

## Tilton-Northfield Fire & EMS Commissioners' Meeting

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|--------------------|---------------|-------------|--|
| Meeting Called By: | Commissioners | Date, Time: | August 20, 2009 at 18:09   |
| Note Taker:        | Kathy Tobine  | Place:      | Tilton School, new Academic Building, School Street, 1 <sup>st</sup> Floor 9 <sup>th</sup> Grade Classroom, Tilton |

Commissioner Waldron called the meeting to order at 6:09 PM.

Present from the Board: Commissioner Paul Auger, Commissioner Tom Gallant and Commissioner Kevin Waldron.

Also Present: Treasurer Roland Seymour, Chief Stephen Carrier, Deputy Chief Mike Robinson, Administrative Assistant Kathy Tobine, Gretchen Wilder and Bill Wilder.

### Minutes

#### July 16<sup>th</sup> Minutes

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Waldron seconded the motion.

Commissioner Waldron: Is there any discussion? On page 9 under reinstall of radios and equipment in Deputy Robinson's new vehicle the second sentence should say that it is a department courtesy rather than policy. Is there any further discussion?

Hearing none, vote was taken. Vote was unanimous for accepting the minutes as corrected.

#### July 16<sup>th</sup> Public Hearing Minutes

Commissioner Gallant made a motion to accept the Street Box Public Hearing minutes as printed. Commissioner Waldron seconded the motion.

Commissioner Waldron: A motion has been made and seconded to accept the July 16<sup>th</sup> public hearing minutes as printed. Is there any discussion?

Hearing none, vote was taken. Vote was unanimous.

### Treasurer's Report

Roland: The account balances are as of August 11<sup>th</sup>. The bank accounts are reconciled through July and carried through August. This is the balance you are looking at. The checkbooks all balance. The only change would be the payroll for this week. That kind of speaks for itself.

#### Apparatus & Equipment Fund Budget vs. Actual

You can see our revenue billings for the seven month period through July is \$163,751.99. If we average that out it is \$23,000 a month and that is on a course to due like \$280,000 a year. Things slow down come October and November. That is where we stand as of July. Seven months are posted in there. The other accounts are as indicated reflecting a balance at the end of the checkbook a balance of \$197,348.80. There is nothing unusual in there.

#### Operating Budget vs. Actual

The Operating vs. Actual is through August 11<sup>th</sup> also. The report speaks for itself. If we combine that with the report of the cash flow that I have given you, it spreads out what was paid for the past seven months up through July. Those accounts are balanced up through July and it kind of tells us where we are going. It appears that, based on our schedule, we will not be short of any funds. August being the month we may come close but I don't see that happening at this point. Northfield will give us their check in September and I'm sure if I asked them, they might give it to us early. I don't see any anomalies in here on the seven month spreadsheet. From August on through December these are best estimates, January through July are actuals.

#### Balance Sheet

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There is a copy of the Balance Sheet through August 11<sup>th</sup>. The Balance Sheet speaks for itself. The account balances should agree with the cash I gave you to begin with. The only difference is a \$672.40 Fire Prevention Account which I don't have. It's in the Balance Sheet but I don't have it. I don't have any control over it.

NHDIP

The DIP accounts are as you can see, the NH Public Deposit Investment Pool. I don't have anything to add.

Commissioner Waldron: On the account balances, the \$498,689.65 is actual cash sitting in multiple places?

Roland: Yes. As I said, the last three accounts the NH Public Deposit Investment Pool, that's our trust funds, investment funds. The other accounts, Apparatus & Equipment, the Debit Card, Operating Account and Payroll Account. That is correct.

Commissioner Gallant: So the Operating Account has \$52,586? That's all liquid cash but we only have \$52,586 available to us at this time.

Roland: As of August 11<sup>th</sup>, correct. That includes all the bills paid for the month. The only things that will hit there now are the three remaining weeks of payroll which are running about \$10,000 a week. It may come August 31<sup>st</sup>, we may be scraping the barrel but certainly we wouldn't let the account overdraw. Once Northfield gives us their check the first of September, the \$133,000, then everything looks fine through the end of the year. We will keep a close eye on that.

Commissioner Gallant: The truth of the matter is that this is the tight money month right now. We had looked at that in preceding months and talked about it last month. We are on track as to where we expected to be.

Roland: Right.

Commissioner Gallant made a motion to accept the Treasurer's Report as printed, as presented.

Commissioner Auger seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. Vote was unanimous.

**Chief's Report**

Chief Carrier: Everyone has a copy of my written report.

Engine 1

We did bring Engine 1 up to Dingee's. He has had it now for about 16 days. We hadn't heard anything from him so I contacted him this morning. He said that the impeller needs to be replaced on it. The pump is being put back together at this point. He did find that a universal joint on the front yoke needs to be replaced. That was not included in the quote. He assumes that it will be tested at some point the end of this week. He didn't give me any indication as to when we would have it back.

2009 Ford Expedition

The new vehicle is up and running. Everything has been installed on the interior. Ian Graphics has the lettering. The door seal is on order. Belknap Communications needs to finish up once the lettering is completed.

EMS Supplies & Billing

Commissioner Waldron: Has there been any change in the equipment restocking? I see you had a meeting.

