

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	12/04/2018 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Blaisdell called the meeting to order at 5:30 PM.

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

Public Present: Captain David Hall and Kyle Barker

Commissioner Blaisdell explained that we will start the meeting with discussion with Mr. Barker and then switch the meeting over to a budget workshop.

Chief Sitar gave a quick update on the financials. There were 145 incidents for November. He will email the reports to the Commissioners.

Kyle Barker

Chief Sitar reported the RFP for Construction Manger went out. Five bids were received. Kyle reviewed the bids with Chief Sitar. The low bidder was Bonnett, Page & Stone. The five bidders were North Branch, Eckman, Hunter, Milestone and BPS.

Kyle commented that the RFP was by invited list to make sure that whoever bid on it was someone they knew has done a lot of police stations and was a quality firm. He explained what was requested in the RFP. The proposals went from the low of \$499,752 to the high of \$602,500. How the process will work was reviewed. Building just a new station and leaving Park Street alone was discussed.

Commissioner Blaisdell asked what portion of the new building is for today's needs. Chief Sitar replied that 100% of the new building is to meet todays needs. Commissioner Blaisdell asked the same question about Park Street. Chief Sitar replied 100%. Extensive discussion ensued.

Commissioner Blaisdell made a motion to approve Bonnett, Page & Stone as the construction manager for the upcoming fire station proposal based upon the proposals that the Chief has received. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Deputy Robinson commented that everyone here, the Chief and the Board, need to listen and see what's going to work. Every proposal we have had is it's too big, too much money. We need to find out what that magic is that they will go for. David Hall asked if it wouldn't make sense to put money in the budget for multiple public hearings. Commissioner Blaisdell replied that getting the message out is what they have to look at. The project and the presentation were discussed extensively.

Comments

Deputy Robinson told the Board that Firefighter/EMT Gosine took on the fundraiser this year for the Children's Auction. Between boot collections and money kicked in by the Association and Red Company, we will present about \$1,500 to the Children's Auction this year. Commissioner Blaisdell thanked everyone for their efforts.

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Meeting Schedule

Commissioner Blaisdell commented the next Board's next regular business meeting will be December 27th at 5:30 PM in the downstairs meeting room at Tilton Town Hall. There is a regularly scheduled meeting on January 8th. In the interim, there are some Budget Committee meetings starting with December 5th.

2019 Operating Budget

100 Salaries & Wages

100 Career Salaries & Wages: Chief Sitar explained his budget includes a step of 2.5%, a COLA of 2.9% and four additional firefighters starting in July. He recommended increasing Deputy Joubert's rate of pay to \$80,000. Commissioner Blaisdell made a motion to address line 110 Career Salaries & Wages, the Chief's budget of \$947,951. This is for further discussion. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell asked what the wages would be with current staffing with a 2.9% COLA. Kathy commented it is \$848,751. Discussion ensued Deputy Joubert's salary.

Commissioner Blaisdell amended his motion on line 110 Career Salaries & Wages to \$853,189 which includes a 2.9% Cost of Living Adjustment and an increase in Deputy Joubert's salary to make him comparable to area deputies. Commissioner Auger seconded the motion. Discussion: Commissioner Blaisdell commented this is for the existing number of men with the cost of living increase and an adjustment to Deputy Joubert's salary only. No additional men, no step increase. Commissioner Pyra asked if there is any discussion about adding two men to soften the blow. Chief Sitar commented that any additional help is beneficial. Extensive discussion ensued about staffing. There being no further discussion, vote was taken. Motion passed; 2 aye, 1 nay.

110.5 Holiday Pay: Chief Sitar commented this line should be \$38,412 for the Commissioners budget. Commissioner Blaisdell made a motion to discuss line 110.5 Holiday Pay. The Chief's budgetary number was \$51,216. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Discussion: Commissioner Blaisdell commented the Chief's budget of \$51,216 was based on other circumstances and is now \$38,412.

Commissioner Blaisdell made a motion to fund line 110.5 Holiday Pay at \$38,412. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

111 Overtime: Commissioner Blaisdell made a motion to discuss line 111 Overtime Chief's budget of \$192,793. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed. Discussion: Commissioner Blaisdell asked Chief Sitar if this number will change. Chief Sitar explained the formula he uses to arrive at his numbers. The overtime number will change to \$186,191.

Commissioner Blaisdell made a motion to fund line 111 Overtime \$186,191. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

120 Call Salaries & Wages: Commissioner Auger made a motion to fund line 120 at \$81,675. Commissioner Blaisdell seconded the motion. Discussion: Commissioner Pyra asked if this included the \$1.00 per hour base pay increase. Chief Sitar commented it does. There being no further discussion, vote was taken. Motion passed.

120.04 Deputy Treasurer: Chief Sitar explained that Tim Pearson, our current Treasurer, wants to appoint a Deputy Treasurer for the times that he is not available. He suggested that we insert a \$250 stipend to cover that position. Discussion ensued about the position. The Board decided to hold off on this until they can discuss this with the Treasurer at the meeting on December 27th.

200 Benefits

210 Group Health Insurance: Commissioner Auger made a motion to fund line 210 at \$229,434 for discussion. Commissioner Pyra seconded the motion. Discussion: Commissioner Auger asked what the increase is this year. Chief Sitar explained that it went up 10.5%. Kathy explained this does not include insurance for four additional personnel. Discussion ensued about the employee's contribution.

