

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	October 19, 2011 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:30 PM.

Present: Commissioners Tom Gallant, Paul Auger and Patrick Clark; Chief Brad Ober, Deputy Chief Mike Robinson, Captain Tim Joubert, Treasurer Roland Seymour and Administrative Assistant Kathy Tobine.

Minutes

September 21st Public

Commissioner Clark made a motion to accept the minutes as printed. Commissioner Gallant seconded the motion. There being no further discussion, vote was taken. Minutes accepted unanimously as printed.

September 27th Public

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Clark seconded the motion. There being no further discussion, vote was taken. Minutes accepted unanimously as printed.

Correspondence

Copies of NH LGC most recently released publications: *2011 Municipal Law Lecture Series* and *The Basic Law of Budgeting: A Guide for Towns, Village Districts and School Districts (2011 Edition)* were received.

Public Comment

There was no public comment.

Treasurer's Report

Roland presented the Treasurer's Report.

Account Balances as of October 19th

1000 Apparatus & Equipment Replacement Fund	\$615,297.24
1002 Debit Card Account	\$4,991.24
1003 Operating Budget Account	\$165,287.43
1004 Payroll Account	500.00
1005 Land & Building Fund	\$217,037.16

Commissioner Auger asked if that was the total in the Land & Building Fund. Treasurer Seymour replied it was. Commissioner Gallant asked who holds the Land & Building Fund. Treasurer Seymour replied the Northfield Trustees of the Trust Funds. He explained that the Trustees put the fund in a money market account at Franklin Savings Bank. Commissioner Clark asked who the Trustees are. Treasurer Seymour replied Polly Fife, Maureen Bouchet and Kevin Waldron. Commissioner Gallant explained that monies in the trust funds have always been in the hands of the Trustees of either Northfield or Tilton.

Apparatus & Equipment Replacement Fund

Treasurer Seymour stated that the first line is for ambulance charges for the first nine months. That averages about \$27,000 per month.

Commissioner Auger asked if it has increased since we started using the collection agency. Chief Ober replied it has not. Receivables run three to four months behind.

Commissioner Clark asked about Account 332, Paramedic Intercept. He wanted to know if that is where Franklin charges us \$350 for an intercept. Chief Ober replied yes.

Operating Budget Account

Treasurer Seymour referred them to the Cash Flow Statement.

Cash Flow Statement

Treasurer Seymour passed out a corrected statement. He had received a phone call from Tim Pierson requesting the Town of Tilton only pay \$50,000 for the month of November. Treasurer Seymour told him that would be agreeable and redid the Cash Flow Statement to reflect that. Treasurer Seymour reviewed the Cash Flow Statement.

Discussion ensued about the encumbering funds.

Commissioner Gallant asked Chief Ober where he sees us having to cut back in order to cover expenditures that will go over. Chief Ober replied we are pretty much on track. The brakes are still on training. He will have a better picture in November. Commissioner Auger asked about vehicle repairs. He wanted to know if there was anything major. Chief Ober replied the lines are in pretty good shape. Discussion ensued.

Commissioner Gallant would like to consider for next year that we might look at reformatting the Operating Budget expenses so they are grouped with detail and then totaled. He is asking that we reformat the expenses so that they don't appear in a numerical sequence but are grouped with the detail and then totaled. As we look at this then we would be looking at groups rather than items. Discussion ensued. It would be a good analytical tool. Chief Ober suggested we do this after the 2012 District Meeting.

Commissioner Gallant asked what exactly the Cap. Out Building and Cap. Out Furniture are used for. Chief Ober explained that these are probably mislabeled. The Cap. Out Furniture was used this year to buy furniture. Discussion ensued.

Discussion ensued about Pressurized Hydrants and why it is a separate warrant article.

It was decided that a good project for 2012 would be to clean up the format of the Operating Budget a little.

Commissioner Gallant motion to accept the Treasurer's Report as printed and as discussed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Chief's Report

Chief Ober reported they have his report in their packet. He asked if they had any questions.

Commissioner Clark asked about the September 14th employer education session at NHRS in Concord. He wanted to know if anything came out of that they needed to know. Chief Ober replied no. It was all on the rates and they have those sheets.

