

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

Meeting Called By: Commissioners

Date, Time: 11/17/2020, 6:00 PM

Transcribed By: Beth Joslin

Location: Park Street Station  
149 Park Street  
Northfield, NH

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

Commissioner Auger called the meeting to order at 6:05 pm

### **New Business**

Chief asked if before they discussed the budget if they could talk about the land on Park Street as they received a purchase price from the state. Chief Sitar stated that the cost of land will be \$5,000 and it will need to be re-surveyed which will be an additional cost. Discussion ensued regarding land owned and which piece they were purchasing.

Commissioner Auger thought it was a good idea. Chief Sitar described the process to purchase the land. Commissioner Auger asked Commissioner Cilley his thoughts as he worked on the Building Committee. Commissioner Cilley responded that he saw both pros and cons but felt it would be a benefit.

Commissioner Pyra made a motion to pursue the purchase of the state land as described in the surplus property appraisal report dated November 10, 2020 with a contributory value of \$5,000 and to include surveying costs not to exceed \$3,000. Commissioner Cilley seconded the motion. Being no further discussion, vote was taken. Motion passed.

### **Operating Budget**

#### **4153 Legal Expense - \$5,000**

Commissioner Cilley asked what may be coming next year that they feel they need to appropriate more money to legal expenses. Chief Sitar replied that he doesn't know what could come up but that there are always contract reviews and expects that there will be some next year. Discussion ensued regarding potential legal expenses.

Commissioner Pyra made a motion to appropriate \$3,000 for line 4153. Commissioner Cilley seconded the motion. Being no further discussion, vote was taken. Motion passed.

#### **4155 Personnel Administration**

##### **210 Group Health Insurance - \$393,011**

- 210 Group Health Insurance: \$347,643
- 210.1 Insurance Opt Out: \$52,753

Chief Sitar and Kathy explained that this is the total to be budgeted for health insurance but that it will be offset by the SAFER Grant. Discussion ensued regarding how to show offsets in the budget.

Commissioner Pyra made a motion to approve line 210 for \$393,011. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

##### **215 Group Life Insurance - \$14,904**

- 215.01 Short Term Disability: \$3,646
- 215.02 Group Line of Duty: \$4,262
- 215.03 NH State Firemen's Insurance: \$1,400
- 215.04 Life Insurance: \$2,685
- 215.05 Long Term Disability: \$2,911

Commissioner Auger made a motion to approve line 215 for \$14,904. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Pyra asked if the Social Security was contingent on the salaries being approved. Kathy replied that it is contingent on the administrative staff and the call company salaries. Commissioners agreed to wait on lines 220, 225, and 230 until salaries have been voted on.

### **250 Unemployment Compensation - \$500**

Commissioner Auger made a motion to approve line 250 for \$500. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

### **4194 General Government Buildings**

#### **430 Repairs & Maintenance**

- 430.01 Center Street Station Bathroom Floor: \$775
- 430.02 Park Street Station Shower Install in Bathroom: \$9,075

Commissioner Cilley made a motion to approve line 430.01 for \$775. Commissioner Pyra seconded the motion. Being no further discussion, vote was taken. Motion passed

Chief Sitar described the particulars of what was being done in the Park Street bathroom. Commissioner Pyra asked if they could put this on hold till the end of the year so that they could encumber funds if they are available. Discussion ensued.

Commissioner Pyra made a motion to approve line 430.02 for \$9,075. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

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

### **260 Workers Compensation - \$43,077**

Kathy commented that they are tied into these rates because they are in the final year of a 3-year contract.

Commissioner Cilley made a motion to approve line 260 for \$43,077. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

### **480 Property & Liability Insurance - \$27,921**

- 480 Property & Liability: \$26,921
- Property & Liability Deductible: \$1,000

Commissioner Pyra made a motion to approve line 480 for \$27,921. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

### **4220 Fire**

### **335 School/Training Fees - \$23,975**

Commissioner Pyra asked how training is going in a COVID-19 world. Chief Sitar replied that they aren't able to do much but that when the vaccines are released that first responders will

be the first to get them and they will hopefully be able to do more training next year. Discussion ensued regarding COVID vaccines.

Chief Sitar commented that a lot of trainings were cancelled in 2020 and that the requested trainings by employees came to \$43,875 and he cut it down to \$23,975. Discussion ensued regarding future trainings.

Commissioner Cilley made a motion to approve line 335 for \$23,975. Commissioner Pyra seconded the motion. Being no further discussion, vote was taken. Motion passed.

### **342 Information Technology**

- 342.03 Antivirus: \$420

Chief Sitar explained that they added another security measure to protect their computers from phishing websites.

Commissioner Pyra made a motion to increase line 342 to \$420. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

### **630 Equipment & Repairs**

- 630.112 Tools: \$100
- 630.230 OptiComm Repair: \$6,000

Chief Sitar commented that line 630.112 Tools had been a typo and should have been \$100 not \$900.

Regarding the OptiComm Chief Sitar asked if Commissioner Pyra was able to talk with the town about reducing some of the detail costs. Commissioner Pyra replied that the Chief Sitar will need to speak with Chief Cormier of the police department and it sounded as they may be able to help.