Commissioner Blaisdell made a motion to fund line 210 Group Health Insurance at \$229,434. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

210.1 Insurance Opt-out: Chief Sitar explained this the cost four employees who have opted out of the health insurance program. Commissioner Blaisdell made a motion to fund line 210.1 Insurance Opt-out at \$36,931. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

215 Group Life Insurance

215.01 Short Term Disability: Commissioner Auger asked if this included four additional employees. Kathy commented the amount should be \$2,016 without four additional employees. Commissioner Auger made a motion to fund line 215.01 Short Term Disability at \$2,016. Commissioner Blaisdell seconded the motion. There being no discussion, no vote was taken. Motion passed.

215.02 Group Line of Duty: Kathy explained this is a fixed number. Commissioner Auger made a motion to fund line 215.02 Group Line of Duty at \$4,300. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

215.03 NH State Firemen's Insurance: Chief Sitar commented this is a fixed number as well. Commissioner Auger made a motion to fund line 215.03 NH State Firemen's Insurance at \$1,000. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

215.05 Long Term Disability: Chief Sitar commented this line should be \$2,300. Commissioner Auger made a motion to fund line 215.05 Long Term Disability at \$2,300. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

215.06 Life Insurance: Chief Sitar commented the new number should be \$2,823. Commissioner Auger made a motion to fund line 215.06 Life Insurance at \$2,823. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

220 Social Security: Kathy explained this is correct as is. Commissioner Auger made a motion to fund line 220 Social Security at \$10,007. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

225 Medicare: Chief Sitar stated the new number is \$17,493. Commissioner Auger made a motion to fund line 225 Medicare at \$17,493. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

230 Retirement: Chief Sitar explained this will be less. The total retirement will be \$340,279. He explained that the rates are going down for half the year. It is based on salary. Commissioner Blaisdell

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made a motion to fund line 230 Retirement at \$340,279. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430 Repairs & Maintenance

430.01 Center Street Station: Chief Sitar commented that he still has not received the estimate from Pixie for the ceiling repair. He is estimating it will cost approximately \$1,000 from the information Pixie gave him. Commissioner Blaisdell made a motion to fund line 430.01 Center Street Station at \$5,500. Commissioner Pyra seconded the motion.

685 Uniforms

Chief Sitar commented they do not have to vote anything on this as they did not approve the additional four employees.

685.01 New Employees: Commissioner Blaisdell made a motion to fund this line at \$0. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

700 Capital Outlay

750 Furniture & Fixtures

New Office Network Printer: Kathy explained she obtained additional quotes. Canon was the cheapest at \$6,882. Discussion ensued. Commissioner Auger made a motion to fund the New Office Network Printer at \$6,882. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Scanner: Kathy recommended the Board not purchase a new scanner. If the new network printer is not sufficient, we will add it to the 2020 budget. Commissioner Blaisdell made a motion to fund the Scanner at \$0.00. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

2019 Apparatus & Equipment Replacement Fund Budget

740 Fire Equipment

740.190 Protective Clothing: Chief Sitar commented this includes four sets of turnout gear which we need to subtract from the total. The revised number is \$24,058. Commissioner Auger made a motion to fund line 740.190 Protective Clothing at \$24,058. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

960 Rescue Equipment

960.400 Water & Ice Rescue: Chief Sitar explained this is for swiftwater gear, accessories and dry suit liner. Commissioner Blaisdell made a motion to fund line 960.400 Water & Ice Rescue at \$1,650. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

960.500 Extrication Tools (Airbags): Chief Sitar reported the current airbags we have need to be replaced as they are 12 years old. The manufacturer recommends they be replaced at that age. Commissioner Auger made a motion to fund line 960.500 Extrication Tools (Airbags) at \$4,400. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

960.600 Rope: Chief Sitar explained a lot of the rope has reached its age of use and needs to be replaced. He provided a list of the rope that needs to be replaced. Commissioner Auger made a motion to fund line 960.600 Rope at \$5,100. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

741 EMS

741.01 EMS Equipment: Chief Sitar reported we are looking to purchase an X-Series Monitor. He explained the monitor will be placed on the engine and the reasoning behind it being placed there. Commissioner Blaisdell made a motion to fund line 741.01 EMS Equipment X-Series Monitor for \$32,817. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

741.02 EMS Disposable Equipment: Chief Sitar explained that this covers everything else used on the ambulances. Commissioner Auger made a motion to fund line 741.02 EMS Disposable Equipment at \$40,000. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

741.03 CLIA Laboratory User Fee: Commissioner Blaisdell made a motion to fund 741.03 CLIA Laboratory User Fee at \$150. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

741.04 Advanced Medical Training: Chief Sitar commented this line can be zeroed out as it is coming out of this years training budget. Commissioner Auger made a motion to fund line 741.04 Advanced Medical Training at \$0. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

970 Grant Matching Funds

970.12 Tilton Forestry Equipment Grant: Chief Sitar explained we did not get the grant. This line needs to be funded at zero. Commissioner Blaisdell made a motion to fund line 970.12 Tilton Forestry Equipment Grant at \$0. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Warrant Articles

760.2 Vehicles New Car 1: Chief Sitar commented this is for an Expedition and explained the Explorer is going to be a hybrid. The Explorer will a brand-new vehicle. The existing Car 1 will go to Deputy Joubert. Discussion ensued about the vehicle. Commissioner Blaisdell made a motion to institute a warrant article for a new command vehicle at \$58,289. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Blaisdell made a motion to adjourn at 8:27 PM. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 12/27/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.