

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	January 5, 2006 at 18:22 to 19:40
Note taker:	Janine Vary	Place:	Center Street Station

Attendees: Comm. Tom Gallant, Comm. Andy Sleeper, Chief Steve Carrier, Deputy Mike Robinson, Treasurer Roland Seymour and Clerk Janine Vary. No members from the public in attendance. Absent: Comm. Harold Harbour and Capt. Brad Ober (on an ambulance call)

Comm. Gallant opened the meeting at 18:22.

Comm. Sleeper motioned to review the minutes. Comm. Gallant seconded. Discussion: Comm. Gallant asked about a fire prevention ordinance noting that safety code was not adopted, etc. Chief stated that the district can adopt the state fire code which adopts the life safety code by reference. We are granted the authority to enforce the rules by the state fire marshal. Comm. Gallant: wouldn't it be a good idea to put a warrant article in as a housekeeping item? Chief agreed adopt NFPA 1 and it adopts it by reference and it will be part of the warrant. Chief would also like a house numbering ordinance. If a house is not visible from street you would have to put a marking outside at a certain size so it is visible from the street. We can get guidelines from 911. Just to raise awareness. Comm. Gallant: about the fee structures, it does not have to be sanctioned by the town. Chief: this is correct and will be proposed at this district meeting. No ranges of dollars but things that can be charged for. Permits to install gas and oil burners, sprinkler systems, etc.

Regarding the building committee meeting, scheduled for January 11 at 17:00. Letter was sent out before Christmas. He has only heard from Michelle Bonsteel, who will be here. Re: the tanker, Chief Carrier signed the agreement with E-One to start production. Gary Bouchet, who was on the tanker committee, will be in the town in Florida that is building the tanker and the proposed engine. He will take a tour of the plant and give us feedback for the design of the truck. The new ambulance may be available next week for Chief to check out and get it lettered, etc. Maybe by February will be up and running. Vote taken to accept the minutes. Accepted unanimously as written by the 2 commissioners present.

Review of Treasurer's report. Will be \$5,300 under the budget amount. Roland reviewed different line items. Roland had a question about the auditors and having a contract with them for the 2006. Janine had been in touch with them. They have given a cost of \$3,000 for this year's audit. Comm. Gallant asked Janine to contact them for a contract. Comm. Gallant wants to look at the actual items posted under certain line items. Will review before we do our annual report.

Roland also brought a report of the Trust Funds currently held by the Fire District. Truck fund has \$191,500, Land and Building has \$108,482. Rescue Fund, which is the ambulance fund, has \$138,697. We had gotten approval from the district to spend up to \$136,000 for the ambulance last year. Comm. Gallant asked Roland how quickly the funds will be able to be ready to pay for the ambulance. Roland said they would transfer to our general fund probably overnight. We will need this to pay for the ambulance when we receive it. We need to show an accounting of the truck fund and the rescue fund at the end of the year. Will need to reflect the change in February when we take money out for the ambulance and the balances remaining to have the body to authorize to take the money out of the trust funds to put into the new "Apparatus Replacement and Equipment Fund" that was voted on last year. Will need to work on the working of that warrant article to reflect the correct amounts.

Comm. Sleeper motioned to accept the treasurer's report as written. Comm. Gallant seconded. Unanimous vote to approve the Treasurer's report by those commissioners present.

Fire prevention officer – was still out on a medical call. Comm. Gallant would like him to mail his report to the commissioners.

Truck committee will next meet on January 26 at 5:00pm for replacement of Engine 4. Committee is made up of the same members of the tanker.

Commissioners reviewed a letter Chief Carrier wrote to town of Belmont regarding Winnisquam Fire Dept, Comstar funds, etc.

Chief: Call volume: up 12.9% over 2005. Interesting to note that MVA's are only 20% of the total medical calls. Chief said year end stats from dispatch showed only a 15% difference in calls that aren't toned out from dispatch. Many towns have a much greater percentage for service calls that are not actually toned through dispatch. We run only second to Plymouth for motor vehicle accidents. Comm. Gallant would like to see how many MVA's happen on Interstate 93 verses other locations. There was more discussion of the statistics shown.

There was more discussion regarding fee schedules, construction of senior housing, etc. Will we be able to meet the increase in demand? We need the personnel available. Should that come to the cost to the average taxpayer or to the developer? Comm. Gallant feels it should be looked at. Roland recommended looking at the cost of an ambulance run and see if it is a break even or loss. Chief feels that we break pretty close to even; and, we also don't go after the taxpayer. We write off \$100,000 a year. Comm. Gallant would like that information in our report this year. Many people don't realize that we don't charge residents who do not have insurance. Comm. Gallant recommended Chief to put that in his article for the annual report.

**Old business**

Was discussed during review of last month's minutes.

**New business**

2006 budget. Comm. Gallant said we needed to review where we stand on the 2006 budget and if we want another work session or just go to the public hearing. Chief: just needs to adjust the auditor's expense to \$3,000. There was discussion about any changes to the number of personnel as a result of the 2 public work sessions. Chief: If we add the three people we will be back to where we were, to have 3 people each shift and he still feels that is the direction we should go. Comm. Gallant: Having Chief and Brad available to go on calls verses having to go on the second calls would allow them the time to perform their duties.

Comm. Gallant doesn't feel we need another work session, Comm. Sleeper and Chief agreed. But in light of final numbers for 2005 that were only available today, Comm. Gallant suggested Chief to go over the 2006 numbers looking at what was spent in 2005. We do have some accounts that show a greater difference between estimated and actual expenses.

Roland asked about the part time secretary position. He feels adjustments could be made in operations. Comm. Gallant is not in favor of that position when comparing the need for that position verses a firefighter position. All at the table agreed. Chief agreed that probably adjustments could be made to better prioritize Janine's duties. This will be discussed further. By eliminating the part time secretary position, would result in a 9% increase in the budget from 2005.

Comm. Gallant motioned to pay the bills. Comm. Sleeper seconded.

Clerk Vary verified with both commissioners that the first Thursday of each month is the date for 2006 Commissioners meetings. Both agreed.

Motion to adjourn meeting made by Comm. Gallant at 7:40, seconded by Comm. Sleeper. Meeting adjourned

**Next Meeting Date, Time,  
Place:**

**February 2, 2006 at 18:00 at Center Street Station**