

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	07/11/2017 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 Administrative Assistant Kathy Tobine

Public: District Clerk Stephanie Giovannucci, Captain David Hall, Captain Sean Valovanie, Captain Jonathan Powell, Pat Campbell, Dan Campbell

Swearing In Ceremony

Commissioner Auger congratulated Jon. He then questioned the promotion of Jonathan Powell from Lieutenant to Captain. Chief Sitar explained that when Jon was promoted to Lieutenant he did not have all the qualifications for Captain. He has since completed the requirements and is now being promoted to Captain.

Stephanie Giovannucci, District Clerk, swore Jonathan Powell in as Captain of TNFD.

Chief's Report

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

1. Treasurer's Report

Chief Sitar reported the balances are as of June 30th. The report is in their packet.

2. 2017 Budget

- We are at 50% through the budget year as of today and have expended 49% of the operating budget through June 30th.
 - Overtime is at 58.7%
 - Vehicle Repairs is at 55% less Warrant Article 5 of \$45,530
 - Facility Repairs and Maintenance are at 47.7%

Paternity Leave was discussed.

Apparatus & Equipment Replacement Fund receivables were discussed.

Ambulance billing rates were reviewed.

3. Fire Prevention Report for June 2017

- Report is included in the handout.
- For the Month of June, there were 65 Fire Prevention inspections. Hobby Lobby and 5 Guys were discussed.

4. Run Report for June 2017

- Report is included in the handout.
 - For the Month of June, there were 156 incidents.
 - 114 of the incidents were EMS in nature and that equates to 73% of our total incident volume for the month.
 - Our calls are up by 10.7% over last year at this time.
 - The Engine responded to 39 EMS and MVA incidents last month.
- Commissioner Blaisdell commented on the number of calls to 272 Main Street.

5. Overlapping/Simultaneous Incidents for June 2017

- Report is included in the handout.

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- We had 31 overlapping/simultaneous incidents for the Month of June of which two were for third calls.
 - Overlapping/simultaneous incidents accounted for 20% of all incidents for the Month of June.
 - We received five mutual aid ambulance responses.
 - We responded to no mutual aid ambulance calls.
6. Apparatus
- Engine 1: E1 is at Lakes Region Fire Apparatus for the work requested It should be back around July 25th. There was more corrosion on the cab than had been anticipated but the vendor has not asked for any additional funds for the additional work.
 - Utility 2 has some severe corrosion in the pickup bed and doors to the cab. Discussion ensued.
7. Jon Powell has completed the required certification for Captain and has been promoted to Captain.
8. Deputy Joubert will be attending his first year of EFO training at the National Fire Academy from July 24th through August 4th.
9. We are currently reviewing costs for a Health Insurance Administrator and Health Insurance Plans for next year. We won't have any final numbers until November. The cost of health insurance was discussed. The Opt Out Option was reviewed. The potential of offering the cost of the single person plan as the Opt Out was discussed.
10. We are quoting our IT support.
11. The Firefighters Association collected over \$1,700 for Muscular Dystrophy on a boot drive held on June 29th. Captain Valovanie commented they were out there approximate 2 hours 15 minutes. The amount the collect has decreased each year as people are not carrying as much cash.
12. Old Home Day events were a great success with almost every member of the Department participating in one way or another.
13. TNFD received a \$1,000 donation from Tanger Outlets. The money will be used for the new training facility being constructed at Park Street.
14. Currently Working On
- Call Company recruitment
 - Four applications have been reviewed and continuing through the process. Deputy Robinson commented that since 2014 they have conducted 21 interviews, 12 were hired not including the last four. Out of those, five have been retained.
 - 2018 Budget

Old Business

Purchasing Policy

Chief Sitar commented the amended Purchasing Policy is included in their packet with the approved changes. There is only one item left to finalize. Chief Sitar explained he talked with Attorney Buckley at NH Municipal Association. Attorney Buckley explained that according to the statutes the Commission can make policy, they ultimately have control of the budget through the budgetary process and through signing of the manifests. If the policy states you limit the amount of unanticipated expenses, you can do that; but, it should not interfere with the actual operation of the fire department. As Fire Commissioners you have the same authority as Selectmen. With that you have certain responsibilities. One of them is to approve a budget and a policy. That is what you are doing. Discussion ensued.

