

TNFD Commission Meeting  
Minutes  
July 7<sup>th</sup>, 2005

Meeting called to order by Commissioner Harbour at 1810 hrs. Present: Comm. Sleeper, Comm. Harbour, Chief Carrier, and Captain Ober.

Comm. Sleeper made a motion to accept the minutes of the June 7th meeting that had been previously distributed by mail. Comm. Harbour seconded, and the minutes were accepted unanimously.

The meeting was recessed for approximately 20 minutes while Chief Carrier and Captain Ober responded to an emergency. Commissioner Gallant arrived. Upon the return of the Chief and Captain the meeting was reconvened.

Treas. Seymour and Secretary Vary had forwarded the Treasurer's report in writing due to their absence. Chief Carrier explained a book-keeping issue with the budget report. Line #140 is currently not reflected correctly in the reports. Line 140 needs to be deleted as it is now a sub account of line 110. There was discussion of the possible liabilities we face with worker's compensation and unemployment. We have 2 former employees that are or have been drawing unemployment. The District chooses to not be insured, but rather pay as necessary. Historically, this has been an excellent decision. This year we have over-expanded our unemployment line by 5 times at the half-way point of the budget.

Comm. Gallant would like to see the expanded view of the budget to see more detail.

Comm. Sleeper asked for an explanation on the office supplies line. Janine will provide that information and the expanded view will offer some insight.

Comm. Gallant questioned the rate of income as it is reflected in our budget as revenue. Chief Carrier stated that Northfield had delivered a check today that is not reflected in the budget print out.

Comm. Gallant made a motion to accept the Treasurer's Report. Comm. Sleeper seconded, and the report was accepted unanimously.

Capt Ober distributed a copy of the monthly Fire Prevention Report. He updated the Commission on the Lowe's project, Tanger Outlet Mall improvements and store changes, 2 new stores in Shaw's Plaza, the fireworks store on Rt 140, a planned renovation to the Wal-Mart store, and the status of the major renovations to Country Lake Resort and its occupancy. He also reported that he had conducted a building

walk-through of Wyman Gordon, conducted 16 electrical service inspections, and is continuing to inspect rental properties. Capt Ober is also preparing to introduce the Risk Watch program into the schools and has decided to not continue with the Firefighter Phil program. He also noted that land-clearing is underway for 2 new projects off Laconia Road – one being the Winnisquam Village Condominiums behind Country Lake Resort and the other being 55+ housing across from Winnisquam Motors.

Captain Ober further explained some fire protection water supply issues at the Lowe's project. All parties involved would like to flow the closest hydrant to get a "real" gallons per minute rate of flow. The amount of water available off the municipal system will have a direct impact on the size of the water tank/fire pump/water lines the developer needs to install on the site. Tilton-Northfield Aqueduct Company is not in favor of conducting a flow test.

Comm. Gallant suggested that Captain Ober and Chief Carrier meet with the new Superintendent of Schools to introduce ourselves and establish a relationship. Both agreed.

### **Old Business**

Comm. Gallant presented information regarding the possibility of purchasing 2 new pick up trucks for the department. He is now working with Dennis Duval of Irwin's and has been able to acquire firm numbers and financing information. The proposal is to buy 2 - 2006 Ford F350 pickups. One being a super cab, the other a crew cab. Both trucks will be 4 wheel drive equipped. Both will carry a one-ton rating.

Truck 1 will be used primarily as the fire prevention vehicle. This one-ton, crew cab will be rugged enough to pull the new fire prevention trailer and will have the cab space to carry not only equipment, but personnel. Truck 2 will serve primarily as a forest fire vehicle in the warm weather months. It will be equipped with a "skid unit" (modular tank and pump) that can be removed easily and stored in the winter. The truck will also have a plow for winter use.

Comm. Gallant reported that our price will be \$28,050 and \$29,300 for each vehicle. The vehicles can be leased and financed through the Ford Fleet program, which we are a part of. Additionally, any lighting, radio, or other equipment can also become part of the lease, as we wish. By leasing, the impact on the 2005 budget will be \$4,052 – because we will be making only one quarterly payment. Comm. Gallant also pointed out that the old forestry truck has been sold for \$2,601. He proposed advertising and

selling the current pick up truck and believes its value to be approximately \$5,000. This revenue will more than offset the initial payment for the 2 trucks and allow for the purchase of a plow. Projections for 2006 indicate payments of \$16,208 for the year. These monies would be drawn, at that time, from the newly established Apparatus and Equipment Replacement Fund (ambulance revenues). In short, the new truck payments, after 2005, will never be raised by taxation.

Comm. Sleeper motioned to order the 2 new pick up trucks as proposed by Comm. Gallant. Comm. Harbour seconded. Comm. Gallant discussed the fact that the Chief needs to get pricing on completely outfitting the trucks, including lights, radios, and the skid unit, as well as lettering and decals. The motion passed unanimously.

