

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	August 16, 2007 at 18:00 to 19:45
Note taker:	Janine Vary	Place:	Center Street Station

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

Comm. Gallant called meeting to order at 6:00PM. First order of business is to review the minutes from July 11, 2007. Tom asked to review the public session. Tom motioned to accept, seconded by Bob. Discussion: Kevin stated that the second paragraph toward the end of the paragraph it was not mentioned who seconded motion. Janine explained that she could not tell who seconded. Vote was taken to accept the minutes as written. All commissioners voted in the affirmative. Minutes of public session of 7/11/07 meeting accepted. It was decided to review minutes from the nonpublic session at the latter part of the meeting. Also, there are minutes from July 19, 2007 special commissioners meeting, public meeting. Bob motioned to accept the minutes, Kevin seconded. Discussion: none. All in favor. Accepted unanimously by all commissioners. The July 19, 2007 non-public session we will wait until the end of the meeting to discuss.

Review of treasurer's report which has been previously distributed. Operating account from Jan. 1 to Aug 11, 2007 to show all disbursements before August 11. Tom motioned to accept the operating budget report, seconded by Bob. Discussion: Kevin had a question, item 140 Overtime - why is that zero? Chief explained that the line is now under the 110 Career Salaries & Wages as a sub line and is reflected in that account line. The line should now be omitted from future reports. Tom asked Chief to expound on items. Vehicle maintenance accounts are close to the budget numbers. We've had a lot of activity, a lot of major issues, Engine 1 was a big source. Transmission with A2, the ladder had some electrical problems. Chief also mentioned that the building fund (line 720) we have a roofing agreement for Park Street station. We are happy with the work done here at Center Street so have contacted same company. Chief called him today to get the work done this year. Chief asked if a vote was needed by commissioners. Tom stated no but would like to ratify Chief's decision. Chief continued that all other accounts have been online. Group Life (line 215) and Property Insurance (line 480) have been paid in full for the year. Tom opened to public comment. Gretchen asked to verify which lines are paid in full so far. Janine will check into line 760 on operating account report to define what those expenses are and email it to all commissioner, etc.. Janine will check into changing accounts that are zero straight across to inactive so they don't appear on the spread sheet but historical information is not lost. Vote taken to accept the treasurer's report. All commissioners voted affirmative to accept the treasurer's report. Tom motioned and Bob seconded to accept the Aug 10, 2007 Account Balances -Checking & Funds report. Kevin asked re: the NHPDIP - (Comstar) how can it be expended. Tom explained we could put a warrant article in to expend the funds for which they were intended for. This money cannot go into Apparatus and Equipment account. Chief asked about the "fund balance", how much is it? Tom said it is on the balance sheet. Tom would appreciate the treasurer to supply the commissioners with an accrual basis balance sheet to tie into the budget vs. actual report on a quarterly basis to reflect the fund balance. No other questions, Tom asked for a vote. All commissioners voted in the affirmative. Treasurer's report of Account Balances dated Aug. 10, 2007 was unanimously accepted. Tom will not entertain the July 31, 2007 "Account Balances" report seeing it is not germane to this meeting. Tom motioned to accept the Apparatus and Equipment fund report dated August 10, 2007 and Bob seconded. Discussion - none. All commissioners voted affirmative to accept the treasurer's report for the Apparatus and Equipment Fund.

Fire Prevention report from Capt. Brad Ober: some of the bigger projects are in full swing. The Tilton School residency building is all set, the academic building will have a final inspection done this week for occupancy. Not many other big projects. On West Main at Town Line Plaza, the tractor supply company is coming back to planning board. Walgreen's progressing with a lot of rough work there. Store in parking lot of Tanger is Old Navy, they are just about finished with the building and then Old Navy will come in and outfit the rest of the building. Tomorrow Brad is being called as a witness for the town of Northfield for a property on Hodgdon Road re: running a repair garage in a residential zone, doesn't meet fire code for repair garage, etc. Lot of dispute with neighbors, etc. Al LaPlante has been appointed to take building inspectors position temporarily at Tilton. Sandy is still helping out some, although she has retired also. He has had a lot of calls for building inspections lately. Tom commented that when Harold was chief we had been approached by town of Northfield about taking over of building inspector duties. It was discussed and Harold went to the town of Tilton and spoke to them. Dead issue in Tilton at that time. Is it something we want to get involved with? Put more control in our hands but Tom doesn't know if we should discuss to see if prudent and feasible and then report back to the commissioners to see how it would work. Tom believes that Northfield would still be interested. Seeing Al is in on temporary basis, maybe Tilton would be, too. We had proposed an apportionment of cost between the two towns and the district in the past. Brad mentioned a lot of times the permit fees cover the expenses. Chief had talked with Joyce a while back and she agreed. We could have a lot more impact on the safety side of the buildings and this would benefit the people, also. Chief is confused about apportionment of fees, though, just make it part of the normal budget, we serve both communities already. Tom mentioned that the amount of attention that Tilton would take

would be much higher than Northfield. Brad said commercial yes, but Northfield has a lot of residential. Tom said once sifted out and statistics shown, then we could apportion.

