

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	04/12/2016 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Upstairs Meeting Room, 257 Main Street, Tilton

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

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

### Election of Chair

Commissioner Auger explained that the person who is going out is normally elected as chair. Commissioner Manning nominated Commissioner Auger as Chair. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

### Treasurer's Report

Commissioner Auger reported that Roland will not be attending the meeting tonight. Chief Sitar commented that the reports are in their handouts. Everything seems to be in order. We are 28.84% through the calendar year and total expenditures are at 24.4% at this time. He has no line item concerns at this time. Both Towns have made payments through the first quarter.

Commissioner Manning questioned the heating fuel and whether we would stay on budget. Chief Sitar explained this is one of the lines the Budget Committee cut.

Commissioner Blaisdell asked for more specifics on vehicle maintenance. Discussion ensued about the preventative maintenance program and repairs that have been done..

### Chief's Report

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

1. Fire Prevention Report for March 2016
  - There were 60 Fire Prevention inspections in which 42.4 man hours were used.
  - A Fire Safety presentation performed at the 3M Safety Day.
  - Christopher M Banks store is now open at the Tanger Outlet Mall.
  - A new road named "Old Shalimar Road" is located across the street from the Econo-Lodge
  - Main Street numbering with the Town of Tilton and State 911 is still ongoing. Discussion ensued about the 911 numbering in Tilton.
2. Run Report for March 2016
  - Report included in handout
  - For the month of March we had 113 incidents.
  - 72 of the incidents were EMS in nature and that equates to 64% of our total incident volume for the month.
3. Overlapping/Simultaneous Incidents for March 2016
  - Report included in handout.
  - We had 18 overlapping/simultaneous incidents for the month, three of which were third calls.

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- Overlapping/simultaneous incidents accounted for 16% of all incidents for the month.

4. The Facilities Committee last met on March 16th. 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 decisions on any particular location have been made at this time. The next meeting is on Wednesday, April 27th at 5 PM in the Northfield Town Hall.

Commissioner Auger commented that he heard the Park Street location in Northfield did not have enough land to do anything at that location. Commissioner Manning stated it is certainly being considered. Chief Sitar commented that no definitive plans have been made. All options are still being considered, nothing has been eliminated.

5. The Apparatus Committee is developing specifications for a new ambulance and reviewing what chassis for a new ambulance would best serve the Department.

- Ford is stopping the production of the E450 Chassis.
- The F450/550 chassis is only offered with a diesel engine with the ambulance prep package.
- Chevy/GMC does not offer a gasoline HD3500 ambulance chassis.

Chief Sitar explained that only Dodge makes a gasoline engine for ambulances. Two chiefs who have the Dodge recommend not buying a Dodge as they have had nothing but problems. Discussion ensued on options available. Commissioner Auger commented that he would like one of the Commissioners to sit on the Apparatus Committee. Discussion ensued. Commissioner Blaisdell expressed interested in attending those meetings. Limp mode was discussed.

6. Many of the equipment purchases approved by the Commissioners during the budget process have been ordered and those items are slowly trickling in.

7. Chief Sitar applied for a SAFER Grant with FEMA to add 1 full time firefighter to each shift. This equates to three full time firefighters in all. The total grant request was for \$479,775. If the grant is approved by FEMA and accepted by the Commissioners, the amount requested would cover all payroll and benefit costs for two years.

Commissioner Blaisdell encourages Chief Sitar to apply for any grant that will bring money into the District for any reason. We need all the help we can get. By signing the grant application he was basically trying to make it so the Chief wasn't backed into a corner and couldn't apply for the grant. He struggles with adding any full time people in any capacity in the department right now, with or without the grant. The grant gives you two free years but what do you do at the end of the two years. You either get rid of them or the District decides we need to keep them. If we are awarded the grant, it would be difficult for him to say go ahead and accept it without looking at it and deciding what they will do after the two years is up. Commissioner Manning commented he feels the same way. Let's get approved for it. Before we accept it, we need to look at all the factors involved on how they work these people. Further discussion ensued.

