

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	04/10/2018 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:30 PM.

Present: Commissioners Paul Auger, Paul Blaisdell and Eric Pyra; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson, Deputy Chief Timothy Joubert and Treasurer Tim Pearson

### Election of Chair

Commissioner Auger nominated Paul Blaisdell as Chair. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

### Chief's Report

Chief Sitar presented his report.

#### 1. 2018 Budget:

- Account balances ending March 31<sup>st</sup> are included in the packet.
- Total Apparatus & Equipment Fund: \$1,289,668.77
- 2018 Ambulance Revenues: \$111,206.61  
The receivables and write-offs were discussed.  
Expenditures from the warrant articles were reviewed.

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

- Report included in handout
- For the Month of March, there were 38 Fire Prevention inspections

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

- Report included in handout
- For the Month of March, we had 136 incidents
- 91 of the incidents were EMS in nature and that equates to 67% of our total incident volume for the month
- Our call volume is up 6% over what we had last year at this time
- The Engine responded to 40 EMS and MVA incidents last month

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

- Report included in handout
- We had 23 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 16.9% of all incidents for the Month of March
- We received two mutual aid ambulance responses
- We responded to no mutual aid ambulance calls
- We received six mutual aid Engine responses
- We responded to seven mutual aid Engine requests

5. Grant Update:
  - 2016 AFG: All the portables and remaining equipment for base radios have been ordered. All department vehicles have the new mobiles installed.
  - 2017 NH Forestry: We are obtaining updated quotes for the new skid unit. We will purchase a new trailer for the Polaris. The low bid was \$3,349. The other bids were \$3,500 and \$4,500. The old trailer will be sold for a minimum of \$500.
6. Training Burn: 10 Shaker Road on Saturday, April 7<sup>th</sup> at 6:30 A.M. Discussion ensued about the recall to the site.
7. Communication Tower: Wireless Edge is in negotiations with Sprint, Verizon and T-Mobile for leases on the proposed tower. AT&T is not interested in going on the tower as they have another tower close by that is sufficient.
8. Fire Station Maintenance Update: The spreadsheet is included in the handout. There is lead paint on the window trim, soffits and the sign at Center Street. Discussion ensued about the options available to deal with it.
9. The new Forestry has been ordered. It will take 28 weeks and should be placed in service sometime in October. It will be a 2019 Ford F450 4X4 regular cab with an aluminum flatbed body. The order was placed through MHQ of Marlborough, MA, using the Greater Boston Police Council Bid. This resulted in a savings of \$791.53 over the next cheapest bid available at this time.
10. The trade-in allowance from MHQ for Utility 2 is \$3,300. Trade-in value for that vehicle from Edmonds and NADA is a low of \$5,000 with a high of \$9,700. Discussion ensued. Commissioner Auger felt they should keep the truck and run it until it was no longer inspectable. Commissioner Blaisdell commented that in his opinion, if the vehicle is rusted out as bad as it was described, then they don't want it in their fleet because they will be spending thousands of dollars a year on rust repair. Especially if it is in the bed and the rocker panels. It was his understanding that they were replacing this for two reasons. One of those reasons was the rust. He doesn't want to go back on that now. Commissioner Pyra commented that he doesn't believe that they will realize that much of a gain to offset the time spent trying to sell. To release themselves of any liability of this vehicle, trade it.
11. Currently Working On:
  - Call Company recruitment
  - 2016 AFG Grant Project
  - Fire Department Radio System
  - Fire Station Maintenance Projects
  - Capital Improvement Plan

## New Business

### Call Company Manual

The Board was presented with the proposed Call Company Manual. Deputy Joubert explained that there has not been an official manual prior to this and how this was developed. Deputy Robinson commented this was written so it would be clear what is expected of a Call Firefighter. It covers from the minute you are hired to when you retire. Chief Sitar commented

that this a culmination of a lot of hard work. Tim did an exemplary job on this. He is in the Executive Fire Program at the National Fire Academy. Tim's applied research project this year was about Call Firefighters. A lot of his hard work and research went into this document. He cannot thank Tim enough. He did a great job.

Deputy Joubert explained there are two parts to the document. The first part is the hiring process. It covers from the day you come in for an application, to the conditional offer, the day you pass your physical until you start your career. All that is in the first section. It goes over the job descriptions and job titles. Deputy Robinson explained it formalizes the procedure and gives you a document to turn to if you have a question regarding requirements and regulations. It's a living document that will be reviewed yearly. Discussion ensued. The Board requested the manual be sent to Primex for review by them.

### 2018 Meeting Schedule

Commissioner Pyra explained that the second and fourth Tuesday of the month present a conflict for him. Chief Sitar explained that if the first Tuesday falls on the first or second of the month it will be difficult to provide the Board with the end-of-month financial reports for their review prior to the meeting. The Board agreed their meeting schedule for 2018 would be May 1<sup>st</sup> with financials as updated as possible, June 12<sup>th</sup>, July 10<sup>th</sup>, August 7<sup>th</sup>, September 11<sup>th</sup>, October 2<sup>nd</sup>, November 6<sup>th</sup> and December 4<sup>th</sup>.

