

Tilton-Northfield Fire & EMS

Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	June 7, 2007 at 16:00 to 20:29
Note taker:	Janine Vary	Place:	Center Street Station

Attendees: Comm. Tom Gallant, Comm. Bob Watson, Comm. Kevin Waldron, Treasurer Roland Seymour, Chief Steve Carrier, Deputy Mike Robinson, Capt. Brad Ober, Fire Prev., and Clerk Janine Vary.

Comm. Gallant called meeting to order at 6:02PM.

Review previous minutes of May 3 and non public session of April 19, 2007. Motion made by Tom and seconded by Kevin to accept minutes. Tom: only discussion here is that the subject has not been closed yet relative to the meeting of April 19. Minutes of April 19 meeting accepted unanimously. Based upon fact it dealt with employee members, Tom motioned to keep these minutes sealed, seconded by Kevin. Roll call vote taken: Kevin Waldron voted yes, Bob Watson voted yes and Tom Gallant voted yes. Minutes of April 19, 2007 to be kept sealed.

Minutes of non public session of May 3, 2007. Tom motioned to accept minutes and seconded by Kevin. Discussion ensued. After discussion, Tom motioned that all who accepted the minutes as written vote. Kevin voted yes. Bob voted yes and Tom voted yes. Tom motioned to keep these non public session minutes sealed due to the fact that they discuss employee situations. Seconded by Kevin. Roll call vote taken: Kevin voted yes, Bob voted yes and Tom voted yes. Minutes of May 3, 2007 non-public session to be kept sealed.

Minutes of May 3rd regular meeting. Tom motioned to accept as printed, Bob seconded. Discussion: none. All commissioners voted unanimously to accept the minutes.

Tom asked Chief if there are any updates on Old Home Day. Chief said fireworks will be at old Surret Battery shooting toward the Riverfront Park. Will be parking problems on both sides of the river and PD will not allow parking on one side of the street. Also, the discussion relating to the use of vehicle. Chief sent an email about the change in location and also put it in the newsletter last week. All commissioners have received these.

Treasurer's report. Apparatus and Equipment fund. Roland just received a deposit ticket of over \$19,000. that would bring up the balance to \$89,000. We may be running a little behind in collections than what we budgeted. The overage of \$3,388 hasn't been cut yet to repay the payment from the operating budget for capital items.

Chief commented that there is an oversight at the beginning into the year. We had never budgeted for that \$47,000 expenditure for the new E3 in the App & Equipment account, so we would need to add it in as a budgeted item so that it shows correctly at the end of the year. The warrant article being amended put it into the budget. Line #760.08. This needs to be corrected or we'll be over spent by \$47,000 in the Apparatus & Equipment Fund.

Next review of the operating budget account. Northfield has only given 4 checks and Tilton 5. "Transfers in" is the \$47,000 less the \$36,054.20 payment we sent in so it is showing up as positive revenue. Discussion ensued about the \$25,000 that was under Bank Charges. It was recommended to call it "finance charges for engine storage". Kevin asked about the shortage of \$1,000 last month and then over \$600 this month. Roland said we have accruals that are expensed in the payroll and it can change day to day. Trying to balance a report with the check book. Roland said if commissioners met a second time each month then he could be more thorough with his report. Tom commented that there is no way the financial statement should be made at 5:30 the night of the meeting. It should be in the commissioners' hands by 24 hours prior. Cut off all bills by the end of the month. He doesn't care it hasn't been reconciled. If commissioners have to come in a second time to do a separate manifest for later bills, then fine. Roland said if we close out books too early might be missing ten thousand dollars in bills that should be paid. More discussion ensued. Will try to work out the bills at the end of the month so that we could get these reports at least 24 hours prior to the meeting. Chief would like to do that with the agenda also. Chief asked about accounts vehicle repairs mechanic, vehicle repair parts, water, equipment maintenance and repair, and diesel. It's early in the year but they are on pace to be over budget. Tom asked if there was anything out of the ordinary, Chief stated significant repairs for E1, work done on foam equipment, electrical problems with ladder, etc. It is difficult to budget for repairs. He'll look back over the last few years and try to show trends that expenses increase for repairs. Kevin asked about cause for E1's repairs. Chief feels it has been a first due apparatus for 6 years so is probably due to age. Everything on it is customized, so more costly to repair. He really feels it was running it as "first due" that caused this. Parts were bought in Manchester. Same thing for ladder truck, and, the manufacturer is out of business now. Leak in hydraulic system, had to have it resealed. Tom asked for accepting treasure's reports. Commissioners voted unanimously to accept the Treasurer's report for June. Roland added that the amounts in the Capital Reserve Funds are as follows: \$1,709.08 in the Truck Fund, \$217, 765.29 in the Land and Building Fund and \$11,592.50 in the Rescue Fund. Roland will give a copy to Janine for our records.

