

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	09/12/2017 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 Dennis Manning, Paul Auger and Paul Blaisdell; Chief Michael W. Sitar, Jr. and Deputy Chief Michael Robinson

Treasurer's Report

Chief Sitar presented the Treasurer's Report. He commented the report is in their packet. The account balances are as today.

Discussion ensued about the Apparatus & Equipment Replacement Fund receivables.

Chief's Report

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

1. 2017 Budget:

- As of August 31st, we are at 66.6% through the calendar and budget year and have expended 63.9% of the operating budget through August 31st.
 - Overtime is at 77.7%
 - Vehicle Repairs are at 58% less Warrant Article 5 of \$45,530
 - Facility Repairs and Maintenance are at 62.4%

Discussion ensued on the various causes of overtime.

2. Fire Prevention Report for August 2017:

- Report included in handout
- For the Month of August, there were 57 Fire Prevention inspections
- Five new occupancies are listed in the handout

3. Run report for August 2017:

- Report included in handout
- For the month of August we had 181 incidents
- 129 of the incidents were EMS in nature and that equates to 71.2 % of our total incident volume for the month
- Our calls are up by 6% over last year at this time
- The Engine responded to 36 EMS and MVA incidents last month

The structure fire at 146 Hodgdon Road was discussed.

The tone for additional manpower to the scene on medical calls was reviewed.

There was discussion on how incidents are coded.

4. Overlapping/Simultaneous Incidents for August 2017:

- Report included in handout
- We had 38 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 21% of all incidents for the Month of August

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- We received six mutual aid ambulance responses
- We responded to one mutual aid ambulance calls

Commissioner Blaisdell requested Chief Sitar provide information on repeat places where we spend a lot of time. He would like to know (1) the top three locations in frequency of calls, (2) how many calls we go there for each year, (3) the cost of service provided, (4) the reimbursement to fire department. He would like to try to determine if there are other agencies capable of handling these issues rather than have the fire department be the catch all, i.e. other agencies in the community better able to handle these calls. Deputy Chief Robinson commented that when they dial 911 we have to go. Extensive discussion ensued.

5. Apparatus:

- E1 is back in service. It has to go back to be re-lettered. The roof is still leaking, there is a wiring issue and there is a leaky valve that needs to be taken care of. We have not received the invoice for the work yet.
- All vehicles are going through the annual State inspection process and should be completed by the end of the month.

6. Both Franklin and Sanbornton have agreed to participate in the consolidation/regionalization committee. They are waiting to hear from TNFD for dates to meet.

7. Deputy Joubert will attend his second year of EFO training at the National Fire Academy in June 2018.

8. Facility Maintenance:

A list has been established for facility maintenance. Deputy Robinson and Chief Sitar are prioritizing and getting financials for the work identified. Once completed, the list will be presented to the Board.

9. 2016 Assistance to Firefighters Grant (AFG) for new radios has been approved in the amount of \$200,570. Our request was for \$315,308. FEMA reduced the amount requested by \$114,738. We will have one year to complete the purchase and installation of the radios. We will complete the project in three phases. Additional funds will be requested from the Apparatus and Equipment Fund to fully complete the project in 2018.

10. The work is continuing on the new training facility at Park Street. All the labor has been donated so far. Captain Hall is leading this effort and has done a tremendous job of obtaining donations to complete the facility.

On the 25th of this month in Concord, Captain Hall is going to receive the Medal of Valor award for his efforts at the dam last year. That speaks a lot to Captain Hall and this Department. It is a tremendous award. The Fire Service Awards are at 6:00 PM in the Concord City Auditorium.

11. Matt Gilman will be at next month's meeting to review QA/QI in EMS and what TNFD would like to do going forward with QA/QI.

12. Currently Working On:

- Call Company recruitment
- 2018 Budget
- AFG Grant Project
- Fire Department Radio System. Discussion ensued about TNFD radio infrastructure.

Commissioner Blaisdell requested Chief Sitar quantify the percentage of radio coverage we have now with our existing system and the number of occurrences where we run into the communication blackout. Commissioner Blaisdell wanted to know what the cost of this would be. Chief Sitar

explained that it could be as much as \$80,000 per site. Discussion ensued on the variables that make up the cost.

