

Tilton-Northfield Fire & EMS

Commissioners' Meeting

Meeting called by:	Commissioners	Date, Time:	September 11, 2006 18:06 to 19:50
Note taker:	Janine Vary	Place:	Center Street Station

Attendees: Comm. Tom Gallant, Comm. Harold Harbour, Comm. Bob Watson, Chief Steve Carrier, Deputy Chief Mike Robinson, Treasurer Roland Seymour and Clerk Janine Vary. Gretchen Wilder, Budget Committee

Absent: none

Comm. Gallant opened meeting at 18:06. Asked to review of previous month's minutes. Harold motioned to review the minutes and seconded by Bob. No discussion. Harold and Bob accepted the minutes as written and Tom abstained due to not being at the meeting.

Treasurers report. Roland handed out copies. Includes all bills up to today. date of report is 9/11/06. Have \$34,000 in Comstar account. Apparatus and Equip fund has \$31,000. There was discussion about the grant monies appearing in the report as "Income" and "Expenses". Tom prefers the \$15,000 that came from Lowe's to be identified as miscellaneous revenue not grant. (That money was actually received in 2005 but expended in 2006) Tom also asked to keep grant revenues and grant expenditures out of financial report. Roof repairs for Center Street station will come out of 720 account. Chief stated bill not in yet. Vehicle repairs are high due to engine 1 major repairs. He's not expecting any other large expenses this year. Tom would like to see what the major items are in the 660 account and identify these to be able to explain why we overran that account. Bob asked about the motor on the boat. Chief said carburetor problems and a part in engine had to be replaced. We were only charged for half the labor but still high. Salaries and wages are a little below what was predicted. Tom motioned to accept treasurer's report' Harold seconded. All voted to accept the treasurer's report.

Report of fire prevention officer: Chief presented for Brad who was doing a training for TNFD members. Kohl's opening the 30th. Pizza Hut construction started in vacant lot. Tanger Outlet has a few new stores. Tilton school projects in full swing. Cross Mill development still being built up. Increased the size of the domestic water tank and running a 10" line from that. Tom asked if the houses are required to be sprinklered. Tilton has now passed that all new construction will be sprinklered. Chief will bring that to Brad's attention. Holiday Express nothing new on that site. Tom mentioned that Hampton Inn doesn't have a permit to get septic lines under the track. Chief reported the Water District will be extending 16" line up Laconia Road and we may get 2 hydrants out of that. HBA warehouse in Nickerson's development now saying won't be any construction other than for storage. Nova Voyagers have been dealing with water department to put in a hydrant, required by NFPA. Monthly activity. 2 orders to vacate. Ledge Road, building in disrepair and electrical and structural problems. Tenants were moving out. 822 Laconia Road a trailer with elevated CO levels; hot water heater was venting into the house. House was posted until it could be repaired.

Chief commented that our relationship with Water District is good.

Old business

Tom commented on the Tilton Police committee: proposed recommendations for upgrading quarters won't fit on existing lot. Committee gave him to Oct. 1 to finalize recommendations. Tom felt timing would be good to have Chief get together with both TNFD Building and Police committees. Chief did meet with the architect to work up a space needs and now have the square footage needed on paper. Tom felt that CS Woods was too far to put our headquarters there. There was more conversation about a substation and staffing.

New Engine 3 special meeting. Tom: our Warrant Article 13, was reviewed and approved by DRA, however, they will not stand by their approvals now. Tom read some of their letter. Per RSA 8a:2 article would also need a 2/3rds ballot vote. If were going to lease the balance, then you can't use the trust fund. We didn't expect the truck to be ready until next year. We weren't sure how we would finance the balance. The 2006 minutes of Fire District state we were going to come before the body again for that vote. However, we are going to have to petition the courts for a special meeting to deal with this article. We have \$167,000 in the truck capital reserve fund. Leasing doesn't necessarily make any sense, loan would be better. We have to finance \$155,000. Roland has come up with FSB with most reasonable interest rate of 4.25 no prepayment penalty and no origination fee. Tom made a motion that the board authorizes the Treasurer and Chairman to pursue financing with FSB at 4 1/4 % borrowing \$155,000 over a period of 8 years with monthly payments, payments to come out of the Apparatus and Equipment account. Harold seconded. All commissioners voted in the affirmative. Motion passes. Tom also commented that we want to have 2 warrant articles at this special meeting. We would like to have one warrant article to close out the Truck Trust Fund to the Apparatus and Equipment Account and close out the Rescue Trust Fund to the Apparatus and

Equipment Account. then all these payments would come out of the Apparatus and Equipment Account. The second warrant article would be to authorize us to withdraw from money from the Apparatus and Equipment Fund. so there is no question in the future. Apparatus and Equipment account is not a trust fund. There will be no trust fund. this is a reaffirmation of that to ask body for how we will pay for the balance of the truck fund. we already have their approval to buy the truck and remove the money from the trust account. we are going back to them to ask how do you want to finance the 155,000. Tom is asking DRA to write the warrant articles. we will have to have a public hearing. tom will pursue tomorrow. he emailed Jamie Dow today. Chief: interest rate on a lease is 5.3% from mfg. The 4.25% rate is give if it is a direct withdrawal from our checking account per Roland.

