

Tilton-Northfield Fire & EMS

Commissioners' Meeting

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| Meeting called by: | Commissioners | Date, Time: | May 03, 2007 at 18:00 to 21:00 |
| Note taker: | Janine Vary | Place: | Center Street Station |

Attendees: Comm. Tom Gallant, Comm. Bob Watson, Comm. Kevin Waldron, Chief Steve Carrier, Treasurer Roland Seymour, Deputy Mike Robinson, Capt. Brad Ober, Fire Prev. and Clerk Janine Vary. Absent: none

Comm. Gallant called meeting to order at 6:00. Review of previous meeting minutes from April 5. Bob motioned that we accept minutes as written. Comm. Waldron expressed that he never received his copy of the minutes. Janine stated they had been emailed to all and gave him a hard copy. Kevin seconded. Discussion: Tom mentioned that there is discussion on the paragraph as it relates to article #5. Janine had mailed copies of the DRA finding of the letter. They decided we could buy the truck and get financing. They made it clear that the expenditures for it though need to come out of the general operating budget. An amount certain was not stated in the amendment. Tom feels that if we do petition them later and ask if the monies can come from the Apparatus and Equipment fund. He feels we need to petition them later. Kevin asked when, Tom believes August when we need to submit the last report to them. Discussion about what the response of DRA will be to the petition, and Tom feels it can be positive. There was discussion as to the intention of the voters and the burden will be upon us as to the intent of the body. At the meeting in August, we will petition DRA. Tom doesn't know what format that is, so he didn't feel it was time to vote on it at this time. Let's get procedures down, distribute and work on it. Tom is concerned that it will short us in our operating budget. No other comments. Vote taken and minutes were accepted unanimously.

Review of the treasurer's report. First looked at the Apparatus and Equipment fund. As of May 3 balance in check book shows \$67,965.16. The report includes 4 deposits from Comstar. The operating account shows a balance of \$105,664.98; both towns have 4 payments in. Roland feels that the difference (\$999.18) between the report and the register is that there are accruals in Quick Books. One comment, there are about \$3,300 in bills that Chief looked at and feels should have been paid from the operating fund. Tom suggested making one check back to the operating account from Apparatus and Equipment fund. Kevin asked to look at the bills that will be paid out of the Apparatus and Equipment fund. Tom asked if Chief felt that we are on track with the Apparatus and Equipment fund. Roland felt that we are ahead of budget. Turnaround is 90 to 120 days from Comstar. So what we are seeing now is from the last quarter of last year. If our numbers are down, our proceeds are down. Chief said he has some comments in the ambulance billing later in the meeting. We may run below what we had projected. Roland has a summary of the capital reserve funds \$1,701 truck, Land \$216,855 and Rescue \$11,544.00 in it and this is from the trustee of the trust funds. Tom asked Chief as far as the Rescue Fund; we were told that we cannot close the trust funds into the Apparatus and Equipment fund but we can spend. We can use it for what the account was established for. Tom wants Roland to run one off a copy of the trust accounts each month. It was established back in time when this was how we put money in for capital purchases of trucks, not one specific vehicle. Kevin stated that we have to go to the body to use and Tom agreed. Tom just wants us to keep it in mind when looking at capital purchases for next year. This would not increase taxes. More discussion on trust funds. Tom asked Janine to check on how to handle appeal of Article 5 and get in writing how we can utilize the trust fund monies. He wants to confirm that you cannot roll them back into the Apparatus and Equipment fund. He would like to have in writing. Tom motioned that we accept the treasurer's report. Bob seconded. Vote taken and treasurer's report accepted unanimously.

Tom asked Roland to talk about a comment of Tom Cavanaugh regarding an increase of 40% from 2004 and 2006. Roland reported on a gross basis, the Tilton contribution was \$543,000 in 04 and \$627,000 in 05. That was a 15.5% increase. \$627,000 05 to \$801,000 in 06, this is 28% increase. So, the difference in 04 and 06 is 43%. Tom feels unfair to do that because you should look at what is included in those increases. Roland said basically what Tom Cavanaugh said is correct but not giving any details, showing the improvements and changes in the fire district doesn't present an accurate picture.

Fire prevention: Capt. Ober reported that nothing new in new developments but more activity with better weather. The store in the parking lot at Tanger and Walgreen's coming up. "Store" is still a mystery. Tilton School is looking at July to August finish date. Tom commented on Chief's newsletter. He feels we should take groups through even residential homes. Could walk through and these things could be pointed out. Would lend to discussion of residential sprinkler systems. Chief: Materials are pushing the need for residential sprinklers. NH's problem is that it won't take it on, so we won't be able to enforce. More discussion on this topic. Brad said today there was a live web cast on sprinklered residential systems. He has a PowerPoint presentation and would like to work it together with discussion and share with planning boards, etc. Nova up and running and starting. Hampton Inn is at a stand still due to finances. Planning board approved South Bay Resort. Was a camp ground and then became permanent residence. Now approved a condo plan. We did put a requirement to remove all the campers at the same time. Cross Mill Road project: it seems that that owner has abandoned that project. Scribner Road assisted living keeps coming back to the surface.

