

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	08/09/2016 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, Treasurer Roland Seymour and Admin. Assistant Kathy Tobine

Public Present: Matthew Gilman

Treasurer's Report

Roland presented the Treasurer's Report. The bank accounts are in all balance.

The balances as of July 31st are

Apparatus & Equipment Replacement Fund	\$585,273.41
Apparatus & Equipment Replacement Fund CD	411,100.13
Debit Card	5,150.11
Operating Budget Account	522,411.38
Payroll Account	500.00
Land & Building Fund	199,675.49

Roland explained the Operating Budget Account balance includes the \$75,898.32 from the Bert Southwick annuity. He recommended placing these funds in a savings account to keep them separate from the operating account.

Discussion ensued about the Apparatus & Equipment Replacement Fund. Roland commented on the revenues to date.

Roland commented that in the Operating Budget the Town of Northfield has made two payments and the Town of Tilton has made seven.

Public Comment

There was no public comment.

Correspondence

There was no correspondence.

Chief's Report

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

1. Budget

- We are currently at 61.5% of the calendar year and the total operating expenses are at 55.3%
- Line 660 is a concern at this time at 97.8%; but overall, all other expenses are still within or below projections at this time.

2. Fire Prevention Report for July 2016

- There were 47 Fire Prevention inspections in which 28.9 man hours were used.

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- New Occupancies:
 - a. Country Meadows (formerly Sherryland, off School Street) is now full
 - b. The 99 Restaurant's renovations has been completed
 - c. Discussion ensued about inspection fees.
- 3. Run Report for July 2016
 - Report included in handout
 - For the month of July we had 183 incidents.
 - 119 of the incidents were EMS in nature and that equates to 65% of our total incident volume for the month.
- 4. Overlapping/Simultaneous Incidents for July 2016
 - Report included in handout.
 - We had 40 overlapping/simultaneous incidents for the month, one of which was a third call.
 - Overlapping/simultaneous incidents accounted for 22% of all incidents for the month.
 - There were 7 third call and 3 fourth calls.
 - We received 10 mutual aid ambulance responses.
- 5. Call Company response to calls this summer has been very low. It has picked up some over the past week for fires and MVAs, but not for EMS calls.
- 6. The Facilities Committee last met on July 28th. The Committee is working on the information to be presented at a public hearing on the work the Committee has done. They are looking to schedule a public hearing in September or October. The next meeting is on Tuesday, August 16th in Northfield Town Hall. Discussion ensued.
- 7. Engine 1:
 - Engine 1 was evaluated for refurbishment last Thursday. We should have the written report in about two weeks.
 - The estimate from Valley Fire Equipment in 2014 for \$56,650 is only to do the cab and body corrosion work, nothing on the frame rails or anything else under the truck.
- 8. The new TNT hydraulic rescue tools are in service on the Rescue. Discussion ensued on the disposal of the old tools.
- 9. Currently Working On:
 - Call Company recruitment. Discussion ensued on recruitment, Lakes Region Community College and live in programs.
 - 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 on what is being compared.
 - Preparing 2017 Budget.

Old Business

Entrance Security

Chief Sitar reported he looked into different systems and we should be able to get one for approximately \$500 that can be viewed on any computer terminal. He gave highlights of the different systems available. Discussion ensued. B made a motion to authorize Chief Sitar to purchase an entrance security system with 4 cameras and two monitors to be installed one in the day room and one in eyesight of Kathy. Commissioner Manning seconded the motion. Discussion ensued on the

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amount to be spent. Commissioner Blaisdell amended his motion to include a maximum expenditure of \$1,000. Commissioner Manning seconded the motion. There being no further discussion, vote was taken. Motion passed.

Engine 1

Chief Sitar presented the Board with photos of the corrosion on the frame rails. Discussion ensued on the refurbishment of the engine.

Bereavement Policy

Commissioner Blaisdell asked what information has been gathered regarding the bereavement policy. Chief Sitar reported that our policy mirrors other policies.

Northeast Tire

Chief Sitar reported he contacted Northeast Tire. Their mechanics are not currently ASE certified. Discussion ensued.

New Business

Emergency Vehicle Operation

Commissioner Auger commented on the speed he has seen fire trucks and police cruisers driving. He explained it was not one of our fire trucks or ambulances. Chief Sitar and Deputy Robinson went over the District's response policy with the Board.

Report Printing

Commissioner Blaisdell requested that the reports be printed two sided from now on.

Savings Account

Discussion ensued on placing these funds into a savings account versus a certificate of deposit. Kathy explained this will be short term. The Board will want to put forth a warrant article asking the body for permission on what they would like to do with the money.

Minutes

July 26, 2016

Commissioner Manning made a motion to accept the minutes of July 26th as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Meeting Nights

Chief Sitar explained that he will not be available to meet on Wednesday, September 14th due to a Board of Directors meeting that night. He is requesting the meeting be held September 21st.

Adjournment

Commissioner Auger made a motion to adjourn at 6:58 PM. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 6:59 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 09/21/16 at 5:30 PM. Meeting to be held at Tilton Town Hall Downstairs Meeting Room, 257 Main Street, Tilton.