

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	05/10/2016 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 5:30 PM.

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

TNPFF Members Present: David Hall, Matthew Gilman, Justin Kantar, Jonathan Powell

COMSTAR

Rick Martin, Comstar Owner & CEO, was present. He provided a brief history of Comstar. The billing process and information provided by TNFD were reviewed. The monthly disposition reports and how they are handled was discussed. An overview of Comstar's online reporting system and the types of reports that are available was provided.

Treasurer's Report

Roland was not present. Kathy stated that the reports are in their packet. Chief Sitar reported we are 36.53% through the calendar year and total expenditures are at 31.3% at this time. He has no line item concerns at this time.

Correspondence

1. TNPFF Local 4659 91-A request for the nonpublic minutes of the meetings of March 8th and April 12th to be released.

The minutes of nonpublic session of April 12th were reviewed. Commissioner Blaisdell made a motion to accept the minutes of the nonpublic session as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell made a motion to release the nonpublic session minutes of March 8th and April 12th. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

2. TNPFF Local 4659 Grievance appealing the April 27, 2016, decision of Chief Sitar in response to their April 21st grievance.

Commissioner Auger asked TNPFF if they would like to speak. David Hall explained the grievance was filed as they do not believe the spirit of the policies was followed; that the employees weren't treated fairly. They would like a process for promotions and reclassification of positions. Extensive discussion ensued. Commissioner Blaisdell commented they understand there is an issue. It is something that needs to be resolved. The resolution was attempted previously and fell short. There is no reason not to discuss that again and make a change to the policy. Unfortunately, to go back change the policy and readdress it he doesn't see happening. If there is a problem with the policy, address the policy. Matt Gilman explained that the purpose of the grievance was a matter of procedure to let the Board know that they weren't happy with what happened. David Hall commented that reclassifying a job description should be a public discussion. Jon Powell reviewed

the history of the last grievance filed with the Board regarding the reclassification of the Kelly Day position from Lieutenant to Captain. He explained that the Board had decided that the position would remain as a Lieutenant position. Justin Kantar commented there is a policy manual as well as directives, policies and guidelines that were made prior to the creation of the latest policy manual. There are things in there that say every attempt will be made to open up in-house positions to everyone. Extensive discussion ensued.

Chief Sitar explained this was a progression in the Department that was needed. He commented he never meant to hurt anyone's feelings. He followed policies that are in place. In hindsight, he believes more discussion should have taken place. Deputy Robinson commented he supported Chief Sitar throughout the whole process.

Commissioner Blaisdell made a motion to deny the grievance based upon the information that the Chief included in his denial and the discussion that they had tonight. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Motion passed.

Commissioner Blaisdell commented that they are certainly happy to further the discussion without question.

Chief's Report

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

1. Fire Prevention Report for April 2016
 - There were 40 Fire Prevention inspections in which 25.6 man hours were used.
 - New water main being installed along Route 132, Sanborn Road to the end of Business Park Drive. The project should be completed by the end of June.
 - The Tilton Building Standardization Committee was formed. Deputy Joubert is a member and Chief Sitar is the Alternate representing the department. NFPA 101 and NH Building Codes were discussed.
 - Old Shalimar Road is located across the street from the Econo-Lodge is a gated private way.
 - The new Smokey the Bear sign was installed today at the Tanger Outlet Mall.
2. Run Report for April 2016
 - Report included in handout
 - For the month of April we had 125 incidents.
 - 74 of the incidents were EMS in nature and that equates to 59% of our total incident volume for the month.
3. Overlapping/Simultaneous Incidents for April 2016
 - Report included in handout.
 - We had 20 overlapping/simultaneous incidents for the month, one of which was a third call.
 - Overlapping/simultaneous incidents accounted for 16% of all incidents for the month.
4. The Facilities Committee last met on April 27th. 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, May 11th at 5 PM in the Northfield Town Hall.
5. The Apparatus Committee today reviewed a F550 4X4 chassis from an ambulance vendor. Commissioner Blaisdell was present for the review. Chief Sitar commented he believes this is the chassis they will be using going forward. Commissioner Blaisdell commented his personal opinion

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is that the 4x4 is a necessity. Chief Sitar commented the difference between a 2wd chassis and a 4wd chassis is \$3,300. The initial cost for the on-spot chains is \$2,750. The difference is about \$450. Commissioner Blaisdell commented he was impressed with the rear suspension in this truck. It is a compressed liquid adjustable suspension. They removed the rear leaf springs and rather than putting an air bag system in it they put a hydraulic unit. He went into detail on the system. He requested more information on the system. He requested prices from the vendor on bodies other than the Horton. Discussion ensued on the 4wd. Commissioner Blaisdell commented they need to act quickly on this and replace A1. It will take 8 to 10 months for delivery.

Chief Sitar reviewed H-GAC (Houston-Galveston Area Council) with the Board. He explained this is a cooperative purchasing program that assists local governments in reducing costs. They will handle all your bidding for you. He recommended the District join them and have them handle the bidding process. There is a nominal fee for membership. Discussion ensued. Commissioner Auger made a motion to look further into it and get formal bids for exactly what we want from the prospective contractor and someone else on a comparable apples-to-apples. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

6. A1 broke down again on Tuesday, May 3rd, at LRGH. The torque converter failed and had to be replaced. The cost was just under \$1,500.
7. The new gear racks for Park Street have been delivered and installed.
8. Chief Sitar applied for a SAFER Grant with FEMA to add one full time firefighter to each shift; 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.
9. Chief Sitar will be leaving for the National Fire Academy on Sunday, May 15th, and will be back on Tuesday, May 31st.
10. Customer Satisfaction Surveys are being mailed out for EMS runs. We are budgeted to send out 400 surveys. This will take about five months to complete. Once completed, he will provide a report of the findings.
11. Currently Working on:
 - Call Company recruitment.
 - Looking at how some RSAs conflict with some the District's current bylaws.
 - Analytic analysis comparison between TNFD and Franklin, Belmont and Gilford Fire Departments. These departments were picked because of the similarities to TNFD, area covered, population, proximity and manning.

Old Business

Vehicle Tire Report

Chief Sitar presented a report on tires age and wear. He included a chart on the tires on all the vehicles and when they need to be replaced. Discussion ensued.

New Business

Press Releases

Commissioner Blaisdell asked for the fire department policy on press releases and who will talk to the press. Chief Sitar explained that quotes are included in the press release generated by Deputy Joubert or the Shift Captain. Firefighters do not talk to the press.

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Minutes

April 12, 2016

Commissioner Auger made a motion to accept the public and nonpublic minutes of April 12th as printed. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Stoddard Forestry Bill

Kathy presented a forestry bill for the Board to sign for the forestry fire we responded to in Stoddard. She explained that the Stoddard Warden had requested the bill as they are applying for a grant to help cover the cost of the fire. The Board signed the Forest Fire Bill.

Adjournment

Commissioner Auger made a motion to adjourn at 7:56 PM. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 7:57 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 06/28/16 at 5:30 PM. Meeting to be held at Tilton Town Hall
Upstairs Meeting Room, 257 Main Street, Tilton.