

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/12/2014 at 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield

Commissioner Dolecal called the meeting to order at 17:33.

Present: Commissioners Les Dolecal, Paul Auger, Patrick Clark; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson, Treasurer Roland Seymour

Budget Committee Present: Donnie Stevens

Public Present: Gretchen Wilder, Kevin Waldron

Treasurer's Report

Roland presented his report. The account balances are as of today.

Apparatus & Equipment Replacement Fund	\$211,000.00
Apparatus & Equipment Replacement Fund CD	400,000.00
Operating Budget Account	226,000.00
Land & Building Fund	248,000.00

Roland reported they have collected \$244,000 through November 12th in the Apparatus & Equipment Replacement Fund. Last year they collected \$294,000 through the same time period. We will probably pick up another \$40,000 to \$50,000 so we will be close to the \$300,000. Discussion ensued about the budget.

Gretchen asked Roland what he does. Roland replied he reconciles the bank accounts, proves the balances and signs the checks. . The Budget Committee and the Commissioners do the budget. As far as the budget goes, once it is approved it is entered at the office. He does not enter any bills or do payroll.

Roland reported on the Operating Budget. Northfield owes \$159,047 and Tilton owes \$238,032. Letters have been sent to each Town requesting payment by the end of December.

Discussion ensued about petitioning DRA to over expend the budget. Roland commented that the unassigned fund balance was \$385,861 at the end of 2013. Discussion ensued about the letter to be sent to DRA and the amount to be requested. There was lengthy discussion about the amendment made to Warrant Article 5.

Fire Prevention Report

Chief Sitar presented the Fire Prevention Report. October was Fire Prevention Month. The month was very successful. We had an open house which was very successful. There were programs at the schools; Southwick, Union Sanborn and the preschools. Fire Prevention people went out and educated the children on fire prevention and safety measures. The Fire Prevention trailer went to the Vet's Home. One hundred (100) employees went through it and had fire extinguisher training. There were several fire extinguisher training classes held throughout the month. Chief Sitar reported there were 55 inspections done. Discussion ensued about the fire drills that were conducted.

Chief's Report

Chief Sitar gave his report. There were 109 incidents in the month of October; 72 were EMS in nature which equates to approximately 66% of the total incident volume for the month. There were only four duplicate calls; one of them was a third call. This equates to about 4% of the call volume for the month which is quite low.

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Normally we are in the 17 to 20 percent range. Commissioner Auger asked what the third call was. Chief Sitar explained that the report did not generate that information. The chances are that the third call was an EMS call.

Chief Sitar commented that Clayton Communications ran the phone line to the water district office. It is operational.

A flu clinic was run at the fire department on October 22nd.

Firefighter/Paramedic Justin Kantar successfully completed his probationary period.

Chief Sitar presented a request to attend the Annual Apparatus Inspection and Maintenance Conference being held in Florida in January. He gave the Board a pamphlet on the conference. Discussion ensued about the conference.

Chief Sitar commented that we are 86.6% through the budget year. He highlighted the accounts that they are over budget in; call company salaries, telephone, IT, vehicle repairs labor, other professional services, electricity, heating fuel, equipment maintenance & repair and vehicle repairs parts. We are still on budget at this time with expenditures. He explained we are on budget with total expenditures at 85.8% while we are at 86.6% through the fiscal year. There are still two more months of bills. He is holding the line on everything he can but we will still be over budget.

Chief Sitar commented he emailed the latest draft of the RFP for the Fire Station Consultant to the Board for their review.

Public Comment

Kevin Waldron commented on the Commissioners meetings that he attended last night and tonight. What he has seen is they have a public meeting with very little organization. The fact that they historically have an agenda and you didn't last night or tonight, it is clear to him that without Kathy they are lost. They should not be in that position. They knew she was going out. They should have made arrangements. They have no minutes. That is a violation of NH RSA open meeting laws. They have a non-member of the Board directing the meeting. None of that should take place. He watched the Chief run the meeting. The Chairman calls, sets the time and runs the meeting. Commissioner Dolecal replied that she is running the meeting. She feels that Kevin way out of line on that one. Discussion ensued about Kevin's concerns.

Kevin commented that the unreserved fund is not a separate fund. That money sits in the general fund. Nobody made that clear.

Kevin asked if the audit by Melanson Heath was a full audit and wanted to know the cost. Chief Sitar explained it was a full audit and cost around \$7,000. Kevin commented full audits cost around \$15,000 and is glad that the Board did not go back to full audits. Gretchen commented it cost \$8,600.

Kevin commented he does not see the value of the Chief's proposed seminar in Florida. Discussion ensued.

Kevin asked if changes have been made to the purchasing policy. Commissioner Clark commented they increased it to \$750 before the Chief has to provide the Board with rationale. Discussion ensued about the manifest that was signed and whether some of the purchases followed the purchasing policy. There was discussion about the vehicle maintenance program.

Kevin commented that if the Board is going to allow the public to address the Board the meetings go smoother if you do that in the front.

Gretchen Wilder questioned line 630.220 Copier Service in the operating budget. Commissioner Auger explained this is the annual service contract which includes the toner. Chief Sitar explained that this machine is used for multiple things including printing, faxing and scanning.

Gretchen recommended they need to cross train employees. It is very important.

Gretchen requested Chief Sitar email her his amended Fire Chief's Report.

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Gretchen commented on the budget process. She has heard the anticipated increase in the school budget is 14%. The budget should be completed in the October/November time frame so the Budget Committee can work on it.

Discussion ensued about changing the Treasurer's position from an elected position to an appointed position.

Other Business

Discussion ensued about future meetings. The following dates and times were set.

December 3 rd	2:00 PM	Center Street Station	Pre-bid Conference
December 3 rd	5:30 PM	Northfield Town Hall	Budget Work Session
December 10 th	5:30 PM	Northfield Town Hall	Regular Meeting
December 17 th	5:30 PM	Northfield Town Hall	Budget Work Session
December 23 rd	5:30 PM	Center Street Station	Bid Opening

Discussion ensued about the budget hearing.

Adjournment

Commissioner Dolecal adjourned the meeting at 1931 hours.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 12/3/14 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.