

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	08/08/2017 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 5:31 PM.

Present: Commissioners Paul Auger and Paul Blaisdell; Chief Michael W. Sitar, Jr.

Public: Gretchen Wilder

### Treasurer's Report

Roland was not present. Chief Sitar presented the Treasurer's Report with the Chief's report. Chief Sitar reported the balances are as of July 31<sup>st</sup>. The report is in their packet.

### Public Comment

Gretchen Wilder commented that they had gone from a 48 hour work week to a 42 hour work week. She asked how the 42 hour work week was derived at. Chief Sitar explained the 48 hour week was 24 hours on, 48 hours off. They did that for three weeks. On the third week they had a Kelly Day giving them 24 hours off. Over the year, that averaged out to 48 hours per week. The 42 hour work week is 24 hours on, 48 hours off, 24 hours on, 96 hours off. Averaged over the year, it averages out to 42 hours per week. There are no Kelly Days. Gretchen asked if the benefits stayed the same when they went from 48 hours to 42 hours. Chief Sitar explained that they did. FMLA, time off and Call Firefighters were discussed. Gretchen asked if there is a standardization for career firefighters. Chief Sitar explained there is a State standardization to become a career firefighter.

Commissioner Blaisdell asked Gretchen what her concern is, is it that they are forming the vacancy to begin with. Gretchen commented that people are entitled to their time off. She doesn't understand why these vacancies are filled at time and a half. Discussion ensued about shift coverage.

Paramedic education was discussed.

Gretchen questioned the purchasing policy regarding sealed bids. She feels the sealed bids should be opened at a regular meeting. Discussion ensued.

Gretchen commented on the new fire station proposal. She feels \$3,000,000 is a lot of money. Commissioner Blaisdell commented that when Tilton Ford put their addition on it cost \$180 a square foot. The \$3,000,000 or \$5,000,000 is a lot of money. There is very little other land available. The Facilities Committee looked at this in great detail before recommending the Tilton School location. He requested Gretchen participate more in things like the Facilities Committee and other discussions related to the Town and the Fire District.

Gretchen told the Board they have been good. They are looking at policies. Their documentation is good. As long as everything is transparent, then they have nothing coming back on you.

### Chief's Report

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

#### 1. 2017 Budget:

- As of July 31<sup>st</sup>, we are at 58.3% through the budget year and have expended 56.4% of the

operating budget through July 31<sup>st</sup>.

- Overtime is at 65.1%
- Vehicle Repairs are at 56% less Warrant Article 5 of \$45,530
- Facility Repairs and Maintenance are at 60%

2. Fire Prevention Report for July 2017:

- For the Month of July, there were 26 Fire Prevention inspections.

3. Run report for July 2017:

- Report included in handout
- For the month of July we had 140 incidents.
- 104 of the incidents were EMS in nature and that equates to 74.3 % of our total incident volume for the month.
- Our calls are up by 5% over last year at this time.
- The Engine responded to 27 EMS and MVA incidents last month.

4. Overlapping/simultaneous Incidents for July 2017:

- Report included in handout.
- We had 19 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 13.6 % of all incidents for the Month of July.
- We received 5 mutual aid Ambulance responses.
- We responded to 4 mutual aid ambulance calls.

5. Apparatus:

- E1 is still at Lakes Region Fire Apparatus. It went back for paint. It is being lettered so we should be getting it back at any time. Discussion ensued about the repairs. The engine rotation was reviewed.
- U2 has some severe corrosion in the pickup bed and doors to the cab. The estimate to get the rust fixed in the cab and doors is around \$3,000. We are getting prices on getting a flat bed to take the bed off U1 and put it on U2 then put the flat bed on U1. This will happen in the next fiscal year.

6. Regionalization:

- Franklin will participate in the consolidation/regionalization committee.
- Sanbornton Selectmen are meeting tomorrow night and will have that discussion. Discussion ensued about the committee membership. It was decided no further action would be taken until they hear from Sanbornton.

