

Tilton-Northfield Fire & EMS Commissioners' Meeting

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| Meeting Called By: | Commissioners | Date, Time: | 10/21/2015 at 5:30 PM |
| Transcribed By: | Kathy Tobine | Place: | Northfield Town Hall, Downstairs Meeting Room, 21 Summer Street, Northfield |

Commissioner Clark called the meeting to order at 5:31 PM.

Present: Commissioners Paul Auger, Patrick Clark and Dennis Manning; Chief Michael W. Sitar, Jr., Deputy Chief Michael J. Robinson, Treasurer Roland Seymour and Admin. Assistant Kathy Tobine

Public: Kevin Waldron, Gretchen Wilder, Paula Benski

Treasurer's Report

Roland presented his report. The checkbooks are all in balance as of September 30th.

The account balances as of September 30th are:

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| Apparatus & Equipment Replacement Fund | \$404,964.56 |
| Apparatus & Equipment Replacement Fund CD | 406,554.97 |
| Debit Card Account | 4,427.32 |
| Operating Budget Account | 294,434.32 |
| Payroll Account | 500.00 |
| Land & Building Fund | 199,427.02 |

Roland reported that as of today we have earned \$6,545.97 in interest on the Apparatus & Equipment Replacement Fund CD. It is a five year CD.

Roland reported that in 2014 we collected \$285,000. We are at \$223,000 now. We should pick up another \$50,000 to \$60,000 by the end of the year.

The Operating Budget was discussed. Roland believes we will come in within our budget. We are at 77.9% of the budget. Chief Sitar explained we are at 82% of the fiscal year. He explained he is worried about the overtime, heating, sewer, gasoline and vehicle repair parts as they are over budget now.

Public Comment

Kevin Waldron commented that he has a copy of the minutes from August. He questioned the \$1,800 anonymous donation. It was explained that the donation was for Call Company uniforms.

Kevin questioned where the interest earned on the Apparatus & Equipment Replacement Fund Certificate of Deposit went. Kathy explained that the interest is added to the CD.

Kevin wanted to know if the District is getting charged by the Water District for the hydrant at Taco Bell. Chief Sitar explained that it is a private hydrant and we will not be billed for it. Taco Bell paid the bill for the installation of the hydrant.

Kevin asked who completed the paperwork for the Bert Southwick bequests. Kathy explained that Roland completed the paperwork. Discussion ensued about the bequests.

Discussion ensued about the Apparatus & Equipment Replacement Fund. Gretchen recommended the Board get clarification from DRA on the Apparatus & Equipment Replacement Fund.

1. Can the interest earned on the money received from the bequest from the Bert Southwick Farm Trust and placed in trust be deposited in the Apparatus & Equipment Replacement Fund?
2. Can the interest earned on the Apparatus & Equipment Replacement Fund remain in the fund?

Kevin expressed his concerns regarding the 2016 budget; i.e. the revised employee compensation scale, full time deputy chief, shift schedule and pumper. Discussion ensued. Commissioner Clark explained Chief Sitar presents his proposals to the Board for their review. Commissioner Manning addressed Kevin's concerns as well.

Gretchen Wilder commented on the CIP and wage scales.

Kevin asked if the engine being requested will be a third engine. Chief Sitar explained that it has not been decided yet whether it will be a third engine or not.

The Call Company was discussed.

Correspondence

Scott D. McGuffin Attorney At Law: Notification that Myrna J. Tenney bequested TNFD rescue squad \$1,000.00 in her will.

Chief's Report

Chief Sitar presented the Fire Prevention Report with the Chief's report.

1. Fire Prevention Report for September
 - There were 38 Fire Prevention inspections in which 28.1 man hours were used.
 - The report was included in the handout.
 - AutoServ Kia is under construction, they should be open for December.
 - Aroma Joe's on West Main Street should open the end of next month.
2. Run Report for September 2015
 - The report was included in the handout.
 - For the month of September there were 137 incidents.
 - 90 of the incidents were EMS in nature which equates to 60% of our total incident volume for the month.
3. Overlapping/Simultaneous Incidents for September 2015
 - The report was included in the handout.
 - There were 24 overlapping/simultaneous incidents for the month where three of the incidents was a third call.
 - Overlapping/simultaneous incidents accounted for 18% of all incidents for the month of September.
4. The Facilities Committee met on October 14th. Their next meeting is Wednesday, October 28th, at 5:00 PM. Commissioner Manning provided in-depth information on what transpired at the meeting. He explained the cost per square foot is \$200 according to WarrenStreet. The Committee feels they are down to a reasonable square footage.
5. Budget Concerns: Chief Sitar reported that as of October 9th we are 82.7% through our fiscal year. Career Overtime @ 86.7%, Call Salaries @ 94.2%, Heating @ 90.2%, Sewer @ 103.6%, Gasoline @ 92.5% and Vehicle Repairs/Parts @ 110.9%. Overall we are at 77.9% total expenses for the year. The measures taken for the last two months to help the District remain within the allotted budget have had a positive impact. He has restored the in-house training for all department members on

