

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	September 17, 2009 at 18:04
Note Taker:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 1 st Floor 9 th Grade Classroom, Tilton

Commissioner Waldron called the meeting to order at 6:04 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, Captain Brad Ober, Captain Greg Michaud, Tilton Selectman Pat Consentino, Tilton Selectman Sandy Plessner, Tilton Selectman Dave Wadleigh, Northfield Selectman Steve Bluhm, Public Works Director Dennis Allen, Lenard Birke, Pat Clark, Gretchen Wilder, Bill Wilder and Winnisquam Echo Reporter Donna Rhodes.

Open Bids for the 2000 Ford Expedition

Three sealed bids were received on the 2000 Ford Expedition. The commissioners opened the bids. They were as follows:

- | | |
|-------------------|------------|
| 1. Jeremy Perkins | \$500.00 |
| 2. Lenard Birke | \$1,388.00 |
| 3. Bill Wilder | \$1,051.00 |

Commissioner Gallant made a motion to accept the bid from Lenard Birke for \$1,388 that being the highest bid. Commissioner Auger seconded the motion.

Commissioner Waldron: A motion has been made and seconded to accept the bid for \$1,388 from Lenard Birke. Is there any discussion?

Commissioner Auger: Vehicle sold as is where it sits.

As there was no further discussion, vote was taken. Vote was unanimous. The vehicle is to be sold to Lenard Birke for \$1,388.

Tilton Board of Selectmen

Tilton Selectman Pat Consentino apologized again for the information incorrectly quoted in the paper. They were quoted incorrectly not once but twice by the Laconia Daily Sun.

They are here before us tonight to follow up on their first question, an agreement for the parking ordinance. Last week they did pass the ordinance contingent upon our agreement and Mr. Sanos agreement. Mr. Sanos is in the process of signing the agreement for the lot to the left of the station in back of Northway Bank. They would like to enter into an agreement to utilize the back of fire station. In doing so, they will remove the cement pad and excavate it. The agreement was to pave it. They have been talking with Attorney Crean who has acted as council on the parking agreement and the Town in Mr. Sanos' case. They need to enter into interim agreement with him because of an RSA they didn't adopt until March of 2010.

It's very clear and in your packet is a draft of the agreement and RSAs that are quoted. A map of the lot they are talking about and picture of it. A letter from the Tilton Main Street Program was read and given to Commissioner Waldron. It will create seven extra spaces for the Town. It will facilitate the ease of maintenance and snow clearance. That is a key to them implementing this plan. It will take all of the residential people that live in the buildings and put them in back closest to the railroad tracks. That will be for 24 hour parking. There will be nobody parking after midnight on the other parking areas with the exception of the fire department next to the building. They have allowed six spaces directly next to the building for the fire department. They can push snow straight toward the Northway Bank

TNFD Commissioner's Meeting
September 17, 2009

parking lot. They will pave it, stripe it, maintain it, sand and salt it. They are asking us to consider this agreement with town.

Commissioner Auger: The six spots that are reserved for the fire department, will they be marked on pavement?

Pat Consentino: No.

Commissioner Auger: So there is no way of telling if we can park vehicles there or not?

Commissioner Gallant: If they are going to be designated for us, they should be marked parking is for us.

Pat Consentino: We can find some way to strip it.

Dennis Allen: I can paint in a different color.

Sandy Plessner: Why can't people get a flyer when they get sticker.

Commissioner Waldron: It should say fire department only.

Discussion ensued regarding the designation of parking spaces for the fire department.

Commissioner Waldron: I have not read this agreement. I would not sign an agreement without reading nor without legal counsel advice.

Discussion ensued regarding the proposed parking area.

Commissioner Gallant made a motion to agree in principal subject to our attorney reviewing the interim intergovernmental use agreement. Commissioner Waldron seconded the motion.

Commissioner Waldron: A motion has been made and seconded on the intergovernmental use agreement. Is there any discussion?

Hearing none, the vote was taken. All were in favor.

Dennis Allen: When do you think I will have answer from the attorney so I can plan for the excavation and paving?

Commissioner Waldron: We will see that he gets it pronto. The opportunity to sign it would be at another meeting.

Commissioner Gallant: Once Attorney Chandler says it's okay, for purposes of your scheduling, we will let you know. Then we will sign the agreement at our next meeting.

Minutes

August 20th Minutes

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

Commissioner Waldron: Is there any discussion?

Commissioner Gallant: On page 2 almost halfway down the page month should be added after money.

Commissioner Waldron: On page 10 fifth line up from the bottom it should say we could spend the same money. Is there any further discussion?

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

Treasurer's Report

Roland: You all have a copy of the packet. The first page is a list of the account balances. There is eight months of deposits in the Apparatus & Equipment Fund. The other accounts, the balances are as they are. The NH Deposit Investment Pool those are our investment funds.

Apparatus & Equipment Fund Budget vs. Actual

I didn't do the calculation but we budgeted \$235,000 and we have four months left to go. It must be coming about \$25,000 a month. We should at least make budget of \$235,000.

Operating Budget vs. Actual

In conjunction with the Operating Budget, I have given you my spreadsheet on the cash flows and how they look like they are going to come through. It was noted in the minutes that were just discussed that August was the "close" month for us. So going forward, our best guess is we should be good to go for the rest of the year on a cash flow basis. All things being equal we should end up with pretty close to the same cash balance at the end of the year that we started with at the beginning of the year. The

TNFD Commissioner's Meeting
September 17, 2009

Operating Budget is through September 15th. That's why the numbers might not balance exactly because I reconcile to the bank statement at the end of the month. I don't see any anomalies in here.

Balance Sheet

There is a copy of the Balance Sheet that lists the accruals.

Cash Flow Projection

We just paid the call firefighters, which is on a quarterly basis. The exact amount is not in there. Group health insurance changes, goes up and down. Based on the budget that has been presented, things look pretty good. Tilton is paying monthly, Northfield is paying quarterly.

Roland: It was not brought up last month but I spoke with the Department of Revenue regarding Account #3351. There seems to be some question as to whether we will get that \$13,500.

Kathy: We are not getting it.

Roland: When did you hear?

Commissioner Gallant: Monday of this week.

Kathy: It is in your packet under correspondence.

