



Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date / Time:	October 27, 2008 at 18:00 to 21:35
Note taker:	Katina Lemay	Place:	Northfield-Tilton Congregational Church

Attendees: Comm. Kevin Waldron, Comm. Bob Watson, Comm. Paul Auger, Chief Carrier, Deputy Mike Robinson, and Clerk Katina Lemay

Call Meeting to Order - Comm. Waldron called meeting to order at 6:00PM. Stated for the record that all three (3) Commissioners present, Chief Carrier and Deputy Robinson.

Minutes from 10/22/08 meeting were not discussed.

2009 Commissioner's Proposed Budget – started at line item 350.

300 Professional & Technical Services

- **350 – Medical Services** – Skipped, waiting on 10/30/08 meeting Chief has to confirm pricing.
- **355 – Photo Lab Services \$0.00** – as previous year.
- **370 – Vehicle Repairs \$11,500** – this line will be at \$11,364 if the year continues as previous months. This includes repairs to Ambulance 2 and Car 1 (Chief's vehicle). This is only a portion of the total repair costs (parts included in the repairs would be under line 660). This line may need to be revisited if it is decided to replace Car 1 with a new vehicle.
- **385 – Elections \$2,000** – increase is due to advertising for elections being moved into this line item.
- **390 – Other Prof. Services \$1** – to keep line item open and is used if a consultant or temporary help needs to be hired (someone outside the salary line item).

400 Property Services

- **410 – Electrical \$7,000** – this line should be at about \$6,900 by the end of the year if follows the typical \$700/month cost. This line is at \$4,800 as of 10/08/08.
- **411 – Heat & Oil \$12,000** – there is a 1,000 lb propane tank at Park Street and a 1,000 gallon oil tank at Center Street. A typical tank lasts about 1.5 months. 2008 pre-buy helped to keep these costs down. There is no pre-buy set up for 2009. This line item was derived from past Kidder fuel bills. There is \$3,800 left in this line item for 2008. Chief will look into having tanks serviced and topping off the tanks with 2008 budget monies. Chief cautions about spending line items down to \$0. Some overages are needed to compensate for other lines being overspent.
- **412 – Water \$1,000** – quarterly billing is about \$215. The decrease in this line item is due to no longer paying for water cooler. This line item is at \$650 as of 10/08/08.

- **413 – Sewer \$500** – quarterly billing is about \$107. This line item is at \$325 as of 10/08/08.
- **430 – Repairs & Maintenance \$8,000** – this line item does not include burner service. This line is usually spent. In 2007 there were some replaced panels to overhead doors. May need a new lawn mower. This includes paper goods, toilet paper, bulbs, sand & salt, paint... Park Street station floor could use painting and both stations need some vinyl siding repaired.
- **480 – Property & Liability Ins. \$16,000** – as actual rates as of yet. 9.9% increase expected. At \$16,000 there is only a 5% increase taken into account.

500 – Purchased Services

- **550 – Printing \$1,200** – this line is at \$680 as of 10/08/08. This line item may be under budget, but other line items are over budget. Again, Chief cautions setting budget amounts so close that there is no room for price increases or unexpected needs. Included in this line item are duplicate copy pre-trip reports, letterhead (which needs to be ordered in 2008), shift calendars (which are preprinted calendars with shift days on and off already on them – have been ordered \$350). Deputy Robinson mentioned a recruitment project that would fall under this line item.
- **560 – Dues & Subscriptions \$1,600** – this line item is overspent by \$313. Less money in this line item would mean less Chief’s meetings that Chief could attend. There are many meetings that fall under this line item, such as: Chief’s Association meetings, State and International Chief’s Association meetings, IMSA (fire alarm work), NH Ambulance Association... The dues for these associations allows for free on-line training and information that can be used at the station with 60-70 training exercises and lesson plans, reduced training costs, gives the station representation at a State / Regional level. These associations are run by volunteers from all the municipalities and the stations should be a part of this. Comm. Waldron mentioned Chief attending all the meetings (single memberships for him only) and brining the information back to the station to share with others. Chief’s concern about this is that he does not have the time to attend all the meetings himself and there are some areas that are not his focus – such as Fire Prevention and Fire Alarms. Chief feels those who head up those areas should be the ones with the membership and attending those meetings. NFPA (codes and upgrades) is also included in this line item at a cost of \$400 per year. Comm. Watson asked for this line item to be set at \$2,000. Comm. Auger and Waldron voted in \$1,600.
- **590.2 - Pressurized Hydrants** – skipped, waiting for 11/10/08 water district meeting. No numbers from the water district as of yet. Comm. Auger will be attending the meeting and proposing a reduced rate. Commissions feel the rates are too high for how much the system is used. They would like to see a cap on the cost of new hydrants or propose that a hydrant putting out the ISO recommended 1,000 gallons per minute be set at the \$1,800 rate and those that do not meet that rate be priced lower or a stipend for the water – not per hydrant. The stations are part of the municipality – why are they paying for water to the station? The fire department shovels the hydrants out in the winter. In Bristol, the water department shovels the hydrants and in a timely manner.

600 – Supplies

- **610 – General \$250** – this line item is at \$283 as of 10/08/08. This line is used when an item does not fit in office supplies.
- **620 – Office \$2,000** – this line item is at \$1,275 as of 10/08/08.
- **625 – Postage \$500** – this line item is at \$343 as of 10/08/08.