Chief Carrier: As we discussed last month, I believe, the hospital intends to stop restocking ambulances the way they used to which was at no charge. The latest we hear is they came out with a list of products they can restock. Which is pretty much everything with exceptions. It's up to us to see if we can get better prices from someone else. Captain Bousquet is trying to see if we can get better prices from somebody else. Bound Tree who does most of our supplying for medical supplies

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otherwise does have pretty competitive pricing for a lot of those items. We have been having those conversations. We are not quite sure how it is going to work for us when we restock. Certainly the easiest way to do it would be the same way we are doing it now. Go to the hospital and restock. Deb Livernois said we will no longer have 24 hour access to restocking. We will be able to restock once a week, more only under emergency situations. The pharmacy is still going to be accessible 24 hours a day, seven days a week. What that poses as a problem for us besides the budgetary problem is the room needed to store our supplies. We can store more of the equipment on the ambulances but at some point we are going to run out of room. The budgetary problem that I foresee is obviously we are going to be spending more money on supplies. Most of the chiefs I have talked to have doubled their supply budgets. In the Operating Budget we have a line for EMS supplies that are disposables that the hospitals never restock for us. Where this is occurring and where we are going to talk about other medical supplies as well, we need to decide whether or not it is appropriate to take that out of the Apparatus & Equipment Fund as EMS equipment or do we take it out of the Operating Fund and in turn be over this year and next year we will have to increase that line by probably double. From what I know of the Apparatus & Equipment Fund it would be appropriate to use that money to buy EMS equipment. I think it falls under the umbrella that was created there.

Commissioner Waldron: So in the end it might just end up with us billing more?

Chief Carrier: No. There are two different points of view. The hospital's point of view is that they have been billing the patient for something they have already been billed for by us. Our billing company, Comstar, believes that that they are billing for the service only. They were never billing for equipment. It's a difference of opinion. The hospital got word of this through Medicare reimbursements and they reacted pretty quickly.

Commissioner Waldron: If we disconnect, so to speak, from the hospital supply and we do our own, wouldn't we bill for everything we use?

Chief Carrier: I don't know that there is any avenue for that to be done.

Commissioner Gallant: Whether we disconnect or not, we are either buying it from them or buying it from an independent, one or the other. It's not a matter of disconnecting or not disconnecting. It's a matter of whether we can bill for it. Based on what I understand, there is no avenue for us to bill for it. The difference of opinion here is that the hospital felt that they were billing for something we also were billing for. However our agent states that he is not billing for it.

Commissioner Waldron: So, Comstar will not bill for supplies?

Chief Carrier: I don't believe that we can. We can bill for the service that we provide but we don't bill for the equipment. The hospital saying that's what we are doing. We're saying no that's not what we are doing.

Commissioner Waldron: Is that illegal?

Chief Carrier: I believe that that's some type of insurance law. It will pay for the service provided only. We can bill for backboarding but we can't bill for the backboard and we can't bill for the straps.

Commissioner Auger: Even medications? I mean like a paramedic. We can't bill for any of that?

Chief Carrier: You can bill for medications, yes.

Commissioner Waldron: I can see not being allowed to bill for the backboard or the straps but I would think any supplies, bandages, saline, all that other stuff is billable.

Chief Carrier: I'm not trying to go around in circles here but the hospital is saying we are billing for that. Comstar is saying no we are not billing for that. The hospital says that is built into the fee you are charging now. That's the difference of opinion.

Commissioner Gallant: The question is how do we push the issue because Comstar is not an isolated billing entity. Comstar is a billing entity which is used throughout New England but certainly is used in our total region in many more communities than just ours that the hospital is involved with. How do we push that issue? I would think it would behoove us to ask for a meeting with Comstar and have them come in and enter into this discussion with them. Say where do you see this falling out? If they say it's a legal issue, then it will be a legal issue that will be handled on a multi-community basis not just an isolated basis. I think the discussion is worth having. Steve and I could probably sit down with them and report back to you next month if it is acceptable with you guys.

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Commissioner Waldron: Are they locally?

Chief Carrier: They are out of Massachusetts.

Commissioner Waldron: I think we need clarification so we know where we are going and it doesn't end up costing us money.

Commissioner Gallant: If you guys are game, we will call for a meeting and report back next month. Next month we will have the information from Bob Bousquet as to which way he thinks we should go and we can discuss the whole thing as one package and make some decisions.

Commissioner Waldron: That's probably a good idea.

Commissioner Auger: Yes.

### **Fire Prevention Report**

Commissioner Waldron: Do we have a Fire Prevention Report tonight?

Chief Carrier: Brad's report is in your packet.

Commissioner Gallant: Do you know what we are charging for certificates of occupancy?

Chief Carrier: We aren't.

Commissioner Gallant: We should look into doing that on commercial properties. Most communities do.

Chief Carrier: Brad has discussed the possibility of instituting a permit fee for Place of Assembly Permits. You can't charge for State Place of Assembly Permits. If you have your own process, you can charge for that.

Commissioner Gallant: I think we should revisit that whole area.

Commissioner Auger: I have a question on the commercial property inspections. Is that 54 this month? Is it different ones or is it going back and forth, back and forth?

Chief Carrier: I believe it could very well be the same building multiple times. I know he's been back and forth to the outlet malls quite a bit. He's been here to Tilton School a number of times.

Commissioner Gallant: So your question basically is of the 54, how many different pieces of property does it represent?

Commissioner Auger: Basically that's it.

Commissioner Gallant: That's a good question. He can get some clarification on that.

Discussion ensued.

### **Report of Committees**

#### Comprehensive Facilities Review

Commissioner Gallant: The Comprehensive Facilities Review Committee met again on August 3<sup>rd</sup>. Unfortunately there was some mix-up in distributing the minutes of the July 13<sup>th</sup> meeting which preceded the August 3<sup>rd</sup> meeting therefore we were unable to review and approve the minutes of that meeting. None of those minutes are on the website. However we will be meeting on the 31<sup>st</sup> of this month. We had scheduled for the 25<sup>th</sup> of August; however, there has been a conflict with Steve Bluhm because of a Selectmen's meeting and we have rescheduled to August 31<sup>st</sup>. We normally would have met last week but because of the fact that I was operated on, we moved it off. We are supposedly going to be meeting every two weeks but there has been a little hiccup. We will be meeting on the 31<sup>st</sup> of August. We will be reviewing the minutes of both the 13<sup>th</sup> and the 3<sup>rd</sup> in detail. In effect where we have come we have reviewed the strengths and deficiencies of both the Center Street Station and the Park Street Station. That is detailed in length in the minutes. We will now be reviewing facilities as it relates to personnel. At our very next meeting, however, the greatest portion of the meeting is going to be reserved for presentation which will be made by both Ben LaBelle and Mike Robinson dealing with response times and a mapping of those over a five year period of time. That mapping has been automated by Hannaford Brothers who Ben LaBelle works for and Ben will be making that presentation to us at that time. I touched base with him yesterday and they continue to tweak that system. He feels very confident that he will be fully prepared to give us a good presentation on the 31<sup>st</sup>. As far as the public is concerned, I would encourage them to come on that night.

