

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/06/2018 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

### Public Comment

There was no public present.

### Chief's Report

Chief Sitar presented his report.

1. 2018 Budget:

- Account balances ending October 31<sup>st</sup> are included in the packet.
- Operating Budget: We are 83.3% through the calendar year and at 80% in expenses.
- Total Apparatus & Equipment Replacement Fund: \$1,398,946.12.
- 2018 Ambulance Revenues: \$387,268.02.

Commissioner Blaisdell asked if some of the money in the Apparatus & Equipment Fund could be placed in a CD. Discussion ensued. Chief Sitar is to research it.

Commissioner Auger wanted to know if we have collected more in ambulance revenues this year. Chief Sitar commented that he hasn't done the comparison recently. Discussion ensued.

2. Fire Prevention Report for October 2018:

- Report included in handout
- For the Month of October, there were 57 Fire Prevention inspections
- Prevention training was conducted in the elementary schools

3. Run Report for October 2018:

- Report included in handout
- For the Month of October, we had 157 incidents
- 103 of the incidents were EMS in nature which equates to 65.6% of our total incident volume for the month
- Our call volume is up 9% over what we had last year at this time
- The engine responded to 36 EMS and MVA incidents last month

4. Overlapping/Simultaneous Incidents for October 2018:

- Report included in handout
- We had 26 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 16.6% of all incidents for the Month of October

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- We received eight mutual aid ambulance responses
- We responded to one mutual aid ambulance requests
- We received one mutual aid Engine responses
- We responded to four mutual aid Engine requests

5. We will be conducting a captain promotional assessment on November 28<sup>th</sup>

- The results will provide a promotional list for the next two years
- The results of this process will allow the top two candidates to work out of grade if needed.

Discussion ensued about the promotional process and candidates working out of grade. The cost of training was reviewed.

6. Grant Update:

- 2016 AFG: Complete
- 2017 AFG: The grant was not funded for the washer and dryer. The items that were being requested in the grant are included in the 2019 Apparatus & Equipment budget.
- 2018 NH Forestry: We did not receive the grant. Equipment requested in the grant is included in the Apparatus & Equipment budget.
- The 2018 Safer grant application period will probably be in the beginning of next year.

7. Forestry Truck: The new truck has been delivered. There is an issue with the rear apron. This will be fixed when the part is in.

8. HealthTrust: We have been notified by HealthTrust that health insurance premiums will be increasing by 10.5% over last year's rate.

Commissioner Blaisdell asked about shopping the health insurance for next year. Chief Sitar explained we are in the first year of a three-year contract. We will research the insurance for the 2021 budget in 2020.

9. Currently Working On:

- Call Company Recruitment
  - Two applications are in process, waiting on an interview
- Fire Department Radio System Center
  - In discussion with Spaulding School as a location for the FD antenna support structure and radio site. Chief Sitar will provide more information at next month's meeting.
- Fire Station Maintenance Projects
- Working with the Tilton Family Health Center on a grant proposal. It's to provide an alternative to the Safe Station program.
- 2019 Budget
  - Operating
  - Apparatus and Equipment
  - New Station
    - ❖ Kyle Barker will be present at the December Commissioners meeting
- Capital Improvement Plan
  - New C1 – 2019 Budget
  - New E2 – 2020 Budget
  - SCBAs – 2020 Budget
  - New A2 – 2021 Budget

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New Business

Chief's Annual Performance Review

Commissioner Blaisdell commented that the Chief's job description was passed out tonight for their review. Chief Sitar's annual review will be done in nonpublic session at the December 4<sup>th</sup> meeting.

Budget Committee Notification

Commissioner Blaisdell commented the budget information needs to be provided to the Budget Committee. Kathy is to contact Bob Petrin to start the process.

Commissioner Auger made a motion to nominate Paul Blaisdell to be on the Budget Committee. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Dates for the first meeting of the Budget Committee were discussed. Wednesday, December 5<sup>th</sup> at 5:30 PM would be the first date of choice.

Annual Physicals

Commissioner Blaisdell commented he would like to propose a change to the policy. The District will pay for the initial physical then physicals would be done on a bi-annual basis. Chief Sitar disagreed with this. He commented that this is a standard. He explained that these yearly reviews have been found to save the agencies money as they reduce injuries and illness. Discussion ensued.

Commissioner Blaisdell asked Commissioners Auger and Pyra for their opinions. Commissioner Auger agreed that the physicals should be done every year. Commissioner Pyra believes it is a worthwhile investment in the staff.

Agenda

Commissioner Blaisdell requested the agenda be emailed to them a day or two before the meeting. They understand that it is fluid up until the meeting.

Old Business

There was no old business.

Meeting Minutes

October 2, 2018

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 commented that he misspoke when he said Engine 1 is the highest maintenance item and that is not what he meant. What he meant to say was Engine 3 is the highest maintenance item.

October 17, 2018

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

October 30, 2018

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

Other Business

Commissioner Blaisdell reviewed future meeting dates.

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Budget Workshops

Wednesday, November 14<sup>th</sup>; Monday, November 19<sup>th</sup> and Wednesday, November 28<sup>th</sup>.

Monthly Meeting

The next regular monthly meeting is December 4<sup>th</sup>.

Budget Committee

A tentative meeting date has been set for December 5<sup>th</sup> at Tilton Town Hall beginning at 5:30 PM.

Adjournment

Commissioner Blaisdell made a motion to adjourn at 6:48 PM. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 6:49 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.