

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	12/12/2017 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., Deputy Chief Michael Robinson and Administrative Assistant Kathy Tobine

Firefighters Present: Matthew Gilman

Chief's Report

Chief Sitar presented his report.

1. 2017 Budget:

- As of November 30th, we are at 91.5% through the calendar and budget year and have expended 88.9% of the operating budget
 - Overtime is at 107.5%
 - Repairs are at 81.5%
 - Facility Repairs and Maintenance are at 87.4%
- In the Apparatus and Equipment Fund, we have some overruns due to the increase in ambulance runs.
 - EMS Equipment is at 107.1%
 - Ambulance billing is at 95.9%
- Account Balances are as of today
 - The total in the Apparatus & Equipment Fund is \$1,181,301.64.
 Discussion ensued about the amount collected from ambulance billings. End of year account balances were reviewed.
- Operating Budget
Chief Sitar commented that he will be reviewing the budget for a surplus and purchasing items that were budgeted for but haven't been purchased yet. Commissioner Blaisdell commented that any monies expended this year for next years expenses should be kept in mind when figuring the percentage of increase in the budget.
 - Career Salaries & Wages Overtime overage was reviewed.

2. Fire Prevention Report for November 2017:

- Report included in handout
- For the Month of November, there were 75 Fire Prevention inspections
School inspections were reviewed.
Commissioner Blaisdell asked if when the Fire Department drives by a residence and sees the black streak up the side of the house have they stopped and talked to the residents about the black soot up the side of the house. Discussion ensued.

3. Run Report for November 2017:

- Report included in handout
- For the Month of November, we had 158 incidents
- 106 of the incidents were EMS in nature and that equates to 67% of our total incident volume for the month
- Our calls are up by 8.5% over last year at this time
- The Engine responded to 54 EMS and MVA incidents last month

4. Overlapping/Simultaneous Incidents for November 2017:

- Report included in handout

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- We had 49 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 16.5% of all incidents for the Month of November
 - We received five mutual aid ambulance responses
 - We responded to no mutual aid ambulance calls
5. FF/AEMT Nick Baker has been accepted into the paramedic training program at New England EMS Institute in Manchester. He will start training in January 2018 and should finish around May 2019.
6. The FTNS Emergency Committee last met on November 20th and will meet again next Thursday, December 21st, in the Tilton Town Hall. Commissioner Blaisdell gave a synopsis of what has been accomplished to date. Discussion ensued.
7. Leadership Lakes Region's program on December 7th was on Social Issues.
- Elderly Support and Service agencies: Service Link, Elderly and Adult Services, VNA, Lakes Region Community Services
 - Youth Support and Services: CASA, DCYF, Circle Program, Mayhew Program
Discussion ensued about the Circle Program and Mayhew Program
 - Opioid Addiction
 - Tour of Belknap Jail
8. Currently Working On:
- Call Company recruitment
 - 2018 Budget
 - 2016 AFG Grant Project
 - 2017 AFG Grant Application
 - Fire Department Radio System. Discussion ensued.

Old Business

Trust Funds

Discussion ensued about the Trustees and our Trust Funds. Commissioner Auger made a motion for either Kathy or the Chief come up with a policy for the Trustees of the Trust Funds to invest our trust funds to the best of their ability. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

2018 Budget

Chief Sitar commented they need to discuss the part-time clerk and the uniforms. Once those are finished, the Operating Budget will be done. The Board unanimously agreed to take this up at the end of the meeting.

New Business

Two Year Grant Summary

Chief Sitar commented the summary is in their packet. He then summarized all grants received. When all the grants received are totaled, the total for two years is \$213,070. Discussion ensued.

Park Street Natural Gas

Chief Sitar reported he met with Liberty Utilities regarding installing natural gas into the Park Street Fire Station to replace the propane. Next May or June, they will be installing natural gas into the Park Street Station at no charge. The only cost will be converting the three unit heaters from propane to natural gas. Discussion ensued.

Primex CAP

Kathy explained that we received a CAP offer from Primex on our Property & Liability coverage to cap our annual increases at 9% per year for the next three years. Discussion ensued. Commissioner Blaisdell made a motion to accept Primex offer to cap our Property & Liability Insurance at 9%

maximum increase per year for the next three years through their Contribution Assurance Program. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Review Job Descriptions

Commissioner Blaisdell commented he wanted to review the job descriptions in the By-Laws of the elected officials. He wants to reconcile the way the job description reads with what is actually being done.

1. Moderator
Commissioner Blaisdell commented he has no issues with the job description.
2. Treasurer
Commissioner Blaisdell commented he has no issues with the job description.
3. Clerk
Commissioner Blaisdell read the Clerk's duties as depicted in the By-Laws.
The Clerk shall keep a true and accurate record of all Annual District meetings, Monthly meetings, and Special meetings of the Commissioners. The Clerk shall see that all minutes are on permanent file. The Clerk shall perform such other duties as are generally associated with the office.
Discussion ensued about the Clerk's duties. The Board decided to submit a warrant article to change the Clerk's Duties in the By-Laws to reflect their actual duties.
4. Commissioners
Commissioner Blaisdell commented he has no issues with the job description.

Ambulance Transports

Commissioner Auger commented on the transport to DHMC that occurred on November 26th around 4:30 A.M. from Franklin. Chief Sitar explained there is a policy in place that determines when and when we do not transfer out of the hospital on an emergency basis. The hospital has to contact Franklin Fire Department and all the private ambulance services in the area first. We are a last resort. If they call us and we are available, we will do it. It has to be an emergency transfer. It has to require advanced life support. If it's a basic life support, it can wait until somebody is available. It has to mean the difference between life and death for that person. Discussion ensued.

685 Uniforms

685.02 Call Company Uniforms: Commissioner Blaisdell commented we require the Call Company to wear uniforms. He read from the policy about call members uniforms. *Call members are expected to be clean and neat and shall respond to any emergency scene with some manner of Department identification.* Commissioner Blaisdell requested Commissioner Manning pass this information on to the Budget Committee.

Minutes

November 14, 2017

Discussion ensued about the minutes as drafted. Commissioner Blaisdell made a motion to accept the minutes of November 14th as revised. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

2018 Budget

Chief Sitar commented the only two outstanding items is the part-time clerk position and the associated costs with that as the Uniform Allowance.

100 Salaries & Wages

110 Career Salaries & Wages: Discussion ensued about the part-time clerk. Commissioner Blaisdell made a motion to fund a part-time clerk position for 20 hours per week, \$15.00 per hour with no benefits for a total yearly cost of \$15,600 with the continuation of this position after the next budget year to be incumbent upon review by the Commissioners. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

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685 Uniforms

685.01 Career Uniforms: Chief Sitar recommended they fund this line at \$7,500. Discussion ensued. Commissioner Blaisdell made a motion to fund this line at \$7,500. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

The manifest of December 12th was reviewed and signed.

Adjournment

Commissioner Manning adjourned the meeting adjourned at 7:56 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

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