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Life Safety Committee

Commissioner Gallant: The last meeting was August 4<sup>th</sup>. The committee continues to spend the majority of their time reviewing various pieces of property that are available throughout the community. The committee has retained the services of an attorney who will represent the legal interests of the committee. He will, first off, be looking into how a fire district and a town could interact in a situation where you might have a life safety complex. He's had extensive experience in this area throughout the State. He is looking at that at this time. The committee meets again next Wednesday at Town Hall when it again will be looking at various pieces of property. Discussions are open to anyone. The pieces of property are being coded by either number or letter. The only reason we have done that is to protect the piece of property by virtue of public discussion about someone's piece of property that may or may not want that to be public. That's about all that I have to report on the Life Safety Committee.

Commissioner Waldron: I was kind of blasting through some of the minutes of that committee yesterday. I don't know what date it was but it referenced a discussion between you and Ben LaBelle about the charge of that committee. I think you questioned. His response in those minutes indicated to me that they are going to do a fire station with or without us.

Commissioner Gallant: No. I questioned it. I was then handed a copy of the warrant article. The warrant article clearly indicates that their charge is to look into the possibilities of a life safety complex. They are not going to do it with or without us. What they are doing is looking at pieces of property which are large enough to accommodate a complex either now or in the future. In the event that the District decides that they don't want to go the route of a life safety complex, then they will go forward and build only a police station or propose the building of only a police station on a piece of property which could in the future accommodate a life safety complex by virtue of adding a fire department to it. That really is how that thing has shaken out. That's why they have set their target on pieces of land that are four or more acres, for example. Why they are being extremely careful about the location of that piece of property. Would it be a good location for response for the district? It's clearer that the police department can respond from almost anywhere because they are frequently not responding from the station. They are less sensitive to that than we are as a fire department. That's basically how it does shake out. The practical aspects of how it's working.

By-Laws Committee

Commissioner Gallant: You guys haven't met yet have you?

Commissioner Waldron: I have not heard a peep out of anyone. Pat Clark was asked to chair the first meeting. I have talked to him a couple of times. Run into him on the street. It's pretty clear to me that he has taken this thing on by himself, or it appears that way to me. He's doing all this work behind the scenes. We have had no meetings. I certainly hope that he doesn't do that expecting that whatever he has done we will adopt as a group.

Commissioner Gallant: I don't think so. At our last meeting here he was pretty clear about the fact that he had set certain benchmarks that he wanted to get information on before you met as a committee. I find it hard to believe that he hasn't called a meeting by now, at least an organizational one.

Commissioner Waldron: Right, here it is the 20<sup>th</sup> of August.

Commissioner Gallant: Pat's an organizational man.

Commissioner Waldron: No peeps, nothing, not a single word.

Commissioner Gallant: Do you have his e-mail address? I will forward it to you if you want.

Commissioner Waldron: I think I may have.

Commissioner Gallant: Shoot him off an e-mail. If you don't have it, let me know.

**Old Business**

Web Site

Commissioner Gallant: As far as the web site is concerned, we had targeted a period of time to get back with Tim, which was late August, early September. He is personally on vacation this week. He will be back next week and I will touch base with him. As far as I know we are still on schedule for him

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to come back to us with some suggestions by the beginning of September. I will get hold of him next week.

Fire Prevention Code

Chief Carrier: Brad obviously isn't here tonight. He was hoping we could hold off on that. He just got out of a Plans Review class where he picked up some pretty good ideas. He is also going to the National Fire Academy on Code Management.

Commissioner Waldron: Where is that class held?

Chief Carrier: The National Fire Academy in Maryland.

Commissioner Gallant: He had indicated that he would have a draft for us next month. We should just carry it forward as old business. I asked him if he did have it done in the period of time which preceded our meeting if he could get it distributed to us prior to the meeting. It would be appreciated.

EMS Billing

Chief Carrier: We have covered what I had.

Commissioner Gallant: That should be carried forward.

Chief's Old Car

Chief Carrier: We still need to decide what we are going to do with the old car.

Commissioner Auger: I did notice that you took the tires off.

Chief Carrier: If they did, I am not aware of it.

Commissioner Auger: I believe they are gone. From what I understand, they are going on the ambulance. Is that what is going to happen?

Chief Carrier: I wanted take those tire off and put them on the new car but they won't fit. They will be switched to ambulance.

Commissioner Auger: They will fit on the ambulance and that's what we are going to do with them.

Chief Carrier: The last conversation that I had with Steve, he was going to look into whether or not Duane could do it or we had to bring it up to Northeast Tire to switch them.

Commissioner Waldron: Are they actually heavy enough?

Chief Carrier: Yes they are.

Commissioner Waldron: That would be a good place for them if it is appropriate.

Commissioner Gallant: We were going to trade it but you didn't want to trade so I guess our only option is to advertise it for sale. As is, as seen. Sell it to the highest bidder. That's our policy.

Commissioner Waldron: Do we have any other uses for it?

Commissioner Gallant: The last thing we need is another vehicle.

Commissioner Auger: That's how I feel. We don't need another vehicle to put money into. The thing is beyond repair. Get rid of it.

