

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	04/04/2017 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: Wayne Crowley, David Hall

### Election of Chair

Commissioner Auger explained that the person whose term is expiring is usually the chair. Commissioner Blaisdell made a motion to nominate Dennis Manning as Chair. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

### 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 auditors, Plodzic & Sanderson. A draft MS-535 is included in their packet. The report was reviewed and discussed.
- 2017 Budget: We are at 24.65% through the budget year at the end of March and have expended 22.4% of the operating Budget through March.
  - Salaries are on target but OT is a little over budget at 29.8%. Chief Sitar explained a lot of this is due to sick time as a lot more people have been sick this year. Discussion ensued.
  - Call salaries are at 20.4%.
  - In July we have one member going from the 2-Person to the Family plan insurance.

#### 2. Fire Prevention Report for March 2017

- For the Month of March, there were 52 Fire Prevention inspections. Discussion ensued about what the inspections involve and the liability. The Board requested Deputy Joubert attend a meeting to discuss this in detail. They would like to know what the inspections entail and the workload involved.

#### 3. Run Report for March 2017

- Report is included in the handout.
- For the Month of March, there were 145 incidents.
- 91 of the incidents were EMS in nature and that equates to 62.8% of our total incident volume for the month.
- Our calls are up by 9.6% over last year at this time.
- The Engine responded to 36 EMS and MVA incidents last month.

#### 4. Overlapping/simultaneous incidents for March 2017

- Report is included in the handout.
- We had 30 overlapping/simultaneous incidents for the month of March of which three were for third calls and eight were for fourth calls due to power outage.
- Overlapping/simultaneous incidents accounted for 21% of all incidents for the month of March.
- We received five mutual aid ambulance responses.
- We responded to two mutual aid ambulance calls.

5. Apparatus
  - New A1 will arrive on April 12<sup>th</sup>. The radio will be installed on April 13<sup>th</sup>. Discussion ensued about the removal and installation of the radios between the ambulances.
  - A2: Major front end and brake work completed.
  - A2: Replaced fuel tank. Discussion ensued about the repairs.
  - E3: Multiple coolant leaks. It is at Lakes Region Fire Apparatus now for repairs.
6. Four members went to the Muscular Dystrophy Conference to learn how to improve their techniques on fundraising for Muscular Dystrophy.
7. Currently Working On:
  - Call Company recruitment.
  - Consolidation spreadsheet regarding regionalization. Discussion ensued.

#### Old Business

##### Purchasing Policy

The Purchasing Policy was reviewed. Commissioner Blaisdell commented that he wants to be sure that everyone follows the policy.

#### New Business

##### Warrant Article Review

Warrant Article 5 for the refurbishment of Engine 1 was reviewed. It was amended from the monies being raised by taxation to being taken from the Unreserved Fund Balance. Discussion ensued. The Board agreed Chief Sitar will write a Request for Proposal and send it out for bids.

Warrant Article 11 for the Contingency Fund was reviewed. Commissioner Blaisdell requested these monies be kept separate from the rest. Chief Sitar explained that it is kept separate in the budget with its own separate line.

##### Meeting Schedule

Commissioner Blaisdell expressed his concerns regarding the budget process. He suggested they might want to meet twice a month during budget season. Discussion ensued.

The Board discussed the monthly meeting schedule. It was unanimously agreed they would meet the first Tuesday of the month.

##### LRMFA & TNFD Participation

Commissioner Manning commented that Northfield approved their warrant article regarding this and Tilton did not. Commissioner Blaisdell commented that he feels the Fire District should be a member of Lakes Region Mutual Fire Aid and the bill should belong to the Fire Districts. Chief Sitar explained it is the municipality that is the member. Discussion ensued.

##### Yearly Budget Increase Calculation

Commissioner Blaisdell explained he requested this be on the agenda. Chief Sitar commented it is a 1.1% increase. Commissioner Blaisdell remarked that there was a surplus in 2016 so they took some of the 2017 items and purchased them in 2016. His point is because they used the 2016 money to reduce the budget in 2017 their increase was 2.4%. He does not feel that the 1.1% was a true increase in the budget. Discussion ensued.

