

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	07/09/2014 at 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, 21 Summer Street, Northfield

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

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

### Minutes

#### June 25<sup>th</sup>

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

#### July 7<sup>th</sup>

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

### Correspondence

An email was received from PSNH regarding their rate reduction effective July 1, 2014.

### Treasurer's Report

Roland presented his report. Checkbook balances are as of July 9<sup>th</sup>.

Apparatus & Equipment Replacement Fund	\$505,057.98
Operating Account	\$331,432.63
Debit Card Account	\$5,000.00
Payroll Account	\$500.00
Land & Building Fund	\$248,477.64

The Apparatus & Equipment Replacement Fund was reviewed. Roland commented we are at 40.9% of anticipated revenues.

Various Operating Budget accounts were discussed.

Roland presented an email from Julie Buker at Franklin Savings Bank with the terms they are offering for a 5 Year Certificate of Deposit. They are recommending that the Fire District invest \$400,000 in a fully collateralized 5 Year Certificate of Deposit with an interest rate of 1.34% and Annual Percentage Yield of 1.35%. Discussion ensued about the Bank's recommendation. Commissioner Clark made a motion to authorize the Treasurer to take \$400,000 from the Apparatus & Equipment Replacement Fund and place it in a 5 Year Certificate of Deposit at the prevailing rate with Franklin Savings Bank. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

### Fire Prevention Report

Chief Sitar presented the Fire Prevention Report.

- Sprinkler systems were discussed
- Ordinances were discussed.

Chief Sitar commented that three new clients are moving into Tanger Outlet.

Chief Sitar reported on a garage fire of July 8<sup>th</sup>. There was operational smoke detector in the garage which notified to occupant in the house of the fire. The fire was contained to the garage. The resident had some fire extinguisher training and was able to keep the fire in check until the fire department arrived.

Inspection fees were discussed.

### **Chief's Report**

Chief Sitar presented his report for May and June.

#### Incidents

There were 115 incidents in May; 76 or 66% were EMS in nature. There were 19 overlapping/simultaneous incidents with four of them being third calls. Discussion ensued about call company response to calls.

June had 124 incidents; 88 or 71% were EMS in nature. There were 25 overlapping/simultaneous incidents; 2 were 3<sup>rd</sup> calls and 2 were 4<sup>th</sup> calls or greater. Overlapping/simultaneous incidents accounted for 20% of all incidents for June.

#### Engine 1 Pump Repair

Chief Sitar reported that Desorcie was the low bidder for the pump repairs on Engine 1. They started the pump repair. While Engine 1 is out of service we only have one pumper. During the repair, it was discovered the pump housing is severely corroded. The input shaft to pump spline and yoke were inappropriately matched. It is going to cost another \$17,000 to \$18,000 to complete the repairs. Discussion ensued. Chief Sitar explained the life expectancy of the truck after the repairs are completed is five years.

Chief Sitar commented that the neither the Ladder nor the Tanker are equipped to handle the calls normally handled by an engine. He explained the issues of having only two pumpers in the District.

#### Mutual Aid

Discussion ensued about mutual aid and how it is supposed to work. It is not to be used to manage the maintenance of our vehicles.

#### Ambulance 1 Coolant Problem

Chief Sitar reported the water pump failed on Ambulance 1. The cost of the repair was \$943.10.

#### 2014 Budget Issues

Chief Sitar commented that he is concerned that we will over expend the budget on Labor, Parts, Professional Services and Heating. IT was discussed. Chief Sitar reported we will petition DRA in September to be allowed to over expend our budget.

#### Station Wear Policy

Chief Sitar reported on the Station Wear Policy. The two suggested pants were tried by the men. They decided they wanted to go with the Blauer 100% cotton pants. Chief Sitar explained we will be providing each member of the Call Company with one department T-Shirt. The T-Shirts are embroidered on the front and screen printed on the back.

#### New or Rehabbed Station Requirements Committee

Chief Sitar commented he has put together a committee of department personnel, call and career, to decide what is needed in a new or rehabbed facility. They should have a report in three months. Discussion ensued. The Board requested Tim Ames attend the next meeting to report on the training he went to.

### **Old Business**

#### Engine 1

Chief Sitar presented his report on Engine 1. Discussion ensued. Chief Sitar reported a vehicle should be replaced when the total cost is at a minimum and before the total cost curve begins to turn upward. Chief Sitar explained that NFPA and ISO require one reserve engine for every one through seven front line engines.

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Discussion ensued about the District's ISO rating. Chief Sitar proposed Engine 1 be repaired and they proceed to spec a new engine and equipment for purchase immediately. He recommended that once the new engine is in service that Engine 1 be maintained as a reserve engine for use when the other engines are out of service for maintenance or repair.

Ambulance Charges

Ambulance billing charges were discussed. Kathy will email the 2013 rates to the Board.

Call Company New Hires

Chief Sitar reported three individuals have been hired for the call company. They are Laurel MacPherson, Ryan Mathis and Aiden O'Brien.

**New Business**

I Am Responding

Chief Sitar presented a proposal to the Board for the District to start using I Am Responding software. He explained that instead of purchasing five new pagers this year he would like to purchase two and contract with I Am Responding. Pages will be going to employees cell phones from Dispatch. Chief Sitar explained the cost for the District will be a \$50 activation fee and then \$800 per year. Discussion ensued about the software and how it works. Commissioner Dolecal made a motion to have Chief Sitar proceed with I Am Responding and implement that as soon as possible. Commissioner Clark seconded the motion. Discussion ensued about where the money will come from. It was determined that the money will come from the Apparatus & Equipment Special Replacement Fund Account 740 as that line covers emergency pagers. There being no further discussion vote was taken. Motion passed.

Kathy's Medical Leave

Chief Sitar reported Kathy will be on medical leave beginning September 9<sup>th</sup>. She will be out for approximately two months. Discussion ensued.

National Fire Academy

Chief Sitar handed out one of the assignments he did while at the Academy. He went into detail on his plan to reduce the risk of fire danger to the downtown area of Tilton.

**Other Business**

Discussion ensued about the agenda for the July 23<sup>rd</sup> meeting. The Board decided this work session will be on the Paramedic Policy and Contract as well the Chief's Goals.

**Adjournment**

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

The meeting adjourned at 19:45

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** 08/13/14 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.