Commissioner Gallant: It's only worth \$500. You should have taken it when you had the chance. If somebody buys it for that, good luck to them.

Commissioner Waldron: For a public sale, the vehicle must be posted for not less than 60 days or we can donate it to a non-profit organization. It appears to me now that we have two choices.

Commissioner Gallant: You have to post it for how long?

Commissioner Waldron: 60 days.

Commissioner Gallant: Where are you getting that?

Commissioner Waldron: The purchasing policy.

Commissioner Gallant: This department's purchasing policy?

Commissioner Waldron: Yes.

Commissioner Gallant: I'll say it's ridiculous.

Commissioner Waldron: It says for public sale vehicles must be posted publicly for not less than 60 days.

Commissioner Gallant: Who wrote that?

Commissioner Waldron: I think I wrote it but you signed it.

Commissioner Gallant: I probably gave up. Obviously it was always two against one any vote that I go for.

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Commissioner Waldron: So we can advertise it publicly or donate it to a non-profit.

Discussion ensued.

Commissioner Auger: I am not a firm believer of donating to anybody. Sell it.

Commissioner Gallant: We should have traded it. We still have option of letting them wholesale it for us. That's what they were giving us was \$500 wholesale. It's up to you.

Discussion ensued.

Commissioner Waldron: Are we going to advertise it or park it with a sign on it.

Chief Carrier: In the past we have made up signs and posted them around town where we normally post notices. We put something on the vehicle giving them a date and ask for bids to be submitted.

Commissioner Auger: I'm just wondering if it's fair to the community, why shouldn't it be advertised in the paper so everybody is aware of it and have the opportunity to bid on it if they want. They are a taxpayer; they have every right to bid on it. If it's sitting there and they do not go buy it, they have lost the opportunity to do that.

Commissioner Gallant: Go ahead and advertise it.

Commissioner Waldron: I think we should put one ad in the Echo.

Commissioner Auger: That's what I would like to do.

Chief Carrier: Is that in addition to posting other signage?

Commissioner Waldron: It wouldn't hurt. We could actually put it on the website as well. Put it at Park Street with a For Sale sign in it as well.

## **New Business**

### **Purchasing Requests:**

Chief Carrier handed out copies of the purchasing requests to the Commissioners.

#### **1. Pocket Shift Calendars**

Chief Carrier: There are three quotes in there. The woman that did them last year held their price at \$294.52.

#### **2. Ladder Testing**

Chief Carrier: This is the quote for ladder testing. Those are the two companies that we know of that do third party ladder testing. That would be for both the aerial device and the ground ladders. It's done annually.

Commissioner Waldron: Do we have a sole source for ladder testing?

Chief Carrier: No. We have used both of those companies in the past. Bob pointed out that it looks like United Laboratories went up quite a bit in their pricing. ATC held the line.

Commissioner Auger: Is that where that company is from? Laconia?

Chief Carrier: Yes.

Commissioner Gallant: Has American Testing historically been doing them or did they just do them last year?

Chief Carrier: They have done them a number of times but we did use United in between one of those years. They did a nice job but their pricing has jumped up. American Testing actually calls us every year and reminds us that we are due. They seem to be a lot more service oriented as well.

#### **3. EZ-IO**

Chief Carrier: There is a request here for EZ-IOs which are a tool for paramedics to use to do intraosseous IVs through the sternum or the top of the shin. It is a pretty expensive item so it would be considered capital and they would be paid out of the Apparatus & Equipment Fund under the EMS Supplies.

Commissioner Waldron: Is that billable?

Chief Carrier: I think it would be billed just like an IV would be billed.

Commissioner Waldron: It would be an additional billing, right?

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Chief Carrier: No. I don't believe so. I don't think it would be any different. I think it would be IV access.

Commissioner Waldron: It says here that last year he attempted to obtain three vendors. Did he attempt three this year?

Chief Carrier: I believe that he did. I believe that he looked to see if there were any other vendors and he couldn't find any.

Commissioner Waldron: It says "As you remember when I attempted to obtain three vendor prices last year I only had responses from two." So that leads me to believe that he didn't try for three this year.

Chief Carrier: Well those are the two that he knew about. I believe what he had told me was he went on line to look for others and he couldn't find any.

Commissioner Waldron: These are the same two from last year.

Chief Carrier: Right.

Commissioner Auger: This device can only be used by paramedics?

Chief Carrier: Correct.

Commissioner Waldron: In order for us to obtain this and outfit both ambulances it will cost \$2,049.90. What is the cost of the training?

Chief Carrier: They are already trained. They have been trained through protocol updates.

Commissioner Waldron: It says something about purchasing a training package. "We would also like to obtain a training package. It would allow us to be able train current and future providers in the use of this device."

Chief Carrier: It was my understanding that that came with that. I don't think there is any additional cost and if there would be he would have to put in a different purchasing request anyway.

Commissioner Waldron: Right, but if we approve this thinking this is the final cost and then we own it and can't use it, we are out.

Chief Carrier: They use IOs now. This is a different type of IO so they have the training to be able to use it. I think what he is looking for is something specific to that IO. I think if it doesn't come with it he may very well come back and ask for it but he would have to put in a separate purchasing request for it.

Commissioner Waldron: This \$2,049.90 would come out of the Apparatus & Equipment Fund. Would that keep us under the limit allowed by the warrant article?

Chief Carrier: We haven't spent anything on Capital EMS Equipment and we budgeted \$5,000.

Commissioner Waldron: That \$5,000 was part of the larger amount in the warrant article?

Chief Carrier: Yes.

#### 4. Pagers

Chief Carrier: I have a request to purchase pagers. It's spelled out there.

Commissioner Waldron: Are we short six pagers?

Chief Carrier: He is completely out upstairs. What we have been doing is once a II or III goes down they are trash basically because it cost so much to send them out to repair. So these would be for spares at this time. I think he has one that would go out right away but then he would have five spares. He felt that with the deal that we are getting with Motorola and the long term warranty that this was the time to buy. He budgeted for seven I believe. That also would come out of the Apparatus & Equipment Fund.

