

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	July 11, 2007 at 18:00 to 20:10
Note taker:	Janine Vary	Place:	Center Street Station

Attendees: Comm. Tom Gallant, Comm. Bob Watson, Comm. Kevin Waldron, Treasurer Roland Seymour, Chief Steve Carrier, Deputy Mike Robinson, Capt. Brad Ober, Fire Prev., and Clerk Janine Vary. Absent:

Comm. Gallant called meeting to order at 6:02PM. Preview of previous meeting minutes. Kevin reported he did not receive again via email. [Janine later discovered an error in the "Fire Commissioners" email list. This has been corrected]. Tom motioned to accept. Minutes. Seconded by Kevin. Minutes unanimously accepted by all commissioners.

Review treasurer's report that had been emailed on 7/6/07. Roland: a report dated 6/28/07 showing Jan thru June 07 was reconciled with bank accounts. To that report dated July 6 we need to add receipts from both towns. Northfield receipts \$246,000 and Tilton receipts are \$458,600. \$706,083 total revenue to date. Tom verified that expenses are on accrual basis; Roland affirmed. Bank charges, line 340 has been corrected. Chief commented that vehicle repairs, both cost of mechanic and parts, are both running high. E1 has been one problem after another. Chief stated things that are higher percentages are things billed out, everything else looks pretty close to being online. Tom asked if there were any other questions. Gretchen asked question. The group health and workers comp is yearly, yes, confirmed. That was the operating account. Now reviewing the Apparatus and Equipment Fund: Roland commented that total receipts is \$106,760.95 as of today and is stated on the 7/6/07 financial report. It appears we are lagging behind a little bit for revenue. Tom commented that revenues lag 3 months behind due to processing. No other questions or comments. Tom motioned to accept the Treasurer's report dated 7/6/07 as printed and motion was seconded. All commissioners unanimously voted to accept treasurer's report. Also, Tom motioned to accept the treasurer's report dated 6/28/07 which was reviewed, also and this was seconded. Commissioners voted unanimously to approve this report, also. Tom commented that the A/P Aging Summary of invoices that had also been emailed was reflected in the 7/6/07 report, Janine concurred.

Fire Prevention Report. Not much more new activity. Tanger Outlet Stores is ahead of schedule with the new construction in the parking lot. The Tilton School dorm building should be completed soon and the faculty apartment building in a couple of weeks. Another building is on schedule for completion for Sept. 1 for school year. Everything else the same. Anchorage is online with timelines for getting violations fixed. He has met with 2 new possible building projects contractors. One is a restaurant across from entrance of Home Depot, and another strip mall across from Lowe's Plaza. They did have a purchase and sales agreement on property; looking at a 5 or 6 store strip mall. Chief asked about Hodgdon Road property, thought he saw a sign up there. Brad commented that there a couple of subdivisions meeting with the planning board in Northfield, but hasn't heard anything. Review of Fire Prev. activities – numbers include some from FF Greg Stetson. Next month will possibly be going out on his own. Right now he has been with Brad for training purposes. Will be showing Greg's numbers separately from Brad's. Kevin asked about the Hampton Inn near Bensons. Brad hasn't heard anything new about that property. Tom asked for any other questions. None, he thanked Brad for report.

Old business

E4 bid. Mike R. reported new activity through the magazine ad with Firetec. We received another offer locally for \$2500, but we have Middle Creek Fire Dept. offering a bid for \$5500. Mike has entered into a verbal agreement with them. There are a few minor things that we need to do. We'll need to make road worthy. Their intentions are to drive E4 back to Tennessee. Could be this weekend. We need to repair the electric pump and the siren needs to be repaired. Kevin made a motion to ratify the verbal agreement that Mike made for the sale of E4 for \$5500, as is and as seen. Seconded by Bob. Vote taken and commissioners unanimously approved the motion.

DRA letter draft. Letter reviewed by all. Tom commented why letter had to be written. The amendment did not include the payment for the loan this year. Janine drafted the letter and has sent a copy of draft to Jamie. Tom asked Roland to run an amortization schedule to be able to put the amounts in the first paragraph for principal and interest. Will include Tom's office phone number for his contact. We do want to get it to them soon per their request. The blanks will be filled in with Roland's amortization schedule and Tom's number.

David Hall was introduced by Chief Carrier as our newest captain. Chief handed him the captain shield for his helmet and a captain's badge and congratulated him on his accomplishments as did the Deputy and the Commissioners.

Call volume reviewed. Chief reported numbers are down about 17 calls. We have been having periods that are very slow. Since July 1, however, we have been very busy. We had many calls yesterday. He feels we may be on pace by end of July. October 06 we had flooding, so that is why was high. Trend has been that it goes up a couple of years then stabilizes. Sometimes economy affects call volume, also.

