

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	10/15/2014 at 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield

Commissioner Dolecal called the meeting to order at 17:36.

Present: Commissioners Les Dolecal, Paul Auger, Patrick Clark; Deputy Chief Michael Robinson,

Public Present: Gretchen Wilder

### Minutes

#### September 2<sup>nd</sup>

Commissioner Auger made a motion to accept the minutes of September 2<sup>nd</sup> as written. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

### Correspondence

There was no correspondence.

### Public Comment

Gretchen Wilder asked if the District is paying for the health insurance on any retirees. Commissioner Clark responded that we have a retiree who is on the District's health insurance but they are paying for it on their own.

Gretchen asked if it was still in practice for the District to pay co-pays on the health insurance. Commissioner Clark explained that it was not co-pays they had set the money aside for. It was the deductibles. She is concerned if that is saving money for the District. Commissioner Dolecal commented that the health insurance was reviewed last year and changed. Chief Sitar explained that the employee contribution increased last year.

Discussion ensued about decontamination of men and equipment.

### Treasurer's Report

There was no Treasurer's Report.

### Fire Prevention Report

Chief Sitar presented the Fire Prevention Report. Captain Joubert did 24 inspections in the month of September. Discussion ensued about the inspection fees.

### Chief's Report

Chief Sitar presented his report. Captain Joubert has been working with Chief LaChapelle, Lakes Region Mutual Fire Aid and other departments in the Lakes Region to develop a regionalized swift water rescue team. He explained there have been two teams in the past and they are combining to form one team to better use the resources and personnel. Discussion ensued about the swift water team.

Discussion ensued about the Open House. Chief Sitar apologized for not personally notifying the Board of the open house. He was not aware that email all did not include the Board of Commissioners. The Open House went well and will be an annual event.

Chief Sitar gave his run report.

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- In August they had 151 incidents, 106 were EMS which accounts for 70% of the total incident volume for the month. There were 29 overlapping or simultaneous incidents for the month where five of those were a third call. That accounts for 19% of the incidents for the month. If we start getting 20 and above consistently, we need to look at the manning situation. We are just below that.
- In September there were 127 incidents, 87 of which were EMS which is about 69% of the run volume. There were 18 simultaneous incidents where only one was a third call. The simultaneous incidents for September were 14%.

Chief Sitar commented that in the time he has been here the simultaneous incidents has been bouncing between 14 and 20%. Discussion ensued about mutual aid.

Commissioner Auger asked how the incidents are comparing to last year. Chief Sitar commented that this year in August we had 151 runs while last year there were 115. In September there were 127 runs, last year there were 131, the year before that there 131 and the year before that 145. Chief Sitar reminded them they have copies of the incident report in their packet.

Chief Sitar reported he authorized Clayton Communications to go ahead with that as his estimate was less than what the Board had approved. Commission Clark explained that this cost is to run a phone line to the Water Department so Kathy can work there when she returns to work as she will not be able to do the steep stairs.

Chief Sitar reported on the shortfalls we are expecting in this year's budget. We are still okay at this point. Discretionary spending has been eliminated. We are only purchasing what we absolutely need. There a lot of things we should have purchased that we didn't. There was discussion about what was budgeted for but not purchased. Discussion ensued about District meeting and the cuts made to the budget through the amending of Warrant Article 5. There was discussion about the feasibility of having an attorney present at District meeting.

Chief Sitar commented that the new rehab station requirement report was issued on September 26<sup>th</sup>. They are working on the RFP. There was discussion on holding a public hearing.

Chief Sitar stated he is currently working on a revised wage & step plan and employee evaluation form. Different manufacturers of fire engines and what they are offering is being reviewed. He is working on the 2015 Budget and Warrant Articles.

Chief Sitar reminded the Board that they need to decide on the health insurance for next year whether they are going to stay with the current company or not.

Deputy Robinson updated the Board on Call Firefighters. He has been approving the call payroll. Once payroll is approved, the officers receive a report on the hours the members are putting in. Captain Joubert, Captain Beaulieu and himself have gone through the applications they have received. They have hired four of the six they have interviewed and let one go.

Deputy Robinson reported on the status of the Explorer program. They have three members that are willing to jump on board with it. They are looking at the possibility of a combination post between us, Franklin and Belmont.

Discussion ensued about a swearing in ceremony for full time and call firefighters.

#### Old Business

##### Fire Station Report

Discussion ensued about the steps that need to be taken to move forward; i.e. a sheet of statistics, public hearing and input, a survey.

An action plan was discussed. It was decided Commissioner Clark will get a copy Tilton's Master Plan and Commissioner Auger will get a copy Northfield's. Chief Sitar commented that it is a long drawn out process. It will take two to three years before they come to a final conclusion on the initial proposal. Commissioner Dolecal remarked they need to send the message that they are not necessarily looking for a new building but are looking

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for the best fit for the District for the future; it may include a new facility. The Board needs to play a neutral role. Chief Sitar commented they need to get feedback from the public, take information they have, hire the consultants to see what is feasible, narrow it down to a proposal and move forward.

New Business

Lakes Region Mutual Fire Aid Budget

Chief Sitar reported he attended the public hearing on the LRMFA budget for 2015. He provided a copy of it in their packet.

Upcoming Meetings

November 11<sup>th</sup> at 5:30 PM. Work session to prepare for a public hearing on the facilities.

November 12<sup>th</sup> at 5:30 PM. Regular meeting.

Manifest

The manifest was reviewed and signed.

Treasurer

The Treasurer's absence was discussed. The Board decided that Commissioner Dolecal, as Chair, would contact him to let him know that his attendance is important and request he notify her if he is not going to be at a meeting.

Nonpublic Session

Commissioner Dolecal made a motion to go into nonpublic session at 1911 hours under RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.* Commissioner Auger seconded the motion. Roll call vote: Paul Auger, yes; Patrick Clark, yes; Les Dolecal, yes. Nonpublic session entered at 1912 hours.

Public Session

Commissioner Clark made a motion to return to public session at 1930 hours. Commissioner Auger seconded the motion. Roll call vote: Paul Auger, yes; Patrick Clark, yes; Les Dolecal, yes. Public session entered at 1931 hours.

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 19:32.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** 11/11/14 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.