Fire Prevention report: Anchorage on Laconia Road is under new ownership. Lynchrist association. Brad met with Bill

Bernard, NH State electrical inspector. Gave owner a list of priorities to have corrected. Addressing some of the more eminent danger issues. Looking at a 2 year operation and will decide if they keep the existing buildings or build new.

Tanger has 4 new stores coming in. No word on who the new store will be. Southbay Resort submitting plans and getting ready for construction. Existing units have to be out by 9/1/07. Walgreen's hasn't given the money to the owner so they can't demolish current building. Holiday Inn Express just submitted plans two weeks ago. Hampton Inn on Laconia Road is at a standstill. Real financial problems. NHVH doing major upgrade on backup generator. Winnisquam Village behind Country Lake Resort, almost done first building, will be starting second building. Activities are down a little but up for preplans and new construction plans coming to him for review. Greg Stetson started 5/7/07 has been doing a lot of preplan work for commercial properties and working with Brad. Tanger alarm system is all done. Fire flow test for hydrants. Took 2 days for Tilton and 1 day for Northfield. Results from Northfield are not back yet. A rough summary from Tilton is listed on his report. Much discussion on water flow to fight fires. Chief said Home Depot would need 30,000 gals. but it does have a sprinkler system, so it would take less water. Usual calculation is length times width divided by 3 and times how many floors. Hard to determine a good hydrant for the area due to different constructions in that area. Brad said they flushed the private hydrants but hadn't flowed them yet. Water District still needed some releases. Tom mentioned that we also just received an email from Gretchen Wilder concerning the water district. Tom read the email. Tom suggested that Brad answer the email. Roland can't speak for the Water District board but it seems to be the consensus of the board there would be an adjustment made for not having what the fire district is expecting from the hydrants and then a plan for correcting the deficit. There was more discussion. Commissioners will be meeting before next bill is issued and Roland feels they may request to meet with TNFD commissioners to discuss rate. Tom feels that there is nothing hidden in the TNWD and an open communication. Roland set they would set up a standard and determine what is billed. Chief said run cards won't change but we now know to take the tanker next due if there is a structure fire in the West Main Street area. Chief had also talked with water district engineer about maybe having a 20,000 gal. cistern in the area to alleviate the lack of water. Brad will email a response to Gretchen and Tom asked to have copies sent to the commissioners to keep them all apprised. Kevin felt that the information should be sent to the town selectmen just so they'd know.

E4 bid, Chief reported that only one bid was received from Ken Partridge for \$2,200.00. We have received no further communications or even requests for information from the ads. Chief suggested taking the bid. Bob agreed. The tires are around 1 year old but they are unique to that truck. Kevin moved to reject that bid. Tom asked what the plan would be? Kevin stated that it is fully operational, licensed and inspected. Continue to use it for the taxpayers. Chief feels it would cost money to put on the road. But Kevin said we should continue to try to sell. Firetec is a clearing house for used apparatus, posted on its web site and in magazines. They only charge if they sell the apparatus. Tom seconded Kevin's motion for purpose of discussion. Kevin would like to try to continue to sell. Tom asked for a vote for all in favor of not accepting the bid. Two votes: Kevin and Tom voted not to accept the bid. Bob had already mentioned he wanted to accept the bid. Kevin motioned that we continue to accept bids up to August 10th. Two votes: Kevin and Tom in the affirmative. Ken's bid will stand. It was discussed to not put in the minutes the amount or person who placed the bid. Kevin mentioned that the initial request for bids had closed and, if Ken Partridge wants to reaffirm his offer on or before August 10th, he could do so. Chief will contact Ken to let him know that the bid was rejected and he can re-establish his bid if he wants.

Old business

Letter to DRA regarding Warrant Article #5 and loan payments being made from operating budget. Janine and Tom will draft a letter before July meeting. Discussion on July's meeting date. Needs to be changed because Tom will not be available that first week of July. It was decided by all 3 commissioners that Weds., July 11th was a good day for all. Janine will post meeting date change.

Promotion of David Hall to captain. Chief addressed: David has met training requirements and fire officer certification. All of the call officers were assigned to the Lt. level so that the full time members would be brought up to Captain level. Chief looking for permission to promote Lt. Hall effective July 1, 2007. Tom motioned to back up Chief's decision and seconded by Bob. Discussion: Chief explained that Lt. Hall has taken the fire officer training and is now ready for the promotion. The reorganization clearly delineates full time officers as "Captain" and call member officers as "Lieutenants". Some of the full time people haven't had all the training needed yet. This will make two shift captains. There was more general discussion. Chief commented there will be no pay differential, the pay remains the same. We don't have steps or grades, so no adjustments in pay unless the commissioners wanted that. It is more a personal incentive. The motion was brought to a vote by Tom. All commissioners unanimously voted to give Chief the authority to promote David Hall to Captain.

