

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 09/14/23, 4:30 PM

Transcribed By: Kathy Tobine

Location: Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton, NH

Call to Order

Commissioner Auger commented that this is a Budget Workshop and called the meeting to order at 4:56 PM.

Attendance

Commissioners Paul Auger, Eric Pyra, Tim Sattler; Chief Michael Sitar and Administrative Manager Kathy Tobine

2024 OPERATING BUDGET

Chief Sitar commented that anything that is highlighted he doesn't have numbers for. The Commissioners will need to decide on the Executive line as he does not make those decisions.

4130 Executive: \$9,500

Kathy reviewed the funding of this line in the 2023 Budget.

Commissioner Sattler made a motion to fund line 130.02 Commissioners at \$6,000; line 130.03 Clerk at \$1,500; line 130.04 Treasurer at \$1,500 and line 130.05 Moderator at \$500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

4140 Elections: \$2,500

Discussion ensued about the number of District Meetings that were held in 2023 and the possible number of meetings to be held in 2024.

Commissioner Auger made a motion to fund this line at \$2,500. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

4150 Auditing: \$8,300

Chief Sitar commented that this is a contracted price.

Commissioner Auger made a motion to fund this line at \$8,300. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

4153 Legal

Discussion ensued about 2024 anticipated legal fees. It was agreed that Chief Sitar would contact Attorney Fitzgerald to see if he could provide any insight into how much the court case and expert witness might cost prior to funding this line.

4155 Personnel Administration

Discussion ensued. It was decided this will be revisited once the rates have been received from the insurance companies and wages & salaries have been determined.

4194 GENERAL GOVERNMENT BUILDINGS

410 Electricity: \$17,600

410.01 Center Street Station: \$9,000

After discussion of energy rates, Commissioner Pyra made a motion to fund this line at \$9,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken, motion passed.

410.02 Park Street Station: \$5,000

After discussion of rates, Commissioner Sattler made a motion to fund this line at \$5,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken, motion passed.

410.03 Park Street Tower: \$1,000

Chief Sitar explained that we have not received an electric bill for the tower yet. After discussion, Commissioner Sattler made a motion to fund this line at \$1,000. Commissioner Pyra seconded the motion. There being no discussion, vote was taken, motion passed.

410.04 Spaulding Tower: \$2,600

After discussion, Commissioner Sattler made a motion to fund this line at \$2,600. Commissioner Pyra seconded the motion. There being no discussion, vote was taken, motion passed.

411 Heating Fuel: 8,200

411.01 Center Street Station: \$5,000

After discussion, Commissioner Pyra made a motion to fund this line at \$5,000. Commissioner Sattler seconded the motion. There being no discussion, vote was taken, motion passed.

411.02 Park Street Station: \$3,200

After review, Commissioner Sattler made a motion to fund this line at \$3,200. Commissioner Pyra seconded the motion. There being no discussion, vote was taken, motion passed.

412 Water: 2,200

Discussion ensued about domestic and fill line water usage at Center Street and Park Street. and what has been spent through the second quarter of 2024.

412.01 Center Street Station: \$1,000

Commissioner Sattler made a motion to fund this line at \$1,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken, motion passed.

413.02 Park Street Station: \$600

After review, Commissioner Sattler made a motion to fund this line at \$600. Commissioner Auger seconded the motion. There being no discussion, vote was taken, motion passed.

412.03 Center Street Fill Line: \$300

Commissioner Auger made a motion to fund this line at \$300. Commissioner Sattler seconded the motion. There being no discussion, vote was taken, motion passed.

413.04 Park Street Fill Line: \$300

Commissioner Auger made a motion to fund this line at \$600. Commissioner Sattler seconded the motion. There being no discussion, vote was taken, motion passed.

413 Sewer: \$1,000

Commissioner Pyra commented that the sewer usage is based on water usage. Discussion ensued about the usage through the second quarter.

413.01 Center Street Station: \$500

Commissioner Auger made a motion to fund this line at \$500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken, motion passed.

413.02 Park Street Station: \$500

Commissioner Auger made a motion to fund this line at \$500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken, motion passed.

430 Repairs & Maintenance

Chief Sitar commented that Captain Tim Ames is in charge of building maintenance and repairs. He requested the Board skip this section until he has received all the information.

430.01 Center Street Station

430.05 Center Street Fire Alarm Monitoring

430.011 Generator

430.02 Park Street Station

Chief Sitar commented that he is waiting for a price to replace the sign on the building. The Board decided to skip this waiting for the cost to replace the sign. They would like to see the cost of replacing the doors and windows.

430.06 Park Street Fire Alarm Monitoring

This was skipped and will be reviewed later.

430.03 Custodial Supplies

It was decided to skip this until they have more information.

430.07 Dumpster: \$1,540

Commissioner Auger asked if the price includes the 8% increase. Kathy replied, it does. Chief Sitar explained this is a contracted price. Discussion ensued.

Commissioner Auger made a motion to fund this line with an 8% increase at \$1,540. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

430.04 Landscaping: \$300

Discussion ensued about what this line covers.

Commissioner Auger made a motion to fund this line at \$300. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

660.11 Riding Mower Maintenance: \$150

Commissioner Auger made a motion to fund this line at \$150. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430.08 Shedd Road Communications Tower: \$50

Chief Sitar explained this is for propane for the generator.