Roland: We will take that \$13,500 out. If we don't get the money from DRA we will get it from the taxes. The State will not pay us the \$13,500 but Tilton and Northfield will.

Further discussion ensued regarding the Revenue Sharing.

Roland: This gives us a good projection and gives the Chief a little thing he can plan on. Come the end of November, December, we can get together and fine tune it or however you guys do it.

Commissioner Waldron: The rescue, Comstar, and the truck fund. Why do we have those?

Roland: Those were set up like the land and building fund. We were putting money in each year.

Commissioner Waldron: We don't need that any more. What are we going to do with that money?

Commissioner Gallant: We need to have a warrant article to distribute that to the general fund if that's what we choose to do with it.

Commissioner Waldron: Was that money originally put in there meant to buy equipment?

Commissioner Gallant: It goes back to the period of time prior to the Apparatus & Equipment Fund.

What's left in that truck fund, we need to redirect it. As far as the truck fund is concerned, it should be redirected to the Apparatus & Equipment Fund.

Commissioner Waldron: Can we do that?

Commissioner Gallant: We can do it through a warrant article.

Commissioner Waldron: Can the rescue money go there as well?

Commissioner Gallant: Correct.

Commissioner Waldron: So it can all be done.

Commissioner Gallant: Yes.

Commissioner Waldron: We need to remember to do that.

Chief Carrier had a couple of comments on the budget. The retirement line, line #230, you can expect that gap to widen and we will probably be over budget due to the increases that were put into place earlier this year, what happened to be the second half of our budget operating year. There was a slight increase in retirement and we will probably be over our budget number. Not by much though. The school and training fees, obviously we are over already. That should be fairly static from here on out. The Vehicle Repair Mechanic, the mechanic line which is the labor for all of our repairs, will continue to grow. He will discuss this in his report. Obviously there are some apparatus issues coming up that we have to take care of. That's also true for the Vehicle Repairs, Parts line which is under 660. The other line he just wanted to mention that is over already is Repairs & Maintenance which is our buildings and grounds, custodial supplies and so forth. That's also should remain fairly static for the rest of the year but it is over already.

Commissioner Gallant made a motion to accept the Treasurer's Report as printed. Commissioner Auger seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. Vote was unanimous.

TNFD Commissioner's Meeting
September 17, 2009

Chief's Report

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

H1N1 Situation

He has been dealing with that now for over a year now and through Jim Richardson, All Hazards Health Agent, we have been able to take part in a number of trainings. The communication is free flowing between the State and the All Health Hazard Region and municipalities emergency management directors. He was able to attend the table-top exercise that they held at Newfound. That was extremely helpful and enlightening especially when it comes to mass vaccinations. The scenario that we actually used was vaccinating children in schools. That could be a reality. If you have seen the news at all, he thinks that is exactly the direction we are headed in. The first line to be vaccinated will be first responders but right after that it will be pregnant women and young children. The place that we can have a captive audience and make that happen the best is in the schools. They will probably need some help from us if not from other medical facilities as well.

IAFC Conference, Dallas

It was interesting this year for sure. There were a lot of new faces that we were able to see and hear speak including the Director of Homeland Security, the FEMA Director and the Director of the United States Fire Administration which oversees the National Fire Academy. It was a very worthwhile event.

Comstar

We did meet with Jane Shaller of Comstar. We will give a full report on that later in the meeting. That was very informative.

Swift Water Rescue Team

There is some discussion with the chiefs from the Plymouth area about them possibly starting a swift water rescue team. That would be a huge benefit to our team just with additional resources especially in the manpower area. We are trying to do whatever we can to assist them to make that a reality.

Ambulance 2

We have been having consistent problems with A2's transmission. Todd Moser has been working with us on that since Duane has been out of town. We tried to flush it. It came back and still had problems. Todd flushed it again, took the pan off and it had metal shavings in it. It continued to have the problems. We were able to find out from Specialty Vehicles, who sold us the vehicle, that Ford is having ambulance transmission problems. They suggested that we should have it reprogrammed. We did that yesterday morning at AutoServ. The ambulance seems to be shifting well. Hopefully it will last two to three years, which they say could be possible.

The ambulance also had a flat tire. It was cut on the inside. We took the tire that was on the old car 1 and put that on. That tire was slightly larger so we were told we had to replace all four of the tires with the same size. So we put all four of the old car 1 tires on. We still have the three old tires off that ambulance in storage.

The garage we took the ambulance to said we needed new brakes on the ambulance. We had Todd check that before the work was done. He said we did not need new brakes.

Commissioner Auger: What garage did you take it to?

Chief Carrier: Irwin's.

Commissioner Auger: They said it needed brakes?

Chief Carrier: Yes.

Engine 1

Engine 1 is back from Dingee's. It was there for 31 days. The pump was taken apart and put back together at least three times. There were a number of issues that occurred. The most problematic was with packing the housing. You could put the packing into it and water would continue from the pump shaft area. He finally got a part. The part was replaced but that had a problem with it so he replaced it again. He was very apologetic for that. We all agreed that it should be right when it came back. The bill came in about \$750 lower than his quote.

TNFD Commissioner's Meeting
September 17, 2009

The engine was inspected by Duane this week. It has a broken leaf spring in it that needs to be repaired. It will be going to Donovan's and we will also ask them to due preventive maintenance on our On-Spot chains while they have them off. There is also an exhaust problem that Duane said he can fix when that comes back.

Car 1

The new car 1 is up and running. Belknap Communications still has it. It was taken there today to finish up the electrical work but he wasn't able to finish that. Ian Graphics finished the lettering and the striping. The lights should be finished tomorrow morning.

Engine 2

Engine 2 needs two front tires and that will be taken care of.

Commissioner Waldron: There are two different size tires on the ambulance, a different size on the front than the rear?

Chief Carrier: Yes, which we were told was acceptable. You can't have different size tires on the rear duals. So it looks like it's jacked up.

Commissioner Waldron: I know from previous experience on the E Series chassis that with larger tires on the rear than the front what happens is that it loads the front axle more and creates an alignment problem.

Chief Carrier: As far as that old car 1 goes, Kathy can take care of doing a bill of sale tomorrow and calling Lenny to get that signed.

Commissioner Waldron: The vehicle must have a title.

