

## Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By: Budget Committee      Date, Time: 12/05/2018 at 5:30 PM

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

Bob explained that the purpose of the Budget Committee is to provide a reasonable budget to the towns that they can afford. He then requested Chief Sitar start the meeting.

Chief Sitar called the meeting of the Budget Committee to order at 5:33 PM.

Present: Chief Mike Sitar, Jane Alden, Bob Petrin, Commissioner Paul Blaisdell, Charlie Broughton, Kevin Waldron, Jason Wright and Dennis Manning.

### **Election of Chair**

Jason Wright nominated Bob Petrin as Chair. Jane Alden seconded the nomination. There being no other nominations, vote was taken. Bob was unanimously elected as Chair.

### **Operating Budget**

Commissioner Blaisdell asked if he was a voting member of the Budget Committee. Chief Sitar replied that he is.

Chief Sitar gave everyone copies of the budget narrative and budget. He gave a synopsis of what he presented to the Commissioners for his budget. He commented that the Commissioners have gone 99% through the budget and their recommendations are on the excel spreadsheet. He explained that the main difference between his budget and the Commissioners is that he requested four additional full-time personnel. The Commissioners did not approve the four personnel.

Dennis asked about the narrative. Chief Sitar explained it is for their information.

Chief Sitar commented the Commissioners have one personnel issue left to deal with. The Treasurer requested a Deputy Treasurer. The Board would like to talk to him before they make a decision on the position.

Dennis asked if they would like to set a time table. Chief Sitar commented that the Budget, Warrant and Bond hearing will be on February 13<sup>th</sup>.

Kevin asked what the bond was for. Chief Sitar commented it is for the fire station project. Kevin wanted to know how much money we would be bonding. Chief Sitar explained we are in the process of getting that figure. He went on to explain that at the Commissioners meeting on December 4<sup>th</sup> they hired a firm that will give them that number. The plan is for a new fire station to be built on Manville Road with the Park Street Fire Station being renovated to accommodate full time personnel. It will be in the same footprint it is now. There will be a very small addition. The new fire station is designed for approximately 14,000 square feet with eight bays. This would be the headquarters. The cost for this piece of property is \$1. Jason asked if the additional four personnel was that part of staffing these two stations or part of the rotation. Chief Sitar commented his plan, with the four additional personnel, would staff both stations 24/7. Without additional personnel, he would have to do a rotating schedule.

Future meetings were discussed. It was agreed that the Budget Committee would meet Wednesday December 12<sup>th</sup>, 19<sup>th</sup>, January 2<sup>nd</sup> and January 9<sup>th</sup> at 5:30 PM.

Bob asked what the major differences are in this year's budget compared to last year. Chief Sitar commented that the major difference is his request for additional personnel which the Commissioners are not going along with. Jane wanted to know what the Commissioners are recommending for personnel. Chief Sitar replied the same as what we have currently. The Commissioners approved a

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2.9% COLA for the employees. In Capital Outlay, we are purchasing a new copier, printer, scanner, fax machine. There will be a warrant article for a new command vehicle which the Commissioners have approved and then the fire station.

Bob wanted to know if there had been any problems with last years budget as it was proposed. Chief Sitar commented that we are right on budget. We will have a few dollars left over at the end. The contingency fund was reviewed.

Kevin wanted to know if the proposed command vehicle was a second vehicle. Chief Sitar explained that it is. The current vehicle will go to Deputy Joubert and he will get the new command vehicle.

Chief Sitar commented that the new Forestry Vehicle was placed in service last week. The old utility vehicle was sold for \$8,000 to Lovering Volvo.

### **100 Salaries & Wages**

110 Career Salaries & Wages: Chief Sitar commented that his budget is set up to maintain the personnel that we have, hire four additional Firefighter/AEMTs July 1<sup>st</sup>. His budget also included a 2.9% COLA plus a 2.5% step increase. The Commissioners did not approve the step or additional personnel. He explained that he has a lot of statistical information supporting the additional personnel. Chief Sitar provided information on the raises.

