

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	03/11/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Clark called the meeting to order at 5:38 PM.

Present: Commissioners Paul Auger and Patrick Clark; Chief Michael W. Sitar, Jr., Deputy Chief Michael J. Robinson, Treasurer Roland Seymour, Administrative Assistant Kathy Tobine, Captain Tim Joubert

Treasurer's Report

Roland presented his report. The accounts are reconciled through February 28th. All the accounts are in balance. The account balances are as of today.

Apparatus & Equipment Replacement Fund	\$286,019.54
Apparatus & Equipment Replacement Fund CD	402,502.89
Debit Card Account	5,166.47
Operating Budget Account	251,210.41
Payroll Account	500.00
Land & Building Fund	248,724.88

Discussion ensued about the Apparatus & Equipment Replacement Fund. Roland reported we have collected \$48,300 from COMSTAR since January 1st.

Roland commented that Tilton has given us a check each month for January and February. We should receive Northfield's for the first quarter by the end of the month.

The balances at 12/31 were \$380,000 in the Operating Account. This is what is in the Unreserved Fund Balance. This is an unaudited figure. The auditors might make adjustments to this account.

Discussion ensued about what Roland should bring to District Meeting. The Apparatus & Equipment Replacement Fund was discussed and the amendment made at the 2014 District Meeting. Kathy explained that since this is a special reserve fund all monies collected must be deposited in the account prior to any disbursements being made. There was discussion about what is considered equipment.

Correspondence

A letter from Tilton & Northfield Water District was received regarding the hydrant rental. Commissioner Clark will bring a copy with him to District Meeting. Discussion ensued about the letter and whether copies should be made to hand out at District Meeting. It was decided that if anyone would like a copy of the letter it would be provided at a later time.

Fire Prevention Report

Captain Joubert presented his report. He explained they are working in conjunction with the Towns on rental property inspections. They will accomplish a lot by working together. Discussion ensued on what Fire Prevention does versus what the Building Inspector and Health Inspector do.

Captain Joubert commented he just approved a suppression system for Business Park Drive. Sealite is in there now. They are working to get the water to the building from where it ends at J Jill. Discussion ensued. There is nothing going on in construction at this time.

Commissioner Clark asked what Fire Prevention looks for during gas inspections. Captain Joubert explained what is involved with gas and electrical inspections. They are trained through the Fire Academy on the NFPA codes involved.

Chief's Report

Chief Sitar presented his report. February had 140 incidents with 81 being EMS which equates to 58% of the call volume. There were 19 overlapping calls with 1 being a 3rd call. This accounts for 14% of all incidents in February.

- The garage door at Park Street for the ladder is broken. Currently, we have to open and close it manually. The cost is \$1,042 for the controller. Commissioner Auger made a motion to spend \$1,042 to have the door fixed at the Park Street Station for the ladder truck. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.
- A letter has been sent to Spaulding thanking them for allowing us to put a radio box receiver on their premises. This serves the communities of Northfield, Tilton, Sanbornton and Belmont. Discussion ensued about the radio box system.
- A letter has been sent to the Water District thanking them for allowing Kathy to use their facility while recovering from surgery.

Chief Sitar notified the Board he will be attending the National Fire Academy from Sunday, April 12th through Friday, April 24th for the third year of his Executive Fire Officer program. He will be attending the International Association of Fire Chiefs Conference in Portland, Maine from Tuesday, May 5th, through Thursday, May 7th.

Chief Sitar reported they have created Non-IDLH and EMT job descriptions for call members who are not firefighters. Commissioner Clark requested Chief Sitar forward the job descriptions to the Board.

Chief Sitar presented the Call Company Training Policy. Commissioner Auger asked if there was a limit on the amount of training allowed per year. Deputy Robinson commented that they must apply and get approval for the classes. Discussion ensued about the training policy. The Board agreed they are fine with the policy as written.

Chief Sitar presented the RFP for Vehicle Maintenance. He explained he is trying to get a vendor to give us a price on the preventative maintenance for the fleet as well as what they will charge for repairs over and above the annual maintenance. Discussion ensued. Chief Sitar explained his intent is to have the department comply with NFPA 1911. The Board approved Chief Sitar sending out the RFP.

Chief Sitar presented the Board with a Personnel Policy change he is recommending on the Call Back Policy to have a two hour minimum for full time including probationary employees. Discussion ensued about the two hour minimum. Kathy explained that the Department of Labor states you must pay an employee a two hour minimum when you request they report to work at your request. Commissioner Auger made a motion to accept the Personnel Policy change as written. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Chief Sitar informed the Board he is working with Lakes Region Partnership for Public Health in recruiting and training volunteers for the Lakes Region Citizens Emergency Response Team. This

TNFD Commissioner's Meeting
03/11/15

includes Franklin, Sanbornton, Tilton and Northfield merging with the current team from the Laconia area. He described the types of duties they would be doing. He explained he will be giving them a three hour class on terrorism. Discussion ensued on the cost to the Department for the team. Chief Sitar explained they are all volunteers. We will not be contributing any funds.

Chief Sitar commented he is still working on the Employee Performance Evaluation forms.

Chief Sitar reported they are still working with vendors to refine the specifications on the engine to meet TNFD needs. They are down to two vendors, Smeal and Seagrave. They are waiting for final drawings from Seagrave. Commissioner Clark asked if he had the revised CIP. Chief Sitar responded that he is still working on it.

Chief Sitar reported he is still researching possible ways to reduce the fire risk in downtown Tilton. Discussion ensued on the different possibilities to resolve this.

Old Business

Fire Prevention Fees

Captain Joubert presented his recommendation on the changes they should make to their current fees. Discussion ensued on how contractors and homeowners feel about the fees. Discussion ensued on the hourly fees charged for personnel and equipment. Kathy is to check to see if a public hearing is required to change the ordinance. The Board decided to table this until the April 8th meeting.

Minutes

February 18th Public and Nonpublic Released

Commissioner Clark made a motion to accept the meeting minutes of the 18th both public and nonpublic. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Clark adjourned the meeting at 7:10 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 04/08/15 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.