

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	07/26/2016 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 5:33 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. The accounts are balance through the end of June.

Discussion ensued about the Apparatus & Equipment Replacement Fund. Chief Sitar commented if the revenues continue as they have been we can expect to receive \$388,000.

The Operating Budget and Call Company payroll were reviewed. Chief Sitar explained the Call Company payroll is under budget.

The Apparatus & Equipment Replacement Fund CD was discussed. Commissioner Blaisdell wanted to know the possibility of putting the ambulance revenue into a CD and removing just what is budgeted each year. Discussion ensued about the feasibility of doing that.

Chief Sitar commented the only issue he sees with the budget is Vehicle Repairs. Line 660 is at 73.4%, but overall all other expenses are still within or below projections at this time. They have almost spent the total budgeted amount. Discussion ensued on the cost of maintenance.

### Public Comment

There was no public comment.

### Correspondence

Melanson Heath reported on the audit. They have offered to review the audit with the Board. The Board decided they do not need to meet with them to review the audit.

### Chief's Report

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

1. Fire Prevention Report for June 2016
  - There were 73 Fire Prevention inspections in which 43.8 man hours were used.
  - New Occupancies:
    - Headlines at the Old Spa store on Laconia Road in Lochmere
    - Dunkin Donuts reopened with a new facility.
2. Run Report for June 2016
  - Report included in handout
  - For the month of June we had 151 incidents.

TNFD Commissioner's Meeting  
07/26/16

- 103 of the incidents were EMS in nature and that equates to 68% of our total incident volume for the month.
3. Overlapping/Simultaneous Incidents for June 2016
    - Report included in handout.
    - We had 19 overlapping/simultaneous incidents for the month, one of which was a third call.
    - Overlapping/simultaneous incidents accounted for 13% of all incidents for the month.
  4. The Facilities Committee last met on July 19<sup>th</sup>. 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 Committee is looking to schedule a public hearing in September or October. The next meeting is on Thursday, July 28<sup>th</sup> at 5 PM in the Northfield Town Hall. Commissioner Manning provided more information on what the public hearing will entail. Discussion ensued about the function of the Facilities Committee.
  5. Customer Satisfaction Surveys are being mailed out for EMS runs. We are getting a good response from the surveys. Once completed, Chief Sitar will provide a report of the findings.
  6. 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.
    - Preparing 2017 Budget.

Old Business

Refurbishment of Engine 1

Chief Sitar reported that the cost for a quote on the refurbishment will be between \$400 and \$600. Discussion ensued. The Board agreed that they want Chief Sitar to pursue getting a quote for the refurbishment of Engine 1.

New Business

Entrance Security

Commissioner Blaisdell commented that he is concerned about the guys not knowing who is coming through the door and up the stairs. He feels there should be a camera and monitor so they can see who is there. Discussion ensued. The Board requested Chief Sitar obtain pricing on a system.

Minutes

June 28, 2016

Commissioner Auger made a motion to accept the minutes of June 28<sup>th</sup> as written. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Meeting Nights

Commissioner Manning explained that he will not be available to meet on Tuesday night beginning in September. Discussion ensued about meeting nights. The Board unanimously agreed to go back to Wednesday night meetings in September.

TNFD Commissioner's Meeting  
07/26/16

MS-535

The Board signed the MS-535 for submission to DRA.

Adjournment

Commissioner Auger made a motion to adjourn at 6:40 PM. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 6:40 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 08/09/16 at 5:30 PM. Meeting to be held at Tilton Town Hall  
Upstairs Meeting Room, 257 Main Street, Tilton.