8. Chief Sitar reminded the Board he will be leaving for the National Fire Academy on Sunday, May 15<sup>th</sup>, and returning on Tuesday, May 31<sup>st</sup>.

9. Call FF Aiden O'Brian has accepted full time employment with the Hookset Fire Department. He was one of our most active firefighters.

10. Currently Working on:

- Call Company recruitment.
- Looking at how some RSAs conflict with some the District's current bylaws.
- Customer Satisfaction Survey form

Commissioner Manning commented that some of the questions were subjective. Discussion ensued on

how the responses will be used. Chief Sitar explained that the survey will start May 1<sup>st</sup>.

Old Business

COMSTAR

Billing and the Request for Disposition report were discussed. The Board unanimously decided they would like a representative from COMSTAR come to a meeting to discuss their billing procedures.

New Business

LRMFA Northfield Dispatch Fees

Chief Sitar reported for FY 2015 Northfield did not pay their entire dispatching bill. Dispatch met with Northfield Selectmen. The Town of Northfield did pay bill but still owe the interest. He believes Dispatch is going after the Town for the interest. It's the principal of it. The bill is sent in March. The bill must be paid in full within 60 days. If you don't pay the bill in full, after 60 days you start accruing interest. Discussion ensued.

Ambulance Transports

Commissioner Auger commented he has heard we have transported to DHMC a couple times. We are not in the transporting business to take people to DHMC. He doesn't mind transporting to Franklin or Concord but not DHMC. Chief Sitar explained this only happened once. It was a resident and no private ambulance service was available. Immediate transport had to be made as it was a life and death situation. Discussion ensued.

Chief Sitar commented we don't know what is happening with FRH going forward. With LRGHealthcare consolidating a lot of their services and having just laid a bunch of people off, what is going to happen is unknown. Deputy Robinson commented we need to stay on top of this as we may have to evolve with this. Franklin is in a better financial position than Lakes because of the location it is in so far as recovering money. It receives more funds from government organizations.

Agenda

Commissioner Auger explained to the Board that if they want something added to the agenda to call Kathy. She will add it to the agenda.

Rumor Control

Discussion ensued on the comments made by Sanbornton selectmen and residents regarding TNFD building a new station and regionalization.

Minutes

March 8, 2016

Commissioner Manning made a motion to accept the public and nonpublic minutes of March 8<sup>th</sup> as printed. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

A motion was made by Commissioner Manning and seconded by Commissioner Auger to seal the minutes nonpublic minutes of March 8, 2016, 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, Paul Blaisdell - Yes, Dennis Manning – Yes. Motion passed.

Other Business

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The Board of Commissioners signed the following paperwork:

- MS-123, Report of Town/City/Village Officials
- MS-232, Report of Appropriations Actually Voted
- Bank Signature Cards

Commissioner Blaisdell requested the Board set the meeting schedule as far in advance as possible. Discussion ensued. It was decided the meetings will be on the second Tuesday of the month through August. Effective with the September meeting, the meeting will change to the second Wednesday of the month.

Commissioner Blaisdell commented on the preventative maintenance. He wanted to know the driving force behind replacing the tires. It was explained that after a tire is 10 years old tire, manufacturers recommend you change them as they are no longer considered safe. Discussion ensued.

Nonpublic Session

A motion to enter Nonpublic Session 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(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or 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, Paul Blaisdell - Yes, Dennis Manning – Yes. Motion passed.

Nonpublic session was entered at 7:14 PM.

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

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

Public session reconvened at 8:21 PM.

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, Paul Blaisdell - Yes, Dennis Manning – Yes. Motion passed.

Adjournment

Commissioner Auger made a motion to adjourn at 8:22 PM. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 8:23 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 05/10/16 at 5:30 PM. Meeting to be held at Tilton Town Hall Upstairs Meeting Room, 257 Main Street, Tilton.