Chief Carrier: It does.

Commissioner Waldron: Who will actually sign that over to him?

Chief Carrier: I can.

Commissioner Waldron: That's fine but it should be in the record.

Commissioner Gallant: For the record, I make a motion that we authorize the Chief to sign the title over to Lenard Birke.

Commissioner Waldron: I second the motion.

Vote was taken. All were in favor.

Fire Prevention Report

Chief Carrier: There was a question on last month's report. Brad had indicated that 54 business inspections had been done and the question came up as to whether or not that was 54 different businesses or not. Brad can address that now if you like.

Commissioner Waldron: Is that commercial?

Captain Ober: That was mostly Tanger Outlet stores. So we actually did do that many. The monthly inspections continue. You will actually see under Sean on follow up on the fourth line down, he got done through a lot of the follow up inspections from those 54 we did the previous month. We are still chasing some of those violations that had occurred.

We continue be active with the fire extinguisher training and we actually were pretty busy this month with 20 students from the Arches.

We did do an Old Home Day Fire Prevention display in Loudon with the trailer in August. The same day, it was our Summer Fair here. We had people here with some apparatus that the public could check out and see what was going on with that.

There were a couple of different classes that I attended. One was at the NH Fire Academy in the middle of August for Communications Unit Leader and a two week program at the National Fire Academy in Emmitsburg, Maryland on Code Management. To jump ahead to Fire Prevention Code under Old Business, one of the focuses of the course was on ordinance adoption. I learned a couple of things with that so you will be getting that after I tweak it again and make it a better ordinance that we can actually use, get passed through and utilize.

TNFD Commissioner's Meeting
September 17, 2009

It's been a couple of months since and notified you and I haven't heard anything regarding the former Fluffy's building on Laconia Road. I'm assuming that that has just gone away but I'm not sure.

Commissioner Waldron: Has he stopped bugging you?

Captain Ober: Yes. I don't know if they have decided there is really no case there or what's going on. I haven't heard anything from that.

We are gearing up for fire prevention education in the schools, working on schedules with the two elementary schools. We have a lot of requests for the trailer for outside the district so we are trying to get those in. We will be attending the Belknap County Public Safety Day at Meadowbrook in Gilford. This is the second year they are doing that and they are inviting agencies from Belknap County to participate and bring a display of what they have. We will be bringing the trailer again this year.

Commissioner Waldron: The 63 commercial property inspections, is the 39 following up any part of it?

Captain Ober: The 63 would indicate an initial inspection. A follow up is any inspection of any property that we have to go back to and follow up with. For example, for any inspection we do that has violations and we have to go back after their 30 days to fix it then that is the follow up.

Commissioner Waldron: So the 63 indicates 63 first.

Commissioner Gallant: The assumption would be that you had to go back to 39 of those.

Captain Ober: Yes but it's not all to commercial properties.

Commissioner Waldron: So the follow up could be to any one of these lines.

Captain Ober: Yes. Of the 435 we have gone back 39 times to different properties, some of them more than once.

Commissioner Gallant: During the meeting last month I had asked the question relative to whether we charge for inspection of commercial properties. A short discussion ensued. I indicated that I thought it would be appropriate if we revisited our fee structure. I happen to believe that we should be charging for commercial inspections. They do in many other communities.

Commissioner Auger: Do we charge for any of these here?

Commissioner Gallant: No.

Captain Ober: Currently the only thing we are charging for is a permit. For example, if your building gets a fire alarm system or sprinkler system then there is a fee for that permit. The fee is very low and it's the same for a commercial building or a residential building. For example, Hampton Inn gets charged \$25 for their fire alarm system permit and they get charged \$25 for their sprinkler system permit. Being such a large property, that created a dozen inspections between the two of them throughout construction.

Further discussion ensued regarding fees.

Commissioner Waldron: Do you know what the cost to the District was for Loudon for the Old Home Day or was there a cost?

Captain Ober: We charged them \$150. I don't know what the breakdown of that cost is.

Commissioner Auger: Did we pay people to go over there?

Captain Ober: Yes.

Commissioner Auger: So actually we lost money on that.

Captain Ober: I don't know if you did or not.

Commissioner Auger: If you pay time and a half for somebody to go over there, I don't know how many hours you are over there.

Commissioner Waldron: How many people did you send?

Captain Ober: Two, myself and a call firefighter. We were there for four or five hours.

Commissioner Waldron: Who did we charge?

Captain Ober: Loudon Old Home Day Committee. I don't know who they are.

Commissioner Waldron: What about the August 24th to September 4th Code Management, do you know the cost to the District for that?

Chief Carrier: \$200 for a meal ticket.

Commissioner Waldron: What about payroll?

Chief Carrier: He got paid his normal weekly pay.

TNFD Commissioner's Meeting
September 17, 2009

Report of Committees

By-Laws Committee

Pat Clark reported on the By-Laws Committee. They have a meeting next Tuesday, September 22nd, here in this room. Packets are in Kathy's office for By-Laws Committee members to pick up. He made more calls to the Secretary of State's office. The Deputy Secretary sent off a four page list of all the RSA's which pertain to Village Districts which we are under by state law. That might be a good thing for people to look at to pull up topics that you might want to discuss at the first few meetings. I also have a copy of the article that passed to form the committee. In that article during discussion, Leigh French asked if the commissioners need to approve the by-laws the committee members draft could the commissioners stop the committee members from bringing the recommended by-laws to the public. Scott McGuffin brought it up again in an email he sent me. I told him I would bring it up at tonight's meeting and ask if the commissioners would be willing to look at the by-laws we come up with and allow it to go before the voters as we have written them with either recommended or not recommended vote by the commissioners. If you could vote on that and let us know if that's a good idea. It allows the committee to do its work and allows you input on whether you would recommend them or not.

Commissioner Waldron: Wasn't that warrant article written with the words for commissioner approval.

Pat Clark: There was an amendment put in there but that just says to have members of the committee appointed by the moderator. To see if District will vote to form a committee for the purpose of creating by-laws for the District. The committee will prepare a draft for commission approval which will be brought before the voters at the 2010 annual meeting. The committee would be made up of 2 Tilton residents, 2 Northfield residents and 1 Fire Commissioner and appointed by the Moderator. There is wording in there that the commissioners would approve it. What I'm saying is would that be refined to mean that you would either recommend or not recommend because it then goes on to say brought before the voters. So that would be your approval to either recommend or not recommend.

