

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 12/01/2020, 5:30 PM

Transcribed By: Beth Joslin

Location: Park Street Station
149 Park Street
Northfield, NH

Commissioner Auger called the meeting to order at 5:38 PM.

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

Operating Budget

4220 Fire

100 Salaries & Wages - \$1,524,195

- 110 Career Salaries & Wages: \$1,127,844
- 110.5 Holiday Pay: \$51,744
- 111 Overtime: \$244,452
- 120 Call Salaries & Wages: \$100,155

Chief Sitar provided the Board with wage and benefit information for Plymouth Fire & Franklin Fire. No response from Belmont or Laconia. The following numbers are based on the salary of a first-year firefighter/AEMT with a family plan for insurance.

Town	Tilton-Northfield	Plymouth	Franklin
Salary	\$40,142	\$42,129	\$40,982
Holiday Pay	\$2,647	\$2,778	\$3,089
Health Insurance Contribution	\$26,773	\$27,781	\$33,313
Dental Contribution	\$0	\$0	\$1,502
Total	\$69,562	\$72,688	\$78,886

Chief Sitar also stated that Plymouth recently payed a company to do a compensation study but given the cost of the study, they are unlikely to share the information. Discussion ensued regarding different departments staffing and area coverage.

Chief Sitar explained that they looked at everyone's salaries and figured in a percent increase. Commissioner Pyra commented that the budget committee had asked for this but he would also like to see an appendix that shows what of this the grant will be covering. Chief Sitar replied that that was something they would be able to do.

Commissioner Auger asked what percentage increase was included in the salaries. Chief Sitar replied that it was a 2.5% step increase and a 1.4% COLA. He noted that it is important to have COLA because it keeps their starting pay from lagging behind. He discussed how competitive the job market is now. Discussion ensued.

Commissioner Pyra asked if someone was hired for the open position. Chief Sitar replied yes, that he started the previous day. Commissioner Pyra asked where they were with hiring for the grant positions. Chief Sitar stated that they were in the process now of vetting the applicants. Commissioner Pyra asked how many applications we received? Chief Sitar replied he believes that 12 applied but that 4 were not qualified for the positions. Discussion ensued regarding hiring and the wage scale.

Commissioner Cilley commented that he doesn't want to raise the base this year. Commissioner Auger agreed. Discussion ensued on how to save money with safer grant, use it to their advantage.

Commissioner Pyra made a motion to not increase the base step. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Cilley commented that he wants to go with the option that will not increase the pay rate of the grant positions. Commissioner Pyra commented that he wants to remain competitive because it's expensive to replace people. Discussion of step vs COLA without effecting base.

Chief Sitar stated that he increased the base pay for call members by \$0.50 per hour. Commissioner Pyra asked why so much, they haven't gone over \$80,000 the past three years? Chief Sitar replied that he doesn't want to put too tight a limit on the call company because it restricts them and reduces morale. Discussion ensued.

Commissioner Auger made a motion to fund line 120 for \$100,155. Commissioner Cilley seconded the motion. Being no discussion, vote taken. Motion passed.

Kathy provided approximate salary information with only the 2.5% increase.

Salaries: \$1,089,804
Holiday: \$53,856
Overtime: \$236,617
Call Company:
Total: \$1,480,432

Kathy also noted that adjustments would need to made to lines 220, 225, and 230. The approximate numbers would be as follows.

220 Social Security: \$11,836
225 Medicare: \$21,579
230 Retirement: \$413,603

Commissioner Cilley made a motion to incorporate the 2.5% step wage increase and the correlating Social Security, Medicare, and Retirement based on that step. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

4155 Personnel Administration

220 Social Security - \$12,042

225 Medicare - \$22,213

230 Retirement - \$427,513

4220 Fire

630 Equipment Repairs

- 630.230 Opticom Repair: \$6,000

Chief Sitar stated that he spoke with Chief Cormier of the PD and they will accommodate the detail to help with the Opticom repairs. Commissioner Cilley asked if they would be making a contribution. Chief Sitar replied yes.