7. Deputy Joubert completed his first year of the EFO program at the National Fire Academy.

8. Facility Maintenance:

A list has been started. Once the list is completed and reviewed buy us, we will categorize each item and come up with the cost associated with the needed repair, who will complete the repair, when we anticipate the repair time to be, and is it a one-time repair or maintenance issue that has to be checked periodically. Chief Sitar and Deputy Robinson are looking at both stations.

9. Driver Training:

Training went very well. R.S. Audley Construction provided the 40 cones needed for the course and Pike Industries provided the space to set up the course. Deputy Joubert assisted with setting up the course. The area Pike Industries allowed us to use provided a place that we could set up and leave up for

approximately a week so that all call and duty personnel could utilize the training site, either at their convenience or during their work shift. We were able to get all call and duty personnel that are drivers through the course and it did help us evaluate our staff. The training revealed where we need to make some improvements. We will conduct phase 2 of our driver training, which will be scheduled in a couple of months.

10. The ground work for the new training facility has been started at the Park Street Station.

11. The Tower RFP has been published. There were 3 vendors present during the RFP meeting.

12. Currently Working On:

- Call Company recruitment.
- Conditional offer to 4 candidates once completion of background checks.
- 2018 Budget

#### Old Business

##### Insurance Opt Out Option

Chief Sitar commented the discussion started last month. He is recommending the District offer the cost of the single person plan as the Opt Out. Discussion ensued. The Board agreed no decisions will be made until Commissioner Manning is present.

#### New Business: 2018 Budget

##### Training Hours, Cost & Overtime

Chief Sitar presented to Board with the required trainings for the Career personnel that are directly related to overtime.

- CPR Training: This training is once a year for three hours for nine guys, three of whom are on duty. Discussion ensued about the cost of instructors training each shift versus the cost of overtime.
- EMS Quality Assurance/Quality Improvement: Chief Sitar explained that a certain number of EMS reports need to be reviewed each week. Discussion ensued. The Board requested Chief Sitar provide them a percentage of how many we are doing and what the State recommendation is at the next meeting.
- Advanced EMT Recertification: Every year there are five AEMTs that need to be recertified. This totals 200 hours. The requirement is once every two years.
- Paramedic Recertification: All three paramedics are recertifying this year. None will be recertifying next year.
- SCBA FIT Test: All certified firefighters have to have this FIT test done. Lakes Region Mutual Fire Aid is hired to do the testing. This is an annual OSHA requirement.
- Swiftwater Training: When the on duty personnel are training, they are in dry suits in the river. If we get a call, it takes forever for them to get in to the appropriate gear and respond. While they are training, he would like off duty personnel cover so there is not such a delayed response.
- Physicals: Annual physicals were reviewed. Overtime costs were discussed for career personnel.
- Officer Meetings: Chief Sitar explained he would like to have one Career Office meeting a month. Discussion ensued about what is covered during these meetings.
- Child Seat Technicians: There are two car seat technicians trained to properly install car seats. They need to recertify every two years.
- Rope & High Angle Rescue Training: There are not a lot of places that require this but we are the ones expected to be able to do it. They have to be familiar with the processes. They try to do it on duty but it delays their response.

TNFD Commissioner's Meeting  
08/08/17

- Monday Night Trainings: One of the career personnel is hired as an instructor to teach the training for that night. Each training is approximately three hours. Sometimes it turns out that the instructor is on duty. Discussion ensued.
- Live Burn: We will have a live burn training that is usually heavily attended.
- Outside Training: Chief Sitar explained that he has budgeted for 48 hours of outside training for each individual.
- Overtime Liability: The total overtime liability for 6,486 hours is \$222,000. Chief Sitar commented he is requesting \$153,000 using a three year sick time average. Discussion ensued.

Line 660: Vehicle Maintenance

Chief Sitar presented the Board with a spreadsheet of projected vehicle maintenance. Projected maintenance as well as current expenditures was reviewed. The rescue was discussed.

Minutes

July 11, 2017

Commissioner Blaisdell made a motion of July 11<sup>th</sup> as presented. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Other Business

The manifest of August 8<sup>th</sup> was reviewed and signed.

Adjournment

Commissioner Auger made a motion to adjourn. Commissioner Blaisdell seconded the motion. The meeting adjourned at 7:45 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 09/12/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.