Chief Sitar reviewed his request for additional personnel. Commissioner Blaisdell explained the reasoning behind the Commissioners decision against adding four additional personnel. Kevin asked what the average time spent on a call is and how many calls there are per shift. Chief Sitar responded that it depends on what type of call it is. Most of the calls are EMS and are at least two hours. Discussion ensued.

Bob made a motion to accept the salaries as the Commissioners proposed. Jason seconded the motion. Discussion: Chief Sitar explained that when the changes were made at the Commissioners meeting, we were working off an old spreadsheet as we did not have internet connection. The numbers that were voted on need to be adjusted slightly. The Commissioners number was \$853,189. That number should be \$855,841. Once all the line items are adjusted, you will be voting less money than the Commissioners did. Bob withdrew his motion. Jason withdrew his second.

Dennis made a motion to approve line numbers 100, 110, 110.5, 111, 120 with the adjusted numbers. Jason seconded the motion. Discussion: Kevin requested more information on overtime. Chief Sitar explained he has a formula that he uses; required training, additional 48 hours outside training personnel can choose, a three-year average of the sick time, the total amount of vacation time, personal time and FMLA. Overtime coverage was reviewed. There being no further discussion, vote was taken. Motion passed; 6 aye, 1 nay.

Dennis made a motion to fund line numbers 130.02, 130.03, 130.04 and 130.05 as the actual numbers are presented on the worksheet. Jason seconded the motion. Discussion: Kevin asked where the numbers come from for the Commissioners, Moderator and Clerk. Chief Sitar explained that all the elected officials' salaries are set by the Commissioners.

Kevin made a motion to amend line 130.02 to \$6,000. Jason seconded the motion. Paul commented that he would love to collect the extra money but as tight as they held the Chief's feet to the fire, his feeling is theirs should be held just as tightly. He suggested that this be brought up at District meeting and presented to the body to see what they think. There being no further discussion, vote was taken. Motion failed; 1 aye, 6 nay.

Amendment failed. Vote was taken on original motion. Motion passed; 6 aye, 1 nay.

The Deputy Treasurer position was discussed. The Budget Committee agreed to wait on making a decision on this until after the Commissioners made their recommendation.

### **200 Benefits**

Dennis made a motion to approve the 200 group which is all inclusive, 210 to 260, for the bottom line total of \$660,869 as voted on by the Commissioners and adjusted to the actual numbers. Jason seconded the motion. Discussion: Kevin asked how this is different than 2018. Paul commented the

insurance rates went up 10% over last year. If an employee has the ability to obtain health insurance elsewhere, they are allowed to opt-out of ours. The District's portion of the single person rate is refunded to the employee. There being no further discussion, vote was taken. Motion passed.

**300 Professional & Technical Services**

301 Auditing: Audits and the reason behind them was discussed.

320 Legal Services: The difference in what the Chief requested and the Commissioners approved was reviewed.

335: Training: Chief Sitar explained this covers tuition, books, fees and bringing in outside instructors.

340 Bank Charge/Interest: No questions.

341 Telephone: Kevin asked what MiFi is. Chief Sitar explained that is the wifi systems in the ambulances. Verizon combined it in to one bill. Kevin asked about the internet. Chief Sitar commented that it is through Atlantic Broadcasting. The free internet offered is too slow so ,we pay for additional speed.

342 Information Technology: Kevin asked if FireHouse Software is an ongoing perpetual expense. Chief Sitar replied that it is and explained it is our record keeping system. Kevin commented that \$9,360 is expensive for IT Services. Chief Sitar commented that we went out to bid last year and Mainstay was low bidder. We signed a three-year contract with them.

350 Medical Services: Kevin questioned line 350.02 5 New Employees. Chief Sitar explained that when we hire new call employees or if we need to hire a new full-time employee, we put them through a physical.

385 Elections: Dennis questioned the \$350 increase over last year. Chief Sitar explained that it is the Police Detail, the Supervisors of the Checklists.

390 Other Professional Services: No questions.

Jason made a motion to approve all the 300 Series. Dennis seconded the motion. Bob commented that is a total of \$64,384. There being no further discussion, vote was taken. Motion passed.

**Adjournment**

Jason made a motion to adjourn. Dennis seconded the motion. Kevin commented they don't need a motion to adjourn. Bob adjourned the meeting at 7:57 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

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