

## Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By: Budget Committee

Date, Time: 12/04/2020, 5:30 PM

Transcribed By: Beth Joslin

Location: Park Street Station  
149 Park Street  
Northfield, NH

Present: Jason Wright, Kevin Waldron, Katherine Dawson, Scott Lewandowski, Commissioner Eric Pyra, Chief Michael Sitar, and Administrative Assistant Kathy Tobine. Attending Electronically due to COVID-19: Jane Alden and Charlie Broughton

Katherine Dawson called the meeting to order at 5:30 pm

Due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are: utilizing a Microsoft Teams for this electronic meeting.<sup>1</sup> All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 603-370-3071 and the password is 826341098#.

If anybody has a problem, please call 603-238-2253. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

### Minutes

The following changes were noted for the November 30, 2020 Minutes:

Katherine asked that it be noted the members attending the meeting electronically and why.

Jason asked that it be reviewed if he actually asked about capital spending and commented that Scott asked about bylaws not him.

Kevin was misquoted as agreeing Jason's statement that it is a benefit to have Chief present.

Katherine made a motion to approve the November 30, 2020 minutes with corrections. Jane seconded the motion. Being no discussion roll call vote was taken. Motion passed.

Jane – yes                      Charles – yes                      Jason – yes                      Scott – yes  
Katherine – yes                      Kevin – yes                      Commissioner Pyra – yes

## **New Business**

Katherine asked if anyone had any questions before the dug into the budget.

Scott asked if it was the same numbers, they received last time. Kathy replied that they were updated the Commissioners had met and filled in some of the holes.

## **Operating**

### **4130 Executives - \$8,000**

Jason asked why some of the executives had been paid but not all. Kathy replied that some had requested earlier in the year and when asked, the others opted to wait. They will all be paid in full shortly as it is the end of the year.

Commissioner Pyra asked if they were going to approve lines or are, they just discussing. Katherine replied that she would like to discuss first as some of the numbers are new and may still be changing.

### **4140 Elections - \$2,000**

Katherine asked about budget for elections. Questioning why it was at \$2,000.00 when they haven't spent that much the past few years and asked if there was only one election. Kathy replied that they have one election and \$2,000.00 is what they usually budget. She went on to list some of the costs associated with elections.

### **4150 Auditing - \$8,100**

Commissioner Pyra commented that auditing is under contract. Katherine asked what is audited? Commissioner Pyra replied that the finances and budget are audited.

### **4153 Legal Expense - \$3,000**

Katherine asked about the amount for legal fees. Commissioner Pyra replied that you never know what could happen. Katherine commented that she felt it was high given the history of spending. Commissioner Pyra replied that the Commissioners had cut it down from \$5,000 to \$3,000. Discussion ensued regarding the need for legal expenses.

### **4155 Personnel Administration \$870,183**

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

Katherine commented that Group Health Insurance went up quite a bit, more than 6.4%. Chief Sitar replied that it includes additional people as well. Kathy commented that there was a sheet included in their packets that showed the breakdown of what the SAFER Grant covers. Discussion ensued regarding grant funding.

Jason asked what the grant was funding for health insurance. Chief Sitar explained that they have three plans; a single, a couple, and a family. The grant takes an average of the three, so it does not fully cover a family plan but more than covers a single. They have to budget for family plans because they don't yet know who they will be hiring.

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

Katherine asked about the 40% increase on the NH State Firemen's Insurance. Chief Sitar replied that the price per person did increase this year but that this was the first increase they have had in a very long time. Discussion ensued regarding whether it was mandatory.

**Social Security - \$11,836**

Jason asked about Social Security and the grant positions. Kathy replied that it does not apply to the grant positions or career firefighters. The positions who pay Social Security are herself, Beth, the executives and the call members.

**Medicare - \$21,488**

**Retirement - \$415,296**

**Unemployment - \$500**

**4194 General Government Buildings - \$48,229**

**410 Electricity - \$10,061**

Katherine asked about the \$360 regarding Spaulding Tower. Chief Sitar replied that it was a new cost this year because it was installed this year.

**411 Heating Fuel - \$7,085**

**412 Water - \$1,300**

Kevin asked about the amount budgeted for water. Discussion ensued.

**413 Sewer - \$975**

**430 Repairs & Maintenance**

- Center St Station - \$6,735
- Park St Station - \$14,575
- Custodial Supplies - \$5,660
- Grounds Keeping - \$839
- Shedd Rd Communications Tower - \$997
- Park St Communication Tower - \$2

Jason asked if the shower for Park Street was left over from this year. Chief Sitar replied that it was, the Commissioners had requested he not go forward with the project this year due to the lack of funding.

Katherine asked about the \$100 requested for the generator, commenting that they appropriated \$100 in 2020 and it has not been used. Chief Sitar replied that it is for annual maintenance, which must not have been done this year yet.

