

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	06/10/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Upstairs Meeting Room, 257 Main Street, Tilton

Commissioner Clark called the meeting to order at 5:36 PM.

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

Treasurer's Report

Roland was not present. His report was on the agenda as he requested. *Roland C. Seymour, Treasurer, reconciled the bank accounts on June 9th and all are in balance as of May 31st, per the bank statements.*

The account balances as of June 10th are:

Apparatus & Equipment Replacement Fund	\$347,745.11
Apparatus & Equipment Replacement Fund CD	402,502.89
Debit Card Account	4,370.15
Operating Budget Account	315,319.22
Payroll Account	500.00
Land & Building Fund	248,817.91

Discussion ensued on when the Towns make their payments.

Correspondence

- PLT: Termination Acknowledgement of Property Liability & Workers' Compensation coverages
The Board Reviewed the Prior Actos Notification Form. Commissioner Clark signed the form.
- Tilton-Northfield Water District: Invitation to meet June 15th at 7 pm at the Water District office
- Primex: Welcome Letter
The Board reviewed the Membership Agreement and Application for Transition Endorsement & Claims-Made: Known Prior Acts Incident Report. Commissioner Clark signed them.
- Comstar: Hardship Application
- NH Interlocal Trust: Return of Funds to Members
The Board reviewed the methods of accepting the \$659.23 return of funds. They unanimously agreed to have the return applied as a "premium holiday" to contributions beginning in February 2016 until paid in full.

Chief's Report

Chief Sitar presented the Fire Prevention Report with the Chief's report.

1. Fire Prevention Report for May
 - There were 37 Fire Prevention inspections which accounted for 20.1 man hours.
 - Report was included in the handout.

- FF Smith was not available to assist Captain Joubert due to his temporary reassignment to a shift to cover a FF who is out on personal injury. Fire Prevention duties are somewhat backed up. Also attributable to this was the very busy fire load that occurred during May.
2. Run Report for May 2015
 - The report was included in the handout.
 - For the month of May there were 173 incidents.
 - 89 of the incidents were EMS and that equates to 51% of our total incident volume for the month.
 3. Overlapping/Simultaneous Incidents for May 2015
 - The report was included in the handout.
 - There were 34 overlapping/simultaneous incidents for the month where five of the incidents were a third call and one of the incidents was a fourth call.
 - Overlapping/simultaneous incidents accounted for 20% of all incidents for the month of May.
 4. Chief Sitar commented he attended a meeting between the Northfield and Belmont Boards of Selectmen to discuss the fire that took place off of Route 140 May 6th through May 8th. The Boards decided they would share the cost of the fire equally.
 5. On May 7th there was a fire at 70 Reservoir Road in Northfield that the cause was found to be negligence upon the landowner. An invoice will be sent to the landowner for the costs incurred to extinguish the fire once all those costs have been determined and approved by the Division of Forests and Lands.
 6. A full time firefighter injured himself while off duty on March 25th. He will be out for an undetermined time. This has affected our overtime line. FF Smith was transferred to Shift 1 to reduce the need for O/T to fill the firefighters position until he returns to full duty status which we are hoping will be within the next week.
 7. Chief Sitar reviewed his Budget concerns. Discussion ensued about his concerns on the Overtime, Call Salaries, Heat, Sewer and Gasoline lines.
 8. A firefighter is switching from the Family Insurance Buyout to the Family Plan starting July 1st. The Family Buyout cost is \$3,500.00. The District's Family Medical Plan cost is \$22,560.43. This will result in a savings of \$1,750 in the buyout but will cost an additional \$11,280.22 in health insurance costs. The net will be an additional \$9,530.22 in health insurance costs for the District. The Health Insurance Contingency Fund within the District's budget will be used to cover this expense. Discussion ensued about the buyout.
 9. On Saturday, May 30th, we had a training fire on Bittern Lane next to MB Tractor.
 10. There is the possibility of using two buildings scheduled for demolition at Tilton School for training.
 11. Chief Sitar commented he attended a Senior Fire Officer Forum conducted by the Massachusetts Fire Academy on May 26th. Risk management specialist Gordon Graham was the keynote speaker. Chief Sitar highlighted the seminar. Discussion ensued.
 12. Chief Sitar reported he is in discussion with three vehicle service providers to establish a vehicle maintenance plan that meets his and NFPA standards. They are AutoServ, Lakes Region Fire Apparatus and Benson's Auto.
 13. The meeting with the Northfield and Tilton Boards of Selectmen, the Fire Commissioners and Chief Hayes is tentatively scheduled for July 23rd in the Tilton Town Hall. He is just waiting for Tilton to confirm the date.

