

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	02/07/2017 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., Deputy Chief Michael Robinson and Administrative Assistant Kathy Tobine

Public Present: Helen Hanks

### Greg Peverly

Greg Peverly from Berkshire Hathaway Realty presented the Buyer Agency Agreement renewal to the Board for their signatures.

### Treasurer's Report

Roland was not present. Chief Sitar presented the Treasurer's Report.

The bank balances as of February 8<sup>th</sup> are:

Apparatus & Equipment Replacement Fund	\$747,626.58
Apparatus & Equipment Replacement Fund CD	413,429.63
Debit Card	3,782.22
Operating Budget Account	374,453.84
Payroll Account	500.00
Land & Building Fund	199,803.89
Savings Account	76,921.03
Southwick Family Trust for the Benefit of TNFD	50,000.00
Health Insurance Deductible ETF	4,500.00
Fire Prevention ETF	1.00

Discussion ensued about the new ambulance.

### Correspondence

Plodzic & Sanderson: Letter of engagement

### Chief's Report

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

1. Budget
  - 2016 Budget will have a surplus. The final figures are still to be determined as the auditors, Plodzic & Sanderson, are doing the 2016 audit this week.
  - 2017 Budget: The Budget Committee has finished their deliberations of the operating budget and are recommending a 1.1% increase over the 2016 budget at \$1,967,262. The Apparatus and Equipment budget is recommended at \$126,940.
2. Fire Prevention Report for January 2017
  - For the Month of January, there were 57 Fire Prevention inspections.

- Shedd Road development by Spaulding Youth Center.
  - Planned development during the next five years.
  - Large project.
  - Health care and commercial development related.
  - Includes residential programs and facilities.Extensive discussion ensued about the effect on services.
- New Solar arrays at Tilton School.
- Southwick Farm dry hydrant is now operational.
- Information in packet about smoking and home fire safety.
- 3. Run Report for January 2017
  - Report is included in the handout.
  - For the Month of January, there were 141 incidents.
  - 101 of the incidents were EMS in nature and that equates to 72% of our total incident volume for the month.
- 4. Overlapping/simultaneous incidents for January 2017
  - Report is included in the handout.
  - We had 21 overlapping/simultaneous incidents for the month of which one was a third call.
  - Overlapping/simultaneous incidents accounted for 14.9% of all incidents for the month of January.
  - We received five mutual aid ambulance responses.
- 5. Reviewing the possibility of accepting credit cards for a fee.
  - TNWD – 3% fee
  - Tilton – 2.95% fee
  - Northfield – do not accept credit cardsDiscussion ensued about the fees and accepting credit cards.
- 6. Facility Committee is continuing to meet and prepare for a public hearing before District Meeting. The next meeting is this Wednesday night at 7 PM in the Northfield Town Hall. Discussion ensued about the date for the public hearing. Commissioner Manning reported on the Facilities Committee. Discussion ensued.
- 7. FF/Paramedic Justin Kantar conducted a training session where he instructed all the Winnisquam School Nurses on the administration of Nasal NarCan. This is for the treatment of opioid overdose.
- 8. Currently Working On:
  - Call Company recruitment.
    - New Call Company member: Lee Gray.
    - Awaiting final paperwork on another new member.
  - Preparing for budget public hearing.
  - Preparing for new facility public hearing.

## Old Business

### Capital Improvement Plan

Chief Sitar commented he adjusts the CIP quarterly. He explained how he determined the projected revenue. The Board reviewed the CIP. Extensive discussion ensued on the repair or replacement of Engine 1. The Board directed Chief Sitar to obtain an independent opinion on the frame rails and suspension of Engine 1 prior to District Meeting. Discussion ensued on

the Apparatus & Equipment Replacement Fund.

#### Personnel Policy Updates

Chief Sitar reviewed the Personnel Policy Updates. Commissioner Manning made a motion to accept the updates as presented. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

#### Underground Storage Tank

Chief Sitar reported the UST Committee met today and voted to disband. He believes we will be receiving approximately \$538.41 back from the closure of the tank.

### New Business

#### Facilities Committee

Commissioner Manning asked the status of the Facilities Committee going forward. The Board agreed the Committee will be disbanded after District Meeting.

#### Lakes Region Mutual Fire Aid

Chief Sitar explained that both Tilton and Northfield have a warrant article to withdraw from LRMFA. He presented the Board with a worksheet on the cost for both towns to withdraw and the District to join. Discussion ensued.

#### Plymovent Motor

Commissioner Blaisdell commented on the cost of the motor for the exhaust system. He obtained a price of \$782.00 including shipping from the vendor he works with.

#### Northfield Truck Lift

Commissioner Blaisdell asked the Board for permission to ask approach the Town of Northfield to contract the use their truck lifts to clean the underside of our equipment. Discussion ensued about undercarriage washing. The Board agreed the Town would not be approached at this time.

#### Engine 3 Pump Maintenance

Commissioner Blaisdell questioned all the pump issues on Engine 3. Chief Sitar explained that it is a valve issue. It is going to Lakes Region Fire Apparatus for repair. Discussion ensued on what the repair entails.

#### Warrant Articles

Commissioner Blaisdell asked when they would receive copies of the finalized warrant articles. Kathy explained we had to wait until the close of business today for petitioned warrant articles. They will be finalized prior to the Public Hearing.

#### Paramedic Coverage

Commissioner Blaisdell commented about the loss of a paramedic and having a shift without one. Chief Sitar explained there is a process. Discussion ensued about having a paramedic on each shift.

#### Public Hearings

Commissioner Manning confirmed the dates of the Public Hearings. Kathy confirmed that the Public Hearing is February 14<sup>th</sup> at Tilton Town Hall in the upstairs meeting room. The hearing on the Warrant will be immediately following the public hearing on the Budget at 5:30 PM.

TNFD Commissioner's Meeting  
02/07/17

Minutes

January 18, 2017

Commissioner Manning made a motion to accept the minutes as written. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Manifest

The manifest of February 7<sup>th</sup> was reviewed and signed.

Adjournment

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

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 03/07/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.