

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	June 1, 2006 at 18:00 to 19:28
Note taker:	Janine Vary	Place:	Center Street Station

Attendees: Comm. Tom Gallant, Comm. Bob Watson, Comm. Harold Harbour, Chief Steve Carrier, Treasurer Roland Seymour and Clerk Janine Vary. Also, members of the TNFD Budget Committee joined the Commissioners for this meeting: Gretchen Wilder, Chairperson; Michelle Bonsteel, Charlie Hall, Dennis Allen and "Chip" Carl Barnard. Absent: Deputy Mike Robinson and Capt. Brad Ober, Fire Prev.

Comm. Gallant called meeting to order 18:00. Commissioner Gallant welcomed budget committee members.

Reviewed the minutes of May 4. Harold motioned to accept, seconded by Bob Watson. Discussion: none. Minutes accepted unanimously by 3 commissioners.

Review of Treasurers report. 2 reports - one for operating account and one for the Apparatus and Equipment Fund.

Budget has been adjusted to show Tilton and Northfield's share to correct the \$18,000 not approved for Winnisquam Fire Department. This is the fifth month of calendar year. Accounts have been balanced. Medical Services (line 350) is high, due to all new hires (4) physicals. Training costs are at 50%, that was due to the Swift Water class that was just held. The Comstar, Apparatus and Equipment Fund, receipts \$10,300 for May's deposit. Roland did send letters to the towns with new rates. Northfield \$52,000 and Tilton \$80,000. Tom explained to the Budget Committee that we get monthly checks from both towns. From January to March or April, they continue giving 1/12 of the last years budget. Once our budget is approved, then we adjust the amount they owe us. Roland calculated the difference and averaged it out over the balance of the year. Tom referred to the Apparatus and Equipment Fund, revenues there are from Comstar, the billing agent for our ambulance transports. Monies in that account can lag from 90 to 120 days or more. Bills go through a whole cycle. As Comstar receives revenue, they bill us 6% on the dollars collected. From these funds, costs of purchasing new equipment and capital assets, leases. Like turnout gear, defibrillators. The expenses come out of these revenues. Fund should be self sustaining and be able to perpetuate itself. Tom asked for the detailed report and we will put the same detailed report in the town report.

Audit date is set for June 15, 2006. Tom motioned to accept treasurer's report, seconded by Harold. Treasurer's report accepted unanimously.

Tom welcomed the Budget Committee. Gretchen Wilder, chairperson and spokesperson. Wanted to know how to plan out their meetings for the fall. Tom: typically budget is worked on by him and Steve. Many accounts level funded. Process starts in September. Usually January before it's done. We use the total year as an indicator to propose the next year. Then that budget is distributed to commissioners in January and then set up the public meetings. Budget is then formalized. Tom asked Chief to give them a copy of last year's analysis. Tom isn't sure of the mechanics of working with a budget committee. This is one department, so not as complex as a town's. Review the budget independently and then come together for discussion. Tom felt that Chief should be part of the meetings. Gretchen mentioned Harold will represent commissioners at the meetings. There are a lot of items to understand, a lot of the line items. She'd be glad if Chief wanted to come also. Tom mentioned that the next district meeting will be the first Monday of March (March 5, 2007). Janine will publish the calendar of dates we need to meet. RSA 32: should be read as it applies to the budget committees.

Michelle Bonsteel will establish an open meeting schedule. Tom: the commissioners are entrusted with the expenditures of the district. The budget committee does no more than present a budget early on. RSA is clear, expenditures must be kept in confines of budget. If zero fund an account, you cannot spend any money in that line item. This is why we put a dollar in a line to keep open as an option. Tom feels it is important that the budget committee gets a copy of the treasurer's report each month. Tom felt that the first year the budget committee get together half hour every quarter to look at the budget, how defined and where it stands. If Tom sees a spiked account, then he can pick it up. When we get towards September, we watch the budget very carefully. If we have authorized expenditures that we hadn't anticipated, then we need to look at other line items. (Janine have the copies of Chief's budget for last year). Plan to meet on July 6 right at the beginning. First Monday in October will be the next quarter. Preliminary budget by Steve will be December and then final in January. Tom wanted to go

on record stating that he is in favor of the budget committee. He sensed a feeling of distrust where people feel we are not being open. Budget committee is people looking in from the beginning of the budget process.

