

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	01/18/2017 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:30 PM.

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

Public Present:

### Treasurer's Report

Roland presented the Treasurer's Report.

The bank balances as of January 18<sup>th</sup> are:

Apparatus & Equipment Replacement Fund	\$709,690.37
Apparatus & Equipment Replacement Fund CD	413,429.63
Debit Card	3,741.02
Operating Budget Account	489,034.84
Payroll Account	500.00
Land & Building Fund	199,803.89
Savings Account	76,921.03
Health Insurance Deductible ETF	4,500.00

Roland reported he did a comparison of the Apparatus & Equipment Replacement Fund revenue this year to last and we collected approximately \$61,000.

Discussion ensued about the year end balances.

### Chief's Report

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

1. 2016 Budget

- 2016 Budget will have a surplus. The final figures are still to be determined as bills are still coming in for 2016.
- 2017 Budget is only 18 days old and is still under review of the Budget Committee.
- Chief Sitar commented that he did not put any money in the budget for garage doors and one of the doors at Center Street needs to be repaired. The radio antennae at Center Street needs to be replaced. That will cost \$2,000. Discussion ensued about adding this to the budget.

2. Fire Prevention Report for December 2016

- For the Month of December, there were 52 Fire Prevention inspections in which 31.1 man hours were used.
- All annual school inspections are completed.
- Spinnaker Manufacturing on sprinkler system is now operational. This is possible due to the new water line installed on Business Park Drive
- 5 Guy's and Starbucks construction is underway at the Tanger Outlet Mall.
- Autoserv addition is nearing completion
- New Brew Pub & Restaurant is under construction/renovation at 471 West Main Street.
- Cyr Lumber is now fully open.
- Hobby Lobby will be going in to the old Shaw's.
- Winter is Home Heating Season. An NFPA Home Heating brochure is included in packet.

3. Run Report for December 2016
  - Report is included in the handout.
  - For the Month of December, there were 174 incidents.
  - 119 of the incidents were EMS in nature and that equates to 68% of our total incident volume for the month.
4. Overlapping/simultaneous incidents for December 2016
  - Report is included in the handout.
  - We had 39 overlapping/simultaneous incidents for the month of which 7 were third calls.
  - Overlapping/simultaneous incidents accounted for 22.4% of all incidents for the month.
  - We received seven mutual aid ambulance responses.
5. Run Report for 2016
  - For the year 2016 we responded to 1,719 incidents. This is an 8.84% increase in responses over those in 2015 and a 17.5% increase over the last 3 years.
  - There were 1,167 EMS responses in 2016. That is an increase of 15.4% over 2015 and 21.5% increase over 3 years.
  - There were 43 building fires in 2016 which is an increase of 18.6% over 2015 and a 60.5% increase over 3 years.
6. Facility Committee is continuing to meet and discuss the size of the station and location of a new facility.
7. TNFD Firefighters Association donated \$250 to the local food pantries for their holiday food drive.
8. Results of Customer Satisfaction Survey
9. Currently Working On:
  - Call Company recruitment.
  - Meeting with Budget Committee for the 2017 budget.
  - Adjusting fire station needs vs. total fire station costs; land, building, equipment.

#### Old Business

##### Facilities Committees

Commissioner Manning gave an update on the Facilities Committee. He feels they are at an impasse. The cost of site work is upwards of \$1,000,000. He feels they should do it right. He does not want to nickel and dime it to death. There is a two consensus. Commissioner Blaisdell commented they need to come up with a recommendation for the Facilities Committee. Discussion ensued about the proposed building, land and site work. Commissioner Manning will report to the Facilities Committee that the Board of Commissioners is requesting their recommendation at the end of their January 25<sup>th</sup> meeting.

##### Capital Improvement Plan

Chief Sitar presented his CIP to the Board. The projected revenues were discussed. Vehicle replacement was reviewed. No action was taken on the CIP at this time.

#### New Business

##### Personnel Policy Updates

Chief Sitar presented the Board with personnel policy changes he is recommending. This is to bring the policies current to reflect the organizational and shift changes that have been made as well as adding verbiage regarding RSA 154:2 and RSA 152:5. It was agreed that the Board will review the recommended changes and take action on them at the next meeting.

##### Purchases

Commissioner Auger commented he would like a record of purchases of major purchases. Discussion ensued.

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Operating Surplus

Commissioner Blaisdell questioned some of the purchases made with the surplus. He doesn't feel we should be purchasing exercise equipment with these funds. Discussion ensued. He wants it brought before the Board before purchases were made.

Commissioner Blaisdell questioned the \$1,800 for a single phase motor for the Plymovent system. Chief Sitar explained that it is a proprietary system. Discussion ensued.

Manifest

The manifest of January 18<sup>th</sup> was reviewed and signed. Commissioner Manning questioned the bill from Benson's Auto on the ambulance. Commissioner Blaisdell recommended the on-spots be fixed. Discussion ensued.

Minutes

December 19, 2016

Commissioner Manning corrected the spelling of Dave DeVoy's last name. Commissioner Blaisdell made a correction to a statement he made on page 2. Commissioner Manning made a motion to accept the minutes as amended. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

December 21, 2016

Commissioner Blaisdell made a motion to accept the minutes of December 21<sup>st</sup>. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Manning made a motion to adjourn at 8:28 PM. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 8:29 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 02/7/16 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.