

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	01/14/2015 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Dolecal called the meeting to order at 1740 hours.

Present: Commissioners Les Dolecal, Paul Auger, Patrick Clark; Chief Michael W. Sitar, Jr., Deputy Chief Michael J. Robinson

Public Present: Captain Tim Ames, Merek Wisensee

Minutes

October 15th Nonpublic Released, November 11th and 12th, December 10th, 17th and 23rd.

Commissioner Auger made a motion to accept the minutes of October 15th Nonpublic Released, November 11th, November 12th, December 10th, December 17th and December 23rd as printed. Commissioner Dolecal seconded the motion. There being no discussion, vote was taken. Motion passed.

Public Comment

There was no public comment.

Treasurer's Report

Roland presented his report. He stated the Commissioners have copy in their packet. The account balances are all reconciled as of December 31st.

Apparatus & Equipment Replacement Fund	\$247,459.14
Apparatus & Equipment Replacement Fund CD	400,000.00
Debit Card Account	2,174.98
Operating Budget Account	382,926.00
Payroll Account	500.00
Land & Building Fund	248,665.60

Roland reported that Apparatus & Equipment Replacement Fund collections were \$285,629.15 for 2014. It is approximately \$14,000 less than last year. Discussion ensued on the outstanding payables for 2014.

Roland commented that the Operating Account had an unreserved fund balance of \$400,000 at the end of 2013. The budget was overspent \$6,100 which came out of the unreserved fund balance. There are still small bills to come in. He is estimating the unreserved fund balance will be \$380,000 at the end of 2014. Discussion ensued about the expenditures.

Fire Prevention Report

Chief Sitar presented the Fire Prevention report for December. Thirty-seven (37) occupancies were inspected which took 28.36 man hours to complete. They have been handing out a Keep Safe & Warm safety sheet they have been handing out. It deals with the safety of space heaters, wood stoves, etc.

The Board reviewed the report. Discussion ensued on complaints and how they are handled.

Chief's Report

Chief Sitar presented his report. He explained he has provided two summaries, one for December and one for the whole year.

In December there were 108 incidents of which 69 were EMS which equates to 64% of the incident volume. There were 13 overlapping/simultaneous incidents with 3 being third calls or greater which is 12% of all incidents. Discussion ensued about the percentage of overlapping/simultaneous incidents. Chief Sitar explained they normally run 15% to 17% and have gone as high as 21% on one occasion.

Chief Sitar presented the report for the year. They had 1,506 incidents of which 977 were EMS in nature which equates to 64.8% of the total incident volume for the year. We are up 85 calls over last year. Discussion ensued about the historical trend.

Chief Sitar reported the radio alarm boxes are not working properly. The antenna on Mt. Belknap collapsed after Thanksgiving. The tower is not repairable. They have notified all parties where the radio boxes are located to dial 911 should they have an alarm as they are not sure Dispatch will receive the box. Discussion ensued.

Chief Sitar reported they have interviewed four (4) candidates for the Call Company. Two have had their physicals and are awaiting their results. Two are waiting for their appointments for theirs. The Call roster is currently at 18. The number of hours put in by the Call Company went up 25% over last year. We overspent our Call Company budget by \$12,000 to \$13,000.

Chief Sitar commented the RFPs were opened December 23rd by the Board. Three bids were presented. The Board will be meeting next week to discuss the questions they will be asking the bidders during their interview on February 4th.

Chief Sitar reported he is still working on the budget process. The next Budget Committee meeting is on Monday, January 26th.

Chief Sitar reported he is still working on employee performance evaluations, engine specifications and he is researching possible ways to reduce the fire risk in downtown Tilton. There was discussion on the fire risk of downtown Tilton. Discussion ensued on the new engine and capital improvement plan. Chief Sitar commented he is reworking the CIP.

The Board broke for a slight recess. Meeting resumed at 18:34.

Old Business

Underground Storage Tank

Chief Sitar reported the Board has a copy of the minutes in their packet. They are looking to increase the surcharge on the diesel to five cents a gallon. Discussion ensued on the surcharge.

Salaries & Wages Rev. 2

Chief Sitar reported the Board has the corrected salary worksheet with what the Board had approved. Discussion ensued. Commissioner Dolecal made a motion to accept the numbers for Account Categories 100 and 200 on the revised Salary Worksheet dated 1/14/2015 at 15:04. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Budget

Chief Sitar presented the Board with the updated Proposed Budget. He explained that the figures have been added for the items the Budget Committee has voted on whereas the ones they haven't addressed have zero. Commissioner Dolecal asked why there are question marks in Account 720. Discussion ensued about Account 720 versus the warrant article for the Fire Station Consultant. Chief Sitar explained they should fund Account 720 at \$1 to keep it open and fund the warrant article. The Board decided to take this up at their next meeting.

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New Business

Commissioner Clark commented that he talked with Scott Davis regarding the hydrants. John Chase will be meeting with the Chief. Hydrant shoveling was discussed.

Other Business

Merek Weisensee asked about the radio box maintenance. Chief Sitar explained that the maintenance is the owner's responsibility. The ordinance was discussed.

Adjournment

Commissioner Dolecal adjourned the meeting at 1842 hours.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 01/21/15 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.