Comstar offered to provide a service to bill for non transports. Chief got more info on that from Rick Martin from Comstar. Copy of email was given to all. There are only 3 companies that pay but one is Medicare, which is a big customer. We could bill for any non transport calls we go to. Chief felt it makes sense if we go to a MVA and we treat a laceration, or to a diabetic emergency and then they refuse transport. We have used materials and our time to treat and we could try to recoup some of that. We would clearly state it a non transport on the report and records would be electronically picked up by Comstar. Tom verified that these bills would be billed same way as far as residents. Mike commented that we will need to flag the third party calls. Chief said this is already being done, need to train people to categorize the patient the correct way. Chief doesn't see it as a problem. Chief said we can come up with a fee that we feel is fair and then we bill. Kevin asked if it is the Chief or is the commissioners who would determine the rate. Tom stated that the commissioners set the rate. Tom said we would need a recommendation from Chief and then ratify it. He thinks that Medicare probably has approved rates that they will pay. Feels we'll have to fashion the rate according to the carriers who are paying it.

Tom asked Chief to get back to commissioners by next month with an amount and commissioners will ratify it at next months meeting. Chief asked when we wanted to activate – he believed it could be done at any time. He could get that information by next week and it could be discussed at next week's meeting on the 19th. Tom instructed Janine to make a new notice for next week's meeting that says there will be one item that will be open for anyone to sit in on next week.

GASB inventory, Chief handed out a list of all pieces of equipment valued at \$10,000 or more. Tom spoke to the list. These assets fall into the category that we discussed last month. Tom will plug into the grid that he made and will sit down with chief again next week to discuss. The list shows purchase prices. Kevin about the difference in the purchase cost of 21A1 and A2. Chief said maybe they bought some of the equipment with the ambulance, could be the difference of the prices. A new stretcher, a new defibrillator, could make cost higher. The newer ambulance came in stripped. Chief said we could do some research to see what made the difference in the purchase prices. Tom will work on the depreciation rates. He needs the date of purchase with these items.

Hydrant Flow tests. Chief said that Jim Dalton came in yesterday and said he would have in a workable format for us on Friday. Chief believed that Roland will address billing. We did some training on West Main Street and worked with the hydrant. Now we know for sure what the pressure is at - 139 gals per minute. We used a nozzle creating a smaller orifice to get the pressure higher. At least we now know how to use the equipment that we have, trying to maximize what water we have in those low flow hydrants. Kevin asked if they could receive a copy of the information that Jim gives TNFD once received. Chief agreed. Tom mentioned that there was discussion last month relative to putting a storage tank down on West Main Street. Chief affirmed. They had met with Tim who runs the property. He talked briefly about the cistern and they are looking at their options. Tom asked Roland about the storage tank. Roland first announced that Jim Dalton is on administrative leave from the Water Dept., so some things are on hold at this point. The flow tests were done on the hydrants and can't remember the number, TNFD has a letter coming that will be pulling some hydrants on West Main Street and a couple others, at least 18 hydrants, are coming out of the billing to the Fire district. Approximately \$7,000. Fire Commissioners will be getting a letter from Water District Commissioners shortly. Water District commissioners hadn't gotten the final info from the superintendent. Water District is working toward rehabbing 35,000 to 40,000 feet of pipe that needs to be laid. He commented that we do have a possibility of a couple of cisterns but they are not on the front burner as to being done. He thought that the 15,000 20,000 to give supply at the first run, then we could run off the tanker. So who do we talk with, Roland said Chief needs to talk with the water district. It has been assigned to get looked into. Chief commented that the other cisterns in town are 30,000 gal. and are buried in the ground. Realize this would be temporary fix but, if above ground, would create a freezing problem. He feels the best answer is an underground cistern in back of their property. Then the fire dept. wouldn't have to have special connections, etc. The owner appeared to consent to that. There is a small problem with accessibility because he locks the property. Roland asked if the fire dept. would want to pursue? Tom said the property owner would have to grant the Water District rights to have an easement. This obviously would be a benefit to the property owner. Roland knows we need to replace the 6" line but not sure when. Asked commissioners if OK to have more conversation with the property owner. Tom said Chief, Brad. Kevin: asked Roland when he speaks of "district's expense", which district is Roland speaking of. Roland felt it was a Water Districts expense, but he doesn't know about the other commissioners. Chief, asked about the private hydrants. Can we do the flow tests working with the water district crews. Roland said we would just need the property owners' permission. Roland commented on Jensen's trailer park having hydrants in but no water to them. Tom feels that that should be discussed with him about putting in a cistern in the park. Kevin asked about the non or under performing hydrants in Northfield - do the Water commissioners feel the same about not charging for them. Roland said yes; there are some on Park Street, some on West Main and one on

Peabody. The Howard Ave. and Coffran Ave hydrants are poor. Chief commented that the hydrants on Granite Street are low flow but he doesn't feel they are real bad like West Main Street. However, Howard and Coffran Avenue hydrants are only a 2 inch line. Tom felt info he shared tonight was encouraging to him and the board. Encouraged about the relationship between the two districts pursuing the cistern.

