

Tilton-Northfield Fire & EMS Commissioners' Meeting

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| Meeting Called By: | Commissioners | Date, Time: | 10/10/2017 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., Deputy Chief Michael Robinson and Administrative Assistant Kathy Tobine

Treasurer's Report

Chief Sitar presented the Treasurer's Report. He commented the report is in their packet. The account balances are as today. There is \$1.1 million in the Apparatus & Equipment Replacement Fund.

Commissioner Auger questioned the line item Insurance Claim Expenses in the Operating Budget. Kathy explained that is what was expended from the insurance money received for a claim. The money received from the insurance company is shown under Other Income – Insurance Claims.

Commissioner Auger asked why Roland was not attending the monthly meetings. Kathy explained that he has another meeting on Tuesday nights. Chief Sitar commented that he is fulfilling his fiduciary duties.

Chief's Report

Chief Sitar presented his report.

1. 2017 Budget:
 - As of September 30th, we are at 74.8% through the calendar and budget year and have expended 72.7% of the operating budget through September 30th.
 - Overtime is at 88.5%
 - Vehicle Repairs are at 77.7%
 - Facility Repairs and Maintenance are at 74.9%
2. Fire Prevention Report for September 2017:
 - Report included in handout
 - For the Month of September, there were 54 Fire Prevention inspections
3. Run report for September 2017:
 - Report included in handout
 - For the month of September we had 152 incidents
 - 108 of the incidents were EMS in nature and that equates to 71% of our total incident volume for the month
 - Our calls are up by 6.9% over last year at this time
 - The Engine responded to 32 EMS and MVA incidents last month
4. Overlapping/Simultaneous Incidents for September 2017:
 - Report included in handout
 - We had 21 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 13.8% of all incidents for the Month of September
 - We received one mutual aid ambulance responses
 - We responded to no mutual aid ambulance calls

Various runs were reviewed.

5. Apparatus:
 - A1: The AC is not working again and is scheduled to be repaired. Also, A1 is going to Greenwood for warranty work and for the installation of the side door step and rail. Discussion ensued about the AC. The installation of the step was discussed along with the reprogramming being requested.
 - All vehicles have passed their annual State inspection.
6. Both Franklin and Sanbornton have agreed to participate in the consolidation/regionalization committee. The first meeting is on October 30th and 5:30 at Tilton Town Hall in the downstairs meeting room.
7. The trailers have been delivered to the Park Street Training Site today. The next phase of the project will be led by Matt Gilman and Aiden O'Brien.
8. Currently Working On:
 - Call Company recruitment. All should be on line by the end of the month.
 - Tia Tine – Doing ride time
 - Alexis MacPherson – Doing ride time
 - Jeff Aucoin – Physical in process
 - Scott Magoon – Doing ride time
 - 2018 Budget
Chief Sitar commented he will be presenting the Board with his budget at their next meeting. The Board decided to hold budget workshops on November 28th and December 6th at 5:30 in Tilton Town Hall.
 - AFG Grant Project
Chief Sitar reported the grant has to be completed by August 31, 2018. Discussion ensued.
 - Fire Department Radio System

Old Business

Tower RFP

Chief Sitar reported that the Tower RFP has gone out again. The closing date is October 30th.

Building Repairs/Maintenance List

Chief Sitar reported the spreadsheet is in their packet. Discussion ensued. Chief Sitar is to look into getting a subsidy for the lighting.

2018 Budget: Insurance Buyout

Chief Sitar commented he had emailed the new wording for the buyout policy. Discussion ensued. Commissioner Auger made a motion to take out the percentage rates of 12% and 88%. Commissioner Manning seconded the motion. Discussion: Commissioner Blaisdell clarified that the wording is still the same. There being no further discussion, vote was taken. Motion passed.

Incentive Pay

Chief Sitar presented the Board with the Incentive Pay schedule for the career firefighters. Commissioner Manning commented that a lot of this should be tied to promotion and explained his reasoning. Chief Sitar commented it is his opinion that the more education a person gets, the better an employee they are. The Board decided to table this until the November meeting. pending more information. A list of qualifications for each position was requested. Commissioner Blaisdell requested the incentives for advancement be removed from the list as it is part of the requirement for the position. Commissioner Manning requested a copy of the plan on how the program will be administered. Discussion ensued.

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New Business

Matt Gilman – EMS QA/QI

Commissioner Blaisdell asked Matt to explain what he does and why he does. Matt explained that he reviews our calls as a requirement from our Medical Resource Hospital. The State has RSA 59:23.02 about it. You have to have eyes on 100% of the EMS calls. You have to have various levels of review of it. He explained that we have to build reports for all the incidents you want to review. He went into detail on what is involved. Discussion ensued. Commissioner Blaisdell commented that the four hours a week overtime are justified. Commissioner Manning agreed.

2018 Budget: Call Firefighter Pay

Chief Sitar explained the Call salaries haven't been adjusted since he has been here. Commissioner Manning asked what is around us. Chief Sitar commented that departments around us have increased their pay. He is proposing the base rate be increased \$1.20 per hour from \$12.30 to \$13.50 per hour. Discussion ensued. The Board agreed to the increase.

Ambulance Calls and Collections

Chief Sitar presented the Board with the information they requested on the 10 addresses with the most calls. Commissioner Blaisdell commented that his concern is that there another agency better suited for these calls. He believes that the Chief has addressed all is concerns. There aren't other agencies that can help with this and our collections are relatively good. Discussion ensued.

Minutes

September 12, 2017

Commissioner Auger made a motion to accept the minutes of September 12th as presented. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed unanimous.

Other Business

Commissioner Auger commented that at the end of September that our ambulance did an emergency transfer from Franklin. Kathy explained that it was from FRH to LRGH. Commissioner Auger commented that he would like the emergency transfers to stop. Discussion ensued.

The manifest of October 10th was reviewed and signed.

Adjournment

Commissioner Manning adjourned the meeting at 8:31 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 11/14/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.