

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	07/22/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield

Commissioner Clark called the meeting to order at 5:32 PM.

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

Treasurer's Report

Roland presented his report. The checkbooks are all in balance.

The account balances as of July 22nd are:

Apparatus & Equipment Replacement Fund	\$356,822.70
Apparatus & Equipment Replacement Fund CD	402,502.89
Debit Card Account	4,869.77
Operating Budget Account	430,198.30
Payroll Account	500.00
Land & Building Fund	199,350.63

Discussion ensued on the revenue received in the Apparatus & Equipment Replacement Fund. We are on track with last year.

Roland commented he had discussed the Operating Budget with Chief Sitar and Kathy. The Chief will provide more information on his budget concerns in his report.

Discussion ensued about COMSTAR, our outstanding receivables and the collection process.

Correspondence

Katina L. Provencal: A resignation letter was received from Katina on June 22nd. She resigned as District Clerk effective immediately.

The write in candidates from District Meeting were reviewed. Chief Sitar recommended the Board wait until the next election before filling the position. After discussion, the Board unanimously decided to wait until the 2016 elections to fill the Clerk position.

Chief's Report

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

1. Fire Prevention Report for June

- There were 49 Fire Prevention inspections.
- Report was included in the handout.
- FF Smith was reassigned to the Fire Prevention Division on June 11th from Shift 1 where he was replacing FF Kantar.
- Taco Bell is under construction across from Wendy's.
- AutoServ Kia dealership should start construction soon on Tilton Road in front of the auto body shop.

There was discussion on what a site consultation involves.

The Board requested the hours be added to each individual inspection on the report.

2. Run Report for June 2015
 - The report was included in the handout.
 - For the month of June there were 119 incidents.
 - 84 of the incidents were EMS which equates to 71% of our total incident volume for the month. Discussion ensued on what assist the police involves.
3. Overlapping/Simultaneous Incidents for June 2015
 - The report was included in the handout.
 - There were 14 overlapping/simultaneous incidents for the month where one of the incidents was a third call.
 - Overlapping/simultaneous incidents accounted for 12% of all incidents for the month of June.
4. Chief Sitar reported that on July 14th there was a fatal fire in Northfield. He gave the Board a copy of the Fire Marshall's press release.
5. The Facilities Committee has met about every two weeks and has been reviewing call data. Kyle Barker of Warrenstreet presented a report on the condition of the building and land at Park Street. Commissioner Manning went in to detail on what the Committee has been discussing. The Park Street station was discussed in detail.
6. Budget Concerns: As of July 17th we are at 54.4% through the fiscal year. OT is at 62.3%, Call Salary is at 73.4%, Heat is at 86.9%, Sewer is at 62% and Gasoline is at 70% of the budget. Overall we are at 54.7% of our total expenses for the year as of July 17th. Discussion ensued on the overtime and call salary lines. Commissioner Clark requested that each line in these categories be broken out to show budget versus actual percentages. Use of Fire Prevention personnel to cover daytime overtime shifts was discussed. The Call Company response policy was discussed. Chief Sitar explained he will report back to the Board next month on how well the measures he has put in place are working.

Deputy Robinson informed the Board of the Call Company's reaction to the changes instituted for budget purposes. He asked the Commissioners to stay open minded. He requested they not take this lightly. He requested they look at every possible thing they can do to get this back to normal before January 1st. Discussion ensued on steps to be taken going forward.

Chief Sitar reviewed potential budget savings. He explained if we kept spending as we were the budget overrun will be \$60,062. With the possible savings he has earmarked, his predicted overrun will be \$31,212. He went over the operations that are affected by budget constraints.

Commission Auger questioned having the Towns hire the fire inspector and take over all of it. Chief Sitar commented he is in discussion with both Town Administrators on code enforcement and how it will be handled going forward.
7. A Firefighter switched from the buyout option to the family medical plan on July 1st. This change used up the contingency within the health insurance line of the budget.
8. The Fire Department was allowed to use two buildings at Tilton School that are scheduled for demolition for training purposes.
9. Chief Sitar commented that the new vehicle maintenance plan has been put in place. The plan meets his and NFPA standards for vehicle maintenance. He explained we will be using AutoServ,

Lakes Region Fire Apparatus and Benson's as well as other local vendors when appropriate to manage the new program. Discussion ensued on local vendors and what they will be doing.