New business

Flow testing: At the meeting of water district, the Nova property was requested to put in a hydrant. Chief put together a letter to them saying that the hydrant wasn't flowing the way we expected. He did pass it by the water dept. and they had a few changes. Chief spoke to Mr. Chandler and he is in favor of putting a tank on his property to meet the water requirement. Chief showed the letter to the commissioners before he sends out so that they could approve wording. Discussion as to a heated tank or not, etc. Tom asked Chief to cc the commissioners when he sends the letter out.

Comstar: has put out some information on non-transport billing. Sent out a newsletter that said we could charge for non transports or patient refusals. Chief feels that this could be helpful to use especially for those patients that we treat (like a diabetic) and we use medical supplies and then they say they don't want to go to hospital. However, if someone else called for the service and the patient denies need, then we wouldn't be able to charge. Chief will talk with Comstar to decide who we would bill or not bill. We can designate these calls through electronic reporting but he will have to check into that with Comstar. We have to set up a reasonable fee for that type of call and he feels we can use preexisting calls. He feels it could mean more revenue. Tom agreed and asked Chief to look into it further and report back in July. Only 3 carriers will cover this type of billing: NH Medicaid, Harvard Pilgrim, and Oxford.

Capital Assets: Tom had drafted a policy on "Capital Assets and Depreciation Policies" he fashioned after town of Northfield's policy and they use same auditors. He is asking the commissioners to approve this policy. Tom will work with Steve to get an inventory done and assign values to various pieces of equipment. Looking at \$10,000 for the threshold. We do want GASB to be part of our 2006 financial report. If we don't adhere to it, the auditor makes an exception to the financial statement. If a municipal entity goes out to purchase a bond, the more disqualifying statements that appear in their financial statements, the more it negatively impacts borrowing power. If we wanted to build a \$3 million fire station, we would go out and look for a bond through the state. Tom doesn't think the inventory will be a huge task. Tom motioned that the board would adopt the Capital Assets and Depreciation Policies and seconded by Bob. Kevin asked about the date of January 1, 2006. Tom explained it was effective for the audit for 2006. Kevin was concerned that he wasn't a commissioner in January. Tom did not feel that was an issue. Kevin also asked about the \$10,000 figure. Tom explained it is an arbitrary number that is picked. This is the same amount that Northfield used. Roland explained that the smaller the number the more bookkeeping there needs to be done. The number has to reflect material items. So using a base line of \$500 would take a lengthy amount of time. The list was very small for Northfield. Our balance sheets don't show assets and values. The GASB 34 is meant for us to do that. This way the lending institution could see what value of assets we have. Useful life numbers. Roland said that there are guidelines established by IRS. You would have to prove that your period of life is longer than the IRS standards. Vote taken of all those in favor of adopting. All three commissioners, Tom Gallant, Kevin Waldron and Bob Watson, unanimously accepted the adoption of the Capital Assets and Depreciation Policies. Tom would like a copy of these minutes to be highlighted showing approval.

Kevin asked if there would be any support from commission to pay off or pay down some debt. Tom asked what level and where would money come from? Kevin asked if we could use money from the apparatus and equipment fund. Tom said "no" without the authorization of the body. We would have to consider it in a warrant article. Kevin continued and asked if we wanted to pay down the pickups, can we? Tom responded that the apparatus and equipment fund is the best one to look at. If that is built up to a point where there is \$80,000 in it and we feel it could be used to pay down a vehicle, we would have to put that amount on a line item, which is a separate budget from the operating amount. We cannot over expend the bottom line, no matter how much revenue we take in. Chief commented that in March 08, we would be looking at taking funds from revenue from 2008 and then we would further be expending money that has been previously acquired.

Kevin also commented that we sit with our backs to the public (if present). Feels that isn't proper and would like our seating changed to face the public.

Kevin asked when minutes recorded and vote taken, if vote is taken, would the votes of each commissioner be noted? Tom said yes. Like this evening. When going into and out of non-public session, it is required that each person has to be represented as saying yes.

Kevin asked about the date setting of our annual meeting – it is now before the elections and the other town meetings. The commissioner who is outgoing sits at the table. He feels new commissioner should sit at table at district meeting. It was explained that according to the RSA's newly elected officials are only sworn in after the district meeting for that year has concluded. Kevin also asked who sets the date of annual meeting. Tom stated commissioners as long as it is in the window set by secretary of state. Kevin would rather have our annual meeting after elections. Tom stated that it was changed so that the fire district wasn't at the end of all the other town/district meetings. There was more discussion about this.

TNFD Commissioner's Meeting Minutes
June 7, 2007

Tom motioned to pay bills. Bob seconded. Bills paid.

Also needed to schedule a follow up meeting to the non-public session held on April 19. It was decided Thursday, July 19 at 5:00pm nonpublic session. Have Roland be sure he can attend (he had already left meeting).

Tom motioned to adjourn at 8:29 and seconded by Kevin. Meeting closed at 8:29 PM.

Next Meeting Date, Time, Place:	July 11, 2007 at 18:00 at Center Street Station
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