

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	07/10/2018 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 5:31 PM.  
 Present: Commissioners Paul Auger, Paul Blaisdell and Eric Pyra; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson and Administrative Assistant Kathy Tobine

**Public Comment**

There was no public present.

**Chief's Report**

Chief Sitar presented his report.

1. 2018 Budget:
  - Account balances ending June 30<sup>th</sup> are included in the packet.
  - Operating Budget: We are 58.33% through the calendar year as of June 30<sup>th</sup>. We have expended 44.3% of the Operating Budget.
  - Total Apparatus & Equipment Replacement Fund: \$1,342,287.34.  
 Chief Sitar commented that ambulance revenues are down over last year.  
 The budget for E3 and recent repairs were discussed. The cylinder linings were replaced. The turbo will need to be replaced in a year or so. The use of E1 was reviewed.
2. Fire Prevention Report for June 2018:
  - Report included in handout
  - For the Month of June, there were 34 Fire Prevention inspections
3. Run Report for June 2018:
  - Report included in handout
  - For the Month of June, we had 188 incidents
  - 133 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 5.5% over what we had last year at this time
  - The engine responded to 51 EMS and MVA incidents last month
4. Overlapping/Simultaneous Incidents for June 2018:
  - Report included in handout
  - We had 44 overlapping/simultaneous incidents for the month
  - Overlapping/simultaneous incidents accounted for 23.4% of all incidents for the Month of June
  - We received six mutual aid ambulance responses
  - We responded to two mutual aid ambulance calls
  - We received two mutual aid Engine responses
  - We responded to two mutual aid Engine requests

5. Grant Update:
  - 2016 AFG: The final piece of the project will take place when the renovation is complete. That is the installation of the Center Street base station. All other portions of the grant are complete.
  - 2018 NH Forestry: The grant has been announced. We will put an application together within the next month.
  - The 2018 AFG grant should be announced early fall. We will be applying for new SCBAs and a new 7500 PSI compressor.
6. Training Burns:
  - Rusty's Old House on East Main Street: Postponed to a future date that is yet to be determined.
  - 456 Oak Hill Road: The asbestos has been removed and the training burn will take place on Saturday, August 4<sup>th</sup> at 6:00 AM has been postponed due to possible asbestos.
7. Communication Tower: Nothing new to report. No activity.
8. New Fire Station: Property investigation is progressing. Nothing new to report.
9. Part-Time Clerk:
  - Elizabeth "Beth" Joslin has started her employ with TNFD and is currently learning our systems.
  - Renovations at Center Street to create an area for the Clerk are still in progress. Discussion ensued on the renovations.
10. Park Street Station:
  - Rymes has been notified to remove the propane tank. We will be refunded for the gas remaining in the tank less the tank removal fee, about 40% of 1,000 gallon tank.
11. NHAFC: Hosting the NH Association of Fire Chief's Meeting on Thursday, July 12<sup>th</sup> at Lochme.re Country Club at 5:00 PM.
12. Training Facility: Work on the interior is progressing.
13. Tanger Outlet: We received a \$1,000 donation for the Training Facility on July 3<sup>rd</sup>.
14. Currently Working On:
  - Call Company Recruitment
    - Two applicants are in process. Interviews were held July 9<sup>th</sup>.
  - Management of 2016 AFG Grant Project
    - Installation of the Center Street base station will take place at the end of renovations.
    - 2018 AFG SCBAs
  - Fire Department Radio System
    - Review of Bean Hill electrical and civil engineering needs.
  - Bean Hill will be the site #1.
  - Fire Station Maintenance Projects
    - The projects were reviewed. Discussion ensued about the concrete floor at Park St.
  - Capital Improvement Plan
    - New C1 – 2019 Budget
    - New E2 – 2020 Budget
    - SCBAs – 2020 Budget if not awarded 2018 AFG
    - New A2 – 2021 Budget

TNFD Commissioner's Meeting  
07/10/18

New Business

Detail Pay

Chief Sitar presented a memo to the Board regarding Detail Pay. He is recommending the Special Detail rates be increased. Extensive discussion ensued. Commissioner Pyra made a motion to accept the detail pay memorandum dated 7/10 of 18 with the changes as requested. Commissioner Blaisdell seconded the motion. Discussion: Commissioner Auger requested we add in that this be reevaluated annually, to see how many times we used it and what other services are charging. Commissioner Pyra rescinded his motion. Commissioner Blaisdell rescinded his second.

Commissioner Pyra made a motion to approve the detail pay memorandum dated 7/10/2018 with the following changes: add the word Utility next to Forestry Truck, add a line that Call Department members have priority on details, add the 10% Administrative Fee and we revisit this in one year. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Old Business

There was no old business.

Meeting Minutes

June 12, 2018

Commissioner Blaisdell commented that they will be reviewed at the next meeting as no one has had the opportunity review them.

Other Business

The Board reviewed and signed the Manifest of July 10<sup>th</sup>.

Adjournment

Commissioner Auger made a motion to adjourn at 6:43 PM. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 6:44 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 08/7/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.