

Tilton-Northfield Fire & EMS Special Commissioners' Meeting Meet with Moderator & discuss Purchasing Policy

Meeting called by:	Commissioners	Date, Time:	February 28, 2008 from 5:30PM to 7:42PM
Note taker:	Janine Vary	Place:	Center Street Station

Attendees: Comm. Tom Gallant, Comm. Bob Watson, Comm. Kevin Waldron and Chief Steve Carrier, and Secretary Janine Vary.

Tom called meeting to order at 5:30. 3 commissioners and Chief were present. Go into nonpublic session per RSA 91:. Roll call vote. Bob aye, Kevin aye, and Tom aye. Hour being 5:55, Tom called meeting back in public session. Tom motioned to keep minutes sealed from last meeting. Bob seconded. Tom aye, Bob aye and Kevin opposed. Discussion of nonpublic meeting.

Annual meeting discussion with Scott McGuffin. Janine handed out warrants for all to review.

Warrants: no bond issues. Tom said it is straight forward. Controversial thing, Article 9, the fire hydrants. Budget Committee is not supporting it. Scott has been made aware. Tom said also the warrants don't have the "supported" or "not supported by" the commissioners or Budget Committee noted. Kevin said AG's office said we can't have it unless it is a special warrant item. This new rule has been around for 2 years and will be enforced this year. DRA recommended that we start this this year to be in compliance. Scott said someone could stand up and ask that question. Tom said we would have to be cautious as how to answer. Is it in majority or unanimous? Scott asked about March voting. Janine could not find the ballots. More discussion on the warrants. Art 11 where numbers are reflected, the people need to understand, that these numbers do not reflect any other warrants. 6 through 8 doesn't affect the budget. Article 9 is only Warrant amount that will be added to the gross amount of the recommended Budget. The Budget Committee has their budget. Tom said it is not the commissioners' budget. Tom said commissioners' number is only advisory. Bob said if Articles 6 and 7 pass, then article 10 will need to be adjusted.

Kevin asked about amendments. Scott said they need to be made before the vote. At beginning when warrant is put on the floor for discussion. Could be two or three amendments at one time. Kevin asked about the use of microphones. Scott said he will ask if all can hear the speaker. If someone says no then you have to use the microphones. If someone in audience says they want to call to vote while others are up at the mike, he will motion to not terminate. Scott has asked Kent Finemore about being our moderator, but he has not contacted him back.

Tom said next item is Purchasing Policy. The February 11th minutes are not done. But felt they didn't need those to move forward on the purchasing policy. Do have minutes from last meeting on 2/21/08. Everyone has been emailed a copy of the updated policy. The changes were the amounts. From \$500 to \$750. Kevin also inserted the sole source line.

Chief felt the sole source should be explained more. Tom said he doesn't feel there is any question amongst us 4, but it may not be if commissioners' makeup changes. Chief asked about sole source having a minimum or maximum limit. Tom said once sole source is established, need does not exist for competitive quotes. Kevin said it isn't related to any amount. Tom said it could be misleading because under the \$0 to \$750.00 definition, 3 quotes could be needed. In the event a sole source vendor has been approved, then no competitive quotes need to be obtained. Chief said it should be in the body of the purchasing policy. Tom recommended moving wording for all sole source vendors right beneath purchasing policies. Sole Source providers must be approved annually by commissioners. In the event sole source vendor is used, the need for competitive quotes is preempted.

Tom motioned to accept the purchasing policy with these changes and seconded by Kevin. Chief asked when purchasing policy would be effective. Tom said immediately. Vote taken, all 3 commissioners voted unanimously to accept the Purchasing Policy. Tom said that Chief should use it as an instruction for those making purchases knowing that if things come up and if the policy doesn't address certain issues to make it known to the commissioners for a further review of the now approved policy.

Tom motioned to accept minutes from 2/21/08 as printed, Kevin seconded. Kevin suggested to inserting the word "not " before cumbersome about half way down page two in discussion of the purchasing policy.

