

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	03/06/2018 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 5:29 PM.

Present: Commissioners Dennis Manning, Paul Auger and Paul Blaisdell; Chief Michael W. Sitar, Jr., and Administrative Assistant Kathy Tobine

Public Present: Eric Pyra

Commissioner Blaisdell thanked outgoing Commissioner Manning for all his help and his service.

### Chief's Report

Chief Sitar presented his report.

#### 1. 2018 Budget:

- Account balances ending February 28<sup>th</sup> are included in the packet. Full reports of the Operating Budget and Apparatus & Equipment Replacement Fund will be available after District Meeting.
- Total Apparatus & Equipment Fund: \$1,260,179.18  
The receivables and write-offs were discussed.
- Operating Budget: \$319,229.04
- Land & Building Fund: \$291,358.25
- Southwick Family Trust: \$65,598.89
- Fire Prevention Trust: \$3,388.86
- 2018 Ambulance Revenues: \$76,832.24

#### 2. Fire Prevention Report for February 2018:

- Report included in handout
- For the Month of February, there were 68 Fire Prevention inspections
- New business across from Catherine Dawson: Mi-Box

#### 3. Run Report for February 2018:

- Report included in handout
- For the Month of February, we had 144 incidents
- 110 of the incidents were EMS in nature and that equates to 76% of our total incident volume for the month
- Our call volume is up 10% over what we had last year at this time
- The Engine responded to 44 EMS and MVA incidents last month

#### 4. Overlapping/Simultaneous Incidents for February 2018:

- Report included in handout
- We had 32 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 22.2% of all incidents for the Month of February

- We received seven mutual aid ambulance responses
  - We responded to no mutual aid ambulance calls
  - We received one mutual aid Engine response
  - We responded to four mutual aid Engine requests
5. Wireless Edge is in the process of recruiting the major cell phone companies to locate on the proposed tower. Once Wireless Edge has one signed lease with one company, they will start the permitting process with the Town of Northfield. The time line was discussed.
  6. The 2017 AFG Grant for the new PPE washer/extractor and dryer for each station was submitted on January 24<sup>th</sup>. FEMA will start awarding grants probably in May through September of 2018.
  7. The 2018 AFG will be to replace our SCBAs and SCBA Compressor. The application period should be in late fall of 2018.
  8. Safer Grant is becoming available in April. Discussion ensued.
  9. Currently Working On:
    - Call Company recruitment. Discussion ensued about active participants.
    - 2018 Budget/District Meeting Preparation
    - Fire Station Alternatives
    - 2016 AFG Grant Project. The progress of the radio installation was discussed.
    - District Wide Radio System

#### Old Business

##### Debit and Credit Card Policy

The Board signed the revised policy.

##### Investment Policy

The Board signed the policy as presented.

##### Unassigned Fund Balance Policy

The Board signed the revised policy.

##### Candidates Night

Commissioner Manning reported on Candidates Night. He passed along Wayne Brock's thanks to the fire department for saving his life.

##### District Meeting Review

Chief Sitar reviewed the power point presentations he will be doing at District Meeting. Discussion ensued.

#### New Business

##### TNFD Website

Commissioner Blaisdell commented his concern with the website is that it be completely accurate. He wants to be sure that the information is accurate as it states the Commissioners are responsible for the content.

##### Meeting Minutes

Commissioner Blaisdell commented he is concerned about the availability of meeting minutes. Discussion ensued about the website and meeting minutes.

Meeting Minutes

November 21, 2017

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

December 5, 2017

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

December 6, 2017

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

December 12, 2017

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

January 2, 2018

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

January 3, 2018

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

February 6, 2018

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Nonpublic Session

Commissioner Manning made a motion to enter nonpublic session. Commissioner Blaisdell seconded the motion.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Roll Call vote to enter nonpublic session: Paul Auger Yes  
Paul Blaisdell Yes  
Dennis Manning Yes

Motion passed. Nonpublic session entered at 7:15 p.m.

Commissioner Manning made a motion to enter public session at 7:47 p.m. Commissioner Blaisdell seconded the motion.

Roll Call vote to enter public session: Paul Auger Yes  
Paul Blaisdell Yes  
Dennis Manning Yes

Motion passed.

Public session reconvened at 7:48 p.m.

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Commissioner Auger made a motion to seal the nonpublic session minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Blaisdell seconded the motion.

Roll Call vote to seal these minutes:      Paul Auger      Yes  
   Paul Blaisdell      Yes  
   Dennis Manning      Yes

Motion passed.

Other Business

Fire Arms at District Meeting

Commissioner Manning reported on his discussion with Chief Cormier on the law regarding weapons at District Meeting. Chief Cormier is to get back to him regarding this. Discussion ensued. Kathy is to contact NH Municipal Association regarding this.

Adjournment

Commissioner Manning adjourned the meeting at 7:53 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place:    04/10/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.