

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	08/07/2018 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., Deputy Chief Michael Robinson, Deputy Chief Timothy Joubert 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 July 31<sup>st</sup> are included in the packet.
- Total Apparatus & Equipment Replacement Fund: \$1,390,896.52.
- Operating Budget: We are 58.33% through the calendar year as of July 31<sup>st</sup>. We have expended 54.1% of the Operating Budget.
- 2018 Ambulance Revenues: \$244,192.65

Chief Sitar commented that he is concerned about fuel costs. The cost of gasoline is up 24.3% over last year and diesel prices are up 30.8%. Right now, we are within budget but we may overspend these two lines as we continue through the year. Commissioner Blaisdell wanted to know if he was concerned about heating fuel prices. Chief Sitar commented that he is not as both stations are on natural gas.

Commissioner Blaisdell questioned line 630.140 Water Rescue Equipment Repair. Chief Sitar explained this was for swift water rescue suit repairs.

Commissioner Blaisdell questioned line 750 Furniture. He wanted to know if this was office furniture for Beth. Chief Sitar explained that it is and it was purchased with money from the Center Street Station maintenance line.

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

- Report included in handout
- For the Month of July, there were 54 Fire Prevention inspections

Discussion ensued about the complaint for Econo Lodge and Super 8 Motel. Chief Sitar explained that these complaints made against these locations. Deputy Joubert will be stopping later and he will be able to give more detail.

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

- Report included in handout
- For the Month of July, we had 223 incidents

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- 149 of the incidents were EMS in nature and that equates to 66.8% of our total incident volume for the month
- Our call volume is up 13.9% over what we had last year at this time
- The engine responded to 43 EMS and MVA incidents last month

4. Overlapping/Simultaneous Incidents for July 2018:

- Report included in handout
- We had 46 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 20.6% of all incidents for the Month of July
- We received nine mutual aid ambulance responses
- We responded to no mutual aid ambulance calls
- We received three mutual aid Engine responses
- We responded to one mutual aid Engine requests

Commissioner Blaisdell questioned the overlapping call at 139 Winter Street. Chief Sitar explained that the ambulance was on a call so the engine went to this call. Discussion ensued.

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. FEMA audited our financial documentation on Thursday, August 2<sup>nd</sup>. Everything was perfect.
- 2018 NH Forestry: The grant has been announced. We will put an application together within the next month.

Commissioner Blaisdell commented that last month they had a similar statement. He wanted to know if any progress has been made. Chief Sitar explained that there hasn't been any due to vacations. We have until the middle of October to submit that.

- The 2018 AFG grant should be announced early fall. We will be applying for new SCBAs and a new 7500 PSI.
- The 2017 AFG grant scored very well, but we are on the bubble for funding. We should know if we get funded by the end of the month.

6. Training Burns:

- Rusty's Old House on East Main Street: Postponed with a future date to be determined. They may be asking us to burn it soon.
- 456 Oak Hill Road: The training burn took place on Saturday, August 4<sup>th</sup> at 6:00 AM. It went very well. There were people there from Gilford, Sanbornton, Tilton-Northfield. Assistant Chief Kirk Beattie from Laconia assisted us as well. We had six or seven people there from our department.

7. Communication Tower: Nothing new to report. No activity.

8. Center Street Renovation: Work is progressing as fast as the subcontractors allow. Currently, the floor is going in.

9. New Training Facility: Work on the interior is progressing. Everyone is on vacation so it is moving slowly.

10. Currently Working On:

- Call Company Recruitment
  - Two applicants are in process, waiting on their physicals
- Management of 2016 AFG Grant Project
  - Installation of Center Street base station will take place at the end of renovations.
- 2018 AFG: SCBAs
- Fire Department Radio System
  - Renewing negotiations with the owner of the tower on Bean Hill
  - Looking at power alternatives for Bean Hill
- Bean Hill will be the site #1.
- Fire Station Maintenance Projects.
  - Deputy Robinson reported on the progress of the work on the island at Park Street. He commented that once completed, the border will be granite curbing. They are moving and narrowing the island by approximately seven feet. This will allow for more parking. They will get the curbing in, the sign moved and centered. They will see where shrubbery and flowers take them. Then paving will be done.
  - Chief Sitara commented that the renovations at Center Street are ongoing. 603 Plumbing is supposed to move the hose reel from the middle of the gear racks to the front of the building.
- 2019 Budget
- Capital Improvement Plan
  - New C1 – 2019 Budget
  - New E2 – 2020 Budget
  - SCBAs – 2020 Budget if not awarded 2018 AFG
  - New A2 – 2021 Budget

Fire Prevention Report (continued)

Deputy Joubert reported on the two complaints the Board had questioned.

The Econo Lodge was a complaint about a lamp in one of the rooms. The lamp had bad wiring with electrical tape on it.

An email was received with a complaint about the Super 8. He contacted the complainant. There was no smoke detector in the room they stayed in. During his investigation, he discovered they have smoking rooms at the Super 8. The previous tenant smoked and took the smoke detector down. He talked to maintenance staff. Maintenance explained they are diligent about checking this as it has happened before. They had missed it. Discussion ensued.

Commissioner Pyra asked about 100 Autumn Drive. Deputy Joubert commented that he is not aware of anything there but will have to do a Certificate of Occupancy before they can open.

Commissioner Auger asked what is going in at the old Floor Show. Deputy Joubert replied that he doesn't know. He has been told personally that somebody bought it and is storing antique cars there.