Kevin commented on the cost for the shower at Park Street. Katherine asked what happened to the money that had been budgeted for it in 2020. Chief Sitar replied that the money was not spent as the Commissioners asked, he wait on the project. Kevin asked why it is costing more this year. Chief Sitar replied that it's not just for the shower this time but also to make the bathroom ADA compliant. Discussion ensued as to why the bathroom needed to meet ADA regulations.

Katherine asked about increase cost of custodial supplies. Kathy responded that it's because of COVID. Katherine about whether there was any funding for that. Chief Sitar replied that they do not qualify. Discussion ensued regarding funding for COVID expenditures.

Katherine asked about Shedd Tower. Discussion ensued.

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

Kevin asked a question about the Insurance budget. Discussion ensued.

**4199 Contingency Fund - \$0**

**4220 Fire - \$1,696,730**

**100 Salaries & Wages - \$1,474,202**

Kevin asked about the salaries and additional employees. Discussion ensued.

**335 School & Training Fees - \$23,975**

Katherine commented that this line went up significantly. Chief Sitar replied that due to COVID a lot of the training planned for 2020 was cancelled. Chief Sitar commented that the training requests he had received for 2021 totaled over \$43,000 and he cut it down to \$23,975. It is higher because some of the training was not done in 2020, and they are trying to catch up.

Waldron questioned the Chief asking crew what they want for training. Chief explained. Jason... Chief...

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

**342 Information Technology - \$25,954**

Katherine asked about Audio Conferencing. Kathy commented that that was for Microsoft Teams. Scott made a comment on the price. Kathy replied that it was the reason they went with Microsoft Teams as opposed to another service such as zoom.

Katherine asked the difference between QuickBooks User License and QuickBooks Hosting. Kathy explained that the user license was for the program and the hosting is where it is stored.

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

Katherine asked if there was some sort of medical insurance to cover the cost of physicals? Chief Sitar replied that they were a specific physical for firefighters. Katherine asked why there were eight new. Kathy replied that four were for the grant positions and the other four were for new call members or if they are to hire someone to fill an empty spot. Discussion ensued regarding the physicals.

**390 Other Professional Services - \$1**

**392 Background Checks - \$520**

**550 Printing - \$500**

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

Katherine asked which of these are required? Chief Sitar explained what was included in the line.

**620 Office Supplies - \$3,150**

**625 Postage - \$500**

**630 Equipment Maintenance & Repairs - \$12,685**

- Mobile Radio Repair - \$0
- Portable Radio Repair - \$0
- Emergency Pager Repairs - \$200
- Gas Meters - \$1,570
- Ground Ladder Repairs - \$100
- Tools - \$100
- Portable Generators - \$100
- Portable Pump Repairs - \$100
- Water Rescue Equipment repairs - \$100
- Extrication Equipment Repair - \$705
- Chain & Vent Saws - \$350
- Foam - \$360
- Hose - \$100
- Nozzles/Appliances/Fittings - \$0
- Fire Extinguishers - \$300
- Personal Flashlights - \$50
- Protective Clothing - \$500
- SCBA - \$550
- EMS Equipment - \$1,000
- Thermal Imaging Camera Repairs - \$0
- OptiCom Repair - \$6,000
- Fitness Equipment Maintenance - \$200
- Unanticipated Equipment Repair - \$300

Katherine asked what the Apparatus & Equipment Fund can be spent on. Chief Sitar replied that it pays for new equipment, EMS Supplies, and vehicles.

Kevin asked about the OptiCom repair. Chief Sitar replied that there were four that needed repairs, commented that is the quote for the repairs it had been higher.

Katherine asked if the Fire Department was the only ones to use the system. Chief Sitar replied that no, it was also used by the police and any ambulance that comes through. Katherine asked if Tilton Police or the state police would be contributing to these repairs. Chief Sitar replied that Tilton Police were providing detail for the repairs to be

made. Discussion ensued regarding repairs to the system and whose responsibility it is to maintain the system.

Katherine asked how you repair hose. Chief Sitar replied that depending on where the damage is, they cut it out and reattach the fittings.

Katherine asked about the Gas Meters as they have only spent a fraction of that in the past. Chief Sitar replied that there is a specific gas and sensors that need to be replaced that are expensive.

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

- Pumps - \$785
- Aerial - \$4,400
- Ground Ladders - \$800
- Extinguishers - \$300
- SCBA Air Cylinder Hydro Test - \$1
- SCBA Air Compressor - \$950
- Extrication Equipment - \$0
- Plymovent - \$1,450
- Auto Pulse - \$850
- Cardiac Monitors - \$765
- Power Cots - \$3,600
- Water Coolers - \$740
- SCBA Flow Test - \$1,885
- Backflow Test - \$220
- Boiler Inspection - \$100
- Fire Alarm Annual Service - \$1,332
- SCBA FIT Test - \$150
- Copier Service - \$550

Katherine asked about the aerial. Chief Sitar explained that there is a company out of Connecticut that comes and spends a few days inspecting and performing maintenance on the aerial ladder. Discussion ensued

Katherine asked if Fire Alarm Annual Service was new as they did not spend that line the last few years. Chief Sitar replied that it was not new. It should have been done the last few years but was not.