10. Chief Sitar reminded the Board that the meeting between the Northfield and Tilton Selectmen, the Fire Commissioners and Chief Hayes is scheduled for July 23rd at 5:30 PM at Tilton Town Hall.
11. Chief Sitar reported he is talking with the two Town Administrators to determine if it would be beneficial to the communities to have a centralized code enforcement officer.
12. Chief Sitar reported he is currently working on the following:
 - Employee Performance Evaluation Form
 - Group Health Insurance comparison
 - Revised Employee Compensation Scale
 - Capital Improvement Plan (CIP)
 - New Staffing Plan
 - Open House during Fire Prevention Week in October
 - 2016 Budget to include:
 - New wage plan
 - Possible centralized Building Code Enforcement
 - Full time Deputy Chief in charge of Operations and Training
 - New shift schedule
 - New pumper with funds to be expended from the Apparatus & Equipment Fund in 2017
 - New mobile and portable radios; possibly a multi-year replacement program
 - Increase in the Call Company Salary line
 - Increase in the Training line

Old Business

Reservoir Road Fire

Chief Sitar explained we are going to be billing the individual responsible for the fire on Reservoir Road. He is requesting permission to pay the forestry bills received from other fire departments for the fire. Discussion ensued about the fire. Commissioner Auger made a motion to pay the \$722.01 in bills received from other fire departments for the Reservoir Road fire. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Vehicle Policy

Discussion ensued on the policy Chief Sitar rewrote regarding the use of Department vehicles. Chief Sitar is to change the policy to include *fire department vehicles are not to be used for personal use unless authorized by the Fire Chief or his designee*. Commissioner Clark gave Chief Sitar the wording written out as how he would like it to read. Chief Sitar is to make the recommended changes and email it to the Board for their review.

Chief's 2015 Goals

Chief Sitar provided the Board with the revised list of Chief's 2015 Goals, as well as copies of the Preventative Maintenance Schedule, Customer Satisfaction Survey and CIP for their review.

- The Preventative Maintenance Schedule was discussed.
- A Customer Satisfaction Survey was discussed. The Board agreed it is a good idea and discussed when it should be implemented.
- The remainder of the Chief's 2015 Goals were reviewed. As each goal was reviewed, Chief Sitar explained how he was meeting that goal.
- Discussion ensued about a new engine. Commissioner Clark stated that he wanted to go on

record that they are looking at the final specs but the Commissioners have not accepted the purchase of a new vehicle for this year. They have agreed to review the specs. Concerns that he has are reviewing the Capital Improvement Plan. Engine 1 usage was discussed. Chief Sitar explained that one of the vendors they are looking at has gone up 7% in one year. The use of stainless steel versus aluminum was reviewed.

- The Capital Improvement Plan was reviewed. Commissioner Clark requested the Chief provide the Board with the year and mileage of each vehicle.

Commissioner Manning made a motion to approve the Chief's 2015 Goals. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

Credit Card Acceptance

Commissioner Manning made a motion to reverse accepting credit cards due to the cost. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion passed.

New Business

Hydrant Fee Contract

Discussion ensued about the five year contract offered by the Water District regarding the hydrant fees. The Board unanimously decided to have the contract reviewed by Primex and the Municipal Association before signing it. They will review this again next month.

Sprinkler Code

Chief Sitar informed the Board that he had discussions with Scott Davis and John Chase of Tilton-Northfield Water District on fees in regards to the commercial construction process and sprinkler codes. They provided a copy of TNWD rates. Discussion ensued about the sprinkler code. Chief Sitar explained we cannot change the code as it is a National Code; however, we can have an ordinance that will be stricter than the National Code. If a building is under the square footage where sprinkler systems are required, there are other circumstances that could require a sprinkler system. They have to live within the adopted code of the State and the adopted code of the District.

Pay & Wage Scale

Chief Sitar presented the Board with a new proposed wage scale for their review. He also gave them copies of the current wage scale being used.

Chief Sitar informed the Board there are a number of fire departments in NH looking for firefighters. Their starting pay is \$1.00 to \$4.00 more per hour than our starting pay and their benefits are better.

Electronic Bill Payment

Chief Sitar explained we are looking for a motion from the Commissioners to approve electronic bill payments. Instead of sending a check it would be done electronically. They would still have a manifest with all the detail to approve.

Commissioner Clark made a motion to accept electronic bill payments as recommended. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

PLT 2013 Worker's Comp Audit Return

Chief Sitar explained that we received \$3,582.75 from the 2013 Worker's Compensation Audit. He is recommending this return be applied to the 2015 Worker's Comp expense line. Commissioner Clark made a motion to apply the 2013 Worker's Comp Audit Return of \$3,582.75 to the 2015 Worker's Comp expense line. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

PLT 2014 Worker's Comp Audit

Chief Sitar explained PLT will be conducting an audit. He is requesting the return, if any, is received that it be applied to the 2015 Worker's Comp expense line. Commissioner Clark made a motion to apply the 2014 Worker's Comp Audit Return, if any, to the 2015 Worker's Comp expense line. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Minutes

June 10th Public

Discussion ensued on the Chief exploring Code Enforcement with the Towns. Commissioner Clark commented he wants the Chief to continue to explore this. Commissioner Manning made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

June 10th Nonpublic

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

Commissioner Clark made a motion to unseal the minutes. Commissioner Manning seconded the motion. There being no discussion, roll call vote was taken.

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

Motion passed.

Adjournment

Commissioner Clark made a motion to adjourn the meeting. Commissioner Manning seconded the motion. Meeting adjourned at 8:43 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 08/12/15 at 17:30. Meeting to be held at Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield.