

TNFD Commission Meeting
Minutes
August 3rd, 2005

Meeting called to order by Commissioner Gallant at 1800 hrs. Present: Comm. Gallant, Comm. Sleeper, Chief Carrier, and Treasurer Seymour.

Comm. Sleeper made a motion to accept the minutes of the July 7th meeting that had been previously distributed by mail. Comm. Gallant offered one correction – both pick up trucks will be one tons. Comm. Gallant seconded, and the minutes were accepted unanimously.

The audit report was discussed. Comm. Gallant began the review of the report. He asked Treas. Seymour if he had any objections to the report, and the treasurer stated that he did not. Treas. Seymour further stated that he did not have a clear and/or strong understanding of the new GASBY 34 requirements. Comm. Gallant explained that the requirements have to do with fixed assets and the reporting of such assets. Comm. Gallant stated that he does not have any exceptions to the report and Treas. Seymour agreed. Comm. Gallant stated that he has not seen a management letter. He would like it to be stated that Plodzic and Sanderson should not distribute copies of the audit – we will be the distributors. Comm. Gallant also drew attention to a footnote in the audit which clearly indicated that we are not bound by the line items of the budget. He also stated that the footnoted indicated that we are able to carry equity in our budget.

Treas. Seymour gave the Treasurer's report. He reviewed the expanded view of the budget in order to offer more detail to the questions that arose last month concerning several different lines in the budget. He also reported that the MS Form must be filed by the end of August. Comm. Gallant will get the form from Janine and complete it. Comm. Sleeper noted that the new copy machine expense is reflected in the office supplies line. He stated that this should be a capital expense and should be noted in the 740 series lines. Chief Carrier will review that and make the necessary change(s). There was also discussion of the department's future unemployment liabilities and it was estimated that it could be as high as \$2 or \$3,000.

Comm. Sleeper made a motion to accept the Treasurer's Report. Comm. Gallant seconded, and the report was accepted unanimously.

In Captain Ober's absence, Chief Carrier distributed a copy of the monthly Fire Prevention Report. He updated the Commission on the Lowe's project, Tanger Outlet Mall fire alarm improvements and store changes, 2 new stores in Shaw's Plaza, the fireworks store on Rt. 140, a planned renovation to the Wal-Mart store, the status of the

major renovations to Country Lake Resort and its occupancy, the Winnisquam Village Condominium project, and the final stages of the Riverfront Place project on West Main Street. He also reported that he had conducted 28 inspections of various types over the past month, as well as continuing the rental property inspection program. Capt. Ober has set a target start date for the Risk Watch® program in the elementary schools – January 1, 2006. This year's NFPA theme is "Use Candles With Care" and he will be developing a lesson plan for the schools to draw attention to the same. He will also be delivering fire drill and evacuation training to the store managers at the Tanger Outlet Mall. Captain Ober and Chief Carrier met with the new Superintendent of Schools to introduce themselves and establish a relationship. It was reported to be a very cordial meeting and the superintendent seems very supportive of the fire service and of the Risk Watch® program.

There was also discussion of flow tests from the municipal water system. Chief Carrier reported that there is still considerable resistance from the Tilton-Northfield Aqueduct Company to allow us, or contractors, to conduct flow tests for the purposes of determining the available fire flows from a particular hydrant. This has caused a delay for the Lowe's project as they have had to re-engineer the tank which will supply their fire protection. There was a suggestion that we try to hold them off until the Water District purchased the TNAC and then conduct our tests. A brief discussion followed. The chief indicated that he thought Lowe's would not wait due to being on a very tight schedule.

Old Business

Comm. Gallant said that the 2 new pick up trucks are ordered and should be here in October.

Chief Carrier reported that he and Capt. Ober continue to work on gathering fire prevention ordinances from other communities and will bring forward a final, proposed version of ordinances to be acted upon in March at the District Meeting.

Chief Carrier reported that all the feedback received on the new sick leave policy has been very positive.

Chief Carrier reported that the Building Committee had met and that it was decided that a letter would be delivered to the PD Committee (cc'd to the selectmen of both towns) stating that we are not interested in establishing our headquarters on the Sanborn Road property that has been proposed. The committee and the commissioners suggested in the letter that the Town of Tilton, along with the District, consider the use of the Center

Street Fire Station property and adjacent parking lots for a potential site of a Public Safety Facility. The Building Committee also felt that the \$100,000 raised at last year's District Meeting be used to build an addition onto the Park Street Station which would include a minimum of 2 offices, living quarters, and a full basement. The Committee will work on estimating a cost of this addition in preparation for asking the voters for the balance of the money in 2006.

Chief Carrier stated that he had not obtained an estimate for paving the Park Street Station lot since some of the monies in the building capital line had already been expended. The Commissioners still felt a price would be appropriate. However, we should use caution expending the monies since we may need to hire an architect to design the addition to the station.

Chief Carrier reported that he has received requests for direct deposit information with regard to the 2005 Assistance to Firefighters Grant for a new tanker. This is, generally, very good news and usually indicates a high probability for receiving the grant.

The Chief showed the Commission a color print of the department's new patch. The patch will bear the new name (Tilton-Northfield Fire & EMS) and will be red in color.

Chief Carrier reviewed response time and incident statistics with the commissioners. The chief passed out charts which identified response times and the 2005 year to date incident log. The chief stated that the department continues to have a very busy year, being more than 90 calls ahead of last year at this time. The department is projected to finish the year at approximately 1600 call, which would be an increase of over 10%.

New Business

The Chief indicated that the status of Engine 4 has changed recently. It is now out of service with a bent drive shaft. It has been indicated that the transfer case was never correctly matched with the engine, therefore the fix would include changing the transfer case along with the shaft and result in a bill of approximately \$15,000. The chief asked if this was something we wanted to do, since we had planned on replacing the vehicle next year, anyway? The commissioners asked why the drive shaft couldn't be replaced and the truck be placed back into service – after all, it had run that way for almost 30 years? The chief explained that the shaft or the other components would not be warranted and that he did not want to be in the position of running a piece of apparatus that we knew was wrong. He felt that if the truck malfunctioned, it would be a tremendous liability to the District. Chief Carrier explained to the Commissioners that

the Engine 4 was important to the department – serving as the water supply truck. An option that exists is to purchase a demo unit or lot truck from a dealer and defer payments until next year. A good deal of discussion ensued and the Commission instructed the Chief to look into purchasing a new truck and keep them updated on the options and possibilities with both the apparatus and the financing.

At 1925 hours, Comm. Gallant motioned to enter into Non-public Session in accordance with RSA 91-A IIIa. Comm. Sleeper seconded. A roll call vote indicated a unanimous vote to enter non-public session. At 1937 hours, Comm. Gallant motioned to exit non-public session. Comm. Sleeper seconded. A roll call vote was unanimous to exit the session. There were no decisions made during the session.

The next meeting will be held on Thursday, September 1st, at 1800 hrs. in the Center Street Station.

The commissioners signed bills for the previous month.

Comm. Sleeper made the motion to adjourn, seconded by Comm. Gallant. The vote to adjourn was unanimous at 1950 hrs.

Respectfully Submitted,

Chief Stephen M. Carrier
For Clerk Janine Vary