

Tilton-Northfield Fire & EMS

Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	September 20, 2007 at 18:00 to 20:26
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. Absent:

Comm. Gallant called meeting to order at 6:00PM. Review minutes of 8/16/07. Bob motioned to accept and Tom seconded. Discussion: none. Vote taken to accept minutes. All three commissioners voted unanimously to accept the minutes. The non public session of 8/16/07 minutes were then reviewed. Tom motioned to accept nonpublic session. Kevin seconded. Discussion: none. All in favor. All three commissioners accepted unanimously. Next, review of the Treasurer's report. Roland discussed report. Revenue side Northfield has 9 payments, Tilton has 8 payments. Janine commented that Tilton's payment did come in this week but not reflected on this report. Roland has loaded QB Pro on his computer and doing reconciling and producing the reports as he believes the commissioners want to see them. Call Roland if any questions. He only had one copy but he has the detail report. These numbers tie out with the numbers on the reports. By October or November he can do one of these for each account as needed by commissioners, budget committee or select people. No other comments. Diesel saw two different vendors the town of Northfield and school. He is doing on the cash basis vs. accrual. The A and E states accrual per Tom. The Apparatus & Equipment account reflects 8 months of receipts. Account balances are up to last week when he reconciled. Report "Checking and Funds" shows monies in banks at that time. Also showed the balances in the NH PDIP accounts (the capital reserve funds). Interest is 5.14% on those accounts. Tom commented. When looking at account balances, we are not carrying fixed assets, so totals are same as current. Roland commented that there are no liabilities showing because we are paying as bills come in. Tom stated, however, it doesn't include the note liabilities we have on the trucks. If we reflect the asset then we have to reflect the liability. This would show what the true equity is. This equity question was brought up at last meeting. We need to know what the fund equity from the audit reveals. The audit still not completed as of this date. We don't use the unreserved fund equity to offset taxes, so we were able to leave that number blank on the MS34 per DRA seeing the audit was not yet completed (this number comes from the audit). Tom is not sure if Northfield or Tilton has filed their MS 34 yet. So we are in conformance with DRA up to the point of waiting for the audit. We have a letter on file with them. There was more discussion about the MS 34. Tom reiterated that the MS35 cannot be filed until audit report is received and DRA is aware of this. Tom also commented that it appears that the report information is getting better. Not getting in at the last minute so the commissioners can have time to review. Kevin agreed. Tom asked Chief about any items need attention. Chief commented that Truck maintenance accounts (parts and labor) will both be over. E1 needs to have shackles and springs replaced. Will be a hefty bill added on. Kevin asked about E1. Chief stated Duane noticed that the shackles needed to be replaced. The truck was sent to Donovan Spring in North Londonderry for the work. They called after inspecting the truck and indicated that the springs were fatigued and needed to be replaced, too. They also stated that shackles are not getting enough grease. Chief will talk with Duane about that. Line 550, printing seems real low, Kevin stated. Tom stated that when we budget next year, should be looked into. Kevin asked if lines 634, 680 have only spent 2.5% of total, should the figure be lower. Tom said maybe something needs to be reclassified. Maybe we get hit later in the year. Line 740 on A & E, the \$40,000 hasn't been spread out through each sub-line item. Tom motioned to accept the treasurer's reports (Apparatus & Equipment Fund Budget vs. Actual, Operating Budget vs Actual and Account Balances – Checking & Funds) through September 12, 2007. Seconded by Kevin. Vote taken. All 3 commissioners unanimously accepted the treasurer's reports. Tom wanted to note MS 34 was reviewed in detail with commissioners and they have been updated with districts filings with DRA.

Next items: Three memos handed out from Chief regarding items not paid on this month's manifest. First memo discussed: IAFC – FRI 2007 Conference. Discussion: Kevin feels that whether or not in his contract, it should be brought to the commissioners for approval with all details before approving the trip and its costs. Kevin questions the value of the trip to the district at all. A copy of Chief's employment contract was given to Kevin as well as to Gretchen and Roland. Kevin continued that if the employment contract has an expiration date, then maybe address at that time. Tom commented that the Chief has made a statement regarding the importance of his attending on his memo. Where he stays may be in reference to where the members all stayed. Chief commented that that was so. Tom: even as it extends beyond forums, classrooms, etc. and extends beyond to interrelations with others, you learn from those experiences as well. Bob was asked how he felt. He didn't have a problem with the conference, doesn't have a problem with what was spent. Tom commented that we did not spend money that was outside the budget for this year. If Kevin wanted to bring it up for something in the future, then he should. Tom commented that two commissioners had approved the expenditure, so Roland could disburse the check to Chief for reimbursement. Kevin has expressed his displeasure with this, so noted. However, two commissioners have approved it, so payment is to be made.