Commissioner Waldron: Do you know how much of the \$370 is the warranty?

Commissioner Auger: It's on the next page.

Commissioner Waldron: It's a four year warranty and \$75 so it's about 25% of the cost of the unit. You said the Minitor III when they go down they are no good anymore either.

Chief Carrier: It just costs so much to repair them.

Commissioner Waldron: So IVs and Vs are mostly what we have?

Chief Carrier: Yes.

Commissioner Auger: You don't know how many we have do you?

Chief Carrier: Not off the top of my head.

Commissioner Waldron: Everyone has one, the call people all have them, the full timers all have them, you the chief, the deputy?

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Chief Carrier: Yes.

Commissioner Waldron: Good.

Commissioner Gallant: I make a motion that we approve the purchase of 60 pocket calendars, laminated from Taylor Made Graphics for \$294.52. They are the lowest bid.

Commissioner Auger: I second the motion.

Commissioner Waldron: Is there any discussion? There is discussion. Those calendars are printed for career personnel so they know when to show up for work?

Commissioner Gallant: It's 60 of them we are buying.

Chief Carrier: I think anybody who wants one can get one. It shows who's on duty each day, the holidays, the rotation. It has extra pages. I was supposed to bring one tonight but the guys were out on a call. It has friction loss tables in there, phone numbers for the department roster.

Commissioner Waldron: It's a purchase that I have questioned in the past. I am questioning it again. When I go to work it's up to me to know when to go to work. It's one of those many things that we spend money on that we don't need to spend money on.

Chief Carrier: Many things?

Commissioner Waldron: Many things that we spend money that is either spent by outright purchases or allowing certain activities that cost money. I don't think we need to be doing. I just don't think it is necessary.

Commissioner Auger: When I was on we did have them. I felt as though they were a good thing. Like you said, you knew who was on call, the days of the holidays and everything. It was pretty good. A lot of people use them.

Commissioner Gallant: A lot of people refer to them as the bible don't they?

Commissioner Auger: Yes. Even the volunteers carry them around. They keep information in there.

Commissioner Waldron: Is there any further discussion?

Hearing none, vote was taken. Commissioner Auger and Commissioner Gallant in favor;

Commissioner Waldron against. Vote passed two to one.

Commissioner Gallant: I make a motion that we authorize the hiring of American Testing to test our ground ladders for \$1,252. They held their price from last year.

Commissioner Auger: Are there no other people to get information on for that?

Commissioner Gallant: We got a price from United Laboratories and they were considerably higher. They were \$1,922.

Commissioner Waldron: We have to have a second before we can discuss it.

Commissioner Gallant: He asked a question.

Commissioner Auger: I second the motion.

Commissioner Waldron: Now feel free to discuss.

Commissioner Auger: I was just wondering if there was anybody else and Tom answered the question. There is nobody else around the area. It does have to be done yearly.

Chief Carrier: The only other person that I know tested aerials was when I was in Laconia we used to bring Laconia's aerial down to Greenwood in Massachusetts who was an E-One dealer. They would test it down there. I don't even know if they still do that. I don't know why we would want to bring our aerial to them when we could have somebody come up here and do that.

Commissioner Auger: They do it here right? It doesn't make sense to drive down there.

Commissioner Waldron: Is there any further discussion?

Hearing none, vote was taken. All were in favor. Vote passed unanimously.

Commissioner Gallant: I make a motion we authorize the purchase of six Minitor V pagers with the four year warranty through Belknap Communications at a net price of \$370. By purchasing six, we receive a \$60 discount per pager which almost covers the cost of the four year extended warranty added to the one year standard warranty so it is a five year warranty. Those would be at \$370 a piece.

Commissioner Waldron: I will second it for the purposes of discussion. Do you have the sole source approval for them with you?

Chief Carrier: No.

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Commissioner Waldron: We do have a sole source with them.

Chief Carrier: I believe at the first meeting in January we sole sourced Belknap Communications for all our radio and lightning needs. The only time we varied from that was for the lighting on the new vehicle.

Roland: That comes out of the Apparatus & Equipment?

Commissioner Gallant: Yes, it does.

Commissioner Waldron: That's under the warrant article that was for fire, rescue and ems equipment right?

Chief Carrier: Right.

Commissioner Waldron: Any further discussion?

Commissioner Auger: I'm just wondering do we need all six of them. It's something that you are going to keep for spares. If you only use three or four of them the others sit a year or two without being used.

Commissioner Gallant: We don't have anything to rotate out now when a unit goes down. That's the point that he was making. We were rotating out the IIs and IIIs but we no longer have those to rotate out. If we got these six, one would go out immediately. The rest would be used to rotate out to get other ones fixed.

Commissioner Auger: Do we have that many of the other ones that can't be repaired?

Chief Carrier: He has no spares left at this time.

Commissioner Auger: What I mean by that is that you said there are some not worth sending out to get repaired. Now how many of them do we actually have?

Chief Carrier: They are unusable because they are not repaired.

Commissioner Waldron: Are you asking how many IIs and IIIs we still have in service?

Commissioner Auger: Yes.

Chief Carrier: I don't believe we have any.

Commissioner Waldron: So we have IIIs, IVs, and Vs in service with IIIs being now the oldest.

Chief Carrier: I believe so. The IIIs, once they start to fail, will be disposed of.

Commissioner Auger: They are not worth sending out again?

Chief Carrier: It costs us about \$25 even for a unit that's under warranty to ship it out to the depot.

They call it a depot charge. Typically what will happen, especially with some of the newer pagers, is that we get a brand new pager back. They won't even fix it. They just send you a new pager. That's kind of what the electronic world has come to. The problem is that at some points in time we will have three or four pagers that are down or out for repair and we don't have anything for spare. We need to have those spares. Not only that but also should we hire somebody new we need to issue them a pager.