14. Chief Sitar reported he is currently working on the following:

- Employee Performance Evaluation Form
- Revised Employee Compensation Scale
- Capital Improvement Plan
- New Staffing Plan
- Open House during Fire Prevention Week in October

Old Business

Vehicle Policy

Discussion ensued on the policy regarding the use of Department vehicles. Commissioner Clark made a motion for Chief Sitar to rewrite the policy and combine the two sections dealing with the use of Department vehicles into one section. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Chief's 2015 Goals

Chief Sitar commented that he provided two pages of goals. Page two is the continuous goals that they agreed last year would always be continuous. Page one are general goals.

Commissioner Clark read a list of goals that he would like for the Chief. They are to seek grant money, the tower communication program, overseeing the facility process and work on the Capital Improvement Plan.

The Chief's list of general goals was reviewed: 1. Continue to familiarize himself with the District's citizens, groups, cultures and organizations; 2. Participate and help facilitate the Facility Committee process; 3. Implement a new vehicle maintenance program; 4. Improve portable radio communications with the implementation of vehicular repeaters; 5. Continue to improve the relationship and cooperation between the Fire District and Water District; 6. Investigate and implement methods to improve firefighter safety; 7. Finalize specifications for a new engine; 8. Investigate a cooperative purchase process with other departments for large purchase; 9. Improve the training consistency and content between shifts; 10. Investigate/implement a post incident customer survey to measure customer satisfaction.

Commissioner Clark added three goals to Chief Sitar's list: 1. Continue working with Northfield Selectmen to develop the Tower Communication Program; 2. Capital Improvement Plan; 3. Seek and obtain grant monies.

Commissioner Clark made a motion to accept the Chief's goals and the three additional goals that were talked about for the ensuing year. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

New Business

Credit Card Acceptance

Chief Sitar recommended the District institute a policy to accept credit cards rather than cash. Discussion ensued on the reasoning behind this. Commissioner Manning made a motion to accept credit cards and checks only effective September 1, 2015. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Code Enforcement

Chief Sitar explained that the Fire Department handles code enforcement in the matters of Electrical inspections, Gas inspections, NFPA 101 and NFPA 1. He would like to discuss the possibility with the Towns of taking on the building code inspections. Both Towns currently have Code Enforcement

Officers and they will both be retiring within a couple years. Discussion ensued. The Board unanimously agreed to have Chief Sitar explore this further.

Minutes

May 13th Nonpublic

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

Commissioner Manning 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 Auger seconded the motion.

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

Motion passed.

May 13th Public

Commissioner Auger made a motion to accept the meeting minutes of the May 13th as written. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

May 27th

Commissioner Clark made a motion to accept the meeting minutes of the May 27th as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Nonpublic Session

Commissioner Clark 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 Manning seconded the motion.

Roll Call vote to enter nonpublic session:	Paul Auger	Yes
	Patrick Clark	Yes
	Dennis Manning	Yes

Motion passed.

Nonpublic session entered at 8:08 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 8:24 p.m.

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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.

Other Business

The Towns of Andover and Rumney requested the District send them bills for the wildland fires we responded to in their towns as they were chargeable fires. The Board signed the Forest Fire bills.

Adjournment

Commissioner Clark made a motion to adjourn the meeting. Commissioner Manning seconded the motion. Meeting adjourned at 8:27 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 07/22/15 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.