Chief Carrier presented the final draft of a proposed Sick Leave Policy for full time personnel. This "final" final version includes the staff employees (Chief, Secretary, and Fire Prevention Captain). Comm. Gallant motioned to accept the new sick leave policy. Comm. Sleeper seconded. The motion passed unanimously. Comm. Gallant would like to hear the staff's feedback on the new policy. Chief Carrier will keep him informed.

Comm. Gallant asked where we were in the process of enacting fire prevention ordinances. Chief Carrier reported he has spoken with an attorney through the Local Government Center for advice in enacting fire prevention ordinances. The attorney advised that we could, in fact, enact ordinances, as long as those ordinances directly relate to our stated purpose. Chief Carrier advised him that we no longer have the original documents of the organization. The attorney said that we should "re-state" our purpose at our next District Meeting and then vote in our ordinances which relate directly to that purpose. He also gave the chief a number of RSA references that will clearly identify the process of establishing the ordinances. Comm. Gallant stated that we should not delay this project. He feels that these ordinances are necessary and the implementation of a fee structure would offset some of our future expenses.

The fire alarm system is completely switched over to the direct line to dispatch. The redundancy that was in place temporarily has been eliminated. We are working with the Lowe's developers to improve our fire alarm cable to their project and take on all of the buildings which will be in the development.

Chief Carrier reviewed response time and incident statistics with the commissioners. The chief passed out charts which identified response times and the 2005 year to date incident log. The chief stated that June was a record month for the department as they

responded to 152 incidents. The department is still on pace to break the 1500 incident mark for 2005.

Chief Carrier reported that the building committee has not met in some time. He did say that he has met with the Tilton Police Department's committee twice, recently. The Chief briefed the Commission on the plans the PD has at this time and the fact that they have an architect on board and are starting to look at space needs. The chief stated that the PD Committee is still looking at the Sanborn Road site for a location. The general consensus of the Chief and Commissioners remains that the Sanborn Road site is not an ideal location for a fire station. It is off the beaten path and not visible to the public. It is 6/10ths of a mile from the Laconia Road intersection. Further discussion took place with reference to location and potential locations. Comm. Gallant suggested that Chief Carrier meet with the Building Committee as soon as possible and discuss location. He would like to know what Katherine Dawson's opinion is about purchasing the Rt 132 land. He had been informed that it was not purchased yet – nothing was final. The Chief will schedule a meeting and notify Comm. Gallant of the date. He would like to attend.

Chief Carrier has received information from Northfield that the splitting of the Fire District has been brought up at a recent meeting. The Chief has yet to see the minutes of the meeting or to talk with the Town Administrator. He will continue to research the meeting. It was also suggested that we approach this issue in a proactive manner. Comm. Gallant suggested that Chief Carrier contact the State Fire Marshal's Office to find out exactly what would need to take place if it was voted to dissolve the district and what has to be set up in its place. The Chief will continue to work on those issues.

#### New Business

The Chief indicated that he will be establishing a truck committee to start to plan the replacement of Engine 4 in 2006.

The Chief presented the Commission with the possibility of changing the name of the department from Tilton-Northfield Fire Department to Tilton-Northfield Fire & EMS. The Chief feels that the new name would better reflect the services that we provide and also show that we are committed to providing EMS. He also indicated that the patch would reflect the new name and the background would change from blue to red. The Commissioners thought the idea was appropriate and told the chief to proceed with the changes. Chief Carrier indicated that the change would be phased in over time. The change would begin with the new vehicles being lettered with the new name and door seals and with new patches being ordered.

The next meeting will be held on Wednesday, August 3<sup>rd</sup>, at 1800 hrs. in the Center Street Station. This date change was necessary due to conflicts on the first 2 Thursdays of the month for the Chief.

### **Other Business**

Chief Carrier reported that he had submitted a SAFER Act Grant to the Federal Government requesting 3 firefighters. The grant is a 5 year grant designed to assist under-staffed fire departments in hiring and retaining full-time firefighters. The grant will pay 90, 80, 50, 30, and 0% of the new firefighter's salary and benefits for the 5 years of the grant. Obviously in the last year, the District would pick up the whole cost of the new employees. The Commissioners had earlier given the Chief permission to apply for the grant and will work with him to implement the award if we are granted the funds. 3 additional personnel would add 1 firefighter to each shift. Currently each shift is staffed with only 2 firefighters. The Chief re-stated his vision of reaching the point of having 4 firefighters on duty each day – 2 in each station with a minimum of an engine and an ambulance in each station. This would reduce response times and enhance operations resulting in improved service to the public and improved safety for the personnel.

The Commissioners directed the Chief to obtain an estimate for paving the Park Street Station lot.

On a motion by Comm. Harbour, second by Comm. Gallant, and a unanimous vote, the commissioners signed bills for the previous month.

Comm. Sleeper made the motion to adjourn, seconded by Comm. Harbour. The vote to adjourn was unanimous at 2031 hrs.

Respectfully Submitted,

Chief Stephen M. Carrier  
For Clerk Janine Vary