

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	05/02/2017 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 5:30 PM.

Present: Commissioners Paul Auger, Paul Blaisdell and Dennis Manning; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson and Deputy Chief Timothy Joubert

### Treasurer's Report

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

The bank balances as of May 2<sup>nd</sup> are:

Apparatus & Equipment Replacement Fund	\$572,532.73
Apparatus & Equipment Replacement Fund CD	415,238.75
Debit Card	5,000.00
Operating Budget Account	355,130.64
Payroll Account	500.00
Land & Building Fund	306,585.51
Savings Account	76,938.58
Southwick Family Trust for the Benefit of TNSFD	50,017.87
Health Insurance Deductible ETF	5,501.62
Fire Prevention ETF	7,861.13

The Board reviewed the financial reports. Discussion ensued about the Apparatus & Equipment Replacement Fund. The Southwick Family Trust was reviewed.

Commissioner Blaisdell commented about the electricity usage at Park Street versus Center Street. Discussion ensued.

### Chief's Report

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

1. Fire Prevention Report for April 2017
  - Report is included in the handout.
  - For the Month of April, there were 37 Fire Prevention inspections.  
Discussion ensued about Hobby Lobby moving into the old Shaw's location.  
Commissioner Auger questioned the work being done at the old Shalimar. Deputy Joubert explained the work being done.
2. Run Report for April 2017
  - Report is included in the handout.
  - For the Month of April, there were 153 incidents.
  - 105 of the incidents were EMS in nature and that equates to 68.6% of our total incident volume for the month.

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- Our calls are up by 12.1% over last year at this time.
  - The Engine responded to 39 EMS and MVA incidents last month. Discussion ensued about the police department's role at incidents.
3. Overlapping/Simultaneous Incidents for April 2017
- Report is included in the handout.
  - We had 24 overlapping/simultaneous incidents for the Month of April of which one was a third call.
  - Overlapping/simultaneous incidents accounted for 16% of all incidents for the Month of April.
  - We received two mutual aid ambulance responses.
  - We responded to no mutual aid ambulance calls.
4. Apparatus
- A1: The new A1 went in service on Tuesday, April 18<sup>th</sup>. It will need to go back for some minor warranty and reprogramming work at some point. Discussion ensued about the various warranties. The rotation schedule between the ambulances was reviewed.
  - E3: E3's radiator core has been replaced and the engine is back in service. We are still watching the head gasket which has a minor leak. We also had an air primer installed which was a scheduled upgrade.
  - U1: The pump on the skid unit is seized. The estimate to repair the pump is about \$3,500. Discussion ensued about the warranty. The pump storage policy was reviewed. Commissioner Blaisdell questioned why the repairs were authorized prior to the Commissioners approval since it was over the \$3,000 limit. Chief Sitar explained that most of the labor has already occurred in taking it apart. The parts are \$2,200. The purchasing policy was reviewed. Commissioner Blaisdell feels this goes against the purchasing policy in place.
  - OLD A1: Old 21A1 was taken in trade for the New A1. On the return trip, the transmission was slipping and one of the alternators failed.
5. The Association, through their efforts during the last Children's Auction Fundraiser, was awarded 100 winter coats to distribute to the District's disadvantaged children this coming winter.
6. Currently Working On:
- Call Company recruitment.
  - 2018 Budget.
7. Budget
- 2017 Budget: We are at 33.42% through the budget year at the end of April and have expended 32.1% of the Operating Budget through April.
    - Overtime is at 37.8%.  
Chief Sitar explained that he is limiting training to help with limiting the overtime. Discussion ensued about paternity leave.
    - Vehicle Repairs is at 43% less Warrant Article 5 for \$45,530.  
Commissioner Blaisdell commented that the water heater came in over \$1,000. Since it was over \$750, it should have been approved by the Board prior to being replaced.
    - Facility Repairs and Maintenance is at 42%.
  - In July we have one member going from the 2-Person to the Family Plan in Health Insurance.

## Old Business

### Deputy Joubert

Commissioner Blaisdell commented that he wants to know what we do for inspections. Deputy Joubert explained the majority of our inspections are utility inspections, place of assembly inspections, certificate of occupancy inspections, rental property, foster care, day care, etc. The inspections start with RSA154.2 which gives the Chief or Chief designees the power to enforce the State Fire Code. The District created a Fire Prevention Ordinance which adopts the State Fire Code. Under that State Fire Code it lists our authority of what we inspect.

For Utility Inspections, we only inspect what we can see. We don't do interior electrical inspections. That's the Building Inspector. He explained they go from the street to the house and gave the reasoning behind this. We only inspect for location. Discussion ensued on who has jurisdiction and whose responsibility this is. Deputy Joubert explained the electric company will not put power to a building until we inspect it.

