

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	06/28/2016 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

Public Present: Matthew Gilman

Treasurer's Report

Roland was not present. Kathy stated that the reports are in their packet. Chief Sitar reported ambulance revenues are ahead of last year. Call Company payroll is at 29% and we are 50% through the calendar year.

Public Comment

There was no public comment.

Correspondence

1. Primex offered their Contribution Assurance Program for FY 2018 and FY 2019 capping any possible premium increases to a maximum of 9% per year. Discussion ensued. Commissioner Manning made a motion to participate in Primex's CAP program. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.
2. Sean Chandler. Discussion ensued regarding the letter Attorney Chandler sent for us. It was decided to revisit this at the July meeting.

Chief's Report

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

1. Chief Sitar reported that we are 50% through our calendar year and at 44% through our budget. Line 660 is a concern at 73.4%, but overall all other expenses are still within or below projections at this time.
2. Fire Prevention Report for May 2016
 - There were 59 Fire Prevention inspections in which 45.7 man hours were used.
 - New water main being installed along Route 132, Sanborn Road to the end of Business Park Drive is completed and in service with 7 new hydrants.
3. Run Report for May 2016
 - Report included in handout
 - For the month of May we had 124 incidents.
 - 93 of the incidents were EMS in nature and that equates to 75% of our total incident volume for the month.

4. Overlapping/Simultaneous Incidents for May 2016
 - Report included in handout.
 - We had 11 overlapping/simultaneous incidents for the month, one of which was a third call.
 - Overlapping/simultaneous incidents accounted for 9% of all incidents for the month.
5. The Facilities Committee last met on June 21st. 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, July 19th at 5 PM in the Northfield Town Hall.
6. The Apparatus Committee has selected the Ford F550 4X4 chassis for the next ambulance and will be specified as such in the specifications.
7. A1 is continuing to cause us problems. It has become very expensive to run A1 as the first out ambulance. A1 has been reduced to second responses and is only to be used for first responses when A2 is out of service for repairs or maintenance.

2015 Ambulance Numbers

3089 miles driven

\$8,071 maintenance costs

\$2.21/mile driven

33.56% ambulance miles driven

63% of ambulance maintenance costs

2016 ½ Year Ambulance Numbers

2300 miles driven

\$5,468 maintenance costs

\$2.38/mile driven

26.02% ambulance miles driven

61% of ambulance maintenance costs

Discussion ensued about the ambulances

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 finished all the classroom training and coursework for the Executive Fire Officer Program. He is currently doing research into code enforcement for his applied research project. Once that is completed and approved, he will earn the Executive Fire Officer designation.
10. Customer Satisfaction Surveys are being mailed out for EMS runs. We are getting a good response from the surveys. Once completed,
11. Chief Sitar will provide a report of the findings.
12. 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. Discussion ensued about comparisons.

Old Business

Discussion ensued on the following items regarding the new ambulance.

1. New Ambulance Items discussed with Larry:

- The cost breakdown of 4x4 chassis vs. 4x2 chassis with On-spot chains: A 4x4 chassis is \$51,555. A 4x2 chassis is \$48,565. On-spot chains cost \$2,730. This brings the total cost to \$51,415 which is a difference of \$140.
 - Maintenance and service data with history on Liquid-Ride Suspension from Greenwood's Perspective: They have been selling them for about three years now. Out of all the units they have sold, two have returned for service. One was for service and one was for repair. There was no cost to the customer as the Liquid Ride Suspension company paid the total cost for the repairs. There is a 10 year unlimited warranty on this suspension system.
 - Cost of Horton body vs. other bodies Greenwood offers: A year and a half ago Greenwood stopped selling AED. The Horton body is the only body they sell at this time.
 - Warranty details on both body and chassis: It is the standard Ford warranty; 3 years/36,000 miles bumper to bumper; powertrain is 5 years/60,000 miles.
2. New Ambulance Items discussed with Chief:
 - a. Additional upfit costs
 - b. Competitive quotes on other chassis brands
 3. Authorize Chief Sitar to sign the approved contract. Commissioner Blaisdell made a motion to give Chief Sitar permission to sign a contract for \$226,269 with Greenwood Emergency Vehicles for the purchase of a F550 4 wheel drive chassis as quoted. Commissioner Manning seconded the motion. Discussion ensued on additional expenses being for the Medi vault and possible transfer of radios from the old ambulance to the new ambulance. Delivery will be 210 days from the date the contract is signed. Chief Sitar explained the old ambulance is being traded in. The trade in value is \$6,000. There being no further discussion, vote was taken. Motion passed.

New Business

21E1 Preventative Maintenance

Commissioner Blaisdell commented that two years ago a quote was received for the pump to be rebuilt and for corrosion repair. The pump repair has been done. He would like to investigate repairing Engine 1 and put off the purchase of a new engine for at least five years. Discussion ensued. The Board unanimously agreed to get a quote for the refurbishment of Engine 1.

Bereavement Policy

Chief Sitar presented a change to the Bereavement Policy to include a paid bereavement day for aunts, uncles and cousins for either the day of the wake or the day of the funeral if the employee is scheduled to work. Discussion ensued. The Board requested Chief Sitar provide information on the Towns, State and Federal Government bereavement policies.

Swift Water Rescue

Commissioner Manning expressed his concerns regarding risk assessment and policies for swift water rescues. Deputy Robinson commented he supported Captain Hall's decision with the information received upon arrival at the scene. Chief Sitar explained some of the swift water training the team goes through. Discussion ensued.

Paul Racicot Award

Commissioner Blaisdell commented on the letter from Congressman Frank Guinta congratulating the department for being awarded the Paul Racicot Award at the LRGHealthcare Emergency Medical Services Week annual banquet. He offered his congratulations to the department and commented

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that he thinks it is important that the community knows about it as well. Commissioner Manning offered his congratulations as well.

Minutes

May 10, 2016

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

Other Business

July Meeting

Commissioner Blaisdell commented that he will not be available for the meeting of July 12th. He would like to reschedule it if at all possible. Possible dates were discussed. It was unanimously agreed that the meeting will be rescheduled to July 26th.

Adjournment

Commissioner Auger made a motion to adjourn at 7:22 PM. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 7:23 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 07/26/16 at 5:30 PM. Meeting to be held at Tilton Town Hall
Upstairs Meeting Room, 257 Main Street, Tilton.