Next memo: US Cellular Bill – New Phones. Discussion: Kevin stated we have cell phones, the best 2 way radios in the

country, have computers and Metrocast Internet. On top of all that, without commissioners approval, we buy two blackberries. Chief explained that we were paying by the minutes before. The cell phone cost for the blackberries is \$40 for each per month. Kevin felt we were doing just fine before. Tom said he didn't think the Chief moving towards them says we are doing ok. Tom also commented that he doesn't see the role of the commissioners to be micromanaging. He doesn't feel the need for a stamp of approval for every acquisition. It isn't the role of select people and that is what we are. Kevin is willing to bet that town police Chief wanted this, he would put it in his budget and then go to select people and would not be bought without approval. He spoke with Chief Adams in Northfield and that is what he said. He is guessing that the other commissioners having signed off on this it doesn't mean anything. Bob stated that Chief hasn't gone over the budget. Kevin asked what are we doing to reduce the budget. Say we have enough or is there no such thing as enough. It doesn't look like we'll be getting anything back. As a citizen we need what we need to do the job. Bob commented that the citizens approved the budget. If we stay in confines of budget what is the problem. Kevin stated that we should be communicating before through email and phone. It will be paid even with his rejection. Chief commented that we have turned money back for last two years. Tom noted Kevin's and Chief's comments and mentioned that two commissioners have signed the manifest approving the expenditure.

Third memo: "Roof, Park Street Station". Discussion. Kevin asked when the vote was taken at the last commission meeting. It was mentioned that "we should ratify" but it never came up for a vote that he remembers. Going back further than that, wondering what the cost was. The memo says job did not go out to bid. Chief stated it did not go out to bid. \$15,300 was the cost. We did the bid proposal process for the Center Street roof and only one bid came in for Center Street roof. The only other request for Park Street was informal with people who do that type of work. Chief said we did get an informal quote of \$18,000. Kevin reiterated that we spent \$15,000 without going to bid. Do we have policy for purchases? Tom said we do not but one is being proposed tonight. Kevin asked the condition of the roof. Tom stated they were old fiber glass shingles and they are being replaced with asphalt shingles. Tom said if I asked you for a bid price last November would it have stayed the same now? Kevin said no. Chief handed out a draft "Purchasing Policy" with a compilation of items that came from city of Concord and city of Laconia. This would go over what is being discussed tonight and would give Chief direction and the taxpayers assurance of spending monies wisely/correctly. Today we would have had our hands tied to replace the springs on E1 in a timely fashion., this would have worked against us. He doesn't know how to address in a purchasing policy, so that needs to be discussed. He asked commissioners to review and get some comments back. Chief even has more thoughts on it now after preparing the draft. Tom suggested that the policy be discussed at the next meeting of the commissioners. Kevin agreed. Put on agenda. Back to issue of roof. Looking back at last month's meeting minutes, it was noted that Chief asked if a vote was needed. Tom said "no but wanted to ratify the decision". A vote wasn't taken. However, Tom commented that if Kevin disagreed, he should have objected and brought it to discussion and vote. Kevin still felt that the expenditure should have been ratified by commissioners before spending \$15,000 of the taxpayers money. So noted.

Fire prevention report: Brad handed out the list of hydrants, #52 starts the Northfield hydrants. The Tilton hydrant flows are off by one, so he will need to go through the original list of Tilton hydrants to figure out which one it is. He believes that the person who keyed the numbers in was off by one. Kevin asked if there are 81 hydrants now. Roland (T-N Aqueduct commissioner) commented that one had been identified that wasn't on the original bills from the past. Brad continued stating the last page is a chart of the color coding. The number on left column has been put on the hydrant and hydrants have been marked. Chief said the private hydrants still haven't been flow tested. Hopefully this fall. They will be painted also, Chief said. Kevin asked if water commissioners have seen this report and Roland said yes. That is why it is being released now. Roland didn't work on construction of list. Kevin asked if the hydrants we were credited for were all in Tilton? No Roland said. Kevin asked if there will be any more added to the reduction? Roland said no. Had already taken off all hydrants from raw data before these lists were done. Using 450gallons. Kevin asked if credit will continue, Rolland said yes. Billing for 61 he believes. Kevin asked if 81 is the proper number of hydrants. Roland commented it was 80 but we found a new hydrant that we weren't billing for. Really should be billing for 81.

