

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	10/30/2018 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Center Street Station, 12 Center Street, Tilton, NH

Commissioner Blaisdell called the budget workshop for the 2019 Budget to order at 5:32 PM.

Present: Commissioners Paul Auger, Paul Blaisdell and Eric Pyra; Chief Michael W. Sitar, Jr., and Administrative Assistant Kathy Tobine

2018 Operating Budget

400 Property Services

412.02 Park Street Station: Commissioner Blaisdell commented that the Commissioner's budgeted amount on this line was \$300 not the \$450 in the revised draft presented tonight. Chief Sitar commented that is a typo.

300 Professional & Technical Services

350.01 Medical Services: Commissioner Blaisdell explained that our policy states that the physicals be done annually and the department pay for them. At next Tuesday's meeting it is on the agenda to discuss changing the policy. Commissioner Blaisdell made a motion to fund this line at \$9,600. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

335 Training: Chief Sitar commented that \$16,060 in training has been requested for next year; but he level funded this line at 12,500. He presented the Board with a list of the classes requested. Commissioner Blaisdell commented they will come back to this at the next workshop.

342.09 Server Warranty Renewal: Chief Sitar commented he has not received the information requested. Commissioner Blaisdell commented they will come back to this at the next workshop.

400 Property Services

413 Sewer

413.01 Center Street Station: Commissioner Blaisdell made a motion to fund this line at \$500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

413.02 Park Street Station: Commissioner Blaisdell made a motion to fund this line at \$300. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

430 Repairs & Maintenance

430.01 Center Street Station: Chief Sitar explained he is requesting \$4,500 for general repairs as well as the following projects. Discussion ensued.

- Counter top and sink: Commissioner Blaisdell made a motion to fund this at \$1,500. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.
- Replace Bay Lights to LED: Discussion ensued about the energy audit that was done by Eversource. Commissioner Auger made a motion to fund this at \$2,000. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.
- Entry Door: Commissioner Auger made a motion to fund this at \$725. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.
- Entry Door Access Control: Discussion ensued about the lock. Commissioner Blaisdell made a motion to fund this at \$0 and reuse the existing lock. If that lock fails, we will use the maintenance

budget to replace it. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed; Commissioners Auger & Blaisdell for, Commissioner Pyra against.

430.05 Center Street Fire Alarm Monitoring: Commissioner Blaisdell made a motion to fund this at \$360. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

430.011 Generator: Commissioner Auger made a motion to fund this at \$100. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

430.01 Center Street Station: Commissioner Blaisdell requested additional information on anticipated repairs for next year. Chief Sitar commented that the suspended ceiling collapsed in Kathy's office. Discussion ensued. The Board requested Chief Sitar obtain an estimate on the ceiling repairs prior to them acting on this line.

430.02 Park Street Station: Chief Sitar explained this is a three-year average. Chief Sitar explained he is requesting electronic access controls for all three doors. The paint interior walls and ceiling is mostly for paint. The prisoners will be painting the interior of Park Street in the Spring. Changing the bay lights to LED is another contract with Eversource. The Alarm monitoring fee is our annual fee we pay to the monitoring company.

430.06 Park Street Fire Alarm Monitoring: Commissioner Auger made a motion to fund this line at \$405. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

430.02 Park Street Station:

- Replace Bay Lights to LED: Commissioner Auger made a motion to replace bay lights to LED at \$2,155. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.
- Paint Interior Walls & Ceiling: Commissioner Auger made a motion to paint the ceiling and walls for the sum of \$4,000 with the help of the Department of Corrections. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.
- 3 Entry Door Access Controls: Discussion ensued about the locks. Commissioner Auger made a motion to fund this at \$0. Commissioner Blaisdell seconded the motion. Discussion ensued about the security of the Park Street station. There being no further discussion, vote was taken. Motion passed; Commissioners Auger & Blaisdell for, Commissioner Pyra against.

Chief Sitar commented that the concrete in Park Street station needs to be repaired. This is not included in his request for \$5,800. The unit heater in the lean-to bay at Center Street isn't working. The furnace doesn't have the right controller as it is making hot water all summer long.

Commissioner Blaisdell made a motion to fund line 430.02 Park Street Station maintenance at \$5,800. Commissioner Auger seconded the motion. Commissioner Pyra asked if this included the lines previously voted. Commissioner Blaisdell replied that this is just this one line. The other items were voted separately. There being no further discussion, vote was taken. Motion passed unanimously.

430.03 Custodial Supplies: Commissioner Auger made motion to fund this line at \$3,000. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

430.07 Dumpster: Discussion ensued about the dumpster. The Board requested quotes for the dumpster service be obtained before they vote on this line.