21. Purchases \$0.01 - \$750.00 ~~\$1,000.00~~

These purchases of materials, goods and equipment can be made directly by the department without ~~direct~~ Commissioners ~~notification~~ approval.

Competitive quotes from a minimum of 3 vendors are not required.

It shall be incumbent upon the person making the purchase to search for the best price.

Commissioner Blaisdell made a motion to accept changes to the purchasing policy in paragraph 21 as they have been naming them, Purchases of \$0.01 to \$1,000 to change the text to say these purchases of materials goods and equipment can be made directly by the department without Commissioners notification; Competitive quotes from a minimum of three vendors are not required; it shall be incumbent upon the personal making the purchase to search for the best price., Commissioner Auger seconded to motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell commented that they have not approved the change to paragraph one.

1. *The Tilton-Northfield Fire District will acquire goods, services and equipment and dispose of surplus property through a process which provides optimal value for the taxpayer, is responsive to and respectful of all parties, encourages competition, discourages partiality and is fair, open and honest.*

This policy shall comply with NH RSAs 15-B, 52:3a, 91-A:4, 154:2, 154:15.

Commissioner Blaisdell made a motion to change the working of paragraph one to include the sentence This policy shall comply with NH RSAs 15-B, 52:3a, 91-A:4, 154:2, 154:15. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

New Station

Commissioner Blaisdell commented he wants to put off any further discussion on a new station until they formally study regionalization. Extensive discussion ensued. The Board unanimously agreed to study regionalization. They requested Chief Sitar contact Chief LaChapelle in Franklin and Chief Dexter in Sanbornton to start the discussion and see what their thoughts are.

Capital Improvement Plan

The CIP was reviewed. The Board agreed they should have a warrant article in 2020 to replace Engine 1 for delivery in 2021. The Board agreed they will wait for the Chief's repair information on Utility 2 before deciding on its replacement.

NH Safety Inspections

Commissioner Blaisdell asked for this to be on the agenda as he received comments about a vehicle not being inspected. Chief Sitar explained the vehicle was inspected and that the inspection station put the wrong sticker on the vehicle. Commissioner Manning commented that the person who noticed this should have gone the chain of command rather than going to the Commission.

New Business

Trust Funds

Kathy explained that she met with Trustees regarding the trust funds. She also commented that the Auditors recommend the District have an Investment Policy. Discussion ensued. The Board agreed to review this at their next meeting.

Station Maintenance & Cleanliness

Commissioner Blaisdell explained that he had requested this be placed on the agenda as he feels we should perform maintenance and upkeep on our buildings. He would like to review the two stations and come up with a list of what needs to be done. Chief Sitar explained he is in the process of doing that now. It will be part of the budget process. Discussion ensued. Deputy Robinson commented it is a morale and pride issue. He stated he would like to spend some time with the Chief to come up with a list of things that can be done in-house or must be contracted out. The Chief agreed to meet with Deputy Robinson regarding this.

Communication Tower

Chief Sitar commented we are licensed for our own radio frequency now. The license is for the Park Street Station. In order for it to work efficiently, it needs a tower. The tower will cost about \$120,000. He has written an RFP for the tower. Discussion ensued. The Board unanimously agreed to move forward with the RFP.

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Minutes

June 13, 2017 Nonpublic

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

June 13, 2017

Commissioner Blaisdell asked about the Driver Training. Deputy Robinson commented that it has been scheduled for either September or October. Commissioner Auger made a motion to accept the minutes as corrected. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Commissioner Manning commented that he is going to gone for the meeting of August 8th. After discussion, the Board decided to hold the meeting as scheduled due to how busy everyone is.

The manifest of July 11th was reviewed and signed.

Adjournment

Commissioner Auger made a motion to adjourn. Commissioner Manning seconded the motion. The meeting adjourned at 8:06 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 08/08/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.