Commissioner Clark asked about LRMFA on September 29th. He wanted to know if that had anything to do with Dispatch. Chief Ober replied it did. Commissioner Clark asked if Steve Bluhm was showing up to those meetings now. Chief Ober replied he is to the Board of

Directors meetings. This was the Association meeting which is the "club" side of it. Chief Ober explained it is like our firefighters have their own association, the member towns have their own association.

Commissioner Gallant asked if the September 19th WRSD School Board meeting is something he normally attended. Chief Ober replied no. He had to meet with them about an issue with the sprinkler system in the new wood burning plant.

Chief Ober went highlighted his reports. Discussion ensued about the calls, how they are entered and the information you are able to obtain.

Chief Ober stated he is working on a report with Captain Michaud to look at how patients were treated and the severity treated, i.e. status 1, 2 or 3.

Commissioner Auger asked about mutual aid calls. Chief Ober replied that the calls are included in his report. He can pull a different report that will show just mutual aid calls.

Fire Prevention

Captain Joubert reported his report is next in the packet. There is a list of activities he has done since the last time he received this report.

Captain Joubert reported that Fire Prevention Week was last week. They didn't get into the schools due to standardized testing. They are going next week and the following week. They are incorporating bike safety this year at Southwick School with Highland Mountain Bike Park. Their staff is coming to teach this. They are going to be going to Union Sanborn School for some classroom and will be bringing the Fire Prevention Trailer. They have been into some daycare facilities.

Today was the last acceptance test for the municipal fire alarm system. The entire radio box system is up and running. We need to pull the plug on the municipal fire alarm system.

Commissioner Auger asked how much time is spent at the schools. He wanted to know if it is the whole school or individual classrooms. Captain Joubert replied they will be spending three days there next week. They will be going into each class and each class will receive literature. He then explained about the Bike Safety Program and Fire Prevention Trailer usage.

Commissioner Auger asked about the high school. Captain Joubert replied they really don't do much at the high school. It is mainly fire drills and lock down drills. Discussion ensued about career day at high school.

Commissioner Gallant asked about open house at the schools. He wanted to know if it wouldn't be a good venue for the Fire Department to be there so the parents could come in to talk to us about their concerns. Chief Ober replied his feeling is they will be more concerned about how their child is doing. Discussion ensued. Chief Ober will reach out to the principals at the schools.

Captain Joubert stated they are taking the Fire Prevention Trailer to the Vets Home next week.

Captain Joubert stated they have been pretty active.

Spray days at The Pines was discussed.

Commissioner Auger asked where is MC&G. Captain Joubert explained that is the store. It is now known as Jah Buda. They are opening tomorrow at 6:00 AM. Commissioner Clark asked what kind of store it was. Captain Joubert stated you could purchase kegs and tobacco products there. Discussion ensued.

Commissioner Gallant requested the Fire Department go up to Mr. Bedard's building at the corner of Route 3 and Grange Road. The building was originally approved as a storage building for boats. It never opened as a storage building for boats. It now has taken on the posture of being professional space. He doesn't believe the building is up to snuff to accommodate what is being done in there. Discussion ensued.

New Business

Chief Ober passed out his memo for purchasing requests.

FireHouse Software

FireHouse Software discussed. He is requesting the purchase of the inspection module. The one that would be very helpful is the FireHouse Inspector for iPad. It is checklist driven. He is recommending they purchase it now. The fees associated with that will be approximately \$1,500. Last year we received \$1,400 in donations for a mobile data terminal for the apparatus. We feel we need to wait on those. We have the iPad. All we need to do is get the application to link to FireHouse. Captain Joubert gave a demo. Commissioner Gallant asked if the fee was a one time fee. Chief Ober replied part of it is a one time fee and then there is an annual license renewal just like any other software. Discussion ensued. Chief Ober recommended they use the money obtained through donations to go toward the purchase of the software. He feels it is too soon to purchase the hardware with all the changes that are occurring. To go along with the pre-plans so they can start putting their pre-plans into FireHouse we need a module called FireHouse Sketch. He is recommending they purchase of that for \$1,175.