Commission Manning wanted to know what experience they were looking for in Call Company members during recruitment. Chief Sitar commented they are looking for fire training and/or ems training. Deputy Robinson commented the right candidate might have no experience, just the will. The hiring process was discussed.

Old Business

Tower RFP

Chief Sitar commented the Tower RFP was due on September 5th. We received no proposals. Yesterday he received a phone call from one of the people who wanted to submit a proposal in. He asked the Board if they want to put it out for proposal again. The Board unanimously decided to put it out to bid again.

Regionalization Committee

Chief Sitar explained that both Sanbornton and Franklin have agreed to participate. Sanbornton will have one member from the Board of Selectmen and the Fire Chief. Franklin will have the Fire Chief and one member of the City Council. Chief Sitar and one member of the Board of Commissioners will participate. Commissioner Blaisdell volunteered to be the member from the Board of Commissioners. Commissioner Auger made a motion that Paul Blaisdell be on the Committee. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed. Commissioner Blaisdell provided Chief Sitar with a list of dates he is available so he can arrange the first meeting.

Building Repairs/Maintenance List

Deputy Robinson reported that he and Chief Sitar inspected each station for any repairs that are needed. The Board was provided with a list of repairs needed by station. Discussion ensued. It was decided to move forward, handle what can be done this year and get quotes on others to add to the budget for next year.

2018 Budget: Insurance Buyout

Chief Sitar commented the discussion started last month. He is recommending the District increase the buyout to what it cost the District for the single person plan. Discussion ensued. Commissioner Manning made a motion to amend the policy to increase the buyout from \$3,500 to the cost of a single plan. Commissioner Auger seconded the motion. Commissioner Auger wanted to know if the cost of the single plan increased if the buyout would increase. Commissioner Blaisdell commented it would. Commissioner Manning commented that if the cost of the insurance was to go down, the buyout would decrease. Commissioner Blaisdell commented that if they agree to this and do not get the opt outs it will only affect them this one year. Every year after that it will be 100% benefit. Discussion ensued on the long term effect of setting a policy that is not a set amount. There being no further discussion, vote was taken. Motion passed with two ayes and one nay.

New Business: 2018 Budget

Part Time Clerk

Chief Sitar presented the Board with a proposal to hire a part time clerk. Discussion ensued about Kathy's work load and the position. The Board agreed they would make no decision on this until they receive the Chief's proposed 2018 budget.

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Old Business

Commissioner Blaisdell commented they budgeted \$25,000 for Vehicle Repairs Other and they have expended \$0 out of that according to their monthly report. Chief Sitar explained that every expense is assigned to a vehicle. We don't assign anything to Other. Discussion continued.

New Business

Step Raise, COLA, Incentive Pay

Chief Sitar asked the Board if we were going to do a step raise, cost of living adjustment or incentive for education increase next year for the Career members. Discussion ensued. The Board requested copies of the Step & Grade Scale and the list of what courses will provide incentive pay. They also requested a list of what certifications each shift. They also requested Chief Sitar make a list of certifications we are lacking either by shift or as a whole. The Board requested budgetary figures for a Step increase, COLA and Incentive Pay package.

The Call Company rate of pay was reviewed. Chief Sitar will present his recommendations for the Call Firefighters at the next meeting.

Minutes

August 8, 2017

Commissioner Auger made a motion to accept the minutes of August 8th as presented. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimous.

Other Business

The manifest of September 5th was reviewed. Commissioner Blaisdell commented on the change in the purchasing policy with purchases up to \$1,000 not requiring quotes from three vendors. He noted that Jason McCarthy was for \$1,200 and Shepard's Masonry was for \$1,250. Chief Sitar commented that the bill for Shepard's Masonry was covered by insurance for the repair of the damage to the brick at Park Street. Jason McCarthy was the diver we hired to inspect all our dry hydrants. Discussion ensued on whether or not the diving should have gone out to bid. Chief Sitar explained that he was the only one available to do this. There being no further discussion, the manifest was signed.

Commissioner Auger commented that he may not be here for the October 10th meeting. He requested they hold the meeting without him if he has not returned.

Adjournment

Commissioner Manning adjourned the meeting at 8:37 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 10/10/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.