

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	10/02/2018 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 and Administrative Assistant Kathy Tobine

Chief's Report

Chief Sitar presented his report.

1. 2018 Budget:

- Account balances ending September 30th are included in the packet.
- Operating Budget: We are 75% through the calendar year and at 70.8% in expenses.
- Total Apparatus & Equipment Replacement Fund: \$1,386,054.36.
- 2018 Ambulance Revenues: \$315,742.28.

Commissioner Blaisdell had questions pertaining to the account balances of September 30, 2018, and August 31, 2018. He questioned the expenditure of line 740.102 portable radios in the Equipment & Apparatus Fund. This month we expended \$42,000 on portable radios. Chief Sitar explained that the portable radios purchased through the grant were charged to the wrong account. They were reclassified. Discussion ensued. Commissioner Blaisdell requested the Chief provide an itemization of the changes made.

2. Fire Prevention Report for September 2018:

- Report included in handout
- For the Month of September, there were 50 Fire Prevention inspections

3. Run Report for September 2018:

- Report included in handout
- For the Month of September, we had 187 incidents
- 138 of the incidents were EMS in nature which equates to 73.8% of our total incident volume for the month
- Our call volume is up 12% over what we had last year at this time
- The engine responded to 54 EMS and MVA incidents last month

Chief Sitar commented that if we continue at this pace we will be in the area of 2,100 runs this year. Commissioner Pyra wanted to know the number of runs for were last year. Chief Sitar replied 1,840.

4. Overlapping/Simultaneous Incidents for September 2018:

- Report included in handout
- We had 30 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 16.1% of all incidents for the Month of September

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

5. Grant Update:

- 2016 AFG: The final piece of the project will take place when the radio installation is completed October 5th.
- 2017 AFG: The grant was not funded for the washer and dryer. The items requested in the grant are being included in the 2019 Apparatus & Equipment budget.
- 2018 NH Forestry: We have applied for some hose and a backpack blower. We are waiting for word on approval or not.
- 2018 AFG: The grant period has opened. After reviewing the Notice of Funding Opportunity and the application, Chief Sitar feels it is very unlikely that we would be successful in an application. He is currently discussing applying for a regional grant with Sanbornton Fire Chief Dexter. Discussion ensued.
- The 2018 Safer grant application period will probably be in the beginning of next year.

6. Training Burns:

- Rusty's Old House on East Main Street: Postponed with an undetermined future date.

7. Forestry Truck: The new truck should be ready by the middle of October.

8. HealthTrust Public Hearing: Chief Sitar reported he attended the public hearing on September 27th. They indicated that health insurance costs/premiums are going to increase by about 11.3%.

9. Currently Working On:

- Call Company Recruitment
 - Two applications are in process, waiting on their interview
- Management of 2016 AFG Grant Project
 - Installation of Center Street base station will take place October 5th
- Fire Department Radio System
 - In discussion with Spaulding School as a location for fire department antenna support structure and radio site.

Chief Sitar explained that this will be a single site system rather than a three-site simulcast system. The coverage is almost just as good as using three sites. We will have to construct a tower that will support the antennas. The radio equipment portion will be far less as we only have to purchase one transmitter, receiver, gps clock timer, etc. What you are not spending in radio equipment, you are spending in tower construction. However, the site still needs to be approved. Once approved, we will have the engineers figure out the tower expense. Discussion ensued.

- Met with Rodger Bolduc, Spaulding Facilities Manager, on October 2nd to discuss location

- Fire Station Maintenance Projects

The final projects are the sign island and paving at Park Street. Commissioner Pyra gave a report on when Belknap Landscaping will be able to help set the granite curbing. Deputy Robinson reported that Northfield DPW did work on the island. Discussion ensued about the curbing and paving. It was decided to ask the Town of Northfield if the DPW would help set the granite curbing.

Commissioner Blaisdell asked if the touch up paint has been completed at Center Street. Chief Sitar replied that it has not been done due to the number of calls we have been having. Commissioner

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Pyra commented his son would be willing to do the touch up. Discussion ensued.

- 2019 Budget
 - Operating
 - Apparatus and Equipment
 - New Station
 - ❖ Meeting with Kyle Barker and the Engineer on October 9th
- Capital Improvement Plan
 - New C1 – 2019 Budget
 - New E2 – 2020 Budget
 - SCBAs – 2020 Budget if not awarded 2018 AFG
 - New A2 – 2021 Budget

Commissioner Blaisdell commented that Chief Sitar is looking for a new command vehicle in the 2019 budget. He stated that A2, E3, E1 and R1 are large budget items. Engine 1 is the highest maintenance item. He is also concerned about A2. He would like to take the money for the command vehicle and look at replacing A2 sooner as it will not last until 2021. Chief Sitar commented that it will if they keep replacing the front end and brakes as that is the major cost. Commissioner Pyra asked about mutual aid when the ambulance is down. Discussion ensued about mutual aid. Chief Sitar suggested they consider going to three ambulances. Commissioner Blaisdell asked if Chief Sitar saw any reason why the maintenance expenses for A2 will be significantly less. Chief Sitar commented the 2019 planned expenses for A2 are approximately \$4,800.

Commissioner Blaisdell asked when they would review the Capital Improvement Plan. Commissioner Pyra believes it should be part of the budget process. Commissioner Auger believes they should have a meeting just to review the CIP. Chief Sitar explained that if we follow the CIP the way it is, we will be okay. There is no emergency right now. Deputy Robinson suggested that they review it prior to District Meeting. Discussion ensued about upcoming major purchases.

New Business

There was no new business.

Old Business

There was no old business.

Meeting Minutes

August 7, 2018

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.

September 11, 2018

Commissioner Blaisdell commented that several corrections have been made and reviewed them. Commissioner Pyra made a motion to accept the minutes as corrected. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Budget Workshops

October 17th and October 31st. The meetings will be held at Tilton Town Hall beginning at 5:30 PM.

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Manifests

Commissioner Blaisdell questioned the purchase of the welder and supplies. Chief Sitar explained that the welder was purchased through donation funds. It is being used on the training prop. Commissioner Blaisdell is fine with that as long as the funds came from donations.

Commissioner Pyra wanted to know how donations are accepted. Chief Sitar explained that the money is deposited. If they are significant, they go before the Board.

The Board signed the Manifests of September 28th.

Meeting

Commissioner Blaisdell reminded everyone that the next regular meeting is November 6th.

Budget Workshops are scheduled for October 17th at Tilton Town Hall at 5:30 PM and October 30th at 5:30 PM at Tilton Town Hall.

Adjournment

Commissioner Blaisdell made a motion to adjourn at 6:45 PM. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 6:45 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 11/06/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.