It is possible with Joyce coming on board in Tilton as town admin. things could change. Tom would like Chief and Brad to discuss it and bring their findings back to the commissioners. Chief said neither community has adopted a policy that gives the person power to enforce. Chief feels we would gain tremendously in making that property owner knowledgeable of our needs for safety at the same time. Chief feels to make enforceable is not an issue. Could be a safety issue, not a fire issue. Tom would like it on the agenda next month. Bob in favor. Kevin made no comment. No other questions for Brad. Tom thanked Brad for the report.

Old business

The water district hydrant flows for Northfield. Brad reported we have not received Northfield's numbers. Gretchen spoke to that and said that Ken Money has been put back on a retainer because they need someone who is licensed to run the district. Chief said the water district has access to the results but they haven't put in a format that we can access. All Tilton hydrants have been painted and Northfield hydrants are being done. Tom feels it would be prudent to have a formal request for the flow tests of Northfield. Address it to the commissioners of water district, their chairperson.

E4 status, Mike reported still not a 100% done deal. Their issue is to see the vehicle to be sure it is what they want. Also the buyer and Mike had been on vacation, so he will be working on that this week to get the deal done.

The GASBY Asset Reporting: Tom put all the data from Chief on a spread sheet and put items as to performance to GASB. Tom had originally put together a policy that we endorsed some months ago. But due to the detail involved in the actual assets, he has expanded the policy and wants the commissioners to endorse the policy. There are pieces that roll more frequently and, based on constant use, it is our best guess that it reduces the life by 10 years. Ambulances we put in as 8 years which is cycle for replacement. No class for fire safety trailer, assigned 10 years; forestry unit assigned 10 years; boat trailers assigned 10 years; thermal imaging cameras nothing that specifically addressed that, so assigned 10 years. The monitor/defibrillators we assigned 5 years. There is always changing technologies with this equipment, also. Tom feels this breakdown better reflects the capital assets. No value attached to Center Street station. It is fully depreciated and no way to determine its cost. We didn't have a land breakout. Discussion on the lots used for the Park Street station. Tom stated that a conversation with Harold Harbour would give him the information we need, if necessary. Chief asked to correct "compressor for c/o2" on the items list. That is a compressor for the "breathing air" for the SCBA units. Janine corrected this on computer. Kevin asked if there was a typo on the last column on the spreadsheet, correct from 3006 to 2006. Tom appreciated that and Janine corrected on the computer. Kevin also asked about the reduction of useful life being cut down 10 years for an engine when we told the voters that the engine would be good for 30 years. Tom explained that the purpose of this list is that it should coincide with the replacement policy Chief has put together for the apparatus. Bob said we can see with all the repairs we have made to engine 1 so far, it won't last 30 years, and if kept as front line piece would be even shorter. Kevin asked why 2001 Ford Expedition shows value of zero. Tom said it is completely depreciated. This list doesn't reflect the book value. Tom motioned to accept the policy, Bob seconded. Vote taken and all three commissioners voted in the affirmative and signed the policy. Janine will mail out to P & S tomorrow with the corrected spread sheet.

Chief asked to discuss issues with the ladder truck. There is quite a list of issues with it. It is not being taken out of service yet, but ladder testing company ranked the problems as 3's and some are two's. (one is the worst - but we didn't have any of those). There is no one who works on this type of truck south of Canada in the area. One of the sons is in touch with people in Montréal and you might get them down here. There is a leaking piston which is a number 2 item, cables stretching and lengthening, rungs that need to be taken out and repaired, etc. All the little things have been repaired that can be done. How much money do we put into it? The truck was purchased for \$20,000 and \$30,000 was put into it. They say the ladders are good. Can only have one person at the top of the ladder due to the tip load, however. He wants to discuss as a group. Kevin asked about the repairs on the pistons, Chief said they repaired the seals on them. He doesn't know that the whole truck is custom. Mike said that is an issue you need to address. Chief doesn't have the service test report here but can make available if wanted. Ladder lifts on hydraulic cylinders and extends with cables. It has an antiquated safety system on it. E One has looked at it but for liability purposes doesn't want to work on it. One fire company sent their truck up to Montreal to get serviced. More discussion but no decisions made.

Tom wanted to know about the Dept of Labor question that Kevin had brought up at last meeting. Janine gave Kevin the form to complete. (This is regarding paying the call company quarterly.) Kevin stated that there was info requested that he couldn't answer but Janine can. We'll complete the form and mail it tomorrow.

