

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	April 09, 2014, 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:39 PM.

Commissioner Auger announced there will be a recess at 7:00 for the Budget Committee to meet.

Present: Commissioners Paul Auger, Patrick Clark, Les Dolecal; Chief Michael Sitar, Jr., Deputy Chief Michael Robinson, Administrative Assistant Kathy Tobine.

Public Present: Joyce Fulweiler, Scott Davis, Patricia Consentino, Jane Alden

### Election of Chair

Commissioner Auger nominated Commissioner Dolecal as Chair. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

### Correspondence

None

### Minutes

#### March 12, 2014

Commissioner Auger requested an update on the CPR class for Northfield PD. Chief Sitar reported that the class is over. Commissioner Auger made a motion to accept the minutes of March 12<sup>th</sup> as printed. Commissioner Clark seconded the motion. There being no discussion vote was taken. Motion passed.

### Public Comment

None

### Treasurer's Report

Roland presented the Treasurer's Report. Account balances are as of today.

Apparatus & Equipment Fund: Roland reported \$65,036.33 with interest has been collected to date.

Operating Account: The report was reviewed. Roland commented everything looks good. It is early in the budget year to predict whether we are going to be over or under.

Commissioner Dolecal made a motion to accept the Treasurers Report as read. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

### Fire Prevention Report

Chief Sitar presented the Fire Prevention Report. There were 39 inspections in March. Captain Joubert is still working on the fee schedule. Commissioner Dolecal asked what the process entailed to change the schedule. It was explained that a public hearing would need to be held on the matter and then the next month the Board would vote on it.

Discussion ensued about Captain Joubert's report and the various inspections.

#### Chief's Report

Chief Sitar presented his report. There were 107 emergency responses in March of which there were 9 fire related, 63 medical related and 35 other types of calls. During that period they had 16 simultaneous calls for emergency service and they were able to cover all 16 with call firefighters and mutual aid.

Deputy Robinson reported there has been noticeable improvement in the call firefighters response.

Commissioner Auger asked about the physicals that call firefighters are required to take. Chief Sitar explained that all structural firefighters are required to have an NFPA physical. If there are issues, they are addressed. If there are firefighters that have issues that cannot be resolved, they will not be used as an interior structural firefighter. They will be assigned to other duties. Deputy Chief Robinson explained they are working on job classifications. Discussion ensued about the job classifications and types of physicals required for call people.

Deputy Robinson reported the other project they are working on is the Explorer program.

Chief Sitar reported they have instituted a quality assurance and quality insurance program for EMS runs.

Chief Sitar reported a committee has been established to evaluate Engine 1 to determine whether they should repair, rehabilitate or replace this piece of apparatus. They are doing this as part of the Capital Improvement Plan.

Chief Sitar reported they are reviewing the preventative maintenance procedures of the fleet to be sure they are following the manufacturer's preventative maintenance schedule for each vehicle. Discussion ensued about the equipment maintenance program. Discussion ensued about the CIP equipment replacement schedule.

Chief Sitar reported the station wear policy is being reviewed. Some of the station wear garments in use do not comply with NFPA standards which is NFPA1975, 2009 edition. NFPA's standard is 100% cotton or Nomex pants.

Chief Sitar requested the Commissioners provide him with their expectations and goals for him for this year. Commissioner Clark would like to discuss this at a separate meeting from a regular Commissioners meeting. Commissioner Dolecal requested Chief Sitar provide the Board with the areas he feels they need to focus on in the future at this meeting.

#### Old Business

##### Paramedic Policy

Commissioner Clark reviewed the policy. Discussion ensued about the changes Captain Joubert recommended. It was decided the changes would be made to the policy and the Board will meet on the 15<sup>th</sup> at 5:30 PM to finalize the policy.

##### Surplus Equipment Disposal

Chief Sitar reported he is recommending the list of surplus equipment that he had presented at the last meeting be donated to the Auxiliary. They could then join the town wide yard sale to sell the items. The policy regarding disposal of surplus property was reviewed. Discussion ensued. Commissioner

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Auger made a motion to donate the surplus equipment to the Auxiliary. Commissioner Dolecal seconded the motion. There being no discussion vote was taken. Motion passed.

Commissioner Clark made a motion to waive the 30 day posting policy on the surplus equipment and post the list on the website by Friday, April 11<sup>th</sup>. Commissioner Dolecal seconded the motion. There being no discussion vote was taken. Motion passed.

**New Business**

UST Oversight Committee Representative

Chief Sitar commented that the Board needs to appoint a representative to the UST Oversight Committee. The Fire Chief has been the Board's representative in the past. Commissioner Clark made a motion to appoint the Chief as their representative to the UST Oversight Committee. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

Payroll Policy

Chief Sitar presented the Board with a payroll policy delegating authority for review of the payroll manifest and authorization of payment of the payroll to the Fire Chief until such time the Fire Commissioner relinquishes this authority. Kathy explained the Treasurer called her and Commissioner Auger and was adamant he was not going to sign payroll checks until after payroll was approved by the Board. Commissioner Auger had requested that Chief Sitar and Kathy present the Board with a policy to resolve this issue. Discussion ensued. Commissioner Dolecal made a motion to accept the payroll policy as presented. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

Accounts Payable Policy

Chief Sitar presented the Board with a policy addressing the Accounts Payable. Discussion ensued. It was decided the policy will be revised and reviewed at the next meeting.

MS-32

Kathy presented the MS-32, Report of Appropriations Actually Voted, to the Board of Commissioners for their signatures. She explained this report must be sent to the Department of Revenue Administration annually after District meeting. The Board signed the MS-32.

**Recess**

Meeting recessed at 6:55 PM for Budget Committee meeting.

Meeting reconvened at 7:36 PM.

Present: Commissioners Paul Auger, Patrick Clark, Les Dolecal; Chief Michael Sitar, Jr., Deputy Chief Michael Robinson, Administrative Assistant Kathy Tobine.

Public Present: Joyce Fulweiler, Scott Davis, Patricia Consentino.

Budget Committee Present: Jane Alden, Donnie Stevens, George Flanders, Peter Fogg, Tim Sattler

Warrant Article 5

Chief Sitar explained that due to the amended warrant article 5 we would like to request the Department of Revenue Administration approve our over expending our budget and taking the money from the unreserved fund balance. This will not raise the taxpayer rate at all.

Commissioner Clark made a motion to sign the letter requesting DRA allow us to use unreserved funds to make payment. Commissioner Auger seconded the motion. Discussion ensued about the amount

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being requested. Chief Sitar explained we are asking for the \$46,000 that was cut from the Apparatus & Equipment Special Revenue Fund budget by the amendment to warrant article 5. There being no further discussion vote was taken. Motion passed.

Joyce commented she went through the same thing in 2008 with the Sewer District in Tilton. DRA was very helpful with the process. It took approximately a month.

Discussion ensued about the Apparatus & Equipment Special Revenue Fund. Joyce recommended the ambulance fees be kept in that fund. Commissioner Clark commented "The best process, if you have an issue, is to bring it up at the public hearing on the warrant articles. The Board can then check to be sure that everything is correct. Then if it is brought up on the floor the Board can report they did check that out. That way there are no surprises."

Adjournment

Commissioner Auger made a motion adjourn. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion to adjourn passed unanimously.

The meeting adjourned at 7:45 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** 05/14/2014 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.