

Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By: Budget Committee Date, Time: 12/05/2019 at 6:00 PM

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

Jason Wright called the meeting of the Budget Committee to order at 6:05 PM.

Present: Paul Blaisdell, Charles Broughton, Dennis Manning, Kevin Waldron, Jason Wright, Commissioner Eric Pyra and Chief Michael Sitar.

Firefighters: Deputy Chief Tim Joubert, Captain Sean Valovanie

Minutes

November 13, 2019

Charlie commented that the meeting of November 13th was just an organizational meeting.

November 21, 2019

Dennis made a motion to approve the minutes of November 21st. Charlie seconded the motion. Paul commented that one of the numbers of career personnel is incorrect. Kevin commented that personnel was spelt incorrectly. Kevin commented that on page two Executive two-thirds of the way down it says *He then provided the Committee with a list of her duties*. Kevin does not recall receiving a list of her duties, that would have been on a piece of paper. Chief Sitar commented he gave a verbal list of her duties. Kevin commented that further down *Paul made a motion to fund Line 130.03 at \$1,500*. Charlie seconded the motion. Kevin wanted to know how you come to the duties of the position. It doesn't make any sense to him. It was agreed to amend the minutes correcting the spelling of personnel, the number of career personnel with the addition of two to 16 and remove the sentence with a list of her duties. Charlie made a motion to accept the minutes as amended. Dennis seconded the motion. There being no further discussion, vote was taken. Motion passed.

2020 Operating Budget

Discussion ensued on whether to start where they left off or to start with Salaries & Wages.

4220 Fire

100 Salaries & Wages

Deputy Joubert commented he was asked to come and speak on the additional two employees. He commented that in his professional opinion they are ready for that next step. We don't have the Call personnel that we had. We do a really good job trying to do more with less. We have a difficult time getting that second ambulance out. We need to provide that second ambulance when it is needed. We can't do that now. The demands that are placed on the department are increasing. We are at that point where we need to add additional personnel. Jason asked if they could ease into this over a two-year period. Is one worth doing? Deputy Joubert replied that realistically it has to be two. Jason asked what four have done? Deputy Joubert replied it would get the second ambulance during the daytime but it would make sure that it got out 24 hours a day.

Paul commented that there are two main issues with this. One is the recurring costs and the other is the potential for a collective bargaining unit. He is curious to what the members of the District feel about a collective bargaining unit. He asked if anyone on the Budget Committee had any experience with a municipal collective bargaining unit. Dennis commented that it is the Commissioners that do the negotiating with a collective bargaining unit. The union does not set the rules on how we fund the fire department or our personnel. They ask. That is why it's call collective bargaining. We should be more

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concerned about the Commissioners on the Board than the union. We need to consider the fire service. We always put the Fire & EMS at risk. We are growing as a District. He is more worried about the services the fire department provides.

Paul commented he values the service provided without question. There is no question the numbers have changed. The real question is how do we find the balance as a District for what we expect as a service, what we get for service and what we spend for that service. If this could be done without a collective bargaining unit, he would be 100% for it.

Kevin commented that a collective bargaining unit comes to the table every time with their hand out. Chief Sitar disagreed. He has experience with collective bargaining units. When you have a collective bargaining unit, the union comes with a set of requests. The municipality comes with their set of requests. They sit down and come to an agreement you both agree to abide by. If your contract has expired before you come to an agreement, you work under the old contract.

Paul asked if the union could put together a draft collective bargain together for them. Sean replied that he didn't know if they would agree to that. He can speak for himself, Dan Leathers, Matt Gilman and Tim Ames. We are not in favor of a collective bargaining unit if things continue to go the way they are going. Four years ago, you made it a great place to work. Moral is up. The guys are happy. We have no interest in starting a collective bargaining unit the way things stand right now. Gilford and Franklin have the numbers and have not gone because their communities are taking care of them. We have good communication with the Commissioners and don't want to ruin that.

Paul wanted to know how the Collective Bargaining Unit would become active. Chief Sitar explained once a Collective Bargaining Unit is formed with the firefighters, other people can join that Collective Bargaining Unit. Even the Administrative Assistant, under her current job description, can join.

Discussion ensued about the two additional personnel. Chief Sitar commented the first call is handled in a timely manner. It is the second call, the majority of the time, is for an ambulance. He wouldn't want to be waiting for the second ambulance because it's going to be an extended amount of time. The average amount of time before that second ambulance from a mutual aid community is an additional 11 minutes travel time, plus dispatch time, plus whatever amount of time it takes for us to determine if we are waiting for call personnel to show up or not. It's not a good outcome when you add minutes for someone who is gravely ill. This is happening, on average, more than once a day. Discussion continued.