Commissioner Clark made motion to authorize the purchase of the software, network maintenance and user licenses at \$1,175 for FireHouse Sketch along with the \$1,500 for FireHouse Inspector for the iPad with \$1,400 coming from the encumbered funds and \$100 from the Apparatus & Equipment Fund. Commissioner Auger seconded the motion. Discussion: Commissioner Gallant stated he doesn't think we are in a posture where we can say to take money from the Apparatus & Equipment Fund. Chief Ober explained the Mobile Inspector would have been used on a laptop. FireHouse Inspector will be used on an iPad. Commissioner Gallant requested Commissioner Clark withdraw the portion of his motion that states the money will be taken from the Apparatus & Equipment Fund. The motion and second were changed. Commissioner Clark made motion to authorize the purchase of the software, network maintenance and user licenses at \$1,175 for FireHouse Sketch along with the \$1,500 for FireHouse Inspector for the iPad with \$1,400 coming from the encumbered funds. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Motion passed unanimously.

Cold Weather Outerwear

Chief Ober stated we have generally purchased and EMS jacket from Globe. The cost of Globe is very expensive. He would like to change to the 5.11 Responder Parker. It is a lot less money. A few already have the jacket as they purchased it on their own. Discussion ensued. Commissioner Gallant made a motion to authorize the purchase of nine 5.11 Responder Parkers for \$269.99 each for a total of \$2,430. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

21A1 Warranty Repaint

Chief Ober reported there are several spots on the 2006 ambulance where the paint is bubbling. It is covered under warranty. We are obtaining three estimates for this work which

will be submitted to Road Rescue for approval. He plans to coordinate this repair when new ambulance gets here and is in service the before old ambulance is sold.

Commissioner Clark asked when the new ambulance is coming. Chief Ober replied he and Captain Michaud will be going down on November 3rd to the factory to do their final inspection. They will be bringing it back on the 4th.

21E1 Repair

Chief Ober stated 21E1 is still out of service from approximately three weeks. The pump transmission had a catastrophic failure during its annual pump test. Dingee Machine Company has been hired to do the repair work for \$2,800. The comparison quote from Desourcie Emergency Products was \$3,923. Dingee will do the repair here. Discussion ensued.

Apparatus Mobile DataTerminals

Chief Ober stated it is his recommendation to hold off on this purchase this year.

Digital Projector

Chief Ober reported a grant was submitted to 3M for a digital projector through their community grant program. 3M shipped a 3M Digital Projector model X21/X26 directly to us. This projector will be used in public education when Captain Joubert goes out. Chief Ober recommended we accept the donation of this equipment and donate our current digital projector to the Pines Community Center. Discussion ensued.

Commissioner Gallant made a motion to authorize the acceptance of the 3M Digital Projector model X21/X26. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Commissioner Gallant asked about the policy regarding the disposal of property. He has no problem with donating it but he would like to review the policy prior to donating it. He requested the donation to the Pines be tabled until Wednesday so they can review the policy.

TNFD Employee Definition

Chief Ober stated that one of his goals that he set back last spring for this year was to actually define the role of the call firefighter and the role of a career firefighter. It really wasn't clear to him as to what their roles were in the original document. Commissioner Gallant stated this comes from page 6 of our Employee Manual. Chief Ober said the revision is as follows:

Full Time Employee would be stricken.

Paid On-Call Employee: *Paid On-Call Firefighter's (EMT) provide the department with highly trained and motivated auxiliary emergency services force. The force supplements the career, full-time personnel, generally on a call back basis. Employees must be committed to attending regular drills, and special training sessions, along with responding to fires, medical aids, rescues, and other emergency and non-emergency calls. Employees may also be responsible for participating in community activities.*

Part Time Employee: *A Part-Time employee consistently works less than 35 32 hours per week and is not eligible to receive benefits.*

Exempt Employee would remain the same.

Non-Exempt Employee: *A Non-Exempt employee is covered by overtime pay and other provisions of the Fair Labor Standards Act. Such employees are entitled to overtime pay for work required to be performed by the Tilton-Northfield Fire Department & EMS over 42-hours per-week and is eligible to receive full benefits.*

- *Shift personnel after 48 hours per week*
- *Fire Prevention & Administrative Assistant after 40 hours per week*

Discussion ensued about the name change to Tilton-Northfield Fire & EMS. Commissioner Gallant stated the establishment of the name is part of the By-Laws. The By-Laws need to be amended.

Discussion ensued about the revision to Paid On-Call Employee.

Discussion ensued about Part Time Employee hours.

