

# Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By: Budget Committee

Date, Time: 12/15/2021, 5:00 PM

Transcribed By: Beth Joslin

Location: Northfield Town Hall  
21 Summer Street  
Northfield, NH

## Call to Order

Katherine called the meeting to order at 5:02 PM.

## Attendance

Commissioner Eric Pyra, Charles Broughton, Jane Alden, Jason Wright, Katherine Dawson, Kevin Waldron, Chief Michael Sitar, and Administrative Assistant Kathy Tobine

## 2022 Operating Budget

### 430.03 & 430.07 Custodial Supplies & Dumpster

Jane made a motion to discuss line 430.03 & 430.07. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed.

Charlie made a motion to approve total custodial supplies for \$5,720. Jane seconded the motion. Being no discussion, vote was taken. Motion passed, 4 to 2.

### 430.04 Grounds Keeping

Jason commented that they have not spent from the grounds keeping budget in the past 3 years. Jane asked why it is requested if they don't use it. Chief Sitar replied that Deputy Robinson usually donates the materials and puts a lot of effort into making sure Park Street Station is looking good.

Charlie made a motion to approve total grounds keeping for \$500. Katherine asked for a second, commented that she didn't hear one. Jane comments that she doesn't see the point in funding it if they aren't spending it. Discussion ensued regarding funding the line.

Commissioner Pyra made a motion to fund line 430.04 Grounds Keeping for \$1 and fund line 660.11 Riding mower at \$150. Jane seconded the motion. Being no further discussion vote was taken. Motion failed, 3 to 3.

Jason made a motion to fund lines 430.04 and 660.11 at \$1 each respectively. Katherine seconded the motion. Being no further discussion vote was taken. Motion failed, 3 to 3.

### 430.08 Shedd Road Communication Tower

Katherine asked why they have not expended on the line this year. Chief Sitar replied that the monitoring is a contract and they have not received the bill yet for this year. Discussion ensued regarding the monitoring.

Charlie made a motion to fund the total Shedd Road Communications Tower at \$1,046. Jane seconded the motion. Being no further discussion vote was taken. Motion passed.

### 430.09 Park Street Communication Tower

Jason made a motion to fund the total Park Street Communications Tower for \$2. Jane seconded the motion. Being no further discussion vote was taken. Motion passed.

### 4196 Insurance

Jane made a motion to fund workers compensation for \$43,077. Charlie seconded the motion. Being no discussion, vote was taken. Motion passed.

Jane made a motion to fund total property and liability insurance for \$31,178. Charlie seconded the motion. Being no discussion, vote was taken. Motion passed.

### 120 Call Salaries & Wages

Kevin asked what the wages were for call members. Chief Sitar replied that they start at a probationary \$13/hour and goes up after probation and up with certifications. Discussion ensued regarding rates and increases.

Jason makes a motion to approve call salaries & wages for \$110,000. Kevin seconded the motion. Being no discussion, vote was taken. Motion passed.

### 335 School/Training Fees

Katherine asked why they have not expended much from that line. Chief Sitar replied that they cut back on training because they had some unanticipated large expenses with replacing the boiler at Center Street and the legal fees. Discussion ensued regarding using the contingency fund and what is budgeted for in the line.

Charlie Made a motion to fund line 335 for \$23,000. Jane seconded the motion. Being no discussion, vote was taken. Motion passed, 5 to 1.

### 341 Telephone

Kevin asked how many cell phones there were. Chief Sitar replied that there were three, one for each ambulance and the shift command. The chief and deputy use their personal phones that they receive stipends for, which is included in this line. There other devices included in the line including four MiFi devices and iPads.

Charlie made a motion to accept total telephone for \$8,624. Jane seconded the motion. Kevin asked about the internet bill. Chief Sitar talked about the current internet and some of its short comings as well as a new internet option that he has just learned about that will be better but does cost about \$30 more per month. Kevin stated that they should all vote no so the department can get the technology that it needs. Jane withdrew her second and Charlie withdrew his motion.

Kevin made a motion to fund lines 341.1, 341.2, and 341.5 for \$9,092. Jason seconded the motion. Commissioner Pyra asked for clarification on the wording, stating that it sounded like he was funding each line at \$9,000. Kevin replied that it was total telephone at \$9,092, also noting that the committee has no control over how the money is spent but hope that it will be used to improve the internet. Being no further discussion, vote was taken. Motion passed.

### 342 Information Technology

Jane made a motion to fund Information & Technology for \$30,128. Charlie seconded the motion. Kevin asked what they are getting for a website for only \$75. Kathy replied that it is the hosting of the website. Jason asked why there is a decline in the cost of FireHouse. Chief Sitar replied that they are transitioning from FireHouse because it will be going away. Being no further discussion, vote was taken. Motion passed, 5 to 1.

### 350 Medical Services

Kevin asked if they were expecting five new employees (in regards to new employee physicals). Kathy replied that it is quite possible as the call company goes through the physical process. They currently have three applicants in the process now. Kevin asked if they actually had 33 people on payroll. Chief Sitar commented that yes there are between career and call members. Katherine asked if physicals took place every year. Chief Sitar replied that they did. Discussion ensued regarding requirements for physicals and medical cards.