Tom stated his comment was for page 3 from Chief's mention of a firefighter he wanted to take off probation. There was discussion as to the content being nonpublic verses public portion of minutes. Anything relating to job performance, pay increases, etc. should be nonpublic. Chief felt once we go into a specific person's job performance being discussed, that was nonpublic. After reviewing RSA 91-A:3 II(a), conversation about 2 memos from Chief, should have been done in nonpublic session. All 3 commissioners agreed with that. That paragraph will be protected by RSA 91-A:3 II(a).

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In paragraph identified as "public comment": after discussion of how employees pays for health insurance, the rest is protected by RSA 91-A:3 II(a). Tom said it should be part of a record, but not the public record. We could strike it from the record entirely. Tom asked other commissioners if they would allow him to check with legal counsel to see how to deal with appropriately. Other commissioners approved. Tom motioned not to take any action on these minutes of 2/21/08 until 3/20/08. Kevin and Bob and Tom voted aye. Then minutes from 2/21/08 monthly meeting will be reviewed and discussed on March 20, 2008.

Review of Chief's report. Seeing its new they asked why it was done. Chief felt that with everything that is going on it gives a good idea of the operations of the department. Also a look into the future. Information about training events and travel he will be having, other informational pieces. Seems we have been so busy that he put in writing. Eight people took the lieutenants test. No length of service required. There isn't a standard test, you can buy certain products, but costly. Demolition permit required in Tilton. The 145 number of calls is a record for January. In February we have had more calls than in January. Kevin asked about E3 in Sanbornton. Chief explained that the truck got stuck on side of road and damaged inside of wheel well and damaged a light. Kevin asked if injury noted will result in workers comp claim. Chief stated visit was paid for by workers comp but person is back to work full time. Tom appreciated report and feels it could stimulate questions in the future for follow up. Kevin asked if Chief has abandoned the newsletter every week. Chief said he hasn't done one in quite a while; he just doesn't have the time. Tom had a comment about the police dept. website and how ours is very lacking. This was a call from a taxpayer who doesn't live in town. He was impressed with PD website and wasn't at all impressed with the Fire District's. Chief asked if Fire Prevention can put updates on their section of the website. Kevin asked what type of info. Chief said winter safety, seasonal safety, other fire prevention items that Brad has been getting. Commissioners didn't see any problem with that.

2006 audit. Tom had asked Janine to have auditor contact tom directly. Info that they want we don't have anyone qualified in the district to put this together. Tom wants to talk with him personally. Roland said that 2 accountants need to be hired one to do this report and one to do the audit. Tom doesn't know how Tilton and Northfield are dealing with this. Tom will email Greg Colby.

Fire prevention report. Chief said Brad didn't have one this month.

Kevin: commented about Gretchen's question on gas, he believes she meant the oxygen. He asked her after. The question about health insurance coverage, we have 2 employees with 2 person coverage and non of them paid extra. Tom said there were people who were grandfathered. When they left, the replacements only were offered single plan. He asked about opt out policy. It is paid in one check. Person cannot sign up until next year if they chose to take insurance on. Kevin asked about people using all their time to get over a situation. He feels that if they exhaust all their leave time and come back to work with no more leave time available, he just didn't feel it was right. Kevin said individual should be given all the time he needs without exhausting all his time. Tom stated that we don't have it in policy. Chief doesn't know how you could make a policy that isn't subjective. Chief would suggest if you wanted to write a policy issue like that, seek legal counsel. Tom said it is subjective and that is the problem. Tom said we can't put ourselves in the position that we are being subjective in making decisions. Tom motioned to give Kevin the authority to seek legal counsel as to advice on that. Bob seconded. Discussion, none. Vote taken all commissioners agreed. Chief pointed out that budgetary effect has to be taken into consideration, also.

Tom motioned to adjourn meeting at 7:42. Kevin seconded. Vote taken and commissioners adjourned meeting.

Respectfully submitted,

Janine Vary, Secretary