Chief commented on the inspections that have made the papers. Last year Brad made an owner aware of issues with portable

window a/c units. The interior walls only have 1 window and this leaves no way of escape or entry for fire fighters. Code requires 2 exits and a secondary mean of egress. Exits have to be remote from another. Now the owner starts to work on it and now we must enforce a code. Brad set up a meeting with the tenants and at same time someone went to citizen. Meeting went very well, can use interior a/c that doesn't need to be window mounted. Tom recommends letting the citizen know of the meeting and the remedy that was decided upon. Chief mentioned doing a press release. Other issues are the building is 30 years old and codes have changed a lot. They still don't meet code. Chief said we at least look for a plan. Brad commented that the owner came in and asked to allow it to continue but Brad said he couldn't change code. Brad did training for the residents. Had about 25 people show up. Why they need 2 exits, what the codes are for, etc. He felt that it was a positive response. Will be looking at an annual meeting to review fire standards. Chief also commented on Anna's Bakery. He needed to separate the restaurant from the living quarters above. Installed sheet rock covering up the tin ceiling which holds a historic value. Tom Nolan's coffee and tea shop should also have done this, this was a change of use of the previous occupant. If sprinklers put in, would be able to keep tin ceilings. Who from board of selectmen would check with the fire dept. Chief said no one contacted him from the town hall. Tom said the minutes from the Tilton selectman's meeting state this. The easiest way to deal with this is when tenants/use change to alert the fire district. Chief commented that we are still behind in these experiences. Tom said that is why we need to get our story across. Brad commented that the Echo article has a lot of misinformation in it, also.

Status of Mobile gas station. It is for sale. They removed all hazards and leave it that way. Walgreen's: Brad hasn't heard about the demolition of that building. He would like to arrange for some training before they demolish it completely. Kevin asked about the inspection of the little league snack shack. Brad said it was for a meter set, not a building inspection. Kevin asked if they need venting for their cooking. Brad said this was tuff for a small building that is used for a couple of hours every so often. Chief feels that it will have to be a judgment call.

Old business

Tilton Police Dept. committee: Tom had some discussion, selectmen still haven't made any moves.

Ambulance billing: Chief sent back our request that Comstar increase their mailings. Residents will now get 2 more requests for insurance information – not bills. It will remain our policy that residents will not be chased for money, however, we feel we may be missing opportunities to get their insurance information by not requesting it more frequently. Nonresidents will get same letters and then be sent to collection if they don't pay. The chief feels we should see an increase in our returns. 25% of the last write-off list was incorrect information that Comstar had. Tom felt it would be helpful for discussion to have the letters that Comstar sent us.

New business

Tilton staff meetings. Some items discussed. Now requesting applications for use of Riverfront Park and the Island. There will be a form that will need fire dept. approval. Rumor that fireworks for old home day will be at Surrette's this year. But there is a problem with parking. Town switching to Northway Bank away from Franklin Savings. Lochmere project going well. Doing River Road now. Then to Silver Lake. The town will be encouraging purchases being made from local businesses rather than out of town/state vendors. Chief asked about fire dept. study. The town administrator said they are researching companies now - don't want a cookie cutter style study done. Tom asked if an RFP has been put together seeing anything that requires expenditure over \$500 needs 3 written proposals. Chief wasn't sure. He commented that Tim Pearson was also at the meeting. He seems open. Chief asked if there is a liaison for the fire dept. from Tilton. There is none. Chief asked why we don't have one. No one comes to the commissioners meetings. Kevin said he checked into that at a selectmen's meeting in Northfield and he was told that there cannot be a liaison because the fire dept. is it's own "town". Jamie Knowlton told Chief and Tom that Steve Bloom was our liaison. Tom asked Kevin to check into that because they should have a voice and an ear so that they can address their concerns to the commissioners. It would be good for us to have someone specific to contact if we have any questions.

Chief met with the 2 heads of police depts. and discussed emergency management. Tilton suggested that we have monthly meetings and do table top training. There are some issues in radio communications, etc. Chief felt that it was a very positive meeting and will hopefully lend itself to more positive relations.

E4 is being put out to bid. Chief said Kenny Partridge is interested. He and Mike also decided to drop the price in Firetec. Currently at \$8500, will drop to \$6500. There was one inquiry recently but no response. If someone offers \$5000 we would take it. Mike will drop the price tomorrow. Money from that sale will go into general fund.