Commissioner Gallant made a motion that the proposed changes as discussed under Employee Definitions be adopted as they appear. The only changes proposed are the removal of Full Time Employee and the addition of Paid On-Call Employee. Under Non Exempt we will drop over 42 hours per week. Part Time Employee will drop from 35 to 32 hours per week. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Sale of Ambulance 2

Chief Ober asked for direction from the Board on how they would like to start the sale of Ambulance 2. Discussion ensued. Chief Ober recommended advertising in one of the trade magazines that specifically deal with fire apparatus and Lakes Region Mutual Fire Aid. They have email lists and someone within the system might be interested.

Commissioner Clark asked for the value of the ambulance. Chief Ober stated the trade that was offered was \$5,000. Commissioner Clark asked if there was someone who could appraise the ambulance. Chief Ober replied no. Commissioner Auger asked what Chief Ober he thought we could get for it. Chief Ober stated \$8,000 to \$10,000. Discussion ensued.

Chief Ober asked the Board if another department within the State was interested in purchasing the ambulance if they are willing to sit on it until that department's annual meeting in March. It was decided they were willing to do that.

Commissioner Gallant made a motion for Chief Ober and Deputy Robinson to work within the parameters of our purchasing policy allowing them to choose the sources to market the ambulance through not tying them to a minimum bid but set their marketing to get the optimum amount for it within a 30 day period. Commissioner Auger seconded the motion. Discussion ensued about when to advertise the ambulance. It was decided to start the process at this time due to advertising lead time. There being no further discussion, vote was taken. Motion passed unanimously.

Old Business

Underground Storage Tank Memorandum of Understanding

Chief Ober passed out the draft of the MOU. He requested the Commissioners read it and come back to their next meeting with comments. Commissioner Gallant requested the comments from the Tilton Board of Selectmen be given to them next week. It was decided they will review the MOU next month.

Northfield Board of Selectmen Request

Commissioner Gallant stated he was remiss in bringing the letter he had drafted to the Northfield Board of Selectmen relative to Chief Ober. He will bring the letter to the meeting so they can discuss it Wednesday.

Firefighter Feedback

Commissioner Clark presented the results of the survey. They received 11 responses. He tabulated the results. He highlighted the results. The one they were most in agreement with is recommending a call firefighter to the Department. Both full-time and call firefighters thought

TNFD Commissioner's Meeting
October 19, 2011

that was a great idea and were on board with that. Number two was rating your attendance in training. They felt like they were doing a fairly good job in getting to training. Number three was rating the training offered. That came in third. Training is right up there at the top out of all of these in terms of from their perspective how they feel about what is going on relative to these 12 questions they looked at. Respect across fire department members came in fourth. In the top five it is a respectable level. When you get down to seven, eight, nine and ten it's interesting to look at those. Seven is facility maintenance by full time firefighters. Eight is implementing FireHouse Software. He thinks some of the full time people are being exposed to it but not all of them. The call firefighters aren't getting exposed to it as all. Chief Ober stated the call firefighters are not exposed to it at all. As for the career staff, they have varying exposure to it. Commissioner Clark stated facility maintenance and vehicle maintenance by call firefighters seems to be at the low end. Deputy Robinson asked how they were rated. Commissioner Clark stated the top rating was one and the low rating was five. If you look at this there are only a couple of them that are three and higher. They are both maintenance areas. He feels we got pretty high marks. There was quite a bit of written feedback as well. Discussion ensued.

Non-Public Session

Commissioner Gallant made a motion to go into non-public Session per RSA 91-A:3, II(a) to discuss personnel issues at 7:45 P.M. Commissioner Clark seconded the motion. There being no discussion, roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes; Commissioner Tom Gallant, yes.

At 7:45 P.M. they have gone out of public session.

There being no further items to come before them in non-public session Commissioner Gallant made a motion to go out of non-public session at 8:10 P.M. Commissioner Clark seconded the motion. Roll call vote was taken: Commissioner Pat Clark, yes; Commissioner Paul Auger, yes; Commissioner Tom Gallant, yes.

At 8:10 P.M. they are back in public session.

Commissioner Gallant made a motion for the minutes of the non-public sessions of September 21, 2011 and September 27, 2011 remain sealed as they deal with personnel issues. Commissioner Clark seconded the motion. There being no discussion, vote was taken. The motion carried unanimously for the minutes to remain sealed.

Adjournment

Commissioner Clark made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Vote to adjourn was unanimous.

The meeting adjourned at 8:12 P.M.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: November 16, 2011 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.