

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	03/07/2017 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Manning called the meeting to order at 5:39 PM.
 Present: Commissioners Dennis Manning and Paul Blaisdell; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson and Administrative Assistant Kathy Tobine
 Public Present: Joe Jesseman, Helen Hanks

Treasurer's Report

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

The bank balances as of March 7th are:

Apparatus & Equipment Replacement Fund	\$539,785.53
Apparatus & Equipment Replacement Fund CD	413,429.63
Debit Card	5,000.00
Operating Budget Account	350,609.79
Payroll Account	500.00
Land & Building Fund	199,803.89
Savings Account	76,921.03
Southwick Family Trust for the Benefit of TNSFD	50,000.00
Health Insurance Deductible ETF	4,500.00
Fire Prevention ETF	1.00

The Board reviewed the financial reports. Discussion ensued on vehicle maintenance and repairs.

Public Comment

Joe Jesseman thanked the Commissioners for speaking up at the Public Hearing. They did a good job answering the questions and addressing the concerns.
 Paul Blaisdell thanked the Commission and the Facilities Committee for the time and effort they put in to that project.

Correspondence

Underground Storage Tank Committee: Letter of disbandment and disbursement of funds. The District received a check for \$538.46. Chief Sitar explained that these funds will show as unexpected revenue. Discussion ensued.

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 by the new auditors, Plodzic & Sanderson.
 - 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 February 2017

TNFD Commissioner's Meeting
03/07/17

- For the Month of February, there were 54 Fire Prevention inspections.
- 3. Run Report for February 2017
 - Report is included in the handout.
 - For the Month of February, there were 131 incidents. Discussion ensued about the number of calls that were storm related.
 - 98 of the incidents were EMS in nature and that equates to 75% of our total incident volume for the month.
 - Our calls are up by 4.4% over last year at this time.
- 4. Overlapping/simultaneous incidents for February 2017
 - Report is included in the handout.
 - We had 17 overlapping/simultaneous incidents for the month of which one was a third call.
 - Overlapping/simultaneous incidents accounted for 13% of all incidents for the month of February.
 - We received no mutual aid ambulance responses.
 - We responded to one mutual aid ambulance call.
- 5. Facility Committee: Facilitated the Public Hearing for a new Fire Station. It was attended by over 100 people in the Middle School Cafeteria.
- 6. The District Meeting will be held in the Middle School Gym.
- 7. The Professional Firefighters Union is holding a seminar on March 16th at Tilton School. There will be over 100 attendees. They are bringing in two speakers who specialize in Big Box Fires.
- 8. Currently Working On:
 - Call Company recruitment.
 - New Call Company member: Michael Lewis.
 - Preparing for budget public hearing.
- 9. Training:
 - Deputy Robinson reported he and Deputy Joubert will be attending a class the end of the month at the Fire Academy that deals with recruitment and other topics.

Old Business

Purchasing Policy

Commissioner Blaisdell requested this be placed on the agenda. He wanted to review the policy to be certain it is being utilized properly. The recent warranty work on E3 was discussed. The Purchasing Policy was reviewed.

Apparatus & Equipment Replacement Fund

Commissioner Blaisdell commented he read the RSA pertaining to the establishment and funding of the fund. He would like some specificity on what they are allowed to spend it on. It doesn't give any exclusions or inclusions. Chief Sitar commented it is for the purchasing of apparatus and equipment replacement as well as charging the source of the revenue off to it. Discussion ensued.

E-1 Quotation

Chief Sitar reported Winnepesaukee Truck hasn't been able to do an evaluation as they have been too busy. It is supposed to go to them next Thursday for the evaluation. Discussion ensued

Facilities Committee

Commissioner Manning reported they have a scheduled meeting for the 15th. They will be unsealing the non-public minutes and whatever else they need to do is to bring the Committee to an end. Discussion ensued on the Committee's final report to the Board.

Deputy Robinson asked if the Committee's decision on the plan they are putting forward was a consensus. Commissioner Manning commented it was a consensus but it was not unanimous. It is about the money. He hopes they are able to persuade people to the reality of the situation.

TNFD Commissioner's Meeting
03/07/17

Chief Sitar commented they are working with Tilton School and they agreed to help with the publicity. He and the Commissioners were to provide them with bullet points that they would address in their communications. Tilton School has the information. Chief Sitar explained the numbers have padding in them as the construction won't be occurring until at least two years from now. They won't know what the numbers are until they spend the \$120,000 to get the civil engineering done and develop the building plans. Discussion ensued about the projected cost of the facility.

Helen Hunt wanted to know if they had considered a Plan B. Commissioner Manning replied they have not and explained their reasoning. Further discussion ensued.

New Business

In The Warm Zone Grant

Chief Sitar reported that Deputy Joubert applied for a grant "EMS In The Warm Zone". He was awarded the grant in the amount of \$6,000 which will be used to purchase equipment to operate in the warm zone of a situation. Chief Sitar explained what the warm zone is and gave examples. Employees must complete an on-line course in this. Once 70% of the department is trained in this, the funds will be available for disbursement. Discussion ensued.

Minutes

February 7, 2017

Commissioner Blaisdell noted that the heading for Minutes says Manifest and requested that be corrected. Commissioner Blaisdell made a motion to accept the minutes as corrected. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Manifest

The manifest of March 7th was reviewed and signed.

Adjournment

Commissioner Blaisdell made a motion to adjourn. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned at 7:09 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 04/04/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.