##### Budget Spreadsheet Layout

Commissioner Blaisdell requested the percentage increase or decrease in the budget be included on each line item. Discussion ensued.

##### Facilities Committee & Regionalization

Commissioner Blaisdell wanted to know the status of the Facilities Committee. Commissioner Manning commented that he is under the impression that they are done. Chief Sitar commented that Tim Sattler will be presenting the final report. Deputy Robinson commented that the Committee did what was asked and the public shot it down. Discussion ensued.

Commissioner Blaisdell asked if there was any interest in setting up a committee to study regionalization. He does not believe they will see regionalization at this level. It will need to come from the legislative level. Both Commissioner Manning and Auger commented they are not interested in a Regionalization Committee at this level.

Commissioner Blaisdell wanted to know what they should do about a facility. Commissioner Auger commented they should try again. Discussion ensued.

Commissioner Blaisdell made a motion to disband the Facilities Committee and ask the Chairman, Tim Sattler, for a final report. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

#### Commissioner Auger's Concerns

1. March 26<sup>th</sup> transfer to DHMC. Commissioner Auger wanted to know why we transported to Dartmouth. Chief Sitar commented he will research this incident and let them know.
2. March 29<sup>th</sup> Call members requested to retrieve equipment from 21A2 in Franklin. Commissioner Auger wanted to know why they called people in to retrieve equipment. Chief Sitar stated he will look into this and let them know.
3. Safety Committee. Commissioner Auger mentioned the accidents that were reviewed at the last Safety Committee meeting. He requested the minutes of these meetings be emailed to the Board. Discussion ensued.

#### Commissioner Blaisdell's Concerns

4. Apparatus & Equipment Fund usage was reviewed. Commissioner Blaisdell believes it needs to be defined better than it currently is. Discussion ensued.
5. District Meeting voter cards were discussed. The Board requested a different color card be used each year.
6. Oiling of equipment undercarriages was discussed. Commissioner Blaisdell wanted to verify how often it is being done and what they are using. Chief Sitar commented that it is being done once a year. The effectiveness of various fluids and oils were discussed.

#### Tilton School

Commissioner Blaisdell questioned the disconnect with Tilton School as none of the media blitz was done. Chief Sitar commented all the information was provided to the school.

#### Fire District Meeting

Commissioner Blaisdell commented that a resident came to District Meeting wearing an exposed weapon. He discussed this with Police Chief of Northfield. This has nothing to do with second amendment rights. He feels there is no place for it in a public meeting. You cannot ban people from wearing a weapon. Through notification, you can say that firearms will not be allowed at this meeting. If someone shows up, you can ask them to leave or remove their weapon. He feels this is a form of intimidation. Discussion ensued. Commissioner Manning asked if the Safe School Zone Act applied to public meetings after school hours. The Board agreed to do further research regarding this prior to making any decisions.

#### Outstanding Discrepancy

Commissioner Blaisdell requested information regarding last year's Lakes Region Mutual Fire Aid bill and what was paid by the Town. Wayne Crowley commented that this is not a question that should be asked at this meeting. It should be at a Selectman's meeting. It is between the Town of Northfield and Lakes Region Mutual Fire Aid.

#### Minutes

#### March 17, 2017

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

TNFD Commissioner's Meeting  
04/04/17

Other Business

The manifest of April 4<sup>th</sup> was reviewed and signed.  
The MS-123 was reviewed and signed.

Public Comment

Wayne Crowley provided feedback on District Meeting. When someone moves the warrant article, someone from the Commission or Budget Committee should explain the rationale for the warrant article; i.e. what does the warrant article do, why do you want it, what's its consequences. The public doesn't know. You need to set the tone up front. Discussion ensued about the meeting, its location and the audio system.

Wayne Crowley commented on the fire station and Tilton School. He commented that the Fire District would be remiss if they didn't take the opportunity to continue discussion with the School and Tilton PD. The objective is to lower the cost of the fire station. He believes they can do that by merging with Tilton PD to get the cost down; have a joint effort for the cost of the development of that site. Northfield residents understand that a fire station is needed but they will not support \$5,000,000. They will support something lower than that; \$3,000,000 to \$3,500,000. Discussion ensued.

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 7:54 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 05/02/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.