Commissioner Gallant: It then goes on to say that it will go before the voters.

Commissioner Waldron: There is some issue with putting recommended or not recommended in warrant articles. We got slapped for it two years ago. We used to put either recommended or not both by the Commissioners and/or the Budget Committee. We were told we couldn't do that by DRA.

Chief Carrier: Was that just for money issues or was it for all of the articles?

Commissioner Gallant: We can research it. The warrant article is clear; it has to go before the body.

Commissioner Waldron: That committee is supposed to be made up of a Tilton resident.

Pat Clark: Two members from Tilton, two members from Northfield and a commissioner, yourself.

Commissioner Waldron: So that's five people and we already know that two won't be there Tuesday.

Pat Clark: We have had some e-mails back and forth today, Kevin and I. We have quorum. We are probably not going to do a whole lot on Tuesday's meeting. I would like to keep it moving forward. It's been posted. Tuesday is right around the corner. What I did ask is for yourself and Scott who couldn't make it to give your feedback before the meeting on what you would like to see covered so we could discuss that.

Commissioner Waldron: So I'm supposed to go get that packet from Kathy, read it and know where I want to go by Tuesday?

Pat Clark: Right. You might be brief on that. It's only the first meeting. The other information in that packet is a letter from Charlie Chandler that was written in 2005 that pretty much brings us into conformance with the State RSA 52:24. He supplied that to the Secretary of State. In that it states that our basic power of the Tilton-Northfield Fire District is the extinguishment of fires. I think subsequent to that at a Fire District annual meeting we extended that further. Tom, do you remember that?

Commissioner Gallant: It's not a matter of memory. I think it needs to be researched.

Pat Clark: We will look into that as well and that needs to be submitted to the State. The only other things are is I have picked up information from the Secretary of State and three different fire departments on by-laws and how they have their agreement set up with multiple towns involved for us to look at. So, we are off and running.

TNFD Commissioner's Meeting
September 17, 2009

Chief Carrier: The question Pat had on restating the purpose of the 2006 Warrant Articles, Article 14. It was emailed to you back in January. It was Article 14 of the 2006 warrant.

Comprehensive Facilities Review Committee

Commissioner Gallant: At our last meeting we met and we were visited by the Chairman of the Life Safety Committee, Ben LaBelle. We received a presentation of call history over a five year period of time by both he and Deputy Robinson. That took care of the entire hour. It was incomplete. We had a meeting the very next night of the Life Safety Committee and the Chairman apologized to the committee. I indicated to him that I was not pleased with the presentation. The presentation I had seen was far more comprehensive and I think that we should visit that again when it is complete. That's all we did with the Comprehensive Facilities Review Committee.

Life Safety Committee

Commissioner Gallant: At the last meeting all the properties that had been put on the board were visited again to be sure that we had not been too hasty with certain pieces of property relative to their ratings as to being acceptable or non acceptable as the scale has been used. We revisited them. Certain things were pointed out that had been overlooked the first time around. The balance of the time was then spent opening requests for proposals for architectural services. There were 12 respondents. There was a committee established to review those, report back to the Life Safety Committee with the three or four choices. Second interviews were held with three of those. One of the respondents will be retained this evening by the Board of Selectmen. That is the summary for the Life Safety Committee.

Old Business

Web Site

Commissioner Gallant spoke with Tim Pearson today. He has put together some formidable stuff and would like to meet with the Chief and I, his points of contact, either late next week or the beginning of the following week so we can have something to present to the Board next month. The Chief had given him some examples of various websites that are out there. We gave some of the hot areas we thought we should be addressing. He's kind of pulled in pieces from all over. He's quite creative. I'm looking forward to seeing it.

Fire Prevention Code

Commissioner Gallant: Brad addressed that earlier. It's going to be put off again under old business.

EMS Billing

Chief Carrier: In your packets you have a short memo that I put together. Commissioner Gallant and I met with Jane Shaller on Monday, September 14th, regarding whether the hospital is within their rights or not to force us to buy our equipment rather than reimburse our equipment. She said they are very much so and that we are one of the last hospitals that that was occurring at.

Commissioner Gallant: She gave us a legal opinion relative to that. It was her email to you.

Chief Carrier: She gave us a reference to a lawyer that does a lot of EMS work and we can consult his website if we wanted that. Basically she said we have been lucky to get away with it this long. It's good because it's a good service for us to be able restock right away but no other hospitals are doing that. In looking back on it I guess we really new that because Concord Hospital doesn't do that. They never have for as long as I have been here.

Commissioner Gallant: In looking at the information that she sent to us it was relatively clear that there is a differing of opinion between the hospital's point of view and our agent's point of view relative to billing for the supplies. They say we are billing for them. We are not billing for them. There is no mechanism for us to bill for them. In lieu of that, our meeting with her was to be as proactive as we possible could to increase revenues to offset the additional cost of having to pay for the supplies. We have come up with some good suggestions.

Chief Carrier: As laid out in the memo, we have several recommendations.

For non-residents if there is no insurance info available from the run sheet or the hospital, Comstar will call the patient or bill person to obtain the info. They consider this a "soft call". It isn't a collection

TNFD Commissioner's Meeting
September 17, 2009

call by any means. They will be billed three times at 0, 30 and 60 days. If there is no response by the billed, a collection notice will be sent. She said it has been her experience that collection notices are very useful and get good results.

For residents who we don't currently bill, we accept their insurance payments whatever that may be. If no insurance info is available the same "soft call" will be made to that resident. That will be the only contact that we have with that person unless they don't provide us with any info or we can't reach them by phone then they will get three reminders by mail asking them for insurance information. As you can see in your packet there are actually documents that reflect that. The request for insurance information is very clear that it is not a bill. In fact, it says right in the middle of it that this is not a bill that it is a reminder. When this was first established that language wasn't there we requested it be there. We are going to improve the wording a little bit on the form.