New business

Budget committee: Tom reported that we have the full compliment seeing we have received a memo from Gretchen Wilder indicating that Vicy Virgin and Peter Fogg have been accepted. He asked Gretchen to further comment. She stated that the first meeting will be after Labor Day. She will have initial meeting here at Center Street to set up the meeting dates. Gretchen will give two week lead time to get final budget from Chief. Because we flip between the description and what the budget numbers are, she wants the budget numbers to be posted with the descriptions. She has a sample to address this issue. Tom made a motion to appoint Bob to be the commissioner liaison for the budget committee. Bob seconded the motion. Tom asked for any other nominations. There were none. Tom asked for a vote. Tom voted aye, Bob voted aye and Kevin abstained. Comm. Bob Watson will be the commissioner liaison to the Budget Committee. Tom stated that both Vicy Virgin and Peter Fogg are good nominations. Gretchen is glad to have a full group. Gretchen will include all the commissioners in all her correspondence. Tom mentioned that the budget committee will need to nominate the chair and the secretary positions. Gretchen will designate a co-secretary and even a co-chair, just in case.

Janine asked the commissioners to set the date for the next annual district meeting so she could begin setting up the calendar. Tom motioned to continue having the annual district meeting on the first Monday in March. Bob seconded. Tom commented that there had been discussion on this in past commission meetings. Tom called for a vote. Bob voted yes, Tom voted yes and Kevin voted no. Motion passed. Annual District Meeting will be Monday, March 3, 2008.

Any other business: Kevin asked to compare the Water District with other water districts/companies. This is what he would like to decide tonight; feels it is a big chunk of the budget and his feelings are known. Tom commented that everyone gets hung up on this item. It is an issue that won't go away, anyone can gather all the stats and still won't satisfy those with questions. Tom supports Kevin to do that if he wants. It might save some time for the budget committee. Tom asked Bob if he would support Kevin doing that. Bob agreed. It may well be that something could come to light that should be reported to the Water District. Kevin asked about contacts. Mike stated that we are unique in that the fire district gets billed for the two towns. You will have to go to the towns, their water depts. Some fire departments pay a certain amount. Tom said to get all the meat. Laconia Fire doesn't include their health insurance in the fire budget but in the town budget. Gretchen replied that Franklin's city budget is online. Tom said you do have to talk with the appropriate people to be able to back those numbers up. Tom feels the information will be good, it isn't part of either municipality so it compounds the issue. Kevin asked if dispatch knows who has pressurized hydrants. It could be easier to send out an email to the fire departments asking about their hydrant systems. Tom felt that Kevin, as commissioner, to take this upon himself to gather the information is good.

Kevin asked if we were aware of a new law that states a draft copy of minutes are to be posted within 5 days of the meeting. Janine will look into that and get back to the commissioners.

The budget sheet that has the line items, Kevin asked if we can tell what expenses go into that account. Kevin is wondering also about the detail on the specific accounts. Tom commented that he can get that information from Janine if he identifies the items he is interested in.

Chief went back to the conversation regarding the information on the Northfield hydrants. He has had contact with two of the water dist commissioners and they were concerned about how we perceive them and our relationship. He feels that if we sent a letter, it might be a little too formal for them right now. Tom said he didn't want any spirit of animosity. If Chief feels that a phone call to one of the commissioners would work, then go for that. Chief would prefer to do that. He feels they misinterpreted something he wrote in a current newsletter. Kevin asked if we asked for the information and Chief said we asked them a few weeks ago and the information hasn't been given yet. Tom asked if the other commissioners would agree to have Chief make a call. Kevin felt as long as we get what we need, it's fine. Can we leave it up to the Chief to deal with as appropriate and his discretion. Kevin commented yes. Bob agreed. Kevin asked if the meeting we had with the water commissioners was productive. Chief said no but they said they will go forward with the cistern if we give them the information of what we want. But they didn't give us a time line. Without having a superintendent they are in flux now, also. Chief felt the conversation about prorating the hydrant for different gallonages they were a little standoffish. They felt they were giving us a deal now as it was. They are using the figure of 450galls per minute for the ones they are taking off. There are not any easy answers as to what is an adequate hydrant, depends on where it is and the buildings around it. Tom said we should be having work sessions with them, not 20 minutes at their public meetings. Meetings that deal with this subject. Tom mentioned to Kevin to ask what the term "adequate" means to those he speaks with as he does his research. Chief said they at least will do the cistern so he has Greg Stetson looking into the specs on that.

Public comment: Gretchen Wilder. At early July meeting, Roland mentioned he would credit us for hydrants with poor flow. We still don't know what the problems are in Northfield even though the tests were run in May. Are they applying a credit for

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Northfield hydrants, also? Chief commented that there were hydrants from Northfield that they did list as a credit but we don't have the flow numbers. She knows that there will be a lot of discussion again this year. She, too, is interested in knowing what the results for Northfield's flow test were.

Tom motioned to go into nonpublic session at 7:25PM to discuss minutes from prior meetings that are sealed. Tom voted aye, Kevin voted aye and Bob voted aye.

Now back in public session at 7:41PM.

Tom motioned that both minutes of non-public meetings will remain sealed as they relate to personnel matters. Tom asked for a vote. All commissioners voted in the affirmative to keep the non-public minutes of July 11, 2007 and July 19, 2007 sealed.

Motion to adjourn at 7:45PM by Tom, Kevin seconded. All voted to adjourn the meeting. Meeting adjourned at 7:45PM.

Next Meeting Date, Time, Place:	September 20, 2007 at 18:00 at Center Street Station
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