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

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

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

- Other - \$30,000
- 21A1 - \$3,655
- 21A2 - \$3,940
- 21E1 - \$4,346
- 21E2 - \$950
- 21E3 - \$5,958

- 21R1 - \$3,670
- 21C1 - \$460
- 21F1 - \$1,147
- 21B1 - \$180
- 21C3 - \$460
- 21U3 - \$789
- 21U1 - \$2,697
- 21T1 - \$4,286
- 21L1 - \$3,458
- 21FPT - \$100

Katherine asked for clarification regarding the individual vehicles versus other. Chief Sitar explained that the amounts budgeted for individual vehicles are planned and known maintenance and repairs. The amount budgeted under other is for anything that may come up throughout the year.

Kevin asked about the large difference in the Chief's and the Commissioners budget regarding 21F1. Kathy commented that the difference was a plow. Katherine wanted to know why they wanted a plow. Chief Sitar replied that they need to plow access to the Tower on Shedd Road as well as plowing out the department, hydrants, and plowing a path to an emergency in the middle of a storm. Discussion ensued regarding the plow.

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

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

Katherine asked about the departmental awards. Chief Sitar replied that they have held it in the past the Pines Community Center but have decided to hold it at Lochmere Country Club. He added that other groups will be contributing to make it a fancier event.

#### **685 Uniforms - \$16,450**

Kevin asked about the uniform budget. Discussion ensued.

#### **690 Miscellaneous - \$300**

Katherine asked what was in miscellaneous. Chief Sitar replied that it was anything that didn't fit under another category.

#### **775 Dry Hydrants & Cisterns**

Chief Sitar explained that every year a diver is hired to check to see if they need maintenance or repairs. This budgets for the diver fee for 2021 and the repairs that they found this year that need to be made. Kathy read off the repairs that need to be made.

Chief Sitar also commented that they were looking at putting in a cistern in areas where there is limited water supply. Discussion ensued regarding zoning and how they would be filled.

#### **4332 Pressurized Hydrants –**

Katherine commented that the Commissioners were working on an agreement for the hydrants. Commissioner Pyra stated that they were waiting for the agreement. Discussion ensued regarding the particulars of the agreement.

## **Apparatus & Equipment Budget**

### **4220 Fire**

#### **331 Ambulance Billing Services - \$35,700**

- COMSTAR - \$34,200
- Paramedic Intercept - \$1,500

#### **740 Fire Equipment - \$51,053**

- Mobile Radios - \$0
- Portable Radios - \$0
- Base Stations/Repeaters - \$4,689
- Emergency Pagers - \$2,860
- lamResponding.com - \$660
- eDispatch - \$0
- Gas Meters - \$500
- HazMat - \$0
- Chain & Vent Saws - \$0
- Hose - \$7,324
- Nozzles/Appliances/Fittings - \$100
- Flashlights - \$1,575
- Protective Clothing - \$29,272
- SCBA - \$1,600
- Thermal Imaging Camera /Batteries - \$600
- Vehicle Equipment - \$320
- Ground ladders - \$0
- Tools - \$225
- Forestry Equipment - \$0
- Computer Hardware - \$0
- Safety Equipment - \$380

Chief Sitar gave a brief summary of the items included in the budget.

Kevin asked about base station and repeaters. Chief Sitar replied that it is to replace their antenna on the roof at Park Street Station.

#### **741 EMS - \$40,180**

- EMS Equipment - \$0
- EMS Disposable Equipment - \$40,000
- CLIA Laboratory User Fee - \$180
- Advanced Medical Training - \$0

#### **760 Vehicles - \$0**

#### **960 Recue Equipment - \$3,200**

- Water & Ice Rescue - \$2,000
- Rope & Rigging - \$1,200



- Extrication Tools - \$0

## **Warrant Articles**

### **760 Vehicles - \$1,005,000**

- New Ambulance 2 (#2 Choice) - \$285,000
- New Engine 1 (#1 Choice) - \$720,000

Scott asked if there was a schedule for when vehicles are supposed to be replaced. Chief Sitar replied that he had a Capital Improvement Plan and said he would share them.

Katherine asked if the vehicles have any sort of warranty when they purchase them. Chief Sitar replied that it is usually bumper to bumper for one year and there are other things like the paint that is supposed to hold up for 10 years and other pieces that had longer warranties.

Jason asked if the engine would be a copy of the one that was just ordered. Chief replied that it was.

## **Adjournment**

Jason made a motion to adjourn. Being no discussion, vote taken. Motion passed.

Meeting adjourned at 7:23 pm.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place: December 11, 2020 at 5:30 PM.  
Northfield Town Hall  
21 Summer Street, Northfield, NH