She asked if we had a contract with Anthem. She said she believes that we do based on Comstar's records. That contract allows Anthem to accept the lower charges from us. They don't have to pay out the full amount for the bill whatever was billed. We should cancel the Anthem contract. This may decrease the percentage of collection on Anthem claims but it will increase the overall amount of collections by not limiting the charges to Anthem covered patients.

Commissioner Gallant: Those numbers are reflected on the worksheet included in the packet. In the third line down Medicare paid \$645.63 whereas Anthem paid \$305.47. They pay the Medicare rate. We have already adopted the Medicare rate as the rate we want them to use. So you are guaranteed the Medicare rate if you don't have a contract with Anthem. If you do have a contract with Anthem, you are setting yourself up for the numbers we are now receiving in the last column. You have the right to get out of that contract at any time. The Anthem contract automatically renews every year unless you otherwise seek an out by virtue of cancelling it. So it has been their experience that when there is not a contract in place the total number of dollars collected increase.

Chief Carrier: She needed to be careful about whether or not to recommend that or not recommend that.

Discussion ensued about the Anthem contract.

Chief Carrier: The other recommendation that we have is for me to encourage and solidify in the EMTs minds to be more aggressive in obtaining insurance data, including motor vehicle insurance data, from every patient in addition to the hospitals and police departments. We also found out that motor vehicular insurance can be billed for health insurance claims. There is a little bit of a catch there as the injured has to file a claim for it to be opened. We are also collecting that data now when we never have in the past. We go to a considerable number of motor vehicle accidents. This will also increase revenues.

The last thing is there was a question last month about what the percentage of collections is. She broke down '08 and '09 for us. I believe that '09 is somewhere in range of 70%. I didn't understand that and she quickly pointed out that that was based on the allowables and not on the total charges. That makes perfect sense to me but the way I always looked at our collection rate was on the total charges and what we collected.

Commissioner Gallant: Therefore the fallacy in that is the total charges, as an example, are represented on the amount charged. You will see that amount charged is never the amount paid. When you are trying to calculate the percentage collected, it has to be based on total allowable not on the total charges.

Commissioner Waldron: Where did allowable come from?

Chief Carrier: It comes from what Medicare will pay. It's based on whatever insurance they have the maximum that insurance will pay. That's what an allowable is. That's what they will allow to be paid out.

Commissioner Waldron: Did you come out of the meeting with a recommendation?

Commissioner Gallant: Yes. It is the recommendation that we have put forth tonight. It's on the handout, the recommendations as listed. It's extremely important that the EMTs gather as

TNFD Commissioner's Meeting
September 17, 2009

much information as they can. I would like to make a motion increase reminder to three times then send a collection notice. We would like to give them the opportunity to go the other 30 days. For anyone who is unable to pay there is a hardship application which we are currently using.

Commissioner Auger: Is that for non-residents?

Chief Carrier: Both. Residents wouldn't receive a bill anyway. If it was misconstrued they certainly could fill one of those out.

Commissioner Gallant: My feeling about the hardship application is if they take time to fill it out a little piece of the pie better than none of the pie as far as I'm concerned. If they want to spread it out over time that's fine.

Commissioner Gallant made a motion to go along with the recommendations that are on the memo dated September 17, 2009 and that the Chief be authorized to enact these measures with our agent, Comstar. Motion was seconded by Commissioner Waldron.

Commissioner Waldron: Is there any discussion?

Commissioner Auger: I'm a little confused on the residents. Say I didn't have insurance and they called or sent me a letter asking for the information and I sent back saying I didn't have any. They would not call or send anything.

Commissioner Gallant: That would be the end of it.

Commissioner Waldron: Just for point of clarification, resident is a Tilton or Northfield resident not a resident of New Hampshire.

Commissioner Gallant: Right. Its residents of the communities we serve.

There was no further discussion. Vote was taken. All were in favor.

EMS Equipment

Chief Carrier: Captain Bousquet has done some research based on our current use of equipment and also last year's usage. He's come up with a budget figure of \$16,000 for 2010 in ems supplies. We have budget line in the Operating Budget of \$8,000. We also have the capital equipment line in the Apparatus & Equipment Fund that varies from year to year based upon what we are buying. I asked last month and I'm not really sure if it was decided what you want to do. If we are showing direct income from ambulance revenue in the Apparatus & Equipment Fund, I would think that it would make sense to put these expenditures for ems equipment and supplies in that account as well. The reason that they were always in the Operating Budget was that they were disposables above and beyond what the hospitals would replace and it never got moved into the apparatus and equipment account. I guess we could keep those separate, the disposables versus the hard equipment. It doesn't seem to make much sense to do that. What my suggestion would be that we put the \$16,000 into the apparatus and equipment account ems supply line. That amount would probably be increased by a few thousand dollars for ems capital expenditures. So you would have a line that would include ems supplies and capital ems equipment purchases but it could be broken down just like any other line in the budget where you have several accounts that would clearly identify what was purchased from that line.

Commissioner Gallant: You would be referring to account #741 which is capital out ems equipment?

Chief Carrier: Yes.

Commissioner Gallant: That currently is capital equipment. Correct?

Chief Carrier: Yes.

Commissioner Gallant: The Apparatus & Equipment Fund was established strictly to buy capital equipment. I don't believe we can put disposable equipment in there. We will have to

TNFD Commissioner's Meeting
September 17, 2009

go back and check the wording. Your suggestion is well founded. It makes sense that you would offset your revenues by that particular expense.

Chief Carrier: What about other lines that we buy all of our fire equipment with? We don't buy a single piece of fire equipment out of the operating budget.

Commissioner Gallant: Your fire equipment is capital by virtue of the length of time it lasts. It's not disposable. It's considered to be capital because it has an extended life.

Roland: Right, generally anything over a year.

Commissioner Gallant: If we find by virtue of the wording that we cannot put it there we can go before the body to amend the wording with an explanation. It deserves to be there to offset the revenue. There's a way to fix it but we can't just go ahead and do it.

Commissioner Waldron: Is that \$16,000 in addition to \$8,000 that we have there now?

Chief Carrier: No, the \$8,000 would go away.

Commissioner Waldron: So the \$8,000 would just become \$16,000.

Commissioner Gallant: If you agree with that line of thinking, I would be happy to research the wording and present it next month. We have to start purchasing now. The next problem is where are you going to store?