Mike: truck sales. Both trucks have been advertised on Firetec Apparatus Sales' web site (www.usedfiretrucks.com) and will be in their magazines in October issues. We haven't had any hits yet. Tom: the revenues would not be going into general fund, right? Would we have to take a vote in March and remove from the general fund and put into Apparatus and Equipment Account? Tom will check into. Mike: we can sell ourselves if they sell, we pay 10%. Chief felt we should advertise locally. Could do as a bid process. It would have to be written carefully so it wouldn't conflict with our agreement with Firetec. Tom recommends that we just let them try to sell. After 30 or 60 days, then cancel the agreement and try another avenue. Establish a minimum bid price like they did. Mike said the agreement is for a year or until either party writes to cancel.

Tom: regarding the financial statement draft from Plodzick and Sanderson, he doesn't have any problem with anything that appears in the report. The opinion letter doesn't offer any opinion because we aren't doing the GASB 34 and their statements have to cast a negative light. We would need to conform to that statement only if we were going to get bonds, etc. He and Roland will try to meet those requirements for the 2006 audit. If you look at page 15, the 3rd to the last paragraph, they state that the information is presented fairly if you leave the GASB 34 out of it.

New business

Chief informed commissioners that LGC sent a questionnaire regarding the handling of qualifying cobra events. They needed to decide if LGC would handle all the paperwork regarding this or did the board want the office to handle it. There is no cost to the district if LGC handles. , Tom motioned that LGC can be responsible for taking care of any qualified Cobra event and Bob seconded. Commissioners voted and motion passed. Janine will notify LGC.

Chief handed out copies of the preliminary budget for 2007. To be discussed next month.

Janine will not be able to attend the next Commissioner's meeting on Thursday, October 5, 2006. Chief will takes notes for meeting.

Direct deposit (from Old Business): discussion was held. Comm. Gallant was very opposed due to cost and several other reasons but put motion on the floor. No more discussion. Bob motioned to accept direct deposit for full time employees and Harold seconded. Tom voted against the direct deposit. Motion carried 2 for and 1 against.

Bob had a question about false alarms. Would there have to be wording to adopt a fee structure we could charge for false alarm activations. Would we have to have an ordinance proposed to charge a fee for false alarms. Tom would be in favor to look into this for next district meeting. Also Bob asked about bylaws – does the fire district have bylaws? Chief said we don't have anything currently. Tom: we reaffirmed our purpose at last district meeting. Bob wanted to know if there were any rules about the positions and responsibilities. Tom feels the RSA's regulate what we do. Bob asked if we could adopt some. Harold asked Bob to sit down and write some for us, do a draft and present to body. Tom handed out a letter that was sent to the towns earlier this year from Charlie Chandler that explained our history and there are bits and pieces in district meetings. He knows a sitting firefighter cannot be a commissioner. Both towns have to be represented. Tom said it would be a good idea to sit down and put all those pieces together.

There was discussion about the new election procedures voted in at last district meeting. Harold is up for re-election. Can both communities be represented? We need to have fair representation. Non-partisan ballot was discussed. Janine has been in touch with the secretary of state's office. The district needs to have voting open at least 8 hours 11:00 to 7:00pm. We will have to be a different ballot from towns and will need to be hand counted at end of voting. Mr. Scanlon from Sec. Of State recommended to hold voting same day as town voting. She is still waiting for him to verify that we could hold our district meeting before the actual voting took place.

TNFD Commissioner's Meeting Minutes
September 11, 2006

Gretchen Wilder had to leave but wants dates of Budget committee meeting to be posted on web site and will get minutes to Janine to post, also.

Tom motioned to enter into nonpublic session at 7:35pm. will be discussing a personnel issue. Harold seconded. All commissioners confirmed to go into non-pub session.

Commissioners came out of nonpublic session at 7:42pm. Tom motioned to pay bills. Harold seconded.

Tom motioned to adjourn meeting at 7:50pm. Bob seconded to adjourn.

Meeting adjourned at 7:50.

Next Meeting Date, Time, Place:	October 5, 2006 at 18:00 at Center Street Station
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Respectfully submitted,

Janine L. Vary
Clerk