Chief wanted to report on the Calef Hill Road numbering. This did end up in the newspaper. The town, via Katherine Dawson, said here's all the info, I think it is a fire dept issue. Chief felt a town issue. Did enter into conversations with Franklin Fire. They felt it is Tilton's problem. These people were given Franklin addresses. We felt we could do it with a regional dispatch however, police in two towns do not. Tilton's lawyer felt that the fire depts. could work it out. However, Franklin did not agree. So Tilton has two roads with the same name. There are only 6 houses involved. 911 said put in 2000 the numbers for houses in Franklin. He feels we could train our people but on the event if we have a new call member who wouldn't know. However, he did a letter back to the town. They are the 911 numbering agent and he feels that the town will need to repair. The lots are in Tilton but the road is in Franklin. Kevin asked how we would go to those houses now, and Chief said Franklin way. The road is in Sanbornton, Tilton and Franklin. If the name is there and if there is any confusion on our part at all, we would be found at fault. It puts too much responsibility on all members of the fire dept. Chief will make sure the run card indicates to call Franklin to be first due as an automatic responder. The Police Dept., however, cannot identify it as a Tilton property and also there is the issue of two counties involved. We can't agree to leave the name of the road the same. It was overlooked in the setting up of the properties during the planning process. Chief doesn't want to accept the liability for someone else's error in planning. Chief believes that Tilton will be discussing it tomorrow night.

New business

Tom asked about any other business. Kevin. Commented that there was an email on April 5th in one of the last paragraphs Janine asked "do you want to send this to other commissioners". What his question is, why is there and how much communication goes on with the chairman that the other commissioners are not aware of? Tom can't comment but said if it is DRA related then she usually sends to Roland and Tom. Kevin wants to know why he and Bob wouldn't get these communications. He feels that if they are a 3 member commission, all 3 should receive all communications. Tom instructed Janine that every piece of email sends to send to all commissioners. Tom commented it would be good for Kevin and Bob to become very familiar with the DRA aspect of the fire district seeing they may be playing a larger role in that responsibility.

Kevin also asked about something from the 8th relative to Janine going to a Dept. of Labor training. She made a comment regarding direct deposit and our need to get approval from DOL to pay the call members quarterly. Was wondering if we have dealt with these issues. Janine commented that she that the Direct Deposit was all set but hadn't heard from any of the commissioners regarding the quarterly payroll issue. Tom made a motion to submit paperwork to DOL regarding paying of the call members quarterly to deal with the quarterly payroll issue; Kevin seconded. All members voted to do so. Tom instructed Janine to get paperwork to Kevin for his review and submission.

Kevin asked if we had received the July 1 hydrant bill. . Roland responded that we will probably get it by the end of the week. Kevin also commented that the fire district now has a new prescription drug carrier. Wanted to know if there would be a cost savings to the fire dept. Chief explained that Local Government Center made this new contract, no change to our cost.

Kevin commented that on Old home day 2007, he witnessed the TNFD fire prevention pickup carrying 3 100 pound propane cylinders with a person also in back. Kevin asked about the proper way to transport these cylinders. He was told by fire marshal's office that that was not appropriate. Chief stated he was disappointed that this question was brought up here and not in his office. TNFD members were participating in a community event to raise funds for the call members. He didn't feel it was a great risk, it was just a short distance and these firefighters are well trained regarding propane and its handling. He will note Kevin's comments.

Bob didn't have any thing else.

Mike had nothing.

Tom mentioned that we have a meeting on Thursday, July 19, 2007 at 5:00 to originally discuss a personnel issue and now regular business, also. He asked for comment from the public.

Gretchen Wilder requested that the fire district put in a little blurb asking for volunteers for the budget committee. Gretchen is looking for us to put in the newsletter, and on the web site and also on the town of Tilton's web site. She also asked for the Tilton statistical report of the Tilton hydrants done by the Water District. Tom mentioned that Brad had those. Gretchen will email a request in for that report. The budget committee is planning to meet right after Labor Day.

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Roland asked if we had a hydrant list with some statistical info. Chief responded that Jim Dalton had given us a report that had all the info after the flow testing that was done for Tilton. Brad was trying to work the information into Excel. Roland said that the Water District commissioners were not given a copy this report for the hydrants in Tilton. He will request from Chief.

Tom motioned to go into Non-public session per RSA a 193:3c. Bob seconded. All in favor: Bob aye, Kevin aye and Tom aye. Non-public session started at 7:28pm.

Tom motioned to go out of Non-public according to RSA 91-A:3 II.c at 8:05 PM. Seconded by Bob. Roll call vote taken to go out of non-public session: Bob aye, Kevin aye and Tom aye. Tom motioned to go to regular session, seconded by Kevin at 8:06PM.

Tom motioned to seal the minutes of the preceding nonpublic session according to RSA 91-A:3 II.c, seconded by Kevin. And approved by each commissioner. Minutes of non-public session held on 7/11/07 to remain sealed.

Tom motioned to pay bills and was seconded.

Tom motioned to adjourn meeting at 8:10PM, seconded by Kevin. Meeting adjourned 8:10PM.

Next Meeting Date, Time, Place:

August 2, 2007 at 18:00 at Center Street Station