Gretchen Wilder (who was present but had to leave) left a request, has a schedule been made for testing water flow with hydrants. Chief responded yes. Flushing was done on Tuesday and Wednesday. Tomorrow they will start at the pump station. Brad will be going to accompany the Water District employees during the tests. Tom asked for summary notes of those

meetings and he could submit to the meeting and they would be incorporated into the minutes. Roland said to do all the hydrants. Also instructed to keep good records. Brad said they did a waiver of liability for the water company and most have come back. All of them are mapped and numbered. A new map will be regenerated from these real flows. Chief feels the water dept. issue is to truly know what the hydrants are flowing.

Tom stated that the private hydrant on his son's property is out of service. Who should they contact? Chief said Steve Smith.

Tom commented that the newsletter that Chief is doing is very helpful. Recommended to send it to other boards, selectman, etc. The proactive relationships that we stated we would make at the annual meeting and we should do that now in the newsletters. Also do press releases for the newspapers. Chief also asked about info from the commissioners that he would welcome to be put in the newsletter.

Tom commented on the mutual aid system. Recent articles in newspapers expressing what mutual aid is and its intent. This discussion comes up at our meeting also. He feels we made the right decision. Chief feels we need to have some discussion because it does affect us. If Winnisquam goes completely away, then what will reaction be from Tilton? Do we work with Sanbornton to do something? Tom feels after Sanbornton has their meeting and hires their chief and one person at least, then we should sit down and talk with them to deal with these issues. There was more discussion of Winnisquam station.

Kevin had some comments:

- Fire works on Old Home Day, Northfield board of selectmen is all set with this being done at Surrette area. He wasn't sure about the parking issue.
- The new hires, we hired one person. The new position is covering full time on weds. And two 12 hour periods for fire prevention. Asked about town of residence for new employee. Ashland. Kevin stated that we are hiring people from out of town and too far away to respond at night. There should be people in town that we could hire. Chief said there are 2 from in town. Chief commented that he hires the best employee. No one from Tilton or Northfield is on the list from the state. He looks in the Lakes Region first. We would like to have people from local. Believes whole fire service has changed. You hire good quality and trained employees. Bob stated that when it is a big incident, the full time members do respond on a 2nd alarm. Tom agreed with Chief that you can't limit yourself to only people in your town who may not necessarily be the best qualified. Chief explained how someone gets on the list.
- Kevin also asked about a written policy on personal use of department vehicles. Chief said not sure but doesn't think we have a "written" policy. Kevin gets questions that come to him about using vehicles for personal issues, leaving the vehicle running and unattended, etc. Chief explained that the guys have to ask permission from their officer to use a vehicle. Chief said if that if any errands are conducted on duty are probably to a bank. Kevin asked reason for leaving the vehicle running. Chief explained that the ambulance has to maintain a minimum 58 degree temp and this is a state mandate. Furthermore, we are sensitive to the instructions for the storage of the drugs we carry. Some drugs cannot be stored well above or below room temperature, so temperature has to be maintained by running the vehicle. Kevin stated that our vehicles were left unattended at the HS track and the guys were running the track. Chief responded that if no one is in the station and if they don't take the tools to do their job, then we are creating a delay to go out should an incident occur. The ambulance and engine are the two primary pieces. Kevin doesn't feel going to lunch or running the track is official business. Chief commented that if you take a pickup, then it would equate to a running the department as a call company, since the on-duty personnel would have to respond back to the station for the apparatus. Chief said they have had this discussion and sometimes pickup isn't available. He doesn't feel that there is any abuse of the vehicles during the day. If we can't trust someone to use wisdom in vehicle usage, we have more issues at hand. Again he doesn't see any misuse. Kevin also asked if there is any reason to leave a pickup running and unattended. He saw a crew cab pickup in front of Meredith fire station running, not locked. At 4:00 and left running at least 20 minutes and unlocked. We are exposing to theft. He feels it should have been shut off and locked when not with the vehicle. These are taxpayers vehicles that should be better protected. We really should have a policy on the use of the vehicles. Tom commented that we don't have written guidelines on what is and is not acceptable. Mike commented that the new diesels don't need to run as in the older models.

Tom motioned to go into RSA 3:2c nonpublic session. Bob said yes and Kevin also agreed to go into nonpublic session. Roland excused himself. Went into non-public session at 8:17PM.

Back into public session at 8:54. Bob motioned to pay bills. Bills paid.

Tom motioned to adjourned at 9:00 and Bob seconded. All voted to close the meeting.

Next Meeting Date, Time, Place:

June 7, 2007 at 18:00 at Center Street Station