Chief Carrier: It will be ordered on a monthly basis. We will have to increase our supply slightly and then each month there will be an inventory sheet that we will order off. We can order more frequently if we want to.

Commissioner Gallant: Is that going to be through sole source?

Chief Carrier: Yes, if you approve it.

Steve Bluhm: Is there a big difference in the average of that line item? Is there a big fluctuation of thousands of dollars? Obviously it will be dependent upon how much business you do or does history show that it's usually around 16 grand?

Chief Carrier: We have never charged for them so we don't know. The disposables have typically been anywhere from \$5,000 to \$8,000. It does fluctuate. With the rest of this equipment it's an unknown.

Commissioner Waldron: Proactive is good. Tom please research that so we know exactly what it says and we can discuss it next month.

Roland: That makes sense because you want to match your revenue with your expenses.

2010 Budget

Chief Carrier: I know you just got that not too long ago.

Commissioner Gallant: We just got the budget and I think the minutes last month were pretty clear about what we wanted to do with it. We want to move forward on the budget as quickly as possible to get it to the budget committee. It was agreed last month if the Chief could present it to us prior to this meeting we would go ahead and schedule a couple of work sessions to deal with the budget.

It was agreed they would meet Thursday, October 8th, and then Monday, October 19th, to wrap it up and turn it over to the Budget Committee. The Capital Improvement Plan will be discussed at the meetings. The meetings will be held here at 6:00 PM. The meetings will be posted as work sessions. Donnie Stevens needs to know they are working on the budget and they will be getting it to the Budget Committee this month.

Wage & Benefit Study

Commissioner Waldron: I don't know how close you think the departments we compare ourselves to should be. Ones they have presented for the most part are more than 10% different than ours. Any thoughts on that?

TNFD Commissioner's Meeting
September 17, 2009

Commissioner Gallant: As far as I'm concerned, I'm willing to go with their recommendations. They do it as a matter of course.

Commissioner Auger: I'm okay unless they want to do some more.

Commissioner Waldron: They will do whatever we ask them.

Commissioner Gallant: We asked for their recommendations and that's their recommendations. To take it the next step further and we can rule out any one of them we want or we can add them. They'll do whatever we want them to do.

Commissioner Waldron: The idea is for a comparison. You have Berlin with a 1.7 million dollar budget. They do 700 calls and have 20 people. That's a half million more in budget and we do double calls with nine less people. Now that's not comparable to me.

Commissioner Gallant: You don't know what this study will show. You don't know what factors they apply to those numbers.

Chief Carrier: I think it looks pretty good for us.

Commissioner Waldron: If you are comfortable with what they have given us.

Commissioner Gallant: I say let's give it a go and we can extrapolate from it whatever we want. I think that's what they are going to provide us with. When it goes to that end product then we can take a look at those. I don't know what factors they will put in there. There is some reason why they see similarities. They are different. But why do they think they are similar? I say let them go the distance and let us make our own decisions from that.

Commissioner Waldron: It is my understanding that they are going to take this group of fire departments and tell us that the overall average pay for this position is this.

Commissioner Gallant: I believe they will give us range.

Commissioner Waldron: Will it be a high, low and mid?

Steve Bluhm: The Town of Northfield is doing that right now. For every position there will be a high, low and medium.

Commissioner Waldron: I will contact Barry and tell him to move on.

Commissioner Gallant: Absolutely so will we know what we are doing for purposes of budgeting.

New Business

Purchasing Requests:

Medical Equipment: Captain Bousquet has asked that we give Sole Source approval to use Bound Tree Medical. They are offering us a 15% discount and no shipping on charges on orders over \$300.

Fire Prevention Materials: Captain Ober has a request for fire prevention materials.

Service Contract on Copier: We are requesting Sole Source approval for Twin Rivers Office Products on the copier.

Commissioner Gallant made a motion to determine that Bound Tree Medical will be a sole source provider for the balance of 2009. Commissioner Auger seconded the motion.

Commissioner Waldron: Is there any discussion?

Chief Carrier: Would we have leeway to use the hospital if we find the items are cheaper?

Commissioner Gallant: You won't find any objections here.

There was no further discussion. Vote was taken. All were in favor.

Commissioner Gallant made a motion to authorize the purchase of the materials needed for fire prevention activities in the schools per memo dated 9/15/09 in the amount of \$568.21 plus

TNFD Commissioner's Meeting
September 17, 2009

shipping. Commissioner Auger seconded the motion. There was no discussion. Vote was taken. All were in favor.

Commissioner Gallant made a motion to authorize the District to enter into a one year maintenance agreement with Twin Rivers Office Machines, Inc. on the copier in the amount of \$395. Commissioner Waldron seconded the motion.

Chief Carrier: We didn't need to request sole source approval for this?

Commissioner Waldron: No because it is a one year agreement and they are the only ones that can service it anyway.

There was no further discussion. Vote was taken. All were in favor.

Chief Carrier: The last thing is not really a purchasing request but just more informational. Based upon a question at last months meeting Kathy did some research on phone charges. She broke it down between three companies that she checked with and was able to get us some savings with our current carrier for a cheaper plan.

Commissioner Waldron: Metrocast. Isn't that free for municipalities?

Kathy: The internet is free the phone service is not.

Steve Bluhm: What you may want to do is put a bug in the ear of Tilton since you are in Tilton. Northfield is negotiating for next year to have the phone service added to the franchise.

Kathy: They did say it has to be in the franchise agreement in order to get it free.

Correspondence

Apportionment of the net village district assessment to be used for setting property tax rates received from DRA.

Apology letter received from the Tilton Board of Selectmen for the misrepresentation printed in the Saturday, September 4, 2009 edition of The Laconia Daily Sun.

Other Business

Commissioner Gallant: What are we going to do about these hydrants? I think we need to address the issue so they can continue to go forward with their design.

Commissioner Waldron: When you say these, I thought there was only a question of one.

Commissioner Gallant: There are six hydrants. Five reactivated and one new one. I gathered from your comments the other night that you weren't in favor of anything adding to cost of district.

Commissioner Waldron: That's right. I did that.

Commissioner Gallant: My suggestion was that we put our heads together, come up with a number together that we think is reasonable and approach the district. They were receptive to that. I'm just trying to get the ball rolling on that.

