

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	May 14, 2014 at 15:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton

Commissioner Dolecal called the meeting to order at 17:34.

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

Employees Present: Captain David Hall

Minutes

April 29, 2014

Commissioner Auger made a motion to accept the minutes as printed. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Correspondence

Northfield Sewer District sent a notice regarding the Winnepesaukee River Basin Project Special Assessment. They have been assessed \$54,000 for the 2014 Budget Year running from April 2014-April 2015. They have been assessed this amount by Federal Mandate and have no control over the amount. Our sewer bill will be increasing \$38.03 per quarter.

DRA response to our request for an emergency expenditure for \$46,000 under the provisions of RSA 32:11 was received. They have denied our request at this time. If it becomes necessary, we can readdress this request in the last quarter of the fiscal year.

Town of Tilton notice of preliminary assessment values was received. Land Value: \$30,300; Other Value: \$162,800; Total Parcel Value: \$193,100.

Public Comment

Commissioner Clark reported that a citizen and his wife had stopped him at the grocery store to tell him how thrilled they were with the service they received during an emergency. Chief Sitar reported they had written a letter to the paper as well.

Treasurer's Report

Roland presented his report. The account balances are as of May 14th.

Apparatus & Equipment Replacement Fund	\$471,921.20
Operating Account	\$273,404.39
Debit Card Account	\$5,000.00
Payroll Account	\$500.00
Land & Building Fund	\$248,415.36

The Debit Card carries an impress balance of \$5,000 and the Payroll Account carries an impress balance of \$500. The Operating Account includes the unreserved fund balance. Tilton is making monthly payments and Northfield is making quarterly payments. The Apparatus & Equipment Fund was revenues were discussed. Roland reported that we are about the same as last year. Discussion ensued

about the amendment to the Apparatus & Equipment Fund budget as District meeting. Deputy Robinson stated when this account was set up it was intended for this account to be self-sufficient.

Discussion ensued about the interest being earned on the accounts. Roland reported we are earning interest on the Apparatus & Equipment Fund, the Operating Account and the Land & Building Fund.

Fire Prevention Report

Chief Sitar presented the Fire Prevention Report. Captain Joubert performed 56 inspections. There is nothing going on construction wise in the community. The District's portion of the Wal-Mart project is completed. Captain Joubert conducted a class on fire extinguishers with Spaulding students.

Discussion ensued about the permitting process.

Chief's Report

Chief Sitar presented his report. There were 112 incidents in April. This is 2.5 incidents higher than the previous four year average. There were 68 EMS incidents which equates to 61% of total incident volume for the month. There were 16 overlapping/simultaneous calls for the month. Three were third calls. All the calls were handled without mutual aid although there were some paramedic intercepts with those. Overlapping/simultaneous calls accounted for 14% of all incidents for April. That is an acceptable percentage. Chief Sitar said, "When you get to more than 20% of the incidents being simultaneous, you need to reevaluate as to whether the call company is getting out or you need to add more staff." Discussion ensued about the level of service the public will accept and response times.

Chief Sitar commented that the CIP plan recommends replacing one of pumps in the next fiscal year. Part of this process is to evaluate the current situation. To get a totally unbiased opinion, both Engine1 and Engine3 were sent to Valley Fire for a report on that. They have given a preliminary report on their findings.

- Engine1 has multiple areas of minor surface erosion. One area of major surface erosion is in the cab area near one of the running lights. This needs to be addressed fairly soon as it could cause a pinhole where water could enter the cab and cause more damage. The pump failed to meet its certification. It was certified as a 1500 gallon per minute pump from the factory. It could not meet that certification. It pumped 1438. It struggled to do that. Before they did the pump test, they drained the gear oil and it's obvious that water is getting in to the gear oil and all the seals are gone. The pump needs to be rebuilt. There is a high likelihood of the pump failing at a fire. Discussion ensued about rebuilding the pump. The pump cannot be replaced as it is not made any more. The role of Engine1 has been reduced at this time due to probability of pump failure. The worst case scenario is \$12,000 to \$14,000. Three additional quotes are being gotten on rebuilding the pump. Discussion ensued on the needed body work. Chief Sitar explained he is waiting for the final report from Valley Fire.
- E3 pump passed its certification test. There are multiple areas of corrosion. Overall the truck is a pretty good truck. If these issues are addressed, it should last quite a bit longer. Discussion ensued about the length of service that might be expected from this truck. Chief Sitar explained he is waiting for the final report from Valley Fire.

