

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	06/04/14 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 247 Main Street, Tilton

Commissioner Dolecal called the meeting to order at 5:44 PM.

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

Public Present: Captain David Hall

UNH Survey Center

Chief Sitar introduced Andrew Smith from the University of NH Survey Center.

Mr. Smith provided background information on The Survey Center and himself. The Survey Center was started in 1976 and has been a Center since 1986. He has been the Director since 1999 and is also a professor in the Political Science Department.

Mr. Smith explained they did a survey for the new fire and police station in Hampton Beach and a new fire station in Newton. He presented examples of the different types of surveys the Center does. The proposal he provided for the District included three samples of the each type survey proposed.

Random Telephone Survey

This would be a survey of 400 or 500 randomly selected adult residents.
Discussion ensued on how the telephone survey is conducted.

Survey of Voters who participated in the most recent election

This is a phone survey of residents who participated in the 2013 Town elections.
Discussion ensued on how this telephone survey would be conducted.

Mail Survey

Mail surveys are not as successful as telephone. They take longer.
The value is it can be sent to every household in town.
Discussion ensued on how the mail survey is conducted.

Discussion ensued about the length of the survey and the type of questions to be asked. Discussion ensued about getting a committee together of people for and against a new fire station to develop the questionnaire.

The final report would include an executive summary, charts, detailed tabular results and a technical report.

Discussion ensued about marketing the survey to boost the response rates.

Discussion ensued about the timing of the survey. Mr. Smith recommended the survey be conducted three months prior to the District meeting the new station is to be voted on so the Board can build a campaign for the new station. A telephone survey can provide preliminary results in two weeks whereas the mail survey will be four to five weeks.

Discussion ensued on the pros and cons of telephone surveys versus mail surveys.

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Mr. Smith recommended the Board have all the information on their options and the cost of the project before they conduct the survey.

Discussion ensued about department needs; the facility, location of the facility, population growth.

Discussion ensued about the time frame for a survey to be conducted. Mr. Smith explained starting from scratch with the committee the entire process will take six to seven months beginning with the preparation of the survey to when District meeting takes place.

The Board thanked Mr. Smith for coming and requested he provide references and a sample report for their review.

Discussion

Chief Sitar emphasized this has to be a community effort. There are a number of things that need to be done. Tours of the fire stations as well as virtual tours of the facilities need to be done and posted on the website. The community needs to know what our limitations are and what needs to be done to address them.

Discussion ensued about the committees needed for this process; i.e. conceptual committee, design committee, needs assessment committee, questionnaire committee.

Discussion ensued about what is needed in a facility and the cost of a new facility. Discussion ensued about Park Street, building design, location. Discussion ensued about the Needs Assessment Committee. Chief Sitar commented that the committee will be formed and start meeting in August.

Discussion ensued about the time frame needed for each committee.

Discussion ensued about a warrant article to make the Board of Commissioners agents of the Land and Building Fund.

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 19:19

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 06/11/14 at 17:30. Meeting to be held at Tilton Town Hall, 247 Main Street, Tilton.