Paul asked Chief Sitar to provide information at the next meeting on if the Budget Committee approved adding one person how he would make that work and if they approved adding two people how he would make that work.

Eric asked how many personnel were needed to form a Collective Bargaining Unit. Chief Sitar responded 10 firefighters or 10 lieutenants. Eric then asked how many adding two personnel would bring us to. Chief Sitar replied 10 firefighters.

Paul requested Chief Sitar ask the Board of Commissioners if the additional personnel is going to be a warrant article or not. The Budget Committee needs that information before moving forward with personnel. Paul also requested a copy of the narrative with the correct account numbers for their next meeting.

4194 General Government Buildings

410 Electricity

Dennis made a motion to fund Line 410 in its entirety at \$9,700. Charlie seconded the motion. Paul asked what the Chief's projection is for the remainder of the year. Chief Sitar commented that this is a three-year average. There being no further discussion, vote was taken. Motion passed.

411 Heating Fuel

Dennis made a motion to fund Line 411 in its entirety for \$6,500. Charlie seconded the motion. Paul asked what the projection is for the remainder of the year. Chief Sitar commented that he based all his figures on a three-year average. Eric asked if the new extractors run on gas or electricity. Chief Sitar responded electricity. There being no further discussion, vote was taken. Motion passed.

412 Water

Dennis made a motion to fund Line 412 in its entirety for \$1,050. Charlie seconded the motion. Discussion ensued about this being quarterly billed. There being no further discussion, vote was taken. Motion passed.

413 Sewer

Dennis made a motion to fund Line 413 in its entirety for \$800. Charlie seconded the motion. There being no discussion, vote was taken. Motion passed.

430 Repairs & Maintenance

430.01 Center Street Station

Dennis asked why the Lead Prep and Paint Trim was not funded. Chief Sitar explained the Commissioners voted to not fund this as their may be a new station in the near future and deleting this from the current budget would show fiscal responsibility. They said if the new building did not happen in the next couple years, they will fund it.

Dennis made a motion to fund Line 430.01 in its entirety at \$5,960. Charlie seconded the motion. Kevin wanted to know what the \$5,500 covered. Chief Sitar explained this is a three-year average for any maintenance and repairs that occur outside what is planned. Jason asked if that was just the PM on the generator. Chief Sitar replied it is. There being no further discussion, vote was taken. Motion passed.

430.02 Park Street Station & 430.06 Park Street Fire Alarm Monitoring

Dennis made a motion to fund Lines 430.02 and 430.06 for \$11,860. Charlie seconded the motion. Charlie wanted to know how bad the roof is. Chief Sitar replied that is the shed roof. Kevin asked if the shower in the bathroom for \$4,700 is going out to bid. Chief Sitar explained they have gotten that far. It is a single stall and will be used for gross decontamination. Discussion ensued. There being no further discussion, vote was taken. Motion passed.

430.03 Custodial Supplies & 430.07 Dumpster

Dennis made a motion to fund Lines 430.03 and 430.07, total custodial supplies at \$4,092. Jason seconded the motion. Paul asked if the dumpster is a contract price. Chief Sitar replied it was. He explained we overspent Line 430.03 last year and again this year. There being no further discussion, vote was taken. Motion passed.

430.04 Grounds Keeping & 660.11 Riding Mower

Dennis made a motion to fund Lines 430.04 and 660.11 at \$750. Charlie seconded the motion. Dennis asked what the riding mower meant. Chief Sitar explained it is the maintenance on the riding mower. Paul asked what grounds keeping covers. Chief Sitar commented that is the weed trimmers and all that goes with that. They need a new push mower for Center Street and the dry hydrants so that is a separate line item. There being no further discussion, vote was taken. Motion passed.

4196 Insurance

Dennis made a motion to fund Line 4196 for insurance for a total of \$65,882. Paul seconded the motion. Kevin asked if the insurance policies are contract. Chief Sitar explained they are through Primex. Kevin then asked if there were any other options. Chief Sitar replied private insurance companies. He explained that Primex is a risk reduction group. Charlie asked why Workers Compensation for 2019 was \$18,444 and we are requesting \$40,184 for 2020. Chief Sitar explained Primex gave everyone a return of premium for 2019. There being no further discussion, vote was taken. Motion passed.