Commissioner Cilley made a motion to approve line 630.230 for \$6,000. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

4332 Pressurized Hydrants –

Commissioner Cilley asked if they had gotten a copy of the contract. Chief Sitar replied that they have not yet received the contract. Discussion ensued.

4723 TAN Interest - \$1

Chief Sitar commented that it needs a \$1 to keep the line open.

Commissioner Auger made a motion to fund line 4723 at \$1. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

4900 Capital Outlay

4901 Land - \$0

Chief Sitar commented that the purchasing price of the land abutting the Park Street Station is \$5,000 but he has not been able to get a quote for the surveying as they are very busy. Chief Sitar also commented that currently where they are in the process is it is going to the town and Housing Authority for first right of refusal. Discussion ensued regarding the timeline of when the survey needs to be completed.

Commissioner Pyra asked if this would be better as a warrant article. Discussion ensued regarding the proper way to fund the land in the budget. Chief Sitar commented that if the land was to be proposed as a Warrant article than they would need to vote \$1 to keep the line open.

Commissioner Cilley made a motion to fund line 4901 for \$1. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

4902 Capital Our Machinery, Vehicles, Equipment - \$0

Commissioner Auger made a motion to fund line 4902 for \$1. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

4903 Capital Out Building - \$0

Commissioner Auger made a motion to fund line 4903 for \$1. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

4949 Other - \$0

Commissioner Auger made a motion to fund line 4949 for \$1. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Warrant Articles

- **810 Contingency Fund - \$23,274**
- **1500 Fire Prevention Expendable Trust Fund -**

- **683 Fire Prevention - \$7,085**
- **211 Health Insurance Deductible Reimbursement – \$3,000**
- **1005 Land & Building Fund - \$50,000**

Chief Sitar commented that the contingency fund is 1% of the previous year's budget and that this year it had been voted down.

Commissioner Pyra made a motion to accept line 810 for \$23,274. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Kathy commented that line 1500 does not have an amount yet because it is based on fees collected and they are not at the end of the year yet and that line 683 is the Fire Prevention budget.

Commissioner Cilley made a motion to fund line 683 for \$7,085. Commissioner Auger seconded the motion. Being no discussion, vote was taken. Motion passed.

Kathy commented that so far this year \$2,500 has been spent on Insurance Deductible Reimbursements and they expect another \$500 before the end of the year, so they will need \$3,000 to replenish the fund.

Commissioner Cilley made a motion to fund line 211 for \$3,000. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Kathy commented that the Land & Building fund they can choose whatever amount they would like to put in.

Commissioner Auger made a motion to fund line 1005 for \$50,000. Commissioner Cilley seconded the motion. Being no discussion vote was taken. Motion passed.

Apparatus & Equipment Replacement Fund Budget

4220 Fire

331 Ambulance Billing Services - \$35,700

- 331 COMSTAR: \$34,200
- 332 Paramedic Intercept: \$1,500

Chief Sitar commented that line 331 is the ambulance billing fee, it was negotiated down to 6% from 6.5%.

Commissioner Cilley made a motion to fund line 331 for \$34,200. Commissioner Auger seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger commented that he didn't think they were paying for paramedic intercepts any more. Chief Sitar explained that within Lakes Region Mutual Fire Aid they do not charge each other but if they have to call someone from Concord, they would get charged. Discussion ensued.

Commissioner Auger made a motion to accept line 332 for \$1,500. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

740 Fire Equipment - \$51,053

- 740.101 Mobile Radios: \$0
- 740.102 Portable Radios: \$0
- 740.103 Base Station/Repeaters: \$4,689

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- 740.104 Emergency Pagers (4): \$2,860
- 740.105 lamResponding.com: \$660
- 740.106 eDispatch: \$948
- 740.110 Gas Meters: \$500
- 740.113 HazMat: \$0
- 740.160 Chain & Vent Saws: \$0
- 740.170 Hose: \$7,324
- 740.175 Nozzles/Appliances/Fittings: \$100
- 740.185 Flashlights: \$1,575
- 740.190 Protective Clothing: \$29,272
- 740.191 SCBA: \$1,600
- 740.199 Thermal Imaging Camera/Batteries: \$600
- 740.210 Vehicle Equipment: \$320
- 740.215 Ground Ladders: \$0
- 740.220 Tools: \$225
- 740.225 Forestry Equipment: \$0
- 740.230 Computer Hardware: \$0
- 740.240 Safety Equipment: \$380