### District Meeting

- MS-232: Chief Sitar presented the MS-232 to the Board for their review and signatures.
- Warrant Article Review: Commissioner Blaisdell commented that Articles 1 through 5 were housekeeping.
  - Article 6: Abolish Budget Committee. That was voted down. The Budget Committee was discussed.
  - Article 7: Operating Budget.
  - Article 8: Apparatus & Equipment Replacement Fund of \$500,981. A Purchase & Sales agreement has been signed on the truck, there has been no formal activity on the radio system and the ambulance billing is fluid.
  - Article 9: Purchase of a 2018 Ford F450.
  - Article 10: Add \$8,260 to the Fire Prevention Expendable Trust Fund.
  - Article 11: Withdraw \$3,761 from the Fire Prevention Expendable Trust Fund per the Fire Prevention Budget.
  - Article 12: Add \$1,500 to the Health Insurance Deductible Expendable Trust Fund.
  - Article 13: Establish Communications Tower Special Revenue Fund. That was voted down. Discussion ensued about the majority ballot vote. This was not something that was overlooked numerous times. All previous versions had the appropriate wording.
  - Article 14: Withdraw \$130,000 from the Land & Building Capital Reserve Fund for design services and permit fees. That was voted down. Commissioner Blaisdell feels this should be addressed next year with a more formal number for the service. Discussion ensued.
  - Article 15: Raise \$13,931 for Center Street Station repairs. Amended to be withdrawn from the Unassigned Fund Balance. Everything is moving forward with the exception of the paint.
  - Article 16: Raise \$45,069 for Park Street Station repairs. Amended to be withdrawn from the Unassigned Fund Balance. Repairs are being completed. Liberty Utilities will

be installing the natural gas line within the next two or three weeks. Chief Sitar commented he is contacting R&D Paving to quote the parking lot paving to be completed when the Town of Northfield does their paving to see there would be any cost savings. Discussion ensued about the natural gas piping.

- Article 17: Change Clerk's duties in By-Laws
- Article 18: Petitioned to Change Election of Officers. Tabled.
- Article 19: Contingency Fund
- Article 20: Any Other Business

#### Employee Hiring Review of By-Laws

Commissioner Blaisdell commented there was a lot of discussion at the meeting and after the meeting regarding whose responsibility it is to hire employees. From his review of the By-Laws, there is one person responsible for that and that is the Chief. It doesn't need to be brought as a warrant article in front of the District. The Commissioners have no say in who is hired as it is the Chief's responsibility. That is how he wants to leave it. He is not going to deviate from the By-Laws. Chief Sitar commented that the By-Laws reflect the RSAs.

#### By-Laws Over-Ridden at District Meeting

Commissioner Blaisdell commented this is with respect to the Unassigned Fund Balance. Chief Sitar commented this is in Section 10 of our Administrative Policies and has been approved by the Board of Commissioners. The Board requested a copy of the policy be brought to the next meeting. Discussion ensued.

#### District Meeting

Commissioner Blaisdell commented that he talked with people after District Meeting and asked them what their thoughts were and what they would have done differently. The issue they commented on was that a running tally of the Unassigned Fund Balance was not kept as money was taken out of it. Other comments referred to previous meetings. The feedback he was getting was positive. Discussion ensued about attendance at monthly meetings.

#### Old Business

##### Ambulance Billing Charges

Commissioner Blaisdell asked if the increase in billing charges has been implemented. Chief Sitar responded that it has.

#### Meeting Minutes

##### March 6, 2018

Commissioner Blaisdell commented he was unable to locate the email with the minutes. Chief Sitar commented he has the nonpublic session minutes.

##### January 2, 2018 Nonpublic

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.

##### March 6, 2018 Nonpublic

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.

Commissioner Blaisdell made a motion to make the minutes of the January 2<sup>nd</sup> Nonpublic session public. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell made a motion for the Nonpublic Session minutes of the March 6, 2018 meeting remain sealed because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Auger seconded the motion.

Roll Call vote to seal these minutes:

Paul Auger	Yes
Paul Blaisdell	Yes
Eric Pyra	Abstained

March 6, 2018 Public

Kathy is to email minutes to the Board for their review.

Nonpublic Session

Commissioner Blaisdell made a motion to enter nonpublic session. Commissioner Auger 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
Eric Pyra	Yes

Motion passed. Nonpublic session entered at 7:25 p.m.

Motion passed.

Commissioner Pyra made a motion to enter public session. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Public session reconvened at 7:45 p.m.

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 Pyra seconded the motion.

Roll Call vote to seal these minutes:

Paul Auger	Yes
Paul Blaisdell	Yes
Eric Pyra	Yes

Motion passed.

Other Business

Next Meeting

Commissioner Blaisdell commented that the next meeting is May 1<sup>st</sup> at 5:30 PM.

Adjournment

Commissioner Auger made a motion to adjourn. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:47 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 05/01/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.