Commissioner Pyra made a motion to fund this line at \$50. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

430.081 Shedd Road Tower Monitoring: \$1,500

Commissioner Auger commented that this is a set figure. There is nothing they can do about this. Discussion ensued about the monitoring.

Commissioner Auger made a motion to fund this line at \$1,500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

430.09 Park Street Communications Tower: \$100

Commissioner Auger made a motion to fund this line at \$100. Discussion ensued about what the \$100 covers. Commissioner Sattler seconded the motion. There being no further discussion, vote was taken. Motion passed.

430.091 Park Street Tower Monitoring: \$1

Chief Sitar explained that he is not having this monitored yet as there isn't enough equipment in there at this time. When more equipment is added, he will have it monitored.

Commissioner Auger made a motion to fund this line at \$1. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

4196 Insurance

260 Workers Compensation: \$

This will be revisited once the renewal rates have been received.

480 Property & Liability Insurance: \$

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This will be revisited once the renewal rates have been received.

480.01 Property & Liability Insurance Deductible: \$1,000

Discussion ensued about the deductible and how often it is used.

Commissioner Pyra made a motion to fund this line at \$1,000. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

4220 Fire

100 Salaries & Wages

This will be revisited.

335 School/Training Fees

This will be revisited.

341 Telephone: \$14,430

341.1 Office Telephone Service: \$2,740

After review, Commissioner Auger made a motion to fund this line at \$2,740.

Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

341.2 Cellular Services: \$6,990

After discussion of the cell service, Commissioner Pyra made a motion to fund this line at \$6,990. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

341.5 Internet Services: \$4,700

Chief Sitar explained this is for our fiber connection.

Commissioner Sattler made a motion to fund this line at \$4,700. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

342 Information Technology

Chief Sitar commented he is still waiting for final numbers on our IT Services. It was agreed this will be completed once they are received.

350 Medical Services: \$13,860

350.01 33 Physical Exams @ \$420: \$10,860

Chief Sitar explained this is for the firefighters' annual physicals. This covers career personnel as well as the call company personnel.

Commissioner Auger made a motion to fund this line at \$10,860. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

350.02 5 New Employee Physicals @ \$600: \$3,000

Chief Sitar explained that new employee physicals are more expensive as they are the baseline, and more testing is needed. Discussion ensued.

Commissioner Auger made a motion to fund this line at \$3,000. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

390 Other Professional Services: \$1

After discussion of what this covers, Commissioner Auger made a motion to fund this line at \$1. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

392 Background Checks: \$520

Kathy explained this is for Criminal Background checks and Motor Vehicle reports on four new employees.

Commissioner Auger made a motion to fund this line at \$520. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

550 Printing: \$500

After reviewing printing needs that cannot be done in-house, Commissioner Auger made a motion to fund this line at \$500. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

560 Dues & Subscriptions: \$6,132

Chief Sitar explained that these are all fixed prices. The various dues and subscriptions were discussed.

Commissioner Sattler made a motion to fund this line at \$6,132. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

620 Office Supplies: \$3,150**620 Office Supplies: \$3,000**

Discussion ensued about what this line covers. Commissioner Auger made a motion to fund this line at \$3,000. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

620.1 Data Destruction: \$150

Kathy explained that this covers the mobile shredding of any medical records over 10 years old. Commissioner Auger made a motion to fund this line at \$150. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

625 Postage: \$500

Commissioner Pyra asked if we purchased stamps prior to the increase this year. Kathy commented that we did not.

Commissioner Sattler made a motion to fund this line at \$500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

635 Gasoline: \$7,000

Chief Sitar commented that the price has gone down, so we have been spending less. However, prices are creeping up again. Discussion ensued about how much money has been spent to date. Call volume was reviewed.

Commissioner Sattler made a motion to fund this line at \$7,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

636 Diesel: \$28,000

Commissioner Sattler made a motion to fund this line at \$30,000. Motion failed for lack of a second.

Commissioner Pyra made a motion to fund this line at \$28,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

670 Books & Periodicals: \$85

Commissioner Sattler made a motion to fund this line at \$85. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

680 Departmental Awards: \$3,000

Kathy informed the Board that we have spent \$430 to date. Chief Sitar commented that the date has not been set for this year.

Commissioner Pyra made a motion to fund this line at \$3,000. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

685 Uniforms: \$14,050

Chief Sitar explained that this line covers the Career, Call Company and Support Company uniforms.

685.01 Career Uniforms (18@ \$600 ea): \$10,800

Commissioner Auger made a motion to fund this line at \$10,800. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

685.02 Call Company Uniforms (14@ \$200 ea): \$2,800

Commissioner Auger made a motion to fund this line at \$2,800. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

685.06 Support Company Uniforms: \$1,450

Commissioner Auger made a motion to fund this line at \$450. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

690 Miscellaneous: \$1

Commissioner Auger made a motion to fund this line at \$1. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

775 Dry Hydrants & Cisterns: \$2,000

Chief Sitar explained this is the repairs and maintenance of the dry hydrants and cisterns. Discussion ensued.

Commissioner Auger made a motion to fund this line at \$2,000. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Discussion ensued about the next meeting on the budget. Kathy commented that October 17th will be the next meeting. They also have a meeting on October 30th.

Adjournment

Commissioner Auger made a motion to adjourn at 6:37 P.M. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 6:37 P.M.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Manager

Next Meeting Date, Time, Place:

October 3, 2023, 5:30 P.M.
Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton, NH