4220 Fire335 School/Training Fees

Dennis made a motion to fund Line 335 at \$15,000. Paul seconded the motion. Jason asked who was going to school. Chief Sitar replied this will send one person to Advanced EMT school. The total requested was \$18,000. He reviewed the requests and pared it down to \$15,000. That covers the Concord Hospital Trauma Conference, TNPFF Union educational seminar, Seacoast Fire Chiefs seminar, Primex conference, NH Municipal Association classes, Fire Chiefs conference, Paramedic refresher, AEMT refreshers, RSI refresher, CPR recertification, etc. Jason asked if we could recert through the Apparatus & Equipment Replacement Fund. Chief Sitar commented he did not ask that question. Discussion ensued about the impact training has on overtime and payroll. There being no further discussion, vote was taken. Motion passed.

341 Telephone

Dennis made a motion to fund Line 341 for \$7,820. Charlie seconded the motion. Jason asked what MiFi was. It is not part of the cell phone bill. Chief Sitar explained it was WiFi that was in the ambulances. There being no further discussion, vote was taken. Motion passed.

342 Information Technology

Dennis made a motion to fund Line 342 at \$32,683. Charlie seconded the motion. Paul wanted to know why there is such a significant increase over the 2019 budgeted amount. Chief Sitar explained that our server is all done. Instead of buying a new server for \$12,000 to \$15,000, we are moving everything into the cloud. We are paying someone else to be our server. There is a process to go from our current server to the cloud. That is the main difference. The server migration process is a one-time fee. The IT Services fee went up because of that. Paul asked about the Multifactor Authentication fee. Chief Sitar explained this is a one-time for every employee. Any new additional personnel, we would pay that one-time fee. Paul asked if there were any other items that were one-time fees. Chief Sitar replied there are two new laptops; one for Kathy and one for himself. Dennis asked about Microsoft Office 365. Chief Sitar explained that is a subscription now. Discussion ensued about Microsoft Office. Kevin asked about the five-user license with QuickBooks. Chief Sitar explained it is Kathy, himself, Deputy Joubert, Tim Pearson and the part-time clerk. There being no further discussion, vote was taken. Motion passed.

Paul asked Kevin to explain what he is opposed to when he is voting nay so they could discuss what he was opposed to. Kevin commented he would if he thought it would do any good. Paul replied he would like to hear his opinion. Kevin explained that he felt they weren't doing all they can to run this organization with as little impact on the taxpayers as possible. Discussion ensued.

350 Medical Services

Dennis made a motion to fund Line 350 at \$12,100. Charlie seconded the motion. Kevin asked if every department requires the physical exams. Chief Sitar commented it may not be a requirement but it meets the standards. Paul asked what was in the personnel manual regarding physicals. Chief Sitar replied that we do NFPA 1582 physical on an annual basis for all our personnel. Discussion ensued about the type of physicals these are. There being no further discussion, vote was taken. Motion passed.

390 Other Professional Services

Dennis made a motion to fund Line 390 at \$1.00. Charlie seconded the motion. Jason asked what was done in 2019. Chief Sitar commented he didn't remember. There being no further discussion, vote was taken. Motion passed.

392 Background Checks

Dennis made a motion to fund Line 392 at \$300. Charlie seconded the motion. Chief Sitar explained that this depends amount depends on how many background checks are done. There being no further discussion, vote was taken. Motion passed.

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550 Printing

Dennis made a motion to fund Line 550 at \$500. Charlie seconded the motion. Jason asked if this was the annual report. Chief Sitar replied it is for business cards, stationary, etc. Dennis asked if Chief Sitar was still doing the surveys. Chief Sitar replied he did not this year. Kevin wanted to know how long we have been printing our own stationary. Chief Sitar replied that almost every letter he has done comes out of the printer. Jason commented that Corrections and Graphic Services for the State of NH. Chief Sitar commented that we do get printed materials from Corrections. Discussion ensued about the amount. There being no further discussion, vote was taken. Motion passed.

560 Dues & Subscriptions

Dennis made a motion to fund Line 560 at \$4,123. Charlie seconded the motion. Chief Sitar explained that these are all the dues and subscriptions we have. NFPA went up. Kevin asked what we get for that money. Chief Sitar explained that this gives us access to all the codes which we need to have. Discussion ensued about the code. Kevin asked the NH Association of Fire Chief and International Association of Fire Chiefs would be the same. Chief Sitar replied no, those are separate memberships for himself and Deputy Joubert. Discussion ensued about what memberships in the NHAFC and IAFC do. There being no further discussion, vote was taken. Motion passed.

620 Office Supplies

Dennis made a motion to fund Line 620 at \$3,150. Charlie seconded the motion. Jason commented that no data has been destroyed this year. Chief Sitar explained data destruction is done at the end of the year. There being no further discussion, vote was taken. Motion passed.

Adjournment

Dennis made a motion to adjourn. Charlie seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 8:10 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: December 19, 2019 at 6:00 PM.
Tilton Town Hall, Downstairs Meeting Room
257 Main Street, Tilton