

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	12/27/2018 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 Michael Robinson, Treasurer Tim Pearson and Admin. Assistant Kathy Tobine

Public: Kyle Barker; Keith McBey and Barrett Salta from Bonnette, Page & Stone; Captain David Hall, Deputy Tim Joubert, Firefighters Duane Harbour, Nick Baker and Dan Leathers

Public Comment

There was no public comment.

Old Business

Tim Pearson

Tim explained why he requested a deputy treasurer. He is withdrawing the request for this budget year and revisit it again in the next budget season.

Kyle Barker

Kyle gave an update on the work that has been done since their last meeting.

Chief Sitar informed the Board that the total cost is approximately 7.2 million dollars. The good news is that is the worst-case scenario. The tax impact for a house valued at \$250,000 is about \$150 a year for the first year and then goes down from there for 20 years on the bond costs.

Kyle explained the increase in construction costs. Commissioner Blaisdell asked what the cost of getting the utilities to the site is. Kyle replied that it is about \$600,000 plus \$200,000 to the Water Dept for impact fees. Discussion ensued about the various aspects of construction.

Commissioner Blaisdell asked when construction could start. Kyle commented that they may be able to start construction in September.

Commissioner Blaisdell asked for their overall opinion of the Park Street station. Keith replied they will gut the inside and make site improvements. The bones are working. They will protect the existing structure. Commissioner Auger wanted to know what would be saved if nothing was done at Park Street. Chief Sitar commented it would be a savings of \$1,000,000.

Lochmere Water District was discussed.

Keith explained this is the best price with the information they have. Commissioner Pyra asked if improvements to the railroad crossing were included in the cost. Keith replied they are.

Kyle commented that even though the number is still conceptual, it is very detailed. He is confident they can work on getting that number down. The change in the number is due to many small increases. It has a lot to do with the economy and the time difference, etc.

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Chief Sitar explained Bonnette, Page & Stone will be the Construction Managers; but he will be the Clerk of the Works which will save that cost. Discussion ensued.

Commissioner Blaisdell informed Keith and Barry they will be asking BPS to more meetings in order to prepare for District Meeting. Barry commented that they should project the information about construction management.

Radio System

Chief Sitar provided an update on the radio system that was approved at District Meeting. He requested the Board encumber the funds to proceed with the project at Spaulding Youth Center. Extensive discussion ensued. Commissioner Blaisdell made a motion to encumber the money for the radio system. Commissioner Pyra questioned the amount to be encumbered. Discussion ensued. Commissioner Blaisdell made a motion to encumber the following money from the Apparatus & Equipment Fund \$254,434.28 from last year's appropriation specifically for the radio system and add to that \$7,647.32 from the Apparatus & Equipment Fund for the installation of a communication tower at the Spaulding Youth Center site. The total cost being \$261,981.60. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

New Business

Student Program

Deputy Joubert presented the Board with a proposal for a day student program in conjunction with Lakes Region Community College. He will be meeting with the Director to discuss the program. Extensive discussion ensued. The Board requested Deputy Joubert provide more information on the benefit to the District as well as the cost to the District. Deputy Joubert commented that he will present the program at a future meeting after meeting with LRCC.

Encumber Funds

Discussion ensued about encumbering funds. Kathy explained that anything we have a signed contract on or a purchase order for, the funds are considered encumbered.

2019 Meeting Dates

Meeting dates for 2019 were discussed. The Board unanimously decided their regular monthly meetings would be held January 8th, February 12th, March 5th and April 2nd at 5:30 PM in Tilton Town Hall with the remainder of the 2019 regular meetings dates being decided at the April 2nd meeting.

The public hearing on the Bond, Warrant and Budget would be February 13th at 7:00 PM in the Cafetorium at Winnisquam Regional High School.

District Meeting will take place March 18th at 7:00 PM in the Cafetorium at Winnisquam Regional High School.

Warrant Articles

The Board reviewed the warrant articles. They requested two warrant articles be added. The first to change the By-Laws adding Unassigned Fund Balance policy to become part of the By-Laws. The second is to add \$100,000 to the Land & Building Capital Reserve Fund.

Chief's Report

Chief Sitar presented his report.

1. 2018 Budget:

- Account balances ending November 30th are included in the packet.

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- Operating Budget: We are 91.5% through the calendar year and at 87% in expenses.
- Total Apparatus & Equipment Replacement Fund: \$1,428,008.14.
- 2018 Ambulance Revenues: \$437,358.92.

2. Fire Prevention Report for November 2018:

- Report included in handout
- For the Month of November, there were 67 Fire Prevention inspections

Discussion ensued about the inspection at 12 Center Street and the possibility of having an outside agency do one.

3. Run Report for November 2018:

- Report included in handout
- For the Month of November, we had 145 incidents
- 96 of the incidents were EMS in nature which equates to 66.9% of our total incident volume for the month
- Our call volume is up 7.6% 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 November 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 November
- We received four mutual aid ambulance responses
- We responded to two mutual aid ambulance requests
- We received no mutual aid Engine responses
- We responded to one mutual aid Engine requests

5. We conducted a captain promotional assessment on November 28th

- We had four participants
- The results of this process will provide the District with 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 candidates working out of grade.

6. Grant Update:

- The 2018 Safer grant application period will open in the beginning of next year.

7. Forestry Truck:

- All issues have been corrected and 21F1 is in service.
- Those not checked off on the vehicle should check with their company officer.

8. Currently Working On:

- Call Company Recruitment
 - Two applicants are in process, interviews have been completed
- Fire Department Radio System Center
 - In discussion with Spaulding School as a location for the FD antenna support structure and radio site.
- Fire Station Maintenance Projects

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- Repaint interior of Park Street in Spring
- Replace all lights with 50% grant from Eversource to LED lights in the new year
- 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
- Capital Improvement Plan
 - New C1 – 2019 Budget
 - New E2 – 2020 Budget
 - SCBAs – 2020 Budget
 - New A2 – 2021 Budget

Meeting Minutes

November 6, 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.

November 14, 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.

November 19, 2018

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

December 4, 2018

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

Nonpublic Session

Members Present: Paul Auger, Paul Blaisdell, Eric Pyra

Commissioner Blaisdell made a motion to enter Nonpublic Session. Commissioner Auger seconded the motion.

Specific Statutory Reason cited as foundation for the nonpublic session: *RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll Call vote to enter nonpublic session:

Paul Auger	Yes
Paul Blaisdell	Yes
Eric Pyra	Yes

Nonpublic Session entered at 8:01 PM

Commissioner Auger made a motion to leave Nonpublic Session. Commissioner Pyra seconded the motion.

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Roll Call Vote to exit nonpublic session: Paul Auger Yes
Paul Blaisdell Yes
Eric Pyra Yes

Motion: PASSED

Public session reconvened at 8:49 PM

Motion made to seal these minutes? Yes

If