

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/09/2016 at 6:00 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:54 PM.

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

Public Present: Sean Valovanie

Treasurer's Report

Roland was not present. The reports were included in the packet presented by Chief Sitar.

Chief Sitar presented his report on the budget.

- We are currently 85.5% through the calendar year and the total operating expenses are at 79.5%. We are well within the budget.
- Line 110.06 Overtime is at 89%.
- Line 660 is a concern at this time at 129.5%; but overall, all other expenses are still within or below projections at this time.

The bank balances as of November 9th are:

Apparatus & Equipment Replacement Fund	\$681,377.86
Apparatus & Equipment Replacement Fund CD	412,520.42
Debit Card	4,870.85
Operating Budget Account	467,663.05
Payroll Account	500.00
Land & Building Fund	199,752.63
Savings Account	76,910.66

Commissioner Manning asked about the Apparatus & Equipment Replacement Fund CD. Chief Sitar explained the CD is for \$400,000. To date we have earned \$12,520.45.

Commissioner Auger wanted to know if we had paid anything on the new ambulance yet. Chief Sitar commented we have not. Discussion ensued.

Commissioner Blaisdell questioned the insurance claim for the portable radio.

Chief's Report

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

1. Fire Prevention Report for October 2016
 - For the Month of October, there were 43 Fire Prevention inspections in which 32.1 man hours were used.
 - Spaulding Youth Center Staff was provided with fire extinguisher training.
 - Fire Safety Presentation at the Ark preschool
 - Tanger Outlet is getting two new stores and one relocation.
 - Go Calendars, Starbucks and Five Guys Burgers
2. Run Report for October 2016
 - Report is included in the handout.
 - For the Month of October, there were 152 incidents.
 - 105 of the incidents were EMS in nature and that equates to 69% of our total incident volume

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 - For the Month of October we had 152 incidents.
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4. Overlapping/simultaneous incidents for October 2016
 - Report is included in the handout.
 - We had 26 overlapping/simultaneous incidents for the month.
 - Overlapping/simultaneous incidents accounted for 17.1% of all incidents for the month.
 - We received seven mutual aid ambulance responses.
5. TNFD Firefighters Local donated and gave out candy for the Main Street Trick or Treat night. The local also donated \$2,500 towards brand new winter coats for children in need in Tilton, Northfield and Sanbornton.
6. We had a promotional Assessment Center for the new Shift Officer position. Jon Powell was selected for this position and his effective day of promotion is November 28th.
7. FF/Paramedic Dan Leathers has been rehired. His start date is November 21st. A new FF/EMT has been hired for the newly created position. His name is Nick Baker. He resides in Canterbury and his start date is November 14th. A conditional letter of employment has been offered to another individual; but we are awaiting the return of his physical, driver's license check and criminal background check. If everything works out, he will start on November 28th. Discussion ensued.
8. Due to the vacancies, vacation time has been limited. Personnel is being allowed to carry over unused vacation days into the New Year.
9. Currently Working On:
 - Call Company recruitment. Discussion ensued.
 - Preparing 2017 budget.
 - Assistance to Firefighters Grant for new mobile and portable radios.
 - Adjusting Fire Station Space Needs Program for the Facilities Committee.

Old Business

Facilities Committee

Commissioner Manning gave an update on the Facilities Committee. Wayne Crowley suggested they reduce the size of the building to 10,000 square feet from 14,000. Chief Sitar and Tim Sattler will be meeting with Kyle Barker tomorrow to review the plans for reducing the size of the building. Commissioner Blaisdell commented he would like to stay with one station. He does not want to staff two buildings. Commissioner Auger commented he feels that they should have one station at Park Street. Deputy Robinson commented they should build another station for the main station and leave Park Street as it is. Discussion ensued.

Engine 1 Refurb

Commissioner Blaisdell wanted to know the Chief's intention with engine one. Chief Sitar commented that his intent is to maintain it as a front line piece as it is. When something goes wrong with it, he will fix it as it should be fixed.

Commissioner Blaisdell asked where the Chief is with the quoted repairs. Chief Sitar explained he has budgeted \$25,000 to \$30,000 for repairs next year. Commissioner Blaisdell commented he does not have a concern about increasing the budget in order to get engine one refurb. He requested Chief Sitar get the opinion of what needs to be done from Lakes Region Fire Apparatus.

Intermunicipality Agreement with Franklin

Chief Sitar reported that it is still being reviewed by Franklin's attorneys.

New Business

Facilities Committee

Commissioner Manning commented that it was brought up about the possibility of using the Apparatus & Equipment Replacement Fund to help fund a new building. Chief Sitar commented that the Board needs to meet with him regarding the Capital Improvement Plan and how it affects the Apparatus & Equipment Replacement Fund. Discussion ensued on what the Apparatus & Equipment Replacement Fund currently purchases.

Copy Printing

Commissioner Blaisdell requested reports be printed double sided.

Daily Work Requirements

Commissioner Blaisdell requested Chief Sitar provide them with a list of what is actually being done for daily chores and how long each takes. He explained that he is held accountable for every quarter hour increment for every hour of his day. He would like to know what is actually getting done each day. Discussion ensued.

Minutes

October 19, 2016

Commissioner Manning made a motion to accept the minutes of October 19th. Commissioner Auger seconded the motion. Discussion: Commissioner Blaisdell requested Deputy Chief Joubert be moved from present to public present and add Jon Powell to public present. On page 6, fifth paragraph down, correct the motion to read 2016 rather than 2015. Commissioner Manning made a motion to accept the minutes as amended. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

October 26, 2016

Commissioner Auger made a motion to accept the minutes of October 26th. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Manifest

The manifests of November 4th and November 9th were reviewed and signed.

Budget Workshop

Commissioner Auger reminded everyone that the next budget workshop is November 16th at 5:30 PM at Tilton Town Hall.

Commissioner Blaisdell commented he had asked Kathy to provide firm numbers on the health insurance increase on each plan at the next workshop.

Adjournment

Commissioner Auger made a motion to adjourn at 7:43 PM. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 6:36 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 11/16/16 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.