New Business

2017 Fire Department Comparison

Chief Sitar presented the Board with a chart showing comparing where we stand with fire departments in the area. The departments used are Belmont, Franklin and Gilford because they compare most closely to us with call volume, the type of department they are and population. Our population is second only to Franklin. We are the second highest in totalized valuation. Chief Sitar pointed out the differences of what is contained in our budget versus

other departments when comparing cost per capita and overall budget. We are the highest in calls per full-time line personnel meaning that our firefighters handle more calls than any of the others. That includes Laconia as well. In summary, we provide the biggest bang for the buck considering our call volume, the number of personnel employed and the square miles we cover.

Commissioner Blaisdell asked how much Belmont's budget was reduced because of the sharing of the Chief with Laconia. Chief Sitar replied it is a contract between the City of Laconia and the Town of Belmont. He doesn't know the particulars of it. Discussion ensued.

The Board requested Chief Sitar remove the health care costs and hydrant fees from our budget and email the revised report to them.

The Apparatus & Equipment Replacement Fund was discussed.

Chief Sitar explained that these numbers are strictly from the departments operating budget. It does not include capital reserve funds.

Chief Sitar requested the Board look at the Total Average Patient Care Time sheet included in their packet. He explained this shows a comparison of on scene times, average transport times and average patient care time. Our average transport time is longer than the others is due to our distance from the hospitals. Discussion ensued.

Commissioner Auger commented he would like a private ambulance company come in to meet with them to explain what they provide. He doesn't want to reduce the number of employees. He would like to know if it's worth it to hire a private company come in to cover the second and third calls. Discussion ensued.

#### Personnel/Safer Grant

Chief Sitar remarked that in his budget request this year he is going to ask for four additional personnel. This would be one additional person per shift. He presented the Board with a spreadsheet showing what the cost will be per individual and then for the four. It also showed what the cost would be for six months and then a full year. Chief Sitar commented that the two fire departments that are comparable to us, Franklin and Gilford, hired additional personnel this year and we are busier than both of them.

Commissioner Blaisdell commented this is going to require serious discussion. Currently there are eight firefighters who are not officers. With the addition of four firefighters, there will be twelve.

Chief Sitar commented a SAFER Grant would help us in gaining personnel. It is run by FEMA, the same people that do the Assistance to Firefighters Grant. SAFER stands for Staffing for Adequate Fire & Emergency Response. The notice of funding opportunity has not been released yet. He would write the grant only if the Board is willing to support the personnel going forward. Discussion ensued about the grant.

#### Old Business

##### Fire Station Land Search

Chief Sitar commented that a letter was received from Seven Points Development regarding property beside 3M, behind the Valvoline station, on Manville Road. It is addressed to the Commissioners. He then read the letter:

*Commissioners,*

*We are the owners of the former Johns Mansville property. We have had ongoing discussion with Kyle Barker, AIA about this location for a new fire station.*

*Conceptually, we are agreeable to a sale of 2 – 3 acres for the fire station for the nominal sum of \$1 with the proviso that the Town (Chief Sitar commented they really mean the District), as part of the project, would realign the entrance into the site and bring all utilities (in sufficient sizing) to the site (see attached sketch plans). We understand that you need pin the details of this proposed transaction in order to get District approval and funding to pursue due diligence, as well as conceptual design and budgeting.*

*Please accept this letter as our commitment to continue discussions and negotiations.*

*Please let us know what you feel are the next steps.*

*Sincerely,*

*Leif Traffie*

Chief Sitar commented they need a vote in public session so they can pursue the written agreement for the purchase for the sum of \$1 with the conditions that we realign Manville Road, turn it into a T intersection, and bring the utilities in to the property just past the railroad spur ending in a cul-de-sac or dead end.

Deputy Robinson asked where the utilities are now. Chief Sitar explained the sewer is right there as it goes down the tracks. The natural gas is right there. Electricity is right on Manville Road. Municipal water ends at a fire hydrant across from Hampton Inn. It's about 3/10s of a mile to go down Route 3, under Route 3 to Manville Road to bring it to the fire station.

Commissioner Blaisdell wanted to know if sufficient size was for our use or for future development. Chief Sitar replied for development.

Discussion ensued about the cost of the utilities and the purchase of the land. Commissioner Blaisdell commented that the issue is we need Kyle Barker to help with figuring out the costs involved.

Commissioner Blaisdell made a motion to allow the Chief to offer to Seven Points Development in New Ipswich, NH, the sum of \$1 for the purchase of the former Johns Mansville property, the stipulation that he will enter into an agreement with them with the restrictions as discussed. Commissioner Auger seconded the motion.

Discussion:

- Deputy Robinson asked if we know if this property is free and clear of any and all hazardous materials. Chief Sitar replied that the property we are involved with is no where near anything of hazard. Commissioner Blaisdell commented that could be part of the agreement with Seven Points that the property is clear for hazardous waste.
- Commissioner Pyra commented he wants to be sure that we are not on the hook in anyway for extending the utilities. Commissioner Blaisdell commented that we will only be responsible for the engineering fees for Kyle.

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- Commissioner Pyra wanted to know if the agreement will be written by an attorney with proper legalese. Chief Sitar replied that it will. Kathy commented that the agreement would also be reviewed by Primex attorneys.

There being no further discussion, vote was taken. Motion passed.

Meeting Minutes

July 10, 2018

Commissioner Blaisdell made a motion to accept the minutes of July 10<sup>th</sup> as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

The Board reviewed and signed the Manifests of July 31<sup>st</sup> and August 7<sup>th</sup>.

Adjournment

Commissioner Blaisdell made a motion to adjourn at 6:59 PM. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:00 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 09/11/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.