- **630 – Equip. Maintenance & Repair \$8,000** – this line item is at \$13,262 as of 10/08/08. Repairs to generator, radios and pagers were the majority of these expenses. This line item can not easily be predicted.
- **631 – Service Testing \$5,000** – Secretary Vary still needs to separate out the parts from bills with both repair and parts costs on them. The pumps, aerial, ground ladders and extinguishers have been tested but not billed as of yet.
- **634 – EMS Equipment \$8,000** – these are disposables that can not be billed to the patient. This line item is at \$6,888 as of 10/08/08.
- **635 – Gasoline \$8,600** – 2,650 gallons at \$3.25 per gallon which is 13.95 cents above rack price.
- **636 – Diesel \$22,000** – 6,330 gallons at \$3.80 per gallon.
- **660 – Vehicle Repair Parts \$12,000** – this line item would include repairs to Car 1, Ambulance 2 and any unexpected repairs for the year.
- **670 – Books & Periodicals \$200** – correction, this line item is at \$100.95 (not \$195) as of 10/08/08.
- **680 – Departmental \$300** – this line item includes pins, frames for certificates, etc. for awards ceremony to be held in December.
- **681 – Municipal Fire Alarm System \$3,000** – the projected cost to change the line to Riverfront Park is \$3,000. This line item includes any breakages, lines asked to be moved by PSNH and the rental of a bucket truck (\$800). 3-5 year phase in of new system. A radio box for the station would cost \$15,000 and the larger companies would need time to budget in their radio boxes as well.
- **683 – Fire Prevention \$5,000** – no labor costs in the line item, these for supplies only.
- **685 – Uniforms \$7,000** – a full Class A uniform costs about \$500. With the individual’s clothing allowance of \$450, a full Class A uniform can not be purchased in one year; it usually is purchased over 2-3 years. Chief could ask employees who have not used all of their allowance if they would be willing to give it to those still needing a Class A uniform. If they don’t use their allowance, they forfeit it. Other uniform pieces are jackets, sweatshirts, golf shirts with embroidery, pants and boots. Also included in this line item are golf shirts and badges for new Call personnel.
- **690 – Miscellaneous \$100** – this line item is at \$57.50 as of 10/08/08.

700 Capital Outlay

- **710 – Land \$1** – to keep this line open.
- **720 – Building** – skipped – this line item would include paving (overlay) Park Street. It would also include repairing sink hole and any spots that need to be repaired (cut and fill). Looking to see if this job can be piggy-backed with another paving project in Northfield to cut costs. Chief will check with Mike and Dennis at the Highway Departments.
- **730 – Other \$1** – keeps the line open.
- **750 – Furniture & Fixtures \$500** – Comm. Waldron would like to see a new table that could fit everyone involved in the meeting without anyone’s back being to the public. It was discussed that Commissioner’s meetings may be moved to Tilton School (Pine’s and both Town Halls are also being looked in to). A public meeting location that is handicap accessible is the goal in moving the meetings.
- **775 – Dry Hydrants & Cisterns \$4,500** – Chief is hoping to get \$1,500 in Grants for these projects.
- **960 – Building Fund \$0** – there is about \$227,000 in the trust fund.

Apparatus and Equipment Replacement Fund

- **331 – Ambulance Billing Services \$17,550** – Comstar recommends rates. They are at about 30% of what Medicare will reimburse. This allows the ambulance to charge what other insurances charge. Tilton/Northfield residents are not charged. With a paramedic onboard, the ambulance can charge for more treatments (they don't make more on the treatments) – a paramedic can just do more for the patient onboard.
- **760 – Vehicles \$22,271** – Comm. Watson voted for this line item at \$67,271 to include Engine 3 payment and new Car 1. Comm. Waldron would like to see this line item at \$26,000 to include Engine 3 payment and new console (\$3,000) for Car 1. Comm. Auger voted for this line item at \$22,271 to include Engine 3 payment only. Comm. Waldron agreed and \$22,271 was voted in. Comm. Waldron and Comm. Auger would like to draft a warrant article to pay off Engine 3 in 2009 and then buy a new Car 1 in 2010.
- **740 – Fire Equipment \$28,000** – Comm. Watson voted for this line item at \$29,862 to include the Chief's requests. Comm. Waldron and Comm. Auger voted in \$28,000 (eliminating \$1,224 for the Hi-Rise Hose, they did not feel a lighter weight hose that was easier to carry was necessary)
- **960.5 – Rescue Equipment \$8,577** – Comm. Watson voted for this line item at \$10,277 to include all the requests. Comm. Waldron and Comm. Auger voted in \$8,577 (which brought down the number of Thermal Union Suits and Waterproof Head Lamps to 6, Throw Bags to 8, Dry Suits to 1 and \$500 for Cribbing).
- **741 – EMS Equipment \$5,000**

This leaves all the Revenues, Wages, Benefits and four (4) line items to discuss:

- 320 – Legal Services
- 350 – Medical Services
- 590.2 – Pressurized Hydrants
- 720 - Building

Motion to adjourn made by Comm. Watson and seconded by Comm. Waldron. Unanimous vote to adjourn the meeting at 9:35PM.

Next Meeting was scheduled for Monday, November 3, 2008 at 6:00PM.