### **635 Gasoline - \$4,000**

Commissioner Auger made a motion to approve line 635 for \$4,000. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

### **636 Diesel - \$14,000**

Commissioner Cilley made a motion to approve line 636 for \$14,000. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

### **660 Vehicle Repairs - \$73,211**

- Vehicle Repairs Other: \$25,000
- 660.01 21A1: \$3,655
- 660.02 21A2: \$3,940
- 660.03 21E1: \$4,346
- 660.04 21E2: \$950
- 660.05 21E3: \$5,958
- 660.07 21R1: \$3,670
- 660.09 21C1: \$460
- 660.10 21F1: \$8,647
- 660.13 21B1: \$180
- 660.14 21C3: \$460
- 660.15 21U3: \$789
- 660.16 21U1: \$2,697

TNFD Commissioner's Budget Workshop  
11/17/2020

- 660.18 21T1: \$8,901
- 660.19 21L1: \$3,458
- 660.20 21FPT: \$100

Commissioner Cilley asked if Chief Sitar thought \$25,000 would be enough to cover miscellaneous repairs as they went so far over budget this year. Chief Sitar replied that he hoped it would be enough but with the new engine predicted to be in service in September it should help cut down some of those expenses.

Commissioner Auger asked about why the numbers for the forestry truck and the tanker were so high. Chief Sitar replied that they would like to add a plow to the forestry to plow on Shedd Road to have access to the communication tower. Discussion ensued regarding using the Forestry to plow.

Chief Sitar reviewed the items that were included in the costs for the tanker, including adding a gas cart, ladder in the back, and rearranging compartments along with normal preventative maintenance. Commissioner Pyra asked if some of these things could be coming out of the Apparatus & Equipment fund as they aren't maintenance such as the plow and the ladder. Chief Sitar wasn't sure if they could do it adding it afterwards. Discussion ensued.

Commissioner Pyra asked for an addendum to be added to the budget breaking down what makes up the total for each vehicle. Commissioner Auger commented that he would be more comfortable changing other repairs to \$30,000 and removing some of the items from the budget such as the plow for the forestry and the ladder on the tanker. Discussion ensued regarding rearranging the budget.

Commissioner Auger made a motion to increase line 660: Vehicle Repairs Other to \$30,000. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.01 for \$3,655. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley made a motion to approve line 660.02 for \$3,940. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley made a motion to approve line 660.03 for \$4,346. Commissioner Auger seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley made a motion to approve line 660.04 for \$950. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley made a motion to approve line 660.05 for \$5,958. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley made a motion to approve line 660.07 for \$3,670. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.09 for \$460. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley made a motion to decrease line 660.10 to \$1,147. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.13 for \$180. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.14 for \$460. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.15 for \$789. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.16 for \$2,697. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley made a motion to decrease line 660.18 to \$4,286. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.19 for \$3,458. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 660.20 for \$100. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

### **670 Books & Periodicals - \$100**

Commissioner Pyra made a motion to approve line 670 for \$100. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

### **680 Departmental Awards - \$2,500**

Commissioner Cilley commented that it was a significant increase and asked what the plan was. Chief Sitar replied that they plan to hold the ceremony in September at Lochmere Country Club with a catered meal. Noting that this amount covers the awards and plaques as well and that the Association also provide funds for the ceremony. Discussion ensued regarding the particulars.

Commissioner Cilley made a motion to approve line 680 for \$2,500. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

### **685 Uniforms**

- 685.01 Career Uniforms: \$8,600  
New Employees (4 @ \$1,250 ea): \$5,000
- 685.02 Call Company Uniforms: \$2,400
- 685.03 Support Company Uniforms: \$450

Commissioner Cilley questioned the amount for career uniforms. Discussion ensued regarding the amount for career uniforms. The amount for Career Uniforms was corrected to \$8600.

Commissioner Cilley made a motion to approve line 685.01 Career Uniforms for \$8,600. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 685.01 New Employees for \$5,000. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Cilley asked how the money was split for the call company. Chief Sitar replied that it was for 14 people at \$120 per person. Commissioner Cilley commented that that wasn't a lot and would like to make sure they are appreciated and have what they need. Discussion ensued about raising allowance to \$150 per person.

Commissioner Cilley made a motion to approve line 685.02 for \$2,400. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

Commissioner Auger made a motion to approve line 685.03 for \$450. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

**690 Miscellaneous - \$300**

Commissioner Auger made a motion to approve line 690 for \$300. Commissioner Pyra seconded the motion. Being no further discussion, vote taken. Motion passed.

**775 Dry Hydrants & Cisterns - \$5,275**

Commissioner Cilley asked how many dry hydrants we have. Chief Sitar replied that we have 12. Commissioner Cilley asked why the cost was higher this year. Chief Sitar replied that it was due to repairs they know need to be made.

Commissioner Pyra made a motion to approve line 775 for \$5,275. Commissioner Cilley seconded the motion. Being no further discussion, vote taken. Motion passed.

**4332 Pressurized Hydrants – \$0**

Commissioner Cilley commented that they are supposed to have an agreement. Chief Sitar replied that they have not yet received the contract for the pressurized hydrants. Once they receive it it will go to the attorney for review.

**4900 Capital Outlay**

**4901 Land - \$0**

Chief Sitar commented that it would be \$5,000 for land and maximum \$3,000 for surveying. Commissioner Cilley asked if the money would come from taxation. Commissioner Auger asked how much was in the Land & Building fund. Chief Sitar replied that he did not want to take money from the Land & Building fund. Discussion ensued regarding how to fund line 4901. The commissioners decided to wait on this line till they had a quote from the surveyor.

Discussion ensued regarding the date of the next budget workshop.

**Adjournment**

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

Meeting adjourned at 8:26 PM.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place: December 1, 2020 at 5:30 PM.  
Tilton Town Hall  
Downstairs Meeting Room  
247 Main Street  
Tilton, NH