

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	09/09/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Downstairs Meeting Room, 21 Summer Street, Northfield

Commissioner Clark called the meeting to order at 5:33 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

Public: Paula Benski

## Treasurer's Report

Roland presented his report. The checkbooks are all in balance as of August 31<sup>st</sup>.

The account balances as of September 9<sup>th</sup> are:

Apparatus & Equipment Replacement Fund	\$384,956.56
Apparatus & Equipment Replacement Fund CD	406,215.35
Debit Card Account	4,812.20
Operating Budget Account	259,166.82
Payroll Account	500.00
Land & Building Fund	199,402.44

Roland reported that as of today we have earned \$6,215.35 in interest on the Apparatus & Equipment Replacement Fund CD. It is a five year CD.

Discussion ensued on the revenue received in the Apparatus & Equipment Replacement Fund.

The Operating Budget was discussed. Chief Sitar explained we are at 71.8% of the budget.

## Public Comment

None

## Correspondence

DrummondWoodsum: Complimentary Human Resource Program – Fair Labor Standards Act, September 16, 2015 in Manchester from 12 Noon to 1:00 PM.

## Chief's Report

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

1. Fire Prevention Report for August
  - There were 50 Fire Prevention inspections in which 44.1 man hours were used.
  - The report was included in the handout.
  - Taco Bell is still under construction.
  - Aroma Joe's is under construction on West Main Street.
2. Run Report for August 2015
  - The report was included in the handout.
  - For the month of August there were 149 incidents.

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- 100 of the incidents were EMS in nature which equates to 68% of our total incident volume for the month.
3. Overlapping/Simultaneous Incidents for August 2015
    - The report was included in the handout.
    - There were 30 overlapping/simultaneous incidents for the month where four of the incidents was a third call.
    - Overlapping/simultaneous incidents accounted for 21% of all incidents for the month of August.
  4. The Facilities Committee met on August 24<sup>th</sup>. The Committee and Chief reviewed the Fire Station Needs Report published in September of last year. Their next meeting is September 14<sup>th</sup> at 5 PM. Commissioner Manning provided in-depth information on what transpired at the meeting.
  5. Budget Concerns: Chief Sitar reported that as of September 9<sup>th</sup> we are at 71.2% through our fiscal year. Overtime @ 76.3%, Call Salaries @ 84.0%, Heating @ 89.1%, Sewer @ 90.1%, Gasoline @ 85.4% and Vehicle Repairs/Parts @ 92.8%. Overall we are at 66.7% total expenses for the year. The measures taken for the last two months to help the District remain within the allotted budget have had a positive impact. He will continue to closely monitor the budget in the hopes that he can reinstate the in-house training and, after that, have the Call Company respond as they were before he took these measures. Discussion ensued about the budget concerns.
  6. The Fire Department will be hosting an open house to kick off Fire Prevention Week on Saturday, October 3, 2015 from 10 AM to 2 PM. All residents of the District are invited to attend.
  7. Chief Sitar reported he is working on a grant to improve our portable radio coverage and replace our current mobile and portable radios. There will be a small percentage match that will have to be appropriated from the Apparatus & Equipment Replacement Fund to secure the grant. That amount has yet to be determined. Discussion ensued.
  8. Chief Sitar reported he is hosting the October NH Association of Fire Chiefs meeting at the Lochmere Country Club. The meeting will take place on Thursday, October 8<sup>th</sup>.
  9. Chief Sitar reported he will be attending the National Fire Academy in Emmetsburg, Maryland from May 15, 2016 through May 27, 2016. This will be the fourth class in the Executive Fire Officer Program. The course title is Executive Leadership.
  10. Chief Sitar reported he is currently working on the following:
    - Revised Employee Compensation Scale
    - FIRE Acts Grant for radio replacement and reception improvements
    - Capital Improvement Plan (CIP)
    - New Staffing Plan
    - Employee Performance Evaluation Form
    - 2016 Budget to include:
      - New Wage Plan
      - Full time Deputy Chief in charge of Operations and Training
      - New shift schedule
      - Possible centralized Building Code Enforcement
      - New shift schedule
      - New pumper with funds to be expended 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

Pay & Wage Scale

Chief Sitar reminded the Board they have discussed this several times. They have a copy in the packet. He explained that several of our employees have applied to other departments. The employees who are applying are our paramedics. To try and stem the tide, we need to provide comparable benefits, wages and hours.

Commissioner Manning asked about the firefighter's opportunity for raises. Chief Sitar explained that right now they receive a step annually. Discussion ensued about the new shift schedule.

Commissioner Manning presented a spreadsheet of assessed valuation of towns. Extensive discussion ensued on the data provided by Commissioner Manning as well as the data provided by Chief Sitar.

The Board of Commissioners requested Chief Sitar provide more information on the median total income.

Chief Sitar described his pay scale. It is derived by the rank. Other ways to increase income is through certifications and education. A step raise, 1%, would be done through an employee evaluation. A COLA should also be included. Firefighters would be paid by rank with incentives for education, certifications and performance.

Capital Improvement Plan

Chief Sitar presented the Board of Commissioners with working version 4 of the CIP. Discussion ensued on the projected plan. Chief Sitar commented there are two additions; Car 2 if a full-time deputy is hired and a third engine. We need an attack engine and a water supply engine. If one of the engines is broken, you need that other engine to fill in that gap. One of the ISO requirements is a reserve pumper. We have two attack pumpers but no reserve pumper. Chief Sitar explained how ISO grades a department.

Commissioner Clark commented that he feels engine 3 is being driven into the ground. In six months engine 3 has added 6,000 miles compared to engine 1 adding 1,000 miles. Chief Sitar explained that the odometer runs while the truck is in pump mode. Discussion ensued on what factors are looked at when you replace a vehicle. He explained there is a grading system on how vehicles are graded for when you need to replace them.

The CIP was reviewed in detail. Revenue was discussed. Grant writing was discussed and the impact of being awarded a grant would have on the CIP.

Hydrant Fee Contract

The Board reviewed the revised agreement between Tilton-Northfield Water District and Tilton-Northfield Fire District. Discussion ensued about writing a warrant article for the voters to agree to the five year agreement. Commissioner Clark made a motion to sign the agreement as written.

Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed. The Board signed the agreement.

New Business

Commissioner Auger thanked all the EMTs for obtaining their license. He also congratulated John Ober on obtaining his CDL. The Board requested the Chief pass their thanks and congratulations on.

Commissioner Clark feels they should limit the burden on the taxpayers going into District meeting as they are trying to get the facilities to go through. He requested the Chief provide them with the information so they can review it well in advance. He requested everyone think long and hard on this.

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Commissioner Manning requested the Chief come in with absolute priorities. Discussion ensued about the facilities plan.

Minutes

August 10, 2015

Commissioner Auger made a motion to accept the minutes of August 10<sup>th</sup> as written. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Clark made a motion to adjourn the meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 8:44 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** 10/14/15 at 17:30. Meeting to be held at Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield.