

## **Tilton-Northfield Fire & EMS Commissioners' & Budget Committee Meeting**

Meeting Called By: Commissioners

Date, Time: 10/27/2020, 6:00 PM

Transcribed By: Beth Joslin

Location: Park Street Station  
149 Park Street  
Northfield, NH

Commissioner Auger called the meeting of the Commissioners and Budget Committee to order at 6:10 PM.

Commissioners Present: Commissioners Paul Auger, Jon Cilley and Eric Pyra; Chief Michael Sitar and Administrative Assistant Kathy Tobine

Budget Committee Members Present: Jane Alden, Paul Blaisdell, Charlie Broughton, Katherine Dawson, Kevin Waldron

Commissioner Auger explained the Budget Committee is meeting with them as they may have to request permission from DRA to over expend the budget due to equipment repairs. Chief Sitar commented that we should ask DRA for permission just in case something happens.

Jane questioned the \$12,000 expense in Miscellaneous. Chief Sitar commented that the majority of that is for COVID. We will be receiving a grant for \$9,900.

Kevin questioned the overtime over expenditure. Chief Sitar explained it was due to a firefighter leaving and covering his shift.

Katherine asked about the contingency fund. Chief Sitar explained that the contingency fund was voted down at District Meeting.

Discussion ensued about contacting DRA. Katherine requested they be provided with expenditure reports.

Jane made a motion to request from DRA for over expenditure of the 2020 Budget by \$25,000. Charlie seconded the motion. Discussion: Kevin commented that there is no one here to run the meeting. Katherine commented that it is the responsibility of the Chairman to run an orderly meeting. There being no further discussion, vote was taken. Motion passed.

Commissioner Pyra requested Kathy check on whether the motion, second and vote were legal.

Budget Committee members left at 6:35 PM.

## Commissioners' Budget Workshop

Present: Commissioners Jon Cilley, Eric Pyra, Paul Auger; Chief Michael Sitar and Administrative Assistant Kathy Tobine

### Operating Budget

#### 4155 Personnel Administration

- 215.02 Group Line Duty: \$4262

Commissioner Auger that the water bill had gone up considerably. Kathy commented that it was to account for the additional people using water.

#### 4196 Insurance - \$70,998

- 260 Workers Compensation: \$43,077
- 480 Property & Liability Insurance: \$26,921
- 480.01 Property & Equip Ins. Ded.: \$1,000

Commissioner Pyra asked if they have shopped around for insurance, Chief Sitar replied that they had in the past but that Primex had consistently been significantly lower than everyone else. Commissioners requested they shop around.

#### 4220 Fire

##### 341 Telephone - \$7,862

- 341.1 Office Telephones: \$2,200
- 341.2 Cell Phones: \$3,500
- 341.5 Internet: \$2,162

Chief Sitar explained we have the revised cost for the Internet now. It is actually \$2,162.

Commissioner Pyra made a motion to increase Line 341.5 Internet to \$2,162.

Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

##### 342 Information Technology - \$25,714

- 342.01 FireHouse Software: \$5,800
- 342.02 IT Services: \$10,320
- 342.03 Antivirus: \$180
- 342.04 Computer Software: \$0
- 342.05 Computer Hardware: \$2,000
- 342.06 Microsoft Office 365: \$1,745
- 342.07 TFD Website: \$75
- 342.08 Off Site Data Storage: \$0
- 342.10 QuickBooks: \$2,836
- 342.11 QuickBooks Hosting: \$2,300
- 342.12 Adobe Pro: \$410
- \$342.10 Audio Conferencing: \$48

Commissioner Cilley made a motion to approve Line 342.01 for \$5,800. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to approve Line 342.02 for \$10,320. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 342.03 for \$180. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Discussion ensued regarding the need for a new computer and the possibility of encumbering funds this year. Commissioner Pyra made a motion to approve Line 342.05 for \$2,000 with the condition that they relook at it later in the year to see if they can encumber funds. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 342.06 for \$1,745. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 342.07 for \$75. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 342.10 for \$2,836. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 342.11 for \$2,300. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 342.12 for \$410. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 342.13 for \$48. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

### **350 Medical Services - \$15,200**

- 350.01 Physical Exams @ \$350: \$11,200
- 350.02 8 New Employees @ \$500: \$4,000

Commissioner Auger made a motion to approve Line 350.01 for \$11,200.

Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 350.02 for \$4,000. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

### **392 Background Checks - \$520**

Commissioner Auger made a motion to approve Line 392 for \$520. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

### **560 Dues & Subscriptions - \$4,581**

Discussion ensued regarding the benefit of the different subscriptions. Commissioner Pyra made a motion to approve Line 560 for \$4,581. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

### **630 Equipment Maintenance & Repairs - \$13,495**

- 630.101 Mobile Radio Repair: \$0
- 630.102 Portable Radio Repair: \$0
- 603.104 Emergency Pager Repairs: \$200

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- 630.110 Gad Meters: \$1,570
- 630.111 Ground Ladder Repairs: \$100
- 630.112 Tools: \$910
- 630.120 Portable Generators: \$100
- 630.130 Portable Pump Repairs: \$100
- 630.140 Water Rescue Equipment Repair: \$100
- 630.150 Extrication Equipment Repair: \$705
- 630.160 Chain & Vent Saws: \$350
- 630.165 Foam: \$360
- 630.170 Hose: \$100
- 630.175 Nozzles, Appliances Fittings: \$0
- 630.180 Fire Extinguishers: \$300
- 630.185 Personal Flashlights: \$50
- 630.190 Protective Clothing: \$500
- 630.191 SCBA: \$550
- 630.201 EMS Equipment: \$1,000
- 630.210 Thermal Imaging Camera Repairs: \$0
- 630.230 OptiComm Repair: \$6,000
- 630.240 Fitness Equipment Maintenance: \$200
- 630.330 Unanticipated Equipment Repair: \$300

Commissioner Cilley asked what tools they would be repairing in Line 630.112 as the number seemed very specific. Chief Sitar did not have that information available and will bring it to the next meeting.

Commissioner Pyra asked if police detail was included in the total on Line 630.230 for OptiComm Repair. Chief Sitar replied that it was not. Discussion ensued as to whether the district could do their own traffic control.

Commissioner Cilley made a motion to approve Line 630 with the exception of lines 630.112 Tools and 630.230 OptiComm Repair until there is more information. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

**631 Service Testing - \$18,877**

- 631.01 Pumps: \$785
- 631.02 Aerial: \$4,400
- 631.03 Ground Ladders: \$800
- 631.04 Extinguishers: \$300
- 631.05 SCBA Air Cylinder Hydro Test: \$0
- 631.06 SCBA Air Compressor: \$950
- 631.07 Extrication Equipment: \$0
- 631.08 Plymovent: \$1,450
- 631.09 AutoPulse: \$850
- 631.10 Cardiac Monitors: \$765
- 631.11 Power Cots: \$3,600
- 631.12 Water Coolers: \$740
- 631.13 SCBA Flow Test: \$1,885

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- 631.14 Backflow Test: \$220
- 631.15 Boiler Inspection: \$100
- 631.16 Fire Alarm Annual Service Test: \$1,332
- 631.17 SCBA FIT Test: \$150
- 631.22 Copier Service: \$550

Commissioner Pyra made a motion to approve Line 631.01 for \$785. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.02 for \$4,400. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.03 for \$800. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.04 for \$300. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to approve Line 631.05 for \$1 to keep the line open. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to approve Line 631.06 for \$950. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to approve Line 631.07 for \$1 to keep the line open. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to approve Line 631.08 for \$1,450. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.09 for \$850. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.10 for \$765. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.11 for \$3,600. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 631.12 for \$740. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.13 for \$1,885. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.14 for \$220. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 631.15 for \$100. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 631.16 for \$1,332. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

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Commissioner Auger made a motion to approve Line 631.17 for \$150. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 631.22 for \$550. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

### **Other Business**

Chief Sitar stated that he has made a job offer to fill the open firefighter position.

### **Adjournment**

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

Meeting adjourned at 8:12 PM.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place: November 10, 2020 at 5:30 PM.  
Tilton Town Hall  
Downstairs Meeting Room  
247 Main Street  
Tilton, NH