Commissioner Waldron: We see that depot charge frequently in the manifest. There are 11 full time people. Does that include you?

Chief Carrier: There are 14 full time people.

Commissioner Waldron: How many have pagers?

Chief Carrier: 13.

Commissioner Waldron: Ok, 13 and we have 25, 30 call people?

Chief Carrier: 30.

Commissioner Waldron: So you are saying we have 45 pagers and we will only have five spares. They are electronic. They will quit.

Commissioner Gallant: They are going to be saving \$60 on them by buying six. It doesn't make any sense to buy four or three, in my opinion, because then you are going to be paying full load for the four year extended warranty.

Commissioner Waldron: We could spend the same money without the discount and only get five.

Commissioner Gallant: Exactly. Point well taken.

Commissioner Waldron: You could almost call it, buy five get one free.

Commissioner Waldron: Is there any further discussion?

Hearing none, vote was taken. All were in favor. Vote passed unanimously.

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Commissioner Gallant: I make a final motion to authorize the purchase of two EZ-IO sets to include the driver and needles for both pediatric and adult use along with the carrying cases for them in the amount of \$2,049.90. They will be purchased from VitaCare Corporation. They are the only company carrying this device. The local distributor is Health Care Technology out of Ashland, MA. I assume they will be the agent who will sell it to us.

Commissioner Auger: I second the motion.

Commissioner Waldron: Is there any discussion? We already do IOs so we already have the equipment.

Chief Carrier: There are other types of devices that I believe are more manual to use where you actually have to screw it into the bone. The EZ-IO works more like a drill where it is spring loaded. You can keep doing it and it's a lot cleaner. So they know how to do the IOs. It's a matter of do they know how to use this new equipment.

Commissioner Waldron: That makes perfect sense to me now.

Roland: What bone do they drill into?

Chief Carrier: The sternum in adults and in the upper shin in child and infants. If they are doing it on you, you won't know it.

Commissioner Waldron: Is there any further discussion?

Hearing none, vote was taken. All were in favor. Vote passed unanimously.

Chief Carrier: If I could take a couple of seconds here and revisit a request from last month concerning the search rope. It was pointed out to me that I did a pretty poor job trying to explain that. Not that this could change your mind at all but I would like to just point out what the rope was for. The 1200' of 3/8" was three strand rope. It isn't anything like our life safety rope that we use now. It wasn't static line or line that we would use for repelling or anything like that. This is three strand rope. This rope would be used for large area bags plus 25' of personal rope for each of the career and call members so everybody would have their own 25' of rope bag which they would be able to clip in to the main body rope which would be in a large area. This would allow them to search large areas. I don't know if there are any questions on that or anything. I'll just give you the pricing again. It was \$206.16 for the rope. That is what that was for. I just wanted to point that out.

Commissioner Waldron: Did you not get that rope?

Chief Carrier: We did not. We purchased the carabineers.

Commissioner Gallant: As I said last month, if you don't want to buy it I'm going to buy it.

Commissioner Waldron: Do you want to revisit it Paul or are you good?

Commissioner Auger: No, I don't.

Commissioner Waldron: The use to me personally is a little more clear but I will hold my vote. Paul?

Commissioner Auger: I will stick with my vote.

#### EMS Equipment

Commissioner Waldron: Is the EMS equipment a carry over?

Chief Carrier: Yes. That was just a discussion about the billing and future equipment needs.

Commissioner Waldron: The hospital?

Chief Carrier: Yes. We probably should carry that over.

Commissioner Waldron: So you want to see EMS equipment carried to another agenda?

Chief Carrier: Actually we already have billing.

Commissioner Gallant: We have billing. We want both EMS billing and EMS equipment. Two separate discussions.

Chief Carrier: Yes.

Commissioner Waldron: So we are going to carry EMS billing too?

Commissioner Gallant: Definitely.

Commissioner Waldron: That's the Comstar.

Commissioner Gallant: Right. The equipment is a separate issue that Bob Bousquet is looking into right now.

#### 2010 Budget

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Chief Carrier: I put that on as reminder that we are getting close. Maybe now is time to talk about it.  
Commissioner Waldron: I think it should come from you to us to them.  
Chief Carrier: I can have that to you next month.  
Commissioner Gallant: In my opinion, it's clear that it should be presented to the Commissioners first. We should review it and then pass it along to budget committee.  
Commissioner Waldron: I agree.  
Chief Carrier: The only problem with that is there will be some lines that we don't know for sure.  
Commissioner Gallant: It's a working budget.  
Chief Carrier: Right. You are always waiting for workers comp, property liability insurance, those types of thing.  
Commissioner Waldron: I see. Are we going to carry that as well?  
Chief Carrier: I think we should.  
Commissioner Gallant: Once it's presented to us we should hold at least one if not two work sessions to dispose of it as opposed to it being at a regular meeting so we can get it moved forward and to the Budget Committee so they can start preparations on it.  
Chief Carrier: I think they were looking for an Octoberish time frame to start.  
Commissioner Gallant: That will work out perfectly for us then. If the Chief did have it ready prior to our next meeting, I for one, would like to have it so I can review it and we can start discussions on it immediately as opposed to getting it that night and saying okay we will have a meeting next week then.  
Commissioner Waldron: So you want to discuss the budget during a regular meeting.  
Commissioner Gallant: No, I want it available to us before that so at the regular meeting we can set a meeting for the next week or whenever we want to do it. I just want to get it to the Budget Committee as quickly as possible.  
Commissioner Waldron: That's good.

### Correspondence

Notice from the Department of Revenue Administration. Two technical information releases. We can have special meetings without having to go through the courts for approval.  
Commissioner Waldron: The Working Trial Balance with Adjusting Entries we received from Melanson Heath & Co., do we need to do anything with the reports?  
Commissioner Gallant: No. It was just for our review. It culminates in their financial report. It's a by product of the letters you signed.  
Roland: They are very efficient and diligent in getting the reports out.  
Discussion ensued.  
Commissioner Waldron: The other correspondence I want to discuss is a request for information from Gretchen Wilder. A request was made and met with incomplete columns. I sent an e-mal to the Chief asking that it get corrected.  
Kathy: It has been done.  
Gretchen Wilder: I did receive it and when I open it up I still can't use the report. I'm a little frustrated.  
Discussion ensued. Kathy to e-mail in Excel.  
Commissioner Waldron: Last month we had correspondence from LGC referencing our refund from Workers Comp. We asked for a check. They told us they would give us a check. Then they said no, we will not give you a check.  
Kathy: They said they will not give us a check because we still have an outstanding balance. They only time they will issue a check for your refund is when your account is paid in full.  
Discussion ensued.

### Other Business

Commissioner Gallant: I would like us to consider the 2009 Capital Improvement Plan which we have never reviewed before as a board. I would like us to look at in conjunction with the budget this year.

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Commissioner Waldron: That's fine.

Commissioner Gallant: I think we should look at it in conjunction with the budget and it should be forwarded to the Budget Committee in conjunction with the budget.

Commissioner Waldron: The Wage and Benefits Study. There was a spreadsheet that went to Chief Carrier with comparable towns. For some reason, we couldn't get the information from Plymouth. When they sent it to me I sent it back with an e-mail asking if the call volume numbers were one year or an average. They told me it was one year. If anyone had a spike or drop in calls and it happened to be that one year, I don't think it's a fair representation. I don't know how close we should want the comparable departments' population, budget, coverage area, volume and number of employees to ours but none of them are within even 10%.

Commissioner Gallant: I don't even know what you are discussing. I don't have a copy of it and I don't think Paul does either. We are not privy to that kind of information.

Commissioner Waldron: You don't. You did get it, right?

Chief Carrier: He e-mailed to you and I. It didn't go to the other commissioners as far as I know. That's because we are the ones he has been communicating with.

Commissioner Gallant: You forward it to us and we will discuss it next month.

Commissioner Waldron: On the agenda for next month under Old Business, we will want the LGC Wage & Benefits Study.

#### Public Comment

Gretchen Wilder: You were just talking about Comstar. What are we averaging for getting our money? Are we still at 60% payment?

Chief Carrier: I would say that was close.

Gretchen Wilder: On the Chief's Report. He's been filling out the Chief's Report and giving us information. Some months he is quite busy. I would be interesting to know how much time he is actually spending on the road and out of the office on some of these things. Like I personally didn't know that the National Fire Academy was out of Maryland. I would assume that it was out of State. I personally think it would be interesting to know how much time is spent out of the office because you seem awful busy. But again I haven't tracked other fire departments and other fire chief's activities. Some meetings are Rotary meetings. Are they all in Tilton?

Chief Carrier: Do you want me to respond to that?

Commissioner Waldron: Yes.

Chief Carrier: Yes, Tilton.

Gretchen Wilder: I think it would helpful to know time out of the office because I'm curious as to how much time is spent out of the office. The other thing I wanted to bring up because of the article that hit the Echo last month about the Chief's car and the discussion that was had over painting, not painting. It was a quote and sometimes quotes aren't as accurate what was actually said. The Chief stated that the red paint enables the safety reflective striping better in the emblems and stuff. When we spend money coming out of the Apparatus & Equipment Fund and then you get the capital improvement apparatus graph and we go to try to purchase a new ladder truck in 2011, the base price is \$858,000 that's not outfitted or anything, right? That's not with all the bells and whistles, right?

Chief Carrier: That would be a fully functional vehicle.

Gretchen Wilder: The reason I ask that is because when the warrant article came in for your car it was \$23,000 for the car and then with the different accessories it came up to \$40 something. That's why I'm asking. When you are projecting the \$858.

Chief Carrier: When the vehicle comes in it's ready to go.

Gretchen Wilder: You wouldn't have to accessorize other than standard lettering, decals and such.

Chief Carrier: Right, which would be built into the price of the vehicle anyways.

Gretchen Wilder: We keep on spending money, money, money. I personally will go on record again tonight that when this Apparatus & Equipment Fund came in, I was under the impression that we would be purchasing items outright. We keep on making these payments and I'm hoping we are going to

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have the money in there. On the purchasing policy, that was your initial draft to get it out of the gate, get it on paper. If you review the policy every year and you find that 60 days doesn't want to work and you want to change it to 45 or 30 that would be great. You can change it if you want. That brings me to the old car. As far as bids, I think they should be sealed bids. People have stated that when municipal equipment is sold and it's not in sealed bid, somehow the information gets conveyed. I personally think the truck is worth more than \$500. Why I say that is because we sold the forestry truck when we bought the new pick up trucks and the Town of Northfield is still using that truck on a daily basis and plows with it. When I talked to Mike Summersett in March at the District Meeting they haven't had any major expenditures spent on that truck to keep it running. They have had brakes and small things so I think that \$500 for that truck is cheap. So if we can make more money I would really like to do that. As a taxpayer, I would like to see sealed bids.

Commissioner Gallant: I know the status of that vehicle and I hope no one is going to buy it for more than \$500.

Gretchen Wilder: You said that about the forestry truck.

Commissioner Gallant: The forestry truck is another sore subject. We offered it to them as a good deal because it was an intergovernmental agency. That's why. We know it was worth more than that.

Gretchen Wilder: You mentioned earlier and I'm not really right up on some of the issues with the purchases of the supplies and I imagine other communities are having some of the same difficulties with Lakes Region, Chief.

Chief Carrier: Yes. We have discussed it a bit with other departments. We are to the point where there is no option other than if you want to take on the hospital legally.

