

**Fire Department Study Committee  
Tilton-Northfield Fire District  
Franklin Fire Department & City of Franklin  
Sanbornton Fire Department & Town of Sanbornton**

Meeting Called By: Michael Sitar, Jr.  
Chief

Date, Time: October 30, 2017, 5:30 PM

Transcribed By: Kathy Tobine

Place: Franklin Fire Department, 59 West  
Bow Street, Franklin

Chief Sitar called the meeting to order at 5:40 PM.

Present:

Tilton-Northfield Fire District: Chief Michael W. Sitar, Jr. and Commissioner Paul Blaisdell

City of Franklin: Chief Kevin LaChapelle and City Councilor Olivia Zink

Town of Sanbornton: Chief Paul Dexter and Selectman Karen Ober

**Election of Officers**

Mike Sitar nominated Paul Blaisdell as Chair. Paul Dexter seconded the motion. There being no other nominations, vote was taken. Paul Blaisdell was elected as Chair.

**Discussion**

Paul B. commented they will need to have a general discussion of each department and what could be gained from regionalization. Set some general guidelines. A time limit of eight to nine months should be set for the meetings so they have a firm date to have a yes or no answer.

The following was discussed.

- Will TNFD By-Laws allow dissolution of the District or will it be required if this cooperation is enacted?
- The three Chiefs currently meet monthly.
- The duty officers make daily morning phone calls for discussion of staffing as well as other daily issues.
- The three departments are actively working together now with synchronized shifts at TNFD and FFD so the same firefighters are working each shift.
- The benefits of a cooperative agreement are unquestionable.
- Cost sharing and savings
- Need to determine and quantify long term benefits.
- Should there be a Memorandum of Understanding (MOU) in order to formalize our structure and commitment?

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- Applications for grants and legal guidance are more forthcoming with larger groups of Departments.
- The name of committee was discussed.
- Terminology:  
Regionalization: Organized effort to foster relationships between communities, reduction in costs and overhead without affecting service.  
Consolidation: Reduction in equipment and personnel, not necessarily a savings in costs for operating a fire department.
- Time frame. It was agreed to set goals rather than a time limit.
- LRGH requirements for EMS service need to be included in discussion as they are the driving force in many of the EMS requirements and can have an adverse effect on cost. Look at a larger relationship with CHS.
- Committee will schedule to meet with Franklin City Council, Sanbornton Selectboard and TNFD Commissioners once their Goals & Scope have been formalized.
- Present areas of cooperation:  
Training and Personnel coverage are well established.
- Future areas of cooperation:
  1. Administrative Assistance
  2. Procurement in general
  3. Pool resources for:
    - A. Medical response paramedic "Fly Car" allowing 24/7 coverage by paramedics
    - B. Purchasing Power
      1. Equipment
      2. Communications
      3. Turn out gear
      4. Vehicles (again commonality is possible)
    - C. Grant Applications carry more weight when multiple communities are involved.

**Meeting Schedule**

- The meeting schedule was discussed. It was decided to meet November 20<sup>th</sup> and December 21<sup>st</sup> at 4:30 PM.
- It was agreed that the meetings would be held to two hours.

**Adjournment**

Kevin made a motion to adjourn. Mike seconded the motion. Meeting adjourned at 7:07 PM.

Respectfully submitted,

*Kathy Tobine*

Administrative Assistant

**Next Meeting Date, Time, Place:** 11/20/17 at 4:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.