

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	01/13/2016 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, Patrick Clark and Dennis Manning; Chief Michael W. Sitar, Jr., Deputy Chief Michael J. Robinson, Treasurer Roland Seymour and Admin. Assistant Kathy Tobine

Public: Stephanie Giovannucci, Paula Benski, David Hall

District Clerk

Commissioner Clark made a motion to appoint Stephanie Giovannucci as District Clerk until District elections in March. Commissioner Manning seconded the motion. Discussion ensued about the Clerk duties. There being no further discussion, vote was taken. Motion passed.

Treasurer's Report

Roland presented his report. The checkbooks are all in balance as of December 31st.

The account balances as of January 13th are:

Apparatus & Equipment Replacement Fund	\$498,616.35
Apparatus & Equipment Replacement Fund CD	407,929.67
Debit Card Account	4,672.12
Operating Budget Account	384,045.95
Payroll Account	500.00
Land & Building Fund	199,502.43

Roland commented we have earned over \$7,929.67 in interest on the Apparatus & Equipment Fund Replacement Fund CD since inception. The original deposit was \$400,000.

Roland reported on the Apparatus & Equipment Replacement Fund. We budgeted \$280,000 in revenue and we are at \$315,825. We are over budget by \$37,826.

Public Comment

There was no public comment.

Correspondence

There was no correspondence.

Chief's Report

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

1. Fire Prevention Report for December 2015
 - There were 38 Fire Prevention inspections in which 22 man hours were used.
 - The report was included in the handout.

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- AutoServ Kia is now open.
 - Aroma Joe's is now open.
 - Tilton School's new Maintenance Building is now open.
 - Raw Life Café and Juice Bar is open.
 - Rio Burrito has an occupancy permit but won't be open for about two more weeks.
 - Included in the handout is a bulletin from the State Fire Marshall concerning Appliance Venting & Heating System Maintenance.
2. Run Report for December 2015
 - The report was included in the handout.
 - For the month of December there were 137 incidents.
 - 88 of the incidents were EMS in nature which equates to 64% of our total incident volume for the month.
 3. Overlapping/Simultaneous Incidents for December 2015
 - The report was included in the handout.
 - There were 20 overlapping/simultaneous incidents for the month where two of the incidents was a third call.
 - Overlapping/simultaneous incidents accounted for 14.6% of all incidents for the month of December.
 4. Run Report for 2015
 - There was a total of 1,568 incidents for the year.
 - There were 988 EMS incidents which equals 60% of all incidents
 - There were 230 multiple or simultaneous calls. Multiple or simultaneous calls are 14.7% of our incidents.
 - Our call volume increased by 4% over last year.
 5. 2015 Operating Budget
 - We finished the last fiscal year with an approximate surplus of \$11,000.
 - The 2015 books should be closed by the end of the month.
 6. 2015 Ambulance Revenue
 - The predicted ambulance revenue for 2015 was \$280,000.
 - The actual ambulance revenue was \$317,826, \$37,826 more than predicted.
 - Ambulance revenue increased by \$31,557 or by 9.93%.
 7. Chief Sitar reported the Facilities Committee met on December 30th. The committee is continuing to determine the program usage of the new building and is looking for possible locations for a new station. The next meeting is Monday, January 18th at 5:00 PM at Northfield Town Hall.
 8. Chief Sitar reported he has submitted an Assistance to Firefighters Grant (AFG) application to improve our portable radio coverage and replace our current mobile and portable radios. The District will have a 5% match to the grant if successful. The amount requested in the grant is \$325,763. Successful grants will start to be awarded in the late spring and will continue through the fall.
 9. The Apparatus Committee is reviewing what chassis for a new ambulance would best serve the Department.
 10. The District has been awarded two forestry equipment grants. The total amount for the grants is \$9,908 for which the District will be reimbursed \$4,000.

11. Chief Sitar reported he is currently working on:
- Call Company personnel review and shift assignments.

Old Business

Letter to Facilities Committee

The letter granting the Facilities Committee permission to confer with Gregory Peverly and Deborah Peverly of Berkshire Hathaway Verani Real Estate, the District's Buyer's Agent, on matters of any and all possible land inquiries or possible land acquisitions in regards to the location of a fire station was signed by all three Commissioners.

Warrant Articles

The warrant articles were reviewed. There was no discussion on Articles 1 through 5. Article 6 requesting the purchase of a new ambulance was discussed. There was no discussion on Article 7. There was discussion on Article 8 regarding the agreement between the Water District and the Fire District. Chief Sitar spoke to Article 10. He believes that there should be money set aside for emergencies. This money would come from the Unreserved Fund Balance (UFB). The Board would be in charge of these funds. Discussion ensued about the uses of this fund. Chief Sitar explained the purpose of Article 11 is to take the Fire Prevention revenues and put them in this fund. This fund would then be used for education and safety materials, supplies for the Fire Prevention Trailer, etc. Discussion ensued. Commissioner Manning made a motion to accept the warrant articles as amended pending DRA pre-approval. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

New Business

Public Information Policy

Commissioner Manning commented that he believes a public information policy should be instituted. He believes all requests should go through the Board of Commissioners. Discussion ensued. Commissioner Manning will review RSA 91A.

Monthly Meetings

Commissioner Manning explained his classes are Monday and Wednesday nights this semester. Discussion ensued. Commissioner Clark made a motion to move the monthly meetings to Tuesday until further notice. Commissioner Manning seconded the motion. Discussion ensued on the public hearings on the Budget and Warrant on February 10th. Commissioner Clark is to request the Budget Committee move their public hearing to February 9th. There being no further discussion, vote was taken. Motion passed.

District Meeting

Commissioner Clark commented he would to see the Fire District meeting changed to be more like the School District meeting. He would like to have Chief Sitar, the Commissioners and Budget Committee speak at the beginning of the meeting highlighting what they feel is important and the Facilities Committee speak on what they have accomplished so far. Five minutes should be allotted to each. After discussion, the Board agreed this would be a good idea.

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Minutes

December 9th, 21st, 28th

Commissioner Auger made a motion to accept the minutes of December 9th, 21st and 28th as printed. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Manifest

The Manifest of December 9, 2015 was reviewed and signed.

Adjournment

Commissioner Clark made a motion to adjourn the meeting. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:40 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 02/9/16 at 17:30. Meeting to be held at Tilton Town Hall
Upstairs Meeting Room, 257 Main Street, Tilton.