Commissioner Waldron: They also indicated that they may not have any choices.

Commissioner Gallant: That's neither here nor there. You said you wanted to cap it at \$115,032.96 which is what we are paying right now. You said you are not in favor of anything adding anything to that. That's with 19 hydrants we are not being charged for. If they have to put them in in order to get their financing that's one thing but they are going to bill us for them unless we come up with something else that's agreed upon.

Commissioner Waldron: My feelings are the ones that are there are going to be replaced regardless of what we said and we were going to get billed for them. I felt walking out of there the only choice we had was whether we put that extra one in there.

Commissioner Gallant: I didn't get that at all from that meeting.

TNFD Commissioner's Meeting
September 17, 2009

Commissioner Auger: The way I understood it is they want to put in six hydrants. They want to put in one extra. There again replace five that are there. The way I took it is they want us to come up with a number to kind of negotiate in between there so we don't get charged for all 5.

Commissioner Gallant: I suggested that and they were receptive to it.

Commissioner Auger: That's what I thought we were going to do.

Commissioner Gallant: I think that's what we should do. We need to get the ball rolling on that. I would be willing to put the discussion off to October 8th when we have our first budget meeting. We could discuss first thing and dispose of. I would like to cap it so we never have to have the discussion again.

Commissioner Auger: When you say forever, there is no such thing as forever.

Commissioner Gallant: Until rates change. If they see it is necessary to change the rates for everyone then obviously we should come up with a new number. My feeling is in order to meet NFPA requirements let's put that sixth one in then they are there every 500' and then go from there. They are replacing five that exist, let them put the other one in and we will be good right through there with NFPA regulations. I don't believe that it is a prerogative of this board to discontinue any hydrants in the district. If we are not willing to pay for those five hydrants that are being replaced, I don't believe that it is the prerogative of this board to eliminate those five hydrants. Adding hydrants is another matter but dropping them off I don't believe it is a prerogative of this board because it would be at the whim of a board every single year.

Commissioner Waldron: Whose prerogative would it be?

Commissioner Gallant: I think that there are state regulations that would control it, govern it as it were. I encourage that those things be looked into.

Steve Bluhm: My question is is this for '09 or '10 that you are taking about?

Commissioner Gallant: They won't go on line until '10.

Commissioner Auger: Bring it up at the next meeting. I'll give it some thought and come up with a number.

Commissioner Gallant: We can discuss it on October 8th, our first budget meeting.

Roland: We have two issues. Do you want to add additional hydrant and the other is money issue that we can resolve at some other time. The contract will be awarded probably on Monday. They opened bids yesterday.

Commissioner Auger: I think they did bring up if did not put the hydrant in it might affect the federal money.

Roland: I don't think it would. We have been awarded the money through the State.

Commissioner Auger: When you applied for that I assume in the contract it says you are replacing.

Roland: Our engineers reviewed all the fire standards. They are the ones that researched the NFPA codes and they are the ones that said you should have one every 500'. They put it in as it should be there. It is in the design.

Commissioner Auger: So they did research it?

Roland: Absolutely. When you guys left we pulled that out and read it. It is in the engineering design. They brought it to our attention. That's where we stand on that, replace the five and add that one. I think that is an issue and the money issue is a separate issue.

Commissioner Gallant: My inclination is to bring that stretch into conformance with NFPA codes which would call for a hydrant every 500'. My inclination would be to authorize the Water District to go forward and install the sixth hydrant. We can address the money issue a different time.

Commissioner Waldron: I disagree. I want the money issue settled before we go putting another on line that's going to cost us money.

TNFD Commissioner's Meeting
September 17, 2009

Commissioner Gallant: Do you want to talk about the money issue right now?

Commissioner Waldron: No.

Commissioner Gallant: I know you would rather put it off for six or eight months but I think we should settle these thing. Everything keeps getting put off. Nothing gets accomplished. Paul what's your inclination? Go with the sixth or not?

Commissioner Auger: I'm a little hesitant there because I don't want to get stuck in the middle putting in the sixth one and then find out we are not going to be able to negotiate on the money part. That's what bothers me.

Commissioner Gallant: A representative of the district has said to you that he will take an authorization to put the sixth one in and we will talk about the money issue as a separate issue later. It's not only that one. You are going to be talking about a money issue on all hydrants that are on line because you want to cap the overall cost at this time.

Roland: We are not talking about the five or the six. We are talking about the whole 79. I think that's where you guys are coming from.

Commissioner Gallant: I think it's clear where we are coming from. This board understands that and your board understands that. That is why I'm not hesitant about the sixth.

Roland: Particularly in that area I think that's the corridor to our towns, Tilton and Northfield, coming from Franklin. We are getting all that traffic coming in. That's the fire standard that has been quoted many times from various people. It certainly would behoove the fire district to say we are in compliance. If you are going to be talking about monies we are not going to be talking about that one or six, you are going to be talking about all of them.

Commissioner Waldron: At the current rates that hydrant is will add another \$1,800 to us every year.

Commissioner Gallant: What do you want to do Kevin?

Commissioner Auger: My philosophy is to go ahead with the sixth one and we will the discuss money issue later.

Further discussion ensued.

Commissioner Gallant: Two of three of us said to go ahead and put the sixth one in.

Public Comment

Chief: On those questions about the National Fire Academy and the cost to the district, the National Fire Academy provides subsidized programs to the fire service. Any firefighter in the United States is accepted into their programs. As part of that, subsidy you get a travel stipend to travel to and from the academy. They provide shuttle service to and from the airport to the academy. The only thing you have to provide for while your there is your meals. That was the only cost to the district on that. That is the benefit of that National Fire Academy. That's what it does for us. You are allotted one travel stipend per year. You can go down there for one two week program a year and get that stipend.

Bills:

Subsequent manifest for Dingee invoice presented to the commissioners for the pump repair on Engine 1. All signed.

Manifest

Commissioner Waldron: The check for \$1,065 to Fire Programs. Is that a purchasing request that was approved?

Chief Carrier: It's our licensing renewal for our incident reporting software. No one else can supply it.

TNFD Commissioner's Meeting
September 17, 2009

Commissioner Waldron: Do we have a sole source for them?

Commissioner Gallant: Nobody else can supply it.

Commissioner Waldron: It's \$1,065. The purchasing policy requires approval for anything over \$750; for any purchase except vehicle repairs over \$750.

Chief Carrier: I guess we thought that common sense would prevail. The fact that Fire Programs is our incident reporting software and we have to have that software license renewed every year in order to continue to run it. That's a very important part of our operation. If we had to go out and search every year for somebody else to provide service, we would actually be buying a whole other fire reporting software program.

Commissioner Gallant: In this case, if no one else can supply it, is that not sole source? One would make that logical deduction, yes.

Chief Carrier: It's just proprietary. Nobody else can sell us a license for Fire Programs software.

Commissioner Waldron: I understand that. That's not what I am questioning. It's the amount.

Chief Carrier: That's what it is. We can go back to last year and see that it was probably the same amount if not a little bit less.

Commissioner Waldron: What I'm saying is it's written that if you spend more than \$750 it comes before the board. It doesn't say unless this is the only place you can get this.

Chief Carrier: I agree with you 100% but I also remember that when we wrote the purchasing policy I asked over and over again if we had to comply with every word of the policy or if there would be times we could come forward and make a request that maybe the commissioners would understand that it was outside the purview of the purchasing policy. I think this is just one of those things that never even crossed our mind that we would need approval for.

Commissioner Gallant: If it will satisfy him take a piece of paper, write down a sole source request, I will make a motion right now to get it approved.

Commissioner Waldron: You are missing the point.

Commissioner Gallant: I guess none of us are getting it.

Commissioner Waldron: NFPA is same way. What is that? It's for \$787.50.

Chief Carrier: We purchase annual code updates from them. It's the ability for us to use their programs. If there are any fire code updates, they send us a disk every time it's updated. We have to buy into that subscription. That would be a subscription just like we were buying new code books every year. Instead it just comes on disk. It also includes your membership fee. With that we are stuck. We have adopted NFPA Codes. We need to have those available to us.

Commissioner Waldron: With National Fire Academy giving us those programs like the one Brad attended, why are we spending \$1,500 for four days somewhere else?

Chief Carrier: This is the premier leadership conference for fire chiefs in the country. It is not a two week class where you would go and sit and be educated for two weeks. It's a variety of different things there. Certainly the educational opportunities are plentiful. There are plenty classes to take there. That's why I have gone since I became chief officer. I think it's very beneficial to me and the department.

Commissioner Waldron: As it has been since I sat on this board, my problem with this trip is the lodging. Every year a \$150 a day or more.

Chief Carrier: I have explained that to you every year that I could spend four nights at an airport hotel 20 miles away from the downtown area of the city but then I would be forced to rent a car or cab and it would come out spending extra above and beyond what it cost to stay at that hotel. That hotel was the headquarters hotel where everything happened and all of the

TNFD Commissioner's Meeting
September 17, 2009

New England Division stayed. They have shuttle service to and from the convention center from that hotel. The banquet was held in that hotel so we didn't have to go anywhere. That's the benefit of staying in those hotels. We are not trying to do it because we want to stay in nice hotels. It just makes sense. That really is a very low cost for hotel in a major city in the United States right now. That was one of the lower priced hotels in Dallas that were offered up to us.

Commissioner Waldron: This check for \$2,034 for the paramedic program. When I read the invoice it looks like we are paying ahead. My understanding in the beginning was that we were paying for past on successful completion.

Greg Michaud: That's what we have been doing all along.

Commissioner Waldron: Wasn't one quarter attended before we paid?

Chief Carrier: The first class.

Commissioner Waldron: It was agreed that payments would be made.

Chief Carrier: That would preclude him from taking the class if he had to wait to be reimbursed. That was part of the deal we made with him upfront. We believed in him. We knew that he could make it through this class so we were going to front the money for him to be able to take it with the understanding if he didn't pass he would be on hook to us.

Greg Michaud: I have attached my grades to every request from the previous semester.

Commissioner Waldron: Whatever happened to the agreement we were going to have for staying on board after completion?

Deputy Robinson: We came up with a redraft of the agreement.

Commissioner Auger: I believe that it was a five year agreement after he completed the course.

Commissioner Waldron: Where is the agreement? Who signed it?

Deputy Robinson: I don't know. I submitted it to the commission and I don't know what happened from there.

Commissioner Gallant: We all saw it.

Commissioner Waldron: Who signed it?

Deputy Robinson: I don't know. I presented it to the commission and I don't know what happened to it from there.

Further discussion ensued.

Commissioner Gallant: The agreement itself is what we are questioning. Let's get a copy of the agreement, get it on the table. Enter into an agreement when he successfully completes the course.

Commissioner Auger: It was in there it did state that if he did not pass the course he would owe us the money.

Commissioner Gallant: The vagueness is what do we do if he leaves?

Commissioner Auger: That's the way it was left right there.

Commissioner Gallant: It was an agreement that the individual comes to board, gets approval to take the paramedic course and we pay his expenses. When they get done they sign an agreement with us. If they don't successfully complete the program they owe us the money. If they leave that was the vagueness. How do you reinforce it? We were funding it upfront definitely.

Commissioner Auger: I definitely think we should have something in writing when time comes.

Commissioner Gallant: The document is in place for that but it has never been enacted upon. Lets get enacted upon at next meeting.

Deputy Robinson: I have the last draft in my computer that was presented. I will bring it in.

TNFD Commissioner's Meeting
September 17, 2009

Commissioner Waldron: Did I see an invoice for an hour meter for the new car one?

Chief Carrier: Yes.

Commissioner Waldron: Did you no there is one already in it.

Chief Carrier: No there isn't.

Commissioner Waldron: I was told there was by Ford.

Chief Carrier: I couldn't find it.

Discussion ensued.

Commissioner Waldron: We are done with the bills. It is okay to release the checks.

Commissioner Gallant: The agreement for Sean Chandler for the parking lot with the Town of Tilton, will you be able to drop that off?

Commissioner Waldron: I will drop it off tomorrow.

A motion was made by Commissioner Gallant to adjourn. Commissioner Waldron seconded the motion. A vote was taken. All were in favor.

The meeting adjourned at 20:47.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: October 15, 2009 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, First Floor, Ninth Grade Classroom, Tilton.