

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	05/13/2015 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 5:30 PM.

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

Public Present: Lucinda Hope

Treasurer's Report

Roland presented his report. The accounts are reconciled through April 30th. All the accounts are in balance. The account balances as May 13th are:

Apparatus & Equipment Replacement Fund	\$328,816.35
Apparatus & Equipment Replacement Fund CD	402,502.89
Debit Card Account	4,612.89
Operating Budget Account	299,883.16
Payroll Account	500.00
Land & Building Fund	248,788.26

Roland commented that the Apparatus & Equipment Replacement Fund collections are approximately \$12,000 ahead of this time last year.

The Operating Account report is through May 13th. The Operating Budget was reviewed. Chief Sitar commented we are 36.53% through the year and expressed his budget concerns on the following: Career Overtime at 49.81%, Call Salaries at 45.24%, Heating Fuel at 83.17%, Sewer at 61.46% and Gasoline at 46.58%.

Correspondence

Property-Liability Trust

PLT sent an email to all members notifying them that this will be the last year they will provide property liability, workers' compensation and unemployment compensation cover to the New Hampshire public sector. They will not offer new coverage beginning July 1, 2016; however, they will continue to service all valid claims eligible under the Member Agreements for policy periods up to and including FY2016. This service will continue through the conclusion of all valid claim payments.

Primex

A letter of proposal was received from Primex for the District's Workers' Compensation and Property & Liability coverages. Primex quoted premiums are \$4,441.25 less than PLT.

Discussion ensued about PLT versus Primex. Kathy explained that a decision must be made on whether or not coverage is being renewed with PLT for FY2016. We must notify PLT by May 15th if we are renewing or not.

Commissioner Clark made a motion to change our Property & Liability and Workers' Compensation coverages from PLT to Primex effective July 1, 2015. Dennis Manning seconded the motion. Motion passed. The Board requested Kathy handle this.

Fire Prevention Report

Chief Sitar presented the Fire Prevention report.

- Arson Awareness Week was May 3-9, 2015.
- There were 69 inspections which accounted for 37 man hours. The report is included in the handout.

Commissioner Clark questioned the investigation of April 13th. Chief Sitar commented that it is a possible arson case and he cannot comment on it.

Discussion ensued about sprinklers and NFPA codes. Chief Sitar commented that if they are enforcing the State code they are doing everything they should be doing. The Board decided they will review this at their August meeting.

Chief's Report

Chief Sitar presented his report.

- April had 108 incidents with 64 being EMS. This equates to 59% of the total incident volume for the month. There were 13 overlapping incidents with 1 being a 3rd call. This accounts for 12% of total call volume for the month.
- May 6th through May 8th we had the largest brush fire in the history of TNFD. It involved 92 acres, 32 fire departments, 4 wildland/brush strike teams and more than 120 firefighters. Commissioner Auger asked who picks up the bills on this. Chief Sitar explained the State picks up part of the cost and the Towns of Northfield and Belmont will pay part of the cost as it involved both towns. Discussion ensued.
- On May 7th we had the fire on Route 140 ongoing, a brush fire on River Street, a 3rd alarm brush fire on Reservoir Road which involved 16 fire departments, a 2nd alarm fire at PCC and a basement fire on East Pleasant Street.
- A full-time firefighter injured himself while off duty on March 25th. He is out of work for an undetermined time. Firefighter Smith has been transferred to Shift 1 to reduce the need for OT until the Firefighter returns to duty, which we hope will be within the next week or so. Commissioner Manning asked if there is policy to deal with illegal activities. Chief Sitar replied there is.
- The Underground Storage Tank Committee voted to increase the surcharge for both gasoline and diesel to \$0.08 per gallon effective April 1st. Commissioner Clark asked if this money is going in to a fund for the tank. Chief Sitar explained it is. The Committee is budgeting for future removal of the tank which will cost approximately \$35,000. Discussion ensued on the tank.
- Chief Sitar commented he attended the National Fire Academy from Sunday, April 12th through Friday, April 24th and completed the third year EFO Class "Executive Analysis of Fire Service Operations in the Emergency Management". Discussion ensued about the program.
- Chief Sitar commented he attended the International Association of Fire Chiefs Conference May 5th through May 7th in Portland, Maine. He returned on May 6th to respond to the fire on Route 140.
- Chief Sitar updated the Board on the RFP for Vehicle Maintenance that went out in March. He received no bids. He is working on an alternate solution by breaking down the RFP into smaller sections.

- Chief Sitar reported that all the area Fire Chiefs are working with the Lakes Region Partnership for Public Health in recruiting and training volunteers for the Lakes Region Citizens Emergency Response Team. They are advertising for volunteers to become members of the CERT Team. Training will be provided. He will be teaching the Terrorism section of the basic training next week.
- Chief Sitar reported he is still working on a new employee evaluation form.

Old Business

LRMFA Letter

Discussion ensued about sending a letter to the Boards of Selectmen in Northfield and Tilton as well as Chief Hayes from Lakes Region Mutual Fire Aid to meet to discuss the billing of the dispatch fees. In 2014, this was brought to the District as Warrant Article 9 to get the voters opinion and the article passed. The article read as follows: *Warrant Article 9: To see if the voters of the Tilton-Northfield Fire and EMS District till vote to have the Board of Commissioners initiate the process to have the annual dispatch fees from the Lakes Region Mutual Fire Aid billed to the District rather than to each of the Towns of Tilton and Northfield individually. Majority vote required. This article is advisory only.* The Board decided that Commissioner Clark will draft the letter to all parties involved.

Consultant Contract

Commissioner Manning commented that Nick Cricenti, SFC Engineering Partnership, Inc., recommended they go with the contract from Warrenstreet as written. He stated that he reviewed the contract again and has several concerns. He brought his concerns to the Board. Chief Sitar addressed those concerns. Discussion ensued about the contract. The Board unanimously decided to review the contract and provide Chief Sitar with their feedback by end of business next Tuesday. He will then contact Kyle Barker regarding this.

New Business

Chief's 2015 Goals

Chief Sitar presented to Board with two lists of goals he would like to accomplish. One was a list of continuous goals. The other was a list of goals he would like to work on. Discussion ensued on a cooperative purchasing process.

Minutes

April 8th

Commissioner Manning made a motion to accept the meeting minutes of the April 8th as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Nonpublic Session

Commissioner Manning made a motion to go into nonpublic session per 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 to enter nonpublic session:	Paul Auger	Yes
	Patrick Clark	Yes
	Dennis Manning	Yes

Motion passed.

TNFD Commissioner's Meeting
05/13/15

Nonpublic session entered at 7:45 p.m.

Commissioner Manning made a motion to leave nonpublic session and return to public session.
Commissioner Auger seconded the motion.

Roll Call Vote to exit nonpublic session:	Paul Auger	Yes
	Patrick Clark	Yes
	Dennis Manning	Yes

Motion passed.

Public session reconvened at 8:45 p.m.

Commissioner Auger made a motion to seal these minutes because it is determined that divulgence of this information likely would... *Affect adversely the reputation of any person other than a member of this board.* Commissioner Manning seconded the motion.

Roll Call Vote to seal these minutes:	Paul Auger	Yes
	Patrick Clark	Yes
	Dennis Manning	Yes

Motion passed.

Adjournment

Commissioner Clark adjourned the meeting at 8:09 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 06/10/15 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.