Charlie Hall asked if the zeroing out for Winnisquam Fire Dept had any adverse effect on us. Tom stated he has been in discussions with Jean Beaudoin, Belmont Town Administrator. She is trying to act as liaison between Sanbornton Fire, Belmont Fire, Tilton-Northfield Fire and Winnisquam Fire Depts. There hasn't been a merger yet. We are willing to not request the share of the buildings and vehicle assets. However, the monies collected in transports, their Comstar account. Each town owned their pieces and could only be used for capital expenditures. In past years, we would fund operations expense, never the capital expenses requested. There is approximately \$42,000 in that account. When discussions began about Belmont absorbing Winnisquam Fire, Tom was vocal that we would be willing to release rights and titles to fixed assets but retain the right to the Comstar money. We agreed to help with transition in principal to cover transition for 2 years and then be done. However, Winnisquam's attorney told us we had no right to anything. Meetings that were promised in August never happened. This is why he moved to table the line item at district meeting. He has made a proposal to take \$35,000 out of the Comstar money and just get recognized that it is our money and then turn it back over to Belmont as our 2 years payment for the transition. Jean is trying to get all parties together. As far as coverage is concerned, Winnisquam Fire Dept. was first responder to Dodge Hill. We moved it to Shalimar last year. Chief explained that Winnisquam Fire Dept. wasn't responding and with our going full time we were actually meeting Winnisquam FD past Dodge Hill. Also, when Winnisquam Fire Dept. responded, only one EMT or FF. By reducing the auto response area, we were eliminating the need for Winnisquam Fire Dept. to respond and lessens their amount of re-tones. Winnisquam Fire Dept. members are as active today as they were before. There will be a contingency of people who won't be content. AG office says until all towns agrees, no changes can be made with Winnisquam FD.

Fire Prevention Officer report. Chief handed out copies to all members and guests. A copy of the new application for permit. Brad did find some RSA's about fees not being able to be charged for certain things. Tom has asked Joe and Sandy Plessner to incorporate this information in their inspection forms. Chili's is open and running. Kohl's is progressing well. Fireworks store opened last weekend. Tilton School is underway. Hampton Inn is still in planning stages. Holiday Inn Express has been approved on Tilton Road. (69 room) Capt. Ober conducted fire extinguisher training at outlet mall.

Activity log: Chief handed out 2003, 2004, 2005 and 2006 activity logs. Gives a breakdown of month to month breakdown rather than just the totals. In 06 we are running slightly behind last year. 606 to 637 last year. However we are on pace with 2004. Only explanation he can give is that we had a mild winter and didn't have the mva's we usually do.

### **Old business**

Fire prevention ordinance has been published and is effective today.

Building committee needs to have 2 members from each town and then the chief. He doesn't vote unless a tie. He conducts all the meetings. People from Tilton won't be participating so tonight they will appoint a member of the select board. Michelle Bonsteel and Linda Pardy from Northfield are still interested. Tom is a member of the Tilton PD board to look at the future of the Tilton PD. He asked the co chair to appoint a member at large or a select person to our board. He believes they will appoint Albert LaPlant. All members of that committee want to work with the fire dept.

Water district relations. Roland: having a meeting on Tuesday evening, first Tuesday of the month at 7:00PM at the Main Street office. Have been interviewing bookkeepers and superintendent, may have a comment on that on Tuesday. Mr. Money is staying to the 14<sup>th</sup> and we'll have coverage. The Monies will continue to be available.

We have commissioned Plodzick and Sanderson to do the audit on June 15.

**New business**

Budget committee has already been discussed.

Chief: On E1, the shaft of the transfer case was broken. There is a split ring that came apart in the transfer case, intermittent, and then it allowed the shaft to move too far and then broke. Desorcie came to do repairs. He had 5 days of labor into this. He will charge us for 20 hours of labor, parts around \$1000. We tested that pump and then tested all the other pumps. Will establish a maintenance plan with Desorcie.

A1 (the newest ambulance), has been out for a couple of repairs. Once for a ground problem and tomorrow it is going to have the a/c checked out for problems.

Roof issue: Chief said it has been leaking quite a bit. Only response from Therrien, \$11,000 for an overlay of the existing roof with a rubber membrane. A 15 year warranty. Tom motioned to have Therrien do the job of the roof. Harold seconded. No discussion. Motion approved unanimously. Chief to contact Therrien to start work.

Janine questioned if Commissioners had made a decision on the "buy out" for health insurance that was discussed last month. Chief Carrier had updated the "Health Insurance" section of the Personnel Manual. Tom motioned that the policy on health insurance be adopted; seconded by Bob Watson. Vote taken and motion was carried unanimously. Health Insurance policy now includes wording to accept the "buy out" option.

Tom asked for public comment. None made.

Tom motioned to pay bills, Harold seconded.

Motion to adjourn by Tom and seconded by Harold. Meeting adjourned at 7:28.

<b>Next Meeting Date, Time, Place:</b>	<b>July 6, 2006 at 18:00 at Center Street Station</b>
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Respectfully submitted,

Janine L. Vary

Clerk

7/7/06 with corrections noted at 7/6/06 meeting