

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	08/13/2014 at 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, 21 Summer Street, Northfield

Commissioner Dolecal called the meeting to order at 1732 hours.

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

### Minutes

#### July 9, 2014

The Board decided to review these at the meeting of September 10, 2014.

#### July 23, 2014

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

### Correspondence

Kathy reported the only correspondence received were emails from the NH Municipal Association on the Right to Know Law Seminar, Budget & Finance Workshop as well as an email from NH Retirement System on House Bill 1152 repealing RSA 100-A:19.

### Treasurer's Report

Roland presented his report. The account balances are as of August 13<sup>th</sup>.

Apparatus & Equipment Replacement Fund	\$140,909.47
Apparatus & Equipment Replacement Fund Certificate of Deposit	\$400,000.00
Operating Account	\$221,794.42
Debit Card Account	\$4,998.94
Land & Building Fund	\$248,477.64

#### Apparatus & Equipment Replacement Fund

Roland reported that the Apparatus & Equipment Replacement Fund is on track. We have received 53.7% of our budgeted revenues. \$400,000 has been placed in a Certificate of Deposit. The interest rate is 1.34% with an annual percentage yield of 1.35%.

#### Operating Budget

Roland reported we have received 52.83% of the budgeted revenue. Discussion ensued about vacation and earned time. The Board unanimously agreed to combine Vacation Pay and Earned Time Pay. Roland commented we have spent 62.41% of our budget to date.

### Captain Tim Ames Report

Captain Ames thanked the Board for sending him to the FIERO conference. It was a symposium on fire station design. He presented some key points.

1. Get guidance from a firm that has completed multiple fire stations in their portfolio. Hire a local architect and then hire a consultant to work with them. The local architect will be familiar with your area and the consultant has the knowledge of what you need and has the experience. Don't go it alone as that could be a 50 to 100 year mistake. Plan for the future. If you don't build it all now, leave room for expansion.
2. Infection control. There have been a lot of problems with infections being brought back to the station. Proper decontamination rooms separate from the apparatus and living areas, proper flooring, furniture, finishes on cabinets and counter tops, etc.
3. Flow pattern. Design is geared to getting people from where they are to the apparatus floor. Pathways throughout the station.
4. Incorporate training props into the facility.
5. Build what your community can afford. You need to find out what your community can afford. Discussion ensued on how to determine what can be afforded and the price per square foot.
6. Don't forget overall maintenance and operational costs of whatever is built.

Discussion ensued about building a fire station capable of withstanding natural disasters. Chief Sitar commented that the international building codes require that structures of that type have to meet seismic standards. Hurricanes would fall into that.

7. Captain Ames stated one of the topics was that quality never costs as much as the money it saves.
8. Sustainability was discussed. There was talk on incorporating all systems into the building now, i.e. security, locking the building down, public access to administrative area, etc.
9. Build the right building for the department and for the community. Get the stakeholders involved early. Find out what it is they are looking for in the fire department and coordinate that with the department's needs.

Commissioner Clark asked if there was a checklist. Captain Ames replied there was. He has disks of the seminar if they are interested in reviewing them. He will review the material and provide that information to them. Commissioner Dolecal requested copies of the disks if possible.

Commissioner Auger commented that they need to start doing something now. It has been dragged on for years. They should have some meetings and invite the public to let them know what their plans are. Let them know what our needs are. Commissioner Dolecal commented we have to decide if we are going to retrofit, rehabilitate or go brand new. The public has to play a role in this. Discussion ensued. Chief Sitar reported they have a Needs Assessment Committee that is working on what we need in a new or rehabbed facility. They should have their report done the middle of September. Further discussion ensued. Commissioner Auger recommended they have a public hearing once the Needs Assessment Committee has completed their assessment. Chief Sitar commented you need community support. They need to decide what they want as a community. Then they need to sell it to the voters.

Commissioner Dolecal asked the next step. Chief Sitar commented that once the Station Needs Assessment Report is issued a committee of community stakeholders put together. Discussion ensued about the stakeholders.

Discussion ensued on when to hold a meeting on the facility needs assessment presentation. It was decided to hold a public hearing on the facility needs assessment September 22<sup>nd</sup> at 17:30.

Commissioner Clark commented that after Needs Assessment Committee presents their report they need to develop a plan of what they would like the committee of community members to do.

#### Fire Prevention Report

Chief Sitar presented the Fire Prevention Report. Captain Joubert did 37 inspections in July which took 38.15 hours. Granite State Credit Union is almost completed, Rowell's Septic & Drain is now open, American Eagle is under construction at Tanger Outlet, Yankee Candle has relocated inside the mall and Burger King is scheduled to renovate this fall. There are several new single family homes under construction in both Tilton and Northfield. The AutoServ expansion is moving along. All the hotel inspections have been completed. September is campus fire safety month so they will be doing some inspections at Tilton School.

Commissioner Auger asked if they should charge a one-time fee for new home inspections and renovations. Chief Sitar explained they are looking at repeat inspections fees. Discussion ensued about Fire Prevention fees.

#### Chief's Report

Chief Sitar reported there were 150 incident responses in July, 95 of those incidents were EMS. That is 63% of total incident volume for the month. There were 25 overlapping incidents with only one being a third call. Overlapping/simultaneous incidents equal 17% of all incidents for the month of July. That is an acceptable level so long as we stay below 20%.