Capt. Ober continued Fire Prevention report: New development at Tanger moving along. Rest of list hasn't changed except for Holiday Inn - now doing permit process. Al LaPlante had a couple of questions wanting to do piecemeal with permit process. Nothing on Hampton Inn. Meeting next Weds. with Northfield re: assisted living on Scribner Road. Mike believes there is a unit on Cross Mill Road that he is using as a model. Holiday Inn will start plan review all over again since a long time has passed with no activity. Konover looking at property off Manville Road. Then the activity below is separated out between Brad and Greg. Tom asked how Greg is doing. Brad said very well. Report writing, inspections, etc. Chief commented that Greg enjoys fire prevention. He takes the approach that he is not the expert but is there to help with projects. Tom motioned to accept fire prevention activity report. Seconded by Kevin. Approved. Tom thanked Brad for report and hydrant information.

Old business

Roland mentioned about Stantech signed an agreement with T-N Aqueduct looking for grant money and doing preliminary work now. Broke ground in June. They will be coming to talk with fire dept. West Main Street improvements were in entire

package years ago. But when Mr. Money brought proposal to PUC, PUC said "no", so those improvements were left off because it would triple the rates to the consumers. Tom clarified that they will need to redesign. They did not design at that time, just a proposal. Brad asked when it will be done. Roland said hopefully be done by end of October next year. Brad commented that there is a property on West Main that needs the sprinkler system. Brad has told them to put in a sprinkler in even though water isn't there yet.

Chief reviewed the Activity Log: February and March were slow. At the end of August we were 15 runs down. Now on pace to catch up. It has been a busy summer. For next year Chief has estimated 1600 calls, so relatively flat. Kevin commented that he thought it was 1700. Chief said he uses that number to calculate call payroll and it is impossible to have a buffer in that account to be able to handle an unanticipated bump in activity. Tom asked for any questions. None.

Sale of E4: Mike commented that the Middle Creek Fire Department has disappeared as far as he and Fire Tec can tell. He has 3 to 6 phone calls during the week at all times of the day, no answer. Almost like they have fallen off face of earth. Fire Tec also hasn't had any contact. Chief said Fire Tec called yesterday. Suggested to drop the price. Pick a mid point between what was bid and what we were asking. He said he would get back to her after this meeting. Kevin: what is it in for? \$6500 and Middle Creek offered \$5500. We don't pay 10% to Fire Tec if we sell on our own. Mike said it (the magazine and website) is updated regularly. Chief commented that the ad has been in the book for a year. They are leaving it in but the ad should have gone off after a year. Tom asked our pleasure. Roland commented eBay. Mike said this is the "eBay" for fire engines. Tom commented. Said cut the price to \$4000 and go to guy who offered us \$2500 and see how long he would hold onto that price. Put it in the book for \$4000 and after a month if there are no buyers, then offer it to the bidder. Mike said Middle Creek couldn't afford to drive up here to look at it so he spent 4 hours to video tape it for them. It was their request and Mike's offer. We did confirm that the disk was picked up but since then nothing. Kevin asked if 10% hasn't been paid because it hasn't been purchased. No money has been paid to Fire Tec. Tom motioned to reduce the price for E4 to \$4000 in Fire Tec and use that as a window for 45 days. Take us to end of October. Further suggests to approach the gentleman who was high bidder last time and ask him if he will honor his bid 45 days from today. So November 3 would be cut off date. Bob seconded. Discussion: Kevin liked part of idea - we need to reduce price. But thinks in 45 days we may probably caught in snow. Chief suggested to keep in Fire Tec until next meeting. So then if we have an offer or a buyer we could decide. Tom feels the chances of selling through Fire Tec is remote. If idea isn't liked, then he'll withdraw the motion. Kevin said to put it in at \$4000 and then offer to bidder. Tom amended motion to advertise for \$4500 for a period of now until October 18, 2007 at 6:00pm. Kevin seconded. Tom continued motion: Then further that we authorize the Chief and/or Mike to contact the gentleman off Hurricane Road to see if his interest still exists and will he be interested on October 18, 2007. Discussion: Bob and Kevin and Tom were all set for discussion. All commissioners accepted motion unanimously. Mike asked for clarification. Approx 8 months ago we could discussion to get vehicles move. Discretion as to selling price is OK to Mike/Chief. Kevin said if Middle Creek suddenly called. Mike asked if we need to negotiate above the local bid is that OK per commissioners. The commissioners agreed.

