

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	03/08/2016 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 5:32 PM.

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

Treasurer's Report

Roland presented the Treasurer's Report. All the accounts are in balance.

Commissioner Clark commented that the total in the Apparatus & Equipment Replacement Fund and the CD total \$937,268.99. Roland explained the District is earning almost \$500 per month in interest on the CD.

Discussion ensued on the donation received as beneficiary of Bert Southwick's annuity.

Roland commented that for the Apparatus & Equipment Fund collections are coming in.

Roland reported that Tilton has made two payments. Commissioner Manning wanted to know when Northfield would be making their payments. Roland explained they pay quarterly and it will be toward the end of March.

Correspondence

Kathy explained the Board has received copies of the correspondence with COMSTAR. It was decided to discuss this in nonpublic session.

Chief's Report

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

1. Fire Prevention Report for February 2016
 - There were 47 Fire Prevention inspections in which 33.8 man hours were used.
 - The report was included in the handout.
 - Park Street Pub is now open.
 - 186 Reservoir Road is a new residence.
 - Eptam Plastics employees were trained on fire extinguisher use.
 - Working on Main Street numbering with the Town of Tilton and State 911.
 - Included in their handout is information on Microwave Oven Safety.
2. Run Report for February 2016
 - The report was included in the handout.
 - For the month of February there were 135 incidents.
 - 75 of the incidents were EMS in nature which equates to 50% of our total incident volume for the month.

Discussion ensued on the number of incidents for 2015. Commissioner Manning commented on the fire on Route 140 that lasted three days and had a major impact on the budget.

3. Overlapping/Simultaneous Incidents for February 2016
 - The report was included in the handout.
 - There were 20 overlapping/simultaneous incidents for the month.
 - Overlapping/simultaneous incidents accounted for 15% of all incidents for the month of February.

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4. The Facilities Committee last met on February 29th. The committee is continuing to explore possible locations for a new fire station. Kyle Barker of WarrenStreet is helping the committee with possible costs associated with certain parcels at this time. No decision on any particular location has been made at this time. The next meeting is Wednesday, March 16th at 5:00 PM at the Northfield Town Hall.
5. The Apparatus Committee is developing specifications for a new ambulance and reviewing what chassis for a new ambulance would best serve the Department. Discussion ensued about the Purchasing Policy. Commissioner Auger commented he would like a member of the Board sit on the Apparatus Committee.
6. The Department participated in a Table Top Exercise with the Winnisquam School District. The exercise tested communications and command and control issues. The exercise was held on Monday, February 29th. Participating organizations in the exercise were: TNFD, Tilton PD, Northfield PD, Sanbornton PD, Lakes Region Mutual Fire Aid, NH Division of Homeland Security and the Winnisquam School District. Chief Sitar was on the exercise planning committee. Discussion ensued about the table top exercise.
7. Chief Sitar reported he is currently working on:
 - Call Company personnel review and shift assignments.
 - Call Company recruitment.
 - SAFER Grant (Staffing for Adequate Fire and Emergency Response). Discussion ensued about the SAFER Grant.
 - Prepping for District Meeting.

Nonpublic Session

A motion to enter Nonpublic Session to discuss COMSTAR issues was made by Commissioner Manning and seconded by Commissioner Auger.

The Specific Statutory Reason cited as foundation for the nonpublic session: 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.*

Roll Call vote to enter nonpublic session: Paul Auger - Yes, Patrick Clark - Yes, Dennis Manning – Yes. Motion passed.

Nonpublic session was entered at 6:24 p.m.

A motion to leave nonpublic session and return to public session was made by Commissioner Manning and seconded by Commissioner Auger.

Roll Call vote to exit nonpublic session: Paul Auger - Yes, Patrick Clark - Yes, Dennis Manning – Yes. Motion passed.

Public session reconvened at 7:07 p.m.

A motion made by Commissioner Manning and seconded by Commissioner Auger, 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.

Roll Call vote to seal these minutes: Paul Auger - Yes, Patrick Clark - Yes, Dennis Manning – Yes. Motion passed.

A motion to enter Nonpublic Session was made by Commissioner Auger and seconded by Commissioner Manning.

The Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or*

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the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Roll Call vote to enter nonpublic session: Paul Auger - Yes, Patrick Clark - Yes, Dennis Manning – Yes. Motion passed.

Nonpublic session was entered at 7:08 p.m.

A motion to leave nonpublic session and return to public session was made by Commissioner Manning and seconded by Commissioner Auger.

Roll Call vote to exit nonpublic session: Paul Auger - Yes, Patrick Clark - Yes, Dennis Manning – Yes. Motion passed.

Public session reconvened at 7:26 p.m.

A motion was made by Commissioner Auger and seconded by Commissioner Manning to seal these minutes because it is determined that divulgence of this information likely would render a proposed action ineffective.

Roll Call vote to seal these minutes: Paul Auger - Yes, Patrick Clark - Yes, Dennis Manning – Yes. Motion passed.

Minutes

February 2, 2016

Commissioner Manning made a motion to accept the minutes of February 2nd as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Commissioner Clark commented he will touch base with Donnie Stevens about district meeting. The budget and warrant articles were reviewed. Discussion ensued about the hot topics and various scenarios that might come up during district meeting.

Deputy Chief Robinson thanked Commissioner Clark for his years of service.

Adjournment

Commissioner Clark adjourned the meeting at 8:02 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 04/12/16 at 17:30. Meeting to be held at Tilton Town Hall
Upstairs Meeting Room, 257 Main Street, Tilton.