$100,000 from what he had requested. He accepted the grant as we still have to replace our portables.

Jason asked about the repeaters. Chief Sitar explained it will give us better communications with the portable radios.

Dennis explained that the Commissioners cut the tool line as it included a chain fall set-up. With the new forestry, they will not need these.

Trish asked why the Commissioners budget for hose was higher than the Chief's. Chief Sitar explained that when he did his budget he forgot to carry the 4" hose from his other spreadsheet.

Dennis made a motion to fund this line at \$377,765. Trish seconded the motion. There being no discussion, vote was taken. Motion passed.

Trish asked if Franklin or other communities have the Base Stations/Repeaters system. Chief Sitar commented they do not. Most police departments do; but most of the fire departments in the Lakes Region don't.

960 Rescue Equipment: Chief Sitar commented they are all set there.

#### 741 EMS Equipment

Chief Sitar commented that he put this part of the budget together in June. When they looked at the numbers at the end of the year, the Chief and Commissioners agreed on what was needed.

Chief Sitar explained the video laryngoscope is for intubating patients. It is better for the patient.

Dennis commented the Nitrous Oxide System the Advanced EMT's can use. Paramedics are the only ones who can administer narcotics. It helps with easing pain for patients and broadens our ability to treat.

Chief Sitar commented they are sending one to Paramedic School. He is starting January 17<sup>th</sup>. This will give them one on every shift.

Bob made a motion to fund 741 at \$81,182. Dennis seconded the motion. Jason asked if the training can come out of this fund. Chief Sitar commented that the Paramedic Training can come out of it because it goes toward the revenue. We charge more per run with a Medic on board. There being no further discussion, vote was taken. Motion passed.

970 Grant Matching Funds: Chief Sitar explained this is matching funds for grants. One of them we have already received and one is for a grant he is currently writing for. You usually need a cash match for every grant written and that is what these are for.

The Tilton Forestry Equipment Grant we did get. It is for a skid unit to go on the Polaris.

The AFG Gear Extractors & Dryers is the match for a grant that Chief Sitar has written. We haven't heard if we have been awarded it or not. This is for two washers and two dryers for the personal protective equipment.

Dennis made a motion to fund this line at \$4,534. Jason seconded the motion. There being no discussion, vote was taken. Motion passed.

#### **Warrant**

Dennis commented that District Meeting will be March 19<sup>th</sup> at the Winnisquam Regional High School Cafetorium. Discussion ensued about last year's District Meeting.

**Article 06:** *To see if the District will vote to abolish the Fire District Budget Committee, RSA 32:14, V. Voting shall be by ballot, RSA 32:14, III Voting shall be by ballot, but the question shall not be placed on the official ballot used to elect officers. Polls shall remain open and ballots shall be accepted by the moderator for a period of not less than one hour following the completion of discussion on the question.* Commissioner Manning explained this article requires a ballot vote and the ballot box has to be kept open for an hour. He commented this was put on the warrant as it is difficult to find people willing to be on the budget committee. Discussion ensued.

**Article 07:** *To see if the District will vote to raise and appropriate the Budget Committee recommended sum of Two Million Eighty-Eight Thousand Six Hundred Eighty-Four Dollars (\$2,088,684.00) for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required.)*

Dennis commented that if the Budget Committee's budget is higher than what the Board recommended, the Board of Commissioners will not recommend the budget.

Discussion ensued about switching Warrant Articles 8 and 9 so that the request for the Forestry Vehicle is before the Apparatus & Equipment Fund budget request.

Articles 10 and 11 are an annual request.

Article 12 reestablishes the balance in the Health Insurance Deductible Expendable Trust Fund.

**Article 13:** *To see if the District will vote to adopt the provisions of RSA 31:95-c to restrict communication tower lease income revenues to expenditures for the purpose of repairs and maintenance of fire stations and radio infrastructure. Such revenues and expenditures shall be accounted for in a special revenue fund to be known as the Communications Tower Special Revenue*

*Fund, separate from the general fund. Any surplus in said fund shall not be deemed part of the general fund accumulated surplus and shall be expended only after a vote by the legislative body to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of revenue. (Majority ballot vote.)*

Chief Sitar explained he put out an RF for a Communications tower to be erected at the Park Street Station. The primary purpose is to put out base station radio, equipment and antenna on this tower. If the DPW and PD want to put their equipment on the tower, they can. Part of the requirement was that we be at the top of the tower, that whoever was awarded the bid has to build the tower, provide communications, install all our equipment on the tower, enclose the area, provide a shelter, provide us with emergency power and pay us rent. In return they get to own the tower, maintain the tower, fix the tower should something go wrong, they also get to put cell companies or other people who need to place antennas on the structure there. The bid was awarded to a company out of New York. They will build a 199' tower capable of having six cell sites plus all our stuff at the top. They will pay us a minimum of \$18,000 a year rent plus supply us with everything previously listed. He wants to use the rent for fire station maintenance, repairs and any other radio infrastructure costs that the District will have. He is currently negotiating the least agreement for the tower. This company has to pay for the permitting, any taxes and they have to go through the process with the Town of Northfield. The primary purpose of the tower is for Public Safety communications facility. Discussion ensued.

Dennis made a motion that the Budget Committee recommend Article 13. Jane seconded the motion. There being no discussion, vote was taken. Motion passed.

**Article 14:** *To see if the District will vote to raise and appropriate the sum of One Hundred Thirty Thousand Dollars (\$130,000.00) for the purpose of design services and permit fees for a new fire station with said funds to be withdrawn from the Land & Building Capital Reserve Fund. (Majority vote required.)*

Chief Sitar explained this is the money requested last year for design, permitting and engineering fees. The need for a new fire station hasn't gone away. He commented they discussed through a committee process whether they are going to consolidate fire departments with Sanbornton and Franklin. There is no desire to consolidate at this time. The Commissioners decided to go forward with the article again and explain to the voters that the need still exists and is probably greater now. Costs are going up and it won't be any cheaper. Dennis commented he went along with it at Commissioners meeting. He agrees that something has to be done. Discussion ensued.

Dennis made a motion that the Budget Committee recommend Article 14. Jane seconded the motion. There being no discussion, vote was taken. Motion passed.

**Article 15:** *To see if the District will vote to raise and appropriate the sum of Thirteen Thousand Nine Hundred Thirty-One Dollars (\$13,931.00) for the purpose of repairing Center Street Station, with said funds to be raised through taxation. (Majority vote required.)*

Chief Sitar commented he has been working with Deputy Robinson and the Commissioners on the needed repairs and maintenance that we haven't been doing because we are getting a new station. They have a spreadsheet for Park Street and another for Center Street that includes all of the things that need to be done. The estimates they were able to obtain for the work are listed. Those that are blank will be requested next year. Discussion ensued.

**Article 16:** *To see if the District will vote to raise and appropriate the sum of Forty-Five Thousand Sixty-Nine Dollars (\$45,069.00) for the purpose of repairing Park Street Station, with said funds to be raised through taxation. (Majority vote required.)*

Dennis made a motion that the Budget Committee recommend Articles 17 and 18 for the Center and Park Street station repairs in the amount of \$13,913 and \$45,069 respectively. Jane seconded the motion. There being no discussion, vote was taken. Motion passed.

Dennis explained that Article 17 is administrative.

**Article 19:** *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 Unassigned Fund Balance. Any appropriation left in the*

*fund at the end of the year will lapse to the general fund. This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Dennis explained they did not raise the contingency fund this year. It is based on a percentage of the budget. Chief Sitar commented that per RSA you can have a fund equal to 1% of the previous years' operating budget.

Jason made a motion that the Budget Committee recommend Article 19. Jane seconded the motion. There being no discussion, vote was taken. Motion passed.

**Other Business**

The Committee agreed to meet again on Tuesday, January 16<sup>th</sup> at 5:30 PM.

**Adjournment**

Dennis made a motion to adjourn. Jane seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:57 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

**Public Hearing Date, Time, Place:** February 12, 2018 at 5:30 PM. Hearing to be held at Tilton Town Hall, Upstairs Meeting Room, 257 Main Street, Tilton