New business

Chief brought up the budget committee. They have set their dates and new location at the N-T Congregational Church for their meetings. (Roland was given the notice of their dates to meet). Gretchen is the chairperson. She asked for an A/P report for the entire year that shows each bill paid and what accounts being applied to. It was explained to her by Roland and Janine that we could expand the current Budget vs. Actual report for Operating and the Apparatus & Equipment Fund to show the sub accounts per line item. Then, we could expand each of those sub lines to show each invoice, vendor, amount and what it was for. This would be a lengthy report, however. She will discuss with the budget committee and will make any request in the future.

Goal Setting: Tom addressed. He feels we should be addressing with Chief, Deputy and Brad. In looking at the goals of the dept., what do we want to do in 07, 08, 09, etc. What about the issue of a new station? Do we want to do this? If so, how do we approach financially? Last month we talked about problems existing with ladder truck. Only place to be worked on is in Canada. We need to address this. Do we want to get a new truck in 08 or 09 or not, etc? We need to get these things down so Chief has direction. So when people come back and say you won't come back to ask for another truck, we will be able to address before it has to happen. He would like to set up a special meeting to discuss between now and before next month's meeting. We could jot down notes on what the goals are and then discuss. Kevin: feels that is a great idea, however, between now and next meeting, from October 1 to October 12, he will be out of state. Tom feels it should be addressed in relatively near future. Thursdays seem to work. How about the 25th of October? Chief said OK. Kevin agreed. Tom asked Chief to tell Brad. This would run the whole gamut of coverages, people, etc. It won't be wrapped up in one meeting and we should approach this meeting from standpoint. But once it is put together it will just need updating as we go on. Give us better direction as to financial constraints. Oct 25 at 6:00 Roland was also invited to attend. Bob is all set with date. Tom asked for any other comments from the commissioners.

Kevin: had a question A/P aging summary for September 6 new fire gear for Sheltry at \$462.95 coming from the Apparatus &

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Equipment fund? How does money come out of that fund? Tom replied that the Apparatus & Equipment fund has its own budget and this is one of the line items in that budget. Kevin asked what happened to the wheel chock for E3. Chief stated that it was broken. It was damaged somehow, maybe backed over. The new one was bought from Fire Tech and Safety, Chief believes. Kevin asked what the emergency scene ahead signs were for. Chief said that these signs have a flat stand base and are heavy so that they won't fall over. They have a collapsible post and fit in the compartment in the engine. Kevin asked if the state police has those already. Mike commented that it can take an hour before they get there.

Public comment: Gretchen: speaking as a taxpayer. Communication is key and impression is key. So if we are organized it is key. We have a purchasing policy, etc. having goal setting is being a better communicator with people. Have time frames and goal setting will diffuse people and should work. These things come up at budget meetings. Getting quotes, bids, etc. when purchasing anything in today's society, everyone is scrutinizing their own budget, necessity or wait. Is there a dollar amount before running past the commissioners. Gretchen doesn't care about the bottom line budget. This doesn't look like it will be a good year and really wants everyone to be conservative, fire dist, water dist, etc. Everyone tighten their belts. Communication is key. Bids, cell phones, pda's, etc. people won't feel blindsided. They see all the numbers at one time. Budget committee will be asking Chief to come to the first couple meetings. Bob should be able to answer any questions afterwards. Tom thanked her for comments.

Tom motioned to go into non-public session per RSA 91-A:3 II.c. Kevin seconded. Roll call vote taken by each commissioner. Bob said aye, Tom said aye and Kevin said aye. all 3 voted yes to go into nonpublic session. Roland left meeting.

Tom motioned to make minutes from nonpublic remain sealed under RSA 91-A:3 II.c. Kevin seconded. All in favor, Bob - aye, Kevin - aye and Tom - aye. All voted in the affirmative.

Tom motioned to adjourn at 8:26pm. Kevin seconded. All aye. Meeting adjourned at 8:26pm.

Next Meeting Date, Time, Place:

October 18, 2007 at 18:00 at Center Street Station