Chief Sitar explained the Truck Committee is doing a thorough evaluation of both pumps, what our current needs are, what are needs are going to be 10 years from now and what needs to be done to see to it these pumps either can make it or not make it. They will then make recommendations.

Discussion ensued about the pump cooler freezing. Discussion ensued about draining the trucks.

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Chief Sitar will present the full report as soon as he receives it from Valley Fire along with estimates on what the repairs will cost.

Chief Sitar talked about the budget issues and shortfalls he is anticipating. Vehicle maintenance will be short funded near the end of the fiscal year if not sooner. Another line item that may not make it is Line 411 Heating Fuel. Commissioner Dolecal asked for suggestions. Chief Sitar recommended converting Park Street to natural gas. It was not budgeted for. Discussion ensued about converting Park Street to natural gas. Line 390 Professional Services is being used to pay COMSTAR. Professional Services was budgeted for \$1 and is currently thousands of dollars over budget. At the beginning of the fourth quarter the District needs to go to the Department of Revenue Administration and ask permission to over expend the budget.

Chief Sitar reported there are six applicants for the Call Company. The Committee conducted three interviews on Monday with three more to be conducted Thursday. The candidates vary in their quality. They should be able to make an offer of employment to some. This will be an ongoing process. When applications are received they will be acted on. Discussion ensued about the hiring process.

Chief Sitar reported he is continuing to review the best way to schedule equipment for maintenance and what should be included in a preventative maintenance (pm) program that we don't have currently as well as how often a pm should be conducted based on usage as well as the hour meter.

Chief Sitar reported FairPoint sent Laconia Fire Department (LFD) a bill for five years in arrears for the use of the fire alarm wire on the poles for \$56,000. LFD will be getting a yearly bill from here on. FairPoint started charging for use of their poles because they are not exempt from paying taxes on their poles. The District will probably be receiving a bill in the future. Discussion ensued about the fire alarm wire we still have on the poles and its removal.

Chief Sitar is continuing to review the station wear policy. He is evaluating different manufacturers to see which works best for the Department and complies with NFPA Standards. The goal is to improve firefighter safety. They are evaluating them now for next year's budget.

Chief Sitar interviewed with the UNH Survey Center. The goal is to commission them to construct an unbiased survey instrument to be used to determine what is the populations feelings, what questions do they have concerning a new fire station, rehabbed fire station or addition to one of our current facilities. They will recommend the best method to conduct the survey for the most valid results. He is awaiting their proposal. This is a project the District needs to do. It will provide direction on where to go in the educational format to educate the citizens. This will be a third party unbiased survey for the most accurate picture. Discussion ensued about the survey process.

Chief Sitar described the seminar Tim Ames attended on new fire stations. Discussion ensued about the current facilities and the limitations they are imposing. Discussion ensued about student live in programs. Discussion ensued about a new facility.

Chief Sitar commented they need to narrow down the combined documents on Goals to an achievable set of goals. Commissioner Clark feels the Board should meet twice a month rather than once a month. Discussion ensued. The Board unanimously decided to meet on Tuesday, May 20th at 5:30 pm with Chief Sitar on the Goals.

The Board unanimously decided to meet Wednesday, June 4th at 5:30 pm with the UNH Survey Center. If they are not available they will work on one of the other special projects.

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Old Business

Educational Assistance Policy for Paramedic Training

Commissioner Clark emailed the changes to Peg Obrien. She responded that it will take two to three hours for her to review the policy and prepare a contract between the full-time employee and Fire District. She will check with LGC about the time involved. If they do not agree to allow her to do that, she will charge the District \$180 per hour.

Personnel Policy

Discussion ensued about the grievance policy. Commissioner Clark commented that Peg Obrien recommended the simpler policy since it gives more latitude. Chief Sitar recommended the District use the Voluntary Dispute Resolution.

Chief Sitar explained that grievance is different the discipline. He recommended changes to the discipline policy. Discussion ensued about the recommendations. The Board agreed with the recommended changes.

The Board decided Commissioner Clark will contact Peg O'Brien to have her email the most recent version of the Personnel Policy for review. A separate work session will be held to review the policy.

New Business

None

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 19:17

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: May 20th, 2014 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.