430.04 Grounds Keeping: The Board asked why there was such an increase over last year. Discussion ensued. Chief Sitar will provide more information at the next meeting.

660.11 Riding Mower: Commissioner Auger made motion to fund this line at \$100. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

480 Property & Liability Insurance: Commissioner Auger made motion to fund this line at \$22,659. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

480.01 Property & Equipment Insurance Deductible: Commissioner Auger made motion to fund this line at \$1,000. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

500 Purchased Services

550 Printing: Commissioner Blaisdell made motion to fund this line at \$500. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

560 Dues & Subscriptions: Chief Sitar recommended the Board vote the bottom number rather than each individual item if no changes are being made. Commissioner Blaisdell made motion to fund this line at \$4,061. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

590.2 Pressurized Hydrants: Commissioner Blaisdell made motion to fund this line at \$125,988. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

600 Supplies

620 Office Supplies: Commissioner Blaisdell made motion to fund this line at \$3,000. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

620.1 Data Destruction: Discussion ensued on the data destruction. Commissioner Auger made motion to fund this line at \$150. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

625 Postage: Postage usage for 2018 was reviewed. The Board requested the balance of 2018's budget be expended prior to year-end due to the cost of postage increasing. Commissioner Pyra made a motion to fund this line at \$500. Commissioner Auger seconded the motion. Commissioner Blaisdell commented \$500 is too much. Commissioner Pyra modified his motion to fund this line at \$150. Commissioner Auger modified his second. There being no further discussion, vote was taken. Motion passed unanimously.

Budget Workshops were discussed. The next regular meeting is November 6th. It was decided the Board will meet to work on the budget Wednesday, November 14th and Monday, November 19th. The meeting scheduled for Tuesday, November 27th was discussed. It was decided to meet on the Wednesday, November 28th instead.

630 Equipment Maintenance & Repairs

630.101 Mobile Radio Repair: Commissioner Blaisdell made a motion to fund this line at \$0. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.102 Portable Radio Repair: Commissioner Auger made a motion to fund this line at \$0. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.104 Emergency Pager Repairs: Discussion ensued about the pagers. Commissioner Blaisdell made a motion to fund this line at \$200. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.110 Gas Meters: The meters were discussed. Commissioner Auger made a motion to fund this line at \$500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.111 Ground Ladder Repairs: Commissioner Auger made a motion to fund this line at \$100. Commission Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.112 Tools: It was decided this line will be reviewed at the next meeting.

630.120 Portable Generators: Commissioner Auger made a motion to fund this line at \$100. Commission Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.130 Portable Pump Repairs: Commissioner Auger made a motion to fund this line at \$100. Commission Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.140 Water Rescue Equipment: Commissioner Auger made a motion to fund this line at \$100. Commission Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.150 Hydraulic Rescue Equipment Repair: Commissioner Auger made a motion to fund this line at \$0. Commission Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.160 Chain & Vent Saws: Commissioner Blaisdell made a motion to fund this line at \$350. Commission Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.165 Foam: Foam usage was reviewed. Commissioner Blaisdell made a motion to fund this line at \$360. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.170 Hose: Chief Sitar explained this line is for hose repair. Commissioner Auger made a motion to fund this line at \$100. Commission Blaisdell seconded the motion. Commissioner Blaisdell asked what repairs would be done on the hose. Chief Sitar explained it would be recoupling. There being no further discussion, vote was taken. Motion passed unanimously.

630.180 Fire Extinguishers: Commissioner Auger made a motion to fund this line at \$300. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.185 Personal Flashlights: Commissioner Blaisdell made a motion to fund this line at \$50. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.190 Protective Clothing: Commissioner Auger made a motion to fund this line at \$500. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.191 SCBA: Replacement of the SCBA was reviewed. Removal from service of SCBA with catastrophic failure was discussed. Commissioner Pyra asked if this number could be changed once the annual testing is done and we find the repairs cost more than what was budgeted. Commissioner Blaisdell replied that they can do that. Commissioner Blaisdell made a motion to fund this line at \$2,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.201 EMS Equipment: Commissioner Auger made a motion to fund this line at \$1,000. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.210 Thermal Imaging Cameral Repairs: Commissioner Auger made a motion to fund this line at \$0. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

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630.230 Opticom Repair: Commissioner Blaisdell made a motion to fund this line at \$0. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.240 Fitness Equipment Maintenance: Commissioner Blaisdell made a motion to fund this line at \$200. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

630.330 Unanticipated Equipment Repair: Commissioner Auger made a motion to fund this line at \$300. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Adjournment

Commissioner Blaisdell made a motion to adjourn. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Meeting adjourned at 7:42 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 10/30/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.