Charlie made a motion to fund line 350 for \$16,860. Commissioner Pyra seconded the motion. Jason asked if they would expend to that level, looking at the past three years. Chief Sitar explained that 2020 was lower due to COVID. Being no further discussion, vote was taken. Motion passed.

### 390 Other Professional Services

Katherine asked why it was \$1. Kathy replied it was to keep the line open. Discussion ensued regarding the purpose of the line.

Charlie made a motion to fund Other Professional Services for \$1. Commissioner Pyra seconded the motion. Being no discussion, vote taken. Motion passed.

### 392 Background Checks

Kevin asked if the background checks were for new employees. Kathy replied that it was for both their driving and criminal records.

Charlie made a motion to approve \$520 for Background Checks. Jane seconded the motion. Being no more discussion, vote was taken. Motion passed.

#### 550 Printing

Kevin asked if these were things that could be printed in house. Kathy replied that they could not because most of them involve duplicate copies and are printed at the prison. Jason recommended they look into the Bureau of Graphic Services with the state as they have an extensive print shop.

Charlie made a motion to accept \$500 for Printing. Jane seconded the motion. Being no discussion, vote was taken. Motion passed

#### 560 Dues & Subscriptions

Jane makes a motion to accept Dues & Subscriptions for \$4,233. Charlie seconded the motion. Jason asked if the Fire Department Safety Officer Assoc. was now for two people because the amount doubled. Chief Sitar replied that it was. Kevin commented on there being subscriptions to both the state and international associations of Fire Chiefs. Being no further discussion, vote was taken. Motion passed, 5 to 1.

#### 620 Office Supplies

Kevin asked if printing would be considered office supplies. Kathy replied that yes, they are office supplies but that it has been split since before she started. Katherine commented that they don't destroy data every year. Kathy commented that if she plans it right, they can get more done at once. Kathy also noted that they are making an effort to go paperless.

Commissioner Pyra made a motion to approve office supplies for \$3,150. Charlie seconded the motion. Being no discussion, vote was taken. Motion passed, 4 to 2.

#### 630 Postage

Charlie made a motion to accept \$500 for postage. Jane seconded the motion. Being no discussion, vote was taken. Motion passed.

#### 630 Equipment Maintenance & Repairs

Unanticipated equipment Repair and how it is dispersed as it is expended was discussed.

Charlie made a motion to approve \$5,570 for Total Equipment Maintenance & Repair. Commissioner Pyra seconded. Being no discussion, vote taken. Motion passed, 5 to 1.

#### 631 Service Testing

Jane made a motion to approve \$18,898 for service testing. Charlie seconded the motion. Being no discussion, vote was taken. Motion passed

#### 635 Gasoline

Kevin asked what used gasoline other than portables. Chief Sitar replied that the command vehicles, forestry, utility pick up, and UTV.

Charlie made a motion to approve \$5,675 for gasoline. Jane seconded the motion. Kevin commented that he knows they don't pay the taxes but fuel is more expensive, does the line take into account the high cost. Chief Sitar replied that he does look at future predictions and takes that into account. Being no further discussion, vote was taken. Motion passed.

#### 636 Diesel

Katherine asked why there was a decrease from the Chief's number to the Commissioners' number. Chief Sitar replied that based off the current year's spending the Commissioners felt that number could go down. Discussion ensued regarding average monthly fuel costs and the potential increases.

Charlie made a motion to approve \$19,800 for diesel. Jane seconded the motion. Being no discussion, vote was taken. Motion passed.

#### 660 Vehicle Repairs

Kevin asked if A2 was the GM? Chief Sitar indicated that it was. Kevin asked why there was so much money budgeted for the new engine. Chief Sitar replied that it was preventative maintenance and inspection.

Katherine asked about the line for vehicle repairs other and why there hasn't been anything expended from it and it was explained that when the money is spent it is assigned to the vehicle it was spent on. Kevin asked what went wrong with Ambulance 2 that they spent so much money on it this year. Chief Sitar listed off the repairs that had to be made. Discussion ensued regarding possible repairs.

Charlie made a motion to accept \$51,307 for total vehicle repairs. Commissioner Pyra seconded the motion. Kevin commented that he doesn't feel they will need that much for unanticipated repairs. Charlie commented that the budgeted amount is down almost \$9,000 from last year. Being no further discussion, vote was taken. Motion passed, 5 to 1.

Katherine asked if Chief Sitar could provide a breakdown of what was expended for Vehicle Repairs Other in the future.

670 Books & Periodicals

Charlie made a motion to approve \$111 for books and periodicals. Jane seconded the motion. Being no discussion vote was taken. Motion passed.

680 Departmental Awards

Kathy commented that the awards were cancelled again this year due to COVID. Kevin asked if any money was spent. Kathy replied that on \$33 was spent for postage. Kevin made a motion to fund the department awards for \$3,000. Commissioner Pyra seconded the motion. Being no further discussion, vote was taken. Motion passed

**Adjournment**

Jane made a motion to adjourn. Kevin seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 6:45 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:                      December 22, 2021 at 5:00 PM.  
Northfield Town Hall  
21 Summer Street, Northfield, NH