Monday evenings. The next priority would be to increase Call Company responses to first call emergencies. Discussion ensued about the budget concerns.

6. The Fire Department Open House was Saturday, October 17th. Attendance was not as good as last year. They are reviewing what can be done to increase attendance next year.
7. Chief Sitar reported he is working on a grant to improve our portable radio coverage and replace our current mobile and portable radios. There will be a small percentage (5%) match that will have to be appropriated from the Apparatus & Equipment Replacement Fund to secure the grant. That amount has yet to be determined. Discussion ensued.
8. Chief Sitar reported he hosted the October meeting of the NH Association of Fire Chiefs October 8th at the Lochmere Country Club. The meeting went very well.
9. Chief Sitar reported on the vehicle repeaters. He will not be purchasing them this year as the FCC has made a change in the rules governing vehicular repeater systems for public safety. This makes it very advantageous for the District to wait until next year to make the purchase. This expense is out of the Apparatus & Equipment Replacement Fund.
10. Chief Sitar reported the Apparatus Committee has been meeting. They are exploring how to best utilize the current fleet to maximize the use of each vehicle while also reducing overall vehicle costs for the Department.
11. Chief Sitar reported he is currently working on the following:
 - Revised Employee Compensation Scale
 - FIRE Acts Grant for radio replacement and reception improvement
 - Capital Improvement Plan (CIP)
 - New Staffing Plan
 - Employee Performance Evaluation Form
 - 2016 Budget to include:
 - New wage plan
 - New shift schedule
 - New pumper with funds to be expended in 2017
 - New mobile and portable radios; possibly a multi-year replacement program
 - Increase in the Call Company Salary line
 - Increase in the Training line

Fire Prevention

Chief Sitar presented the Board with a pie chart of the Fire Prevention Captain's work week. Discussion ensued about the Fire Prevention Assistant's work week. Commissioner Auger commented that Laconia does not have a Fire Inspector. Chief Sitar explained Laconia has a Deputy Chief in charge of inspections. Discussion ensued about the difference between the two positions.

Old Business

Pay & Wage Scale

Chief Sitar presented the Board with a new plan to go to four shifts by hiring a civilian fire inspector at 32 hours with no benefits. Commissioner Auger commented that if it saved money, he would be for it. Chief Sitar commented that it will increase the salary line. Discussion ensued.

Capital Improvement Plan

Chief Sitar requested the Board of Commissioners make a decision on which version of the CIP they would like to endorse. The CIP was discussed in detail. Commissioner Auger made a motion to stay

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with two engines. Commissioner Manning seconded the motion. Discussion ensued about the effect this would have on the CIP. There being no further discussion, vote was taken. Motion passed.

The Pay & Wage Scale was discussed again. Chief Sitar is to email a revised version of the 2016 salary worksheet using this year's wage scale.

Minutes

September 8, 2015

Commissioner Auger made a motion to accept the minutes of September 8th as written. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

New Business

ADA Compliance

Chief Sitar commented the Northfield Town Hall is not ADA compliant. Discussion ensued. Commissioner Clark made a motion that Chief Sitar write a letter to the Selectmen of the Town of Northfield letting them know we cannot meet in Northfield due to ADA compliance. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Facilitator Fee

Commissioner Manning brought up the possibility of a facilitator fee for formal land searches. Discussion ensued about the money that was voted from the Land & Building Trust Fund for the Fire Station Consultant. The Board decided they need more information before they can make a decision.

2015 Audit

Commissioner Clark made a motion to continue to use Melanson Heath for our 2015 audit. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Clark made a motion to adjourn the meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 8:44 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 11/18/15 at 17:30. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.