

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	05/01/2018 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

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

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

Medal of Valor Presentation

Chief Sitar presented Captain David Hall with the Medal of Valor for a water rescue he performed at the dam on Park Street. There was a woman hanging on in the spillway. He put his life in danger to rescue her. The Board congratulated Captain Hall and requested a press release be issued.

Chief's Report

Chief Sitar presented his report.

1. 2018 Budget:

- Account balances ending April 30th are included in the packet.
- Operating Budget: We are 32.87% through the calendar year as of April 30th. We have expended 31.3% of the Operating Budget to date.
- Total Apparatus & Equipment Replacement Fund: \$1,297,351.53. Discussion ensued on the interest earned on the checking account.
- 2018 Ambulance Revenues: \$134,440.68. Chief Sitar commented that the revenues are a little lower than they were last year at this time.

2. Fire Prevention Report for April 2018:

- Report included in handout
- For the Month of April, there were 40 Fire Prevention inspections

3. Run Report for April 2018:

- Report included in handout
- For the Month of April, we had 156 incidents
- 111 of the incidents were EMS in nature and that equates to 71% of our total incident volume for the month
- Our call volume is up 4.5% over what we had last year at this time
- The engine responded to 46 EMS and MVA incidents last month

4. Overlapping/Simultaneous Incidents for April 2018:

- Report included in handout
- We had 31 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 19.9% of all incidents for the Month of April
- We received three mutual aid ambulance responses

- We responded to no mutual aid ambulance calls
- We received three mutual aid Engine responses
- We responded to three mutual aid Engine requests

5. Grant Update:

- 2016 AFG: All remaining equipment except for the portable radios have been received. The portable radios had a ship date of April 28th. Discussion ensued about giving the old radios to a department in need.
- 2017 NH Forestry: The 6X6 Polaris skid unit has been ordered and should be delivered by mid-May. A new trailer for the 6X6 has been ordered and should be in within the next few weeks. The old trailer cannot be traded in due to the tongue and axle being bent. The dealer will not take it in trade. Discussion ensued about disposal of the old trailer. The Board requested Chief Sitar get the advice of the attorney regarding the disposal.

6. Training Burns:

- Sunday, May 27th: Rusty's Old House on East Main Street
- Saturday, June 9th: 456 Oak Hill Road

7. Communication Tower: Wireless Edge is still in negotiations with Sprint, Verizon and T-Mobile for leases on the proposed tower. T-Mobile and Sprint have agreed to merge. We are not sure yet how this will affect current negotiations for space on the proposed tower at Park Street.

8. New Fire Station: Property investigation is progressing. Chief Sitar has nothing new to report.

9. Part-Time Clerk:

- Application period closed on April 30th
- Kathy, Deputy Joubert and Chief Sitar are reviewing applications to determine who we will interview.

10. Center Street Renovations:

- Renovations will begin shortly at Center Street to create an area for the Clerk and secure the entrance to the upstairs while separating the office space from the living quarters. State inmates will be providing free labor. We will still have to hire an electrician. Discussion ensued on where the funds will come from to pay for the renovation.

11. Currently Working On:

- Call Company recruitment; two applicants in process
- Management of 2016 AFG Grant Project
- Fire Department Radio System; site review with system engineer on May 9th.
- Fire Station Maintenance Projects
- Capital Improvement Plan

New Business

Ambulance Revenue Receivables Policy

Commissioner Blaisdell commented this is in response to the outstanding amount in the receivables. Kathy explained she talked with the billing company. They recommend that we write off anything we send to collections when they are sent. Currently we have \$447,093.69

in collections. Discussion ensued. Commissioner Blaisdell made a motion that they accept Document No. 10-09 Ambulance Revenue Receivables Policy as submitted. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Old Business

Tilton-Northfield Aqueduct Company

Commissioner Blaisdell commented they will put this off for future discussion.

Capital Improvement Program

The CIP was reviewed.

- 2018: \$58,312 is being expended for the forestry, \$377,765 for fire equipment, \$76,718 for EMS equipment, \$37,500 for ambulance billing and \$4,536 for the grant match.
- 2019: The plan is to purchase a new Command Vehicle for the Chief at \$44,728 with the current command vehicle becoming the Command Vehicle 2 for Deputy Joubert. Discussion ensued about the new vehicle. Deputy Joubert is using the Crew Cab until the new forestry is in service. Then he will use the Supercab until the new command vehicle is purchased and he is assigned the current command vehicle.
- 2020: Replacement of Engine 1 is scheduled. If we do not receive the grant, all the Self Contained Breathing Apparatus will need to be replaced.
- 2021: Replacement of Ambulance 2 is scheduled.
- 2022: Possible replacement of Command Vehicle 2 is scheduled.
- 2023: Replacement of Boat 1 is scheduled.
- 2024: No major equipment expense.
- 2025: Replacement of Engine 3 is scheduled.
- 2026: Replacement of Ambulance 1 is scheduled.
- The ladder should be replaced at 30 years. As long as we maintain the ladder and tanker, Chief Sitar commented that they should not need to be replaced for a very long time.
- Commissioner Pyra asked when the rescue would need to be replaced. Chief Sitar replied that when the rescue needs to be replaced, he plans on doing away with it.

Unassigned Fund Balance Policy

Chief Sitar commented that this came into question at District Meeting. He presented the Board with a copy of the policy and the background information for the policy.

Auditors Report

Discussion ensued about the recommendations regarding separating the accounts. Commissioner Blaisdell commented that he likes the manifests are being done now.

Call Company Manual

Chief Sitar commented that the final document was passed out to the Call Company at the April 30th meeting. The attorney's recommendations were reviewed. Discussion ensued about various sections in the manual.

Center Street Lead Paint

Commissioner Blaisdell commented this was discussed with the Center Street repairs.

Website

Commissioner Blaisdell commented that Kathy had told them the website is fully functional.

Meeting Minutes

March 6, 2018

Commissioner Blaisdell requested a typo be corrected. Commissioner Auger made a motion to accept the minutes of March 6th as corrected. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

April 10, 2018 Public

Commissioner Blaisdell requested that under Election of Chair the nominator be changed to Commissioner Auger. Under the 2018 Chief's Report that we change 2017 to 2018 for ambulance revenues. Commissioner Auger motion to accept the minutes of April 10th as corrected. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

April 10, 2018 Nonpublic

Commissioner Auger made a motion to enter nonpublic session at 6:58 PM. Commissioner Pyra 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 6:59 p.m.

Commissioner Pyra made a motion to enter public session at 7:04 PM. Commissioner Auger seconded the motion.

Roll Call vote to enter public session:

Paul Auger	Yes
Paul Blaisdell	Yes
Eric Pyra	Yes

Motion passed. Public session entered at 7:05 p.m.

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

Commissioner Auger made a motion to seal the Nonpublic Session minutes of the April 10, 2018 meeting 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
Eric Pyra	Yes

Other Business

Commissioner Auger asked what was going in at the old Floor Show building. Chief Sitar commented he did not know. Discussion ensued.

TNFD Commissioner's Meeting
05/01/18

Commissioner Blaisdell commented that the next meeting is June 12th at 5:30 PM.

The Board reviewed and signed the Manifests of April 30th.

The Board reviewed and signed the MS-535.

The Board signed the Ambulance Revenue Receivables Policy.

Adjournment

Commissioner Pyra made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:06 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 06/12/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.