Engine 1's pump failed during its pump test and has been totally rebuilt. The cost was \$14,831.23. Commissioner Auger asked what the warranty is on the pump. Chief Sitar explained that it is one year. Discussion ensued about vehicle rotation. Commissioner Clark explained the bid process. The budget process was discussed.

Ambulance 1 batteries have been replaced. The inverter is being evaluated to see if it will handle the electrical load. This is another item that was not budgeted for this year.

Chief Sitar presented his budget concerns. We are at 62% of the year. Line 120 Call Wages are a little high at 68.23%. This is due to the hiring of new call members and a larger response from Call Members. Line 342 IT is at 75.15%. We have had incidents with our intranet hardware which required additional service calls from Mainstay. Line 370 Vehicle Repairs Labor is at 144.96%. Most of this was Engine 1's pump rebuild. Line 390 Other Professional Services is at 1,035,621% which is the COMSTAR ambulance billing. Line 411 Heating Fuel is at 96.25% due to a longer and colder winter than average. This account will go into deficit when it gets colder in the fall. Line 630 Equipment Maintenance and Repair is at 86.77%. Much of our equipment is getting older and needs more repairs, especially our SCBAs (Self Contained Breathing Apparatus).

Chief Sitar will draft a letter in the fourth quarter to DRA to address the shortfall. Both the Commissioners and the Budget Committee will need to meet to sign the letter. The good news is that we are still on budget at this time. This will catch up with us. This will be addressed with the next budget season.

The Needs Assessment Committee has been meeting regularly. The Committee should issue a report in mid-September. Once the report is issued, Chief Sitar would like to assemble a committee of community stakeholders to address the findings of the report.

Chief Sitar reported he is currently working on the wage and step plan as well an employee performance evaluation report.

#### Old Business

##### New Hire

Chief Sitar reported that John Hill has been hired for the Call Company. Discussion ensued about swearing in ceremonies for call and career firefighters.

##### Paramedic Training Loan Agreement & Application

Chief Sitar reported this is their final review of the policy. Commissioner Clark requested that space be added on page 5 of the Loan Agreement for all three Commissioners signatures.

Commissioner Clark made a motion to accept the Paramedic Training Loan Agreement and the Educational Assistance Application form as written with the exception of having all three Commissioners names added on the last page of the loan agreement. Commissioner Dolecal seconded the motion. There being no further discussion, vote was taken. Motion passed.

##### Personnel Policy

Commissioner Clark made a motion to accept the Personnel Policy as written. Commissioner Dolecal seconded the motion. Discussion: Commissioner Clark requested hard copies be provided to the Board. There being no further discussion, vote was taken. Motion passed.

##### Apparatus Committee

Chief Sitar reported the Committee has decided we need to go out to bid for a new engine. Chief Sitar gave the Committee's written report to the Board. This will be an additional engine. Chief Sitar explained ISO requirements. Discussion ensued about the tanker and ISO requirements. Chief Sitar reported that purchasing an engine is in the Capital Improvement Plan for next year. Chief Sitar requested the Board's permission to go out for bid on a new engine. The Board requested the Committee present their report before they give them permission to go out to bid.

##### Chief's Performance Appraisal

The Performance Appraisal form was reviewed. Chief Sitar's recommended changes were discussed. Commissioner Dolecal made a motion to accept to accept the Annual Performance Appraisal format as presented tonight with the changes, the corrections that will be forthcoming. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

##### Water District Meeting Minutes

Commissioner Clark asked about the possibility of sprinkling all commercial buildings. Chief Sitar reported he is working on a District ordinance for the sprinkling of commercial buildings. Anything presently built will be grandfathered. Anything that exceeds 7,500 square feet of floor space or any addition that will make it exceed 7,500 square feet of floor space total will require automatic fire sprinkling system and monitoring. Discussion ensued about the sprinkler ordinance.

#### New Business

##### IV Pumps

Chief Sitar explained that the company that made our current IV pumps has been purchased by a new company. They are no longer supporting this pump. The hospital has purchased the new IV pumps and requested we purchase these new pumps from them at half price. Chief Sitar requested the Board approve the purchase of two new IV pumps in the next fiscal year. Commissioner Clark made a motion

TNFD Commissioner's Meeting  
08/13/2014

to purchase two new IV pumps that cost \$3,000 price each but a discounted price of \$3,000 total for two of them that will be budgeted for through next year's budget process and, if possible, sell the old pumps to help defray the cost of the new pumps. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

Work at Home Policy

Chief Sitar explained that if a situation arises where an employee can work at home and still be an effective employee and valuable to the District because of certain situations where they must remain at home, he developed this policy so that could happen. He feels this is beneficial to the District and the employee. Discussion ensued about whether a policy is needed or not. The policy was discussed. The Board requested time review the policy before making a decision.

COMSTAR Rates

Commissioner Clark recommended our billing rates be reviewed adjusted accordingly. Discussion ensued. The Board requested Kathy poll area departments for their current rates and forward the information to them prior to the next meeting.

Other Business

The MS-35 was reviewed and signed.  
The manifest was reviewed and approved.

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 8:06 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** September 10, 2014 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.