Gretchen Wilder: The only other thing, when you are talking about the purchasing policy of selling equipment if we do offer it to a non-profit, do they sign a contract saying they can't turn around and sell it for a profit?

Commissioner Waldron: Do you know that to be a practice of any non-profits? If they are selling them for a profit, it doesn't make them a non-profit.

Gretchen Wilder: Non-profit doesn't mean you don't make any money.

Commissioner Gallant: There is a difference between non-profit and not for profit.

Commissioner Waldron: I guess the answer to that is no, we didn't go that far into it.

Commissioner Gallant: I think that was basically put in there in case we wanted to give a piece of equipment which out lived its useful life for us to the Fire Academy. I agree with sealed bids. A lot of times we put something out for bid we have a hard time getting one bid.

Commissioner Waldron: Couldn't we send the car to state auction.

Commissioner Gallant: Of course we could.

Commissioner Waldron: Does anybody know how that works?

Commissioner Auger: Do they keep a percentage of it?

Gretchen Wilder: I work with a girl who actually works there on the side. I will get you the information. Discussion ensued.

Commissioner Gallant: I would like to make a motion that we amend the purchasing policy dealing with the disposal of surplus property. I make my motion to read: At the Commissioners discretion, vehicles will be posted publicly for a period of not more than 60 days.

Commissioner Waldron: I second the motion. Is there any discussion?

Hearing none, vote was taken. All were in favor. Vote passed unanimously.

Commissioner Gallant: I make a motion that we advertise the Chief's old vehicle for sale with a minimum bid of \$500, that we post it publically, that we position the vehicle down on Park Street with a sign on it, that we advertise in the Echo and in the Sun. That the bids be opened at the next meeting, September 17<sup>th</sup>, at 6:00 PM here in this room at the Tilton School.

Commissioner Waldron: I second the motion.

Discussion: Commissioner Gallant: I would like to amend that motion that any bids received by e-mail or fax will not be considered.

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Commissioner Waldron: I second the amendment. Is there any further discussion?

Hearing none, vote was taken. All were in favor. Vote passed unanimously

Deputy Robinson: I got involved with a recent equipment purchase with the Water District. They have an expansion coming up on West Main Street which will be going out to bid shortly. From what Roland said, it involves five to eight hydrants. He wasn't sure. I just wanted to make you aware that this was going on. He suggested the Water District and the Fire District get together and start talking about the hydrants that may be coming back on line that may be billable hydrants.

Commissioner Waldron: They should have been made aware previously after the hydrant on W.B. Hill that they are not to install any hydrants.

Chief Carrier: They are hydrants that exist already. They are going to replace the water line so you need to have a talk with them somehow.

Deputy Robinson: The hydrants, I assume, will meet the criteria for billing.

Commissioner Waldron: So we probably need to have a meeting with them.

Commissioner Gallant: I think it's appropriate to be proactive and I think we should set up a meeting.

Commissioner Waldron: I read in the paper that their expansion will be paid mostly from Fire District revenue.

Deputy Robinson: What I understood was that is was all superfund money.

Commissioner Gallant: It is. That's why they don't have to petition for a special meeting.

Commissioner Waldron: How are we going to facilitate that meeting?

Deputy Robinson: He mentioned that their meeting was September 14<sup>th</sup> or something. He recommended that you get together.

Commissioner Waldron: Should we send them a letter?

Commissioner Gallant: Just request a meeting. Just call.

Commissioner Waldron: Whose the chairman now?

Commissioner Gallant: I don't know.

Commissioner Gallant offered to call and facilitate the meeting. Commissioner Waldron and Commissioner Auger are okay with that. All three should meet. Brad or Chief should be there as well.

Commissioner Auger: It must be 6:00 PM.

Commissioner Waldron: Wednesday is not good for me.

**Bills:**

Commissioner Waldron: Paul, why did you question the AT&T bill?

Commissioner Auger: On the bill there is a call to Daytona Beach June 30<sup>th</sup> for 37 minutes. Is it something related to fire department? He wants someone to look into it.

Chief Carrier: What was the time?

Commissioner Waldron: 10:25 AM.

Chief Carrier: The number it is from?

Commissioner Waldron: 286-4781.

Chief Carrier: In the future, do you want us to make a note of every time we call long distance?

Commissioner Auger: No, this one is a little awkward. I want to be sure it was fire department related.

Commissioner Auger: David Rivers Associates.

Chief Carrier: That is a bill for the upcoming refresher.

Discussion ensued.

Commissioner Auger: Wilderness Trailer.

Commissioner Gallant: That was the inspection on the fire prevention trailer.

Discussion ensued.

Commissioner Waldron: Twin Rivers Office Machines. This looks like a renewal for a service contract. If that's the case we need to hear from other people in the business. We need three quotes on a service contract.

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Commissioner Gallant: Twin Rivers Office Machines should come before this commission as a sole source.

Commissioner Waldron: That may be, but it requires three quotes before renewal.

Commissioner Gallant: Would you entertain it as a single source?

Commissioner Waldron: If we are going to have a service contract. It is not automatic renewal. Get three prices and come back next month.

Commissioner Waldron: It is okay to pay AT&T and Wilderness Trailer. Twin Rivers gets held.

Commissioner Gallant: Will you entertain that as single source?

Commissioner Waldron: Yes, with three quotes.

Commissioner Gallant: Do we want to set a date now to have our first public work session on the budget or do you want to wait until the next meeting and set it?

Commissioner Waldron: I think we should wait until the next meeting.

Commissioner Gallant: We agree that we will review the Capital Improvement Plan at the same time?

Commissioner Waldron: Yes.

Commissioner Gallant made a motion to adjourn. Commissioner Auger seconded the motion.

Vote was taken. All were in favor.

Meeting adjourned at 8:27 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** September 17, 2009 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, First Floor, Ninth Grade Classroom, Tilton.