Chief Sitar commented that line 740.103 is for a new antenna to replace one that has broken. Commissioner Cilley commented that they only spent about half off what was budgeted last year for that. Chief Sitar commented that it had been budgeted last year to make improvements to Shedd Road for access to the base station repeater there. Commissioner Cilley asked if the current antenna could be salvaged. Chief Sitar replied that it could not.

Commissioner Cilley made a motion to accept line 740.103 for \$4,689. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Chief Sitar commented that the price is for four new pagers and 12 new batteries.

Commissioner Auger made a motion to accept line 740.104 for \$2,860. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 740.105 for \$660. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger asked why they needed pagers, lamResponding, and eDispatch. Discussion ensued regarding the need for eDispatch.

Commissioner Cilley made a motion to fund line 740.106 for \$0. Commissioner Auger seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to accept line 740.110 for \$500. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 740.170 for \$7,324. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 740.175 for \$100. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to accept line 740.185 for \$1,575. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Chief Sitar commented that Protective Clothing included four sets for the new hires and two replacement. Commissioner Auger asked what a set costs per person. Chief Sitar replied that it was \$3,354 per set and there is also money budgeted for boots, gloves, hoods, and other things that need replacing.

Commissioner Pyra asked if any of this was COVID related. Chief Sitar replied that it was not and went on to explain that it comes out of the EMS budget and there have been two FEMA AFG grants to assist with those costs. They were awarded one and have not heard yet regarding the other. They have also received PPE from the state.

Commissioner Auger made a motion to accept line 740.190 for \$29,272. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to accept line 740.191 for \$1,600. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 740.199 for \$600. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 740.210 for \$320. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 740.220 for \$225. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 740.240 for \$380. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

741 EMS - \$40,180

- 740.01 EMS Equipment: \$0
- 741.02 EMS Disposable Equipment: \$40,000
- 741.03 CLIA Laboratory User Fee: \$180
- 741.04 Advanced Medical Training: \$0

Commissioner Pyra made a motion to accept line 741.02 for \$40,000. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 741.03 for \$180. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

760 Vehicles

960 Rescue Equipment - \$3,200

- 960.400 Water & Ice Rescue: \$2,000
- 960.600 Rope & Rigging: \$1,200
- 961 Extrication Tools: \$0

Commissioner Pyra made a motion to accept line 960.400 for \$2,000. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 960.600 for \$1,200. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Warrant Articles

760 Vehicles

- 760.03 New Ambulance 2: \$285,000
- 760.12 New Engine 1: \$728,000
- 760.14: New Car 3: \$57,000

Chief Sitar commented that he feels it has been pretty clear that they need to replace another fire engine. The new engine would be the same as the new one that is coming and the ambulance would be a duplicate of 21A1. The engine would need to be prepaid for and the ambulance would be due on delivery.

Commissioner Auger stated that he didn't feel that they would get all three in one year. Chief Sitar replied that he understands that. Car 3 recently had some work done that should allow them to get another year out of it but it is high on miles.

Commissioner Auger asked if the public asked you to pick one, which would you pick. Chief Sitar replied that he would choose the engine. While they need both the engine is costing more to keep on the road. Signing contracts now will save money as its going to cost more in keeping the ones we have running. Discussion ensued regarding the capital improvement plan.

Commissioner Pyra made a motion to fund 760.14 at \$0. Commissioner Cilley seconded the motion.

Discussion ensued regarding putting ambulance and engine forward as two separate warrant articles.

Commissioner Auger made a motion to accept line 760.03 for \$285,000. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept line 760.12 for \$728,000. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

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 8:39 PM.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place: December 8, 2020 at 5:30 PM.
Tilton Town Hall
Downstairs Meeting Room
247 Main Street
Tilton, NH