

Tilton-Northfield Fire & EMS Commissioners' Meeting

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| Meeting Called By: | Commissioners | Date, Time: | 01/02/2018 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

Public Present: Deputy Chief Tim Joubert, Firefighter Matt Gilman, Firefighter Nick Baker, Captain Tim Ames, Amanda Gilman, Firefighter Zack Mellett, Megan Mellett

Chief's Report

Chief Sitar presented his report.

1. 2017 Budget:

- As of December 31st, we are 100% through the budget year and have expended 95.9% of the operating budget. The fiscal books for 2017 won't close until January 31, 2018, so that we can pay bills where services occurred in 2017 but weren't received until the New Year.
- In our Apparatus and Equipment Fund we have some overruns due to the increase in ambulance runs. Any overruns will be covered by the Operating Budget. This is expected to be around \$3,000.
- We collected \$462,440.97 in Ambulance Billing this year which is an 18% increase over last year's collections. Our ambulance runs have only increase 9%. Discussion ensued.
- EMS Incidents increased by 9.6% over last year.
 - EMS Equipment is at 125.9%
 - Ambulance billing is at 129.8%

Chief Sitar reported that there is \$1,212,603.68 in the Apparatus & Equipment Replacement Fund checking account and cd.

2. Fire Prevention Report for December 2017:

- Report included in handout
- For the Month of December, there were 58 Fire Prevention inspections

3. Run Report for December 2017:

- Report included in handout
- For the Month of December, we had 174 incidents
- 119 of the incidents were EMS in nature and that equates to 68% of our total incident volume for the month
- The Engine responded to 55 EMS and MVA incidents last month

4. Overlapping/Simultaneous Incidents for December 2017

- Report included in handout
- We had 28 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 16.5% of all incidents for the Month of December.
- We received four mutual aid ambulance responses
- We responded to no mutual aid ambulance calls

Discussion ensued about mutual aid received and given.

5. Chief Sitar commented that Nick Baker and Zack Mellett joined our department a little over a year ago. He congratulated Nick and Zack on passing probation. He presented them with their badges.

6. Run Report for the Year 2017

- Report is included in handout.
- For the Year 2017, we responded to 1,844 incidents.
- Of those incidents, 1,291 were EMS in nature which equates to 70% of our call volume for the year.

Commissioner Blaisdell requested Chief Sitar provide the Board with a run summary of total calls, total EMS calls and how many full-time employees surrounding towns utilize to respond to the calls. He like the City of Laconia, Town of Gilford, City of Franklin and Town of Belmont. He would like any other similar sized communities; population, residential vs. commercial.

7. FF/AEMT Nick Baker has been accepted into the paramedic training program at New England EMS Institute in Manchester. He will start January 17, 2018, and should finish around May 2019. He will be signing the Paramedic Training Loan Agreement this Thursday.
8. Call FF/Paramedic Greg Michaud has resigned from the Department.
9. Call FF/EMT Pete Latucky has taken a full-time position with the Belmont Fire Department.
10. Call FF/AEMT Aiden O'Brien has taken a full-time position with Franklin Fire Department.
11. The FTNS Emergency Services Cooperative Committee last met on December 21st. Their next meeting will be Thursday, March 22nd at 5:00 PM at Tilton Town Hall. The Committee will be meeting with all the governing bodies of each municipalities; Franklin City Council on February 5th, Sanbornton Board of Selectmen on February 7th and TNFD Board of Commissioners on February 13th.
12. Currently Working On:
- Call Company recruitment
 - 2018 Budget. Extensive discussion ensued about the warrant.
 - 2016 AFG Grant Project. The radio grant was reviewed and the installation of the mobile radios was discussed.
 - 2017 AFG Grant Application
 - Fire Department Radio System
 - Park Street Communication Tower Lease Agreement

Old Business

Review Job Descriptions

1. Chief
Discussion ensued. It was decided to review the job description in nonpublic session rather than go over it twice.
2. Clerk
The Clerk's duties were reviewed. The Board unanimously agreed to submit a warrant article to change the by-laws to reflect the duties of the Clerk per RSA and other related duties.

New Business

Ambulance Billing Rates

Chief Sitar commented they have a report in their handout regarding billing rates. He is recommending they increase the rates to reflect the average being charged by NH Fire Departments using Comstar effective February 1st. All aspects of billing were discussed. The different billing codes used were reviewed. Commissioner Blaisdell made a motion to accept the rates as presented. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Paramedic vs. AEMT

Commissioner Blaisdell requested Chief Sitar provide the Board with the top five things a paramedic can do that an AEMT cannot do in layman terms. District Meeting was discussed.

TNFD Commissioner's Meeting
01/02/18

Kyle Barker

Commissioner Blaisdell requested Kyle Barker be contacted for the increase in construction costs since March of last year. Chief Sitar commented he has already contacted him and he is waiting for an email with the information.

Manifest

The manifest of December 31st was reviewed and signed.

Nonpublic Session

Commissioner Manning made a motion, seconded by Commissioner Auger, to enter into a Nonpublic Session per NH RSA 91-A:3, II(a), as it pertains to a personnel matter.

Roll Call vote to enter nonpublic session:

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|----------------|-----|
| Paul Auger | Yes |
| Paul Blaisdell | Yes |
| Dennis Manning | Yes |

Nonpublic session entered at 7:39 p.m.

Commissioner Auger made a motion to exit nonpublic session. Commissioner Manning seconded the motion.

Roll Call Vote to exit nonpublic session:

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|----------------|-----|
| Paul Auger | Yes |
| Paul Blaisdell | Yes |
| Dennis Manning | Yes |

Motion: PASSED

Public session reconvened at 9:22 p.m.

Motion made to seal these minutes? No

Adjournment

Commissioner Manning adjourned the meeting at 9:23 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 01/03/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.