Deputy Joubert explained the contractor or homeowner obtains a permit from the town. They are given a document explaining what codes must be met and what permits are required by the fire department. For electrical work, when they get a work order from the electric company, they are notified they need to contact the fire department. Further discussion ensued about the electrical inspections. Commissioner Blaisdell questioned what was involved in oil tank inspections. Deputy Joubert explained by RSA and the State they are required to write a Permit to Operate for gas and oil burning appliances. Discussion ensued on what these inspections involve.

NFPA Fire Codes were reviewed. Deputy Joubert commented that we inspect to the Code the State has adopted. Discussion ensued about the various versions of the different codes being used. Commissioner Blaisdell requested Deputy Joubert let them know which editions they are inspecting to for propane and natural gas.

Gas and oil inspections were reviewed.

### Meeting Schedule

Chief Sitar explained that Kathy requested the meeting be moved to the second Tuesday of the month rather than the first due to timing of the bills. Discussion ensued. The Board unanimously agreed to meet the second Tuesday of the month beginning with the meeting in June.

### Facilities

Commissioner Manning commented he is not in favor of moving forward with the \$3,500 hiring of the consultant for two reasons. 1.) The budget is too tight. They should plan for it before they execute spending the money. 2.) It is counter intuitive to what they just did for two years; to put a price on a building and then design to it. They have already designed the building to the needs. If nobody wants to do spend the money on the needs and all they are concerned about is the price then why are we spending more money trying to design something that will be esthetically pleasing when it really doesn't matter. What he got from District Meeting was that the only thing that matters is the cost.

Deputy Robinson recommended they stay at it rather than wait five years and start again. Commissioner Auger agreed they shouldn't stop. They should move on. Commissioner Blaisdell recommended they look at what their needs are today. He believes that if they spend the \$3,500 it will be money well spent. They need to find a balance between what the department needs are and what the community is willing to pay for. Commissioner Manning commented that it is a matter of

educating the public more than it is a building design. There was extensive discussion about moving forward.

The Board requested Chief Sitar contact Kyle Barker and let him know they are still interested in going forward with something, that they don't want to give up on it.

#### New Business

##### 2018 Paramedic Training

Chief Sitar reminded the Board we are still down one paramedic. He requested the Board give him permission to place funding in the budget to send one of our firefighters to paramedic school in the next fiscal year. The application process and contract were reviewed. The Board agreed that we need a paramedic on each shift. Discussion ensued about the cost to the District as well as the revenue that will be generated. Chief Sitar reported that ambulance revenue last year was \$377,000. If we continue at our current pace this year, we are on track to collect \$467,000. He is researching taking the cost of paramedic training from the Apparatus & Equipment Replacement Fund as it relates to the collection of funds. That would prevent the burden of the cost being placed on the taxpayers. Discussion ensued. The Board unanimously agreed to include one firefighter to attending paramedic school in next year's budget.

##### Purchasing Policy

Commissioner Manning commented that he did not have the opportunity to review all of the material the Chief had provided them with. Chief Sitar commented that the Board needs to be familiar with the material prior to discussion. The Board unanimously agreed to table this until their June meeting.

#### Old Business

##### Motor Vehicle Accidents

Commissioner Blaisdell remarked that we had another motor vehicle accident at Park Street. Chief Sitar replied that this happened over the winter and was in last month's report. There was nothing structural to repair on the building.

Deputy Robinson reported that at the last officers meeting they discussed driver training. Typically they do it in the fall. It is being moved up to as early as next month. Discussion ensued about the training.

Commissioner Blaisdell requested that the training be held twice a year for the career members and once a year for the call company.

##### Vehicle Maintenance

Commissioner Blaisdell commented that in the past they had discussed oiling the underside of the trucks. They might have the opportunity to have the undercarriage done by the Northfield DPW. He hasn't officially asked them to do this. He is asking for a formal consensus from the Commission on asking them or not. Chief Sitar explained that this is part of their preventative maintenance. The current maintenance people prefer the fluid film over bar and chain oil. They reapply it as needed. The bar and chain oil makes it more difficult to inspect the vehicle after application and must be cleaned off for inspection. Commissioner Manning commented that he is not familiar with the fluid film. Commissioner Blaisdell commented that it is biodegradable as it is not a petroleum product. It doesn't have the longevity that oil does. Commissioner Auger asked about the cost. Chief Sitar replied that he doesn't think there is that much of a cost difference. Discussion ensued. Commissioner

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Blaisdell requested Chief Sitar have the amount of fluid film used and when it is applied itemized on the invoices.

**Minutes**

March 7, 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.

April 4, 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.

**Other Business**

The manifest of April 28<sup>th</sup> was reviewed and signed.

**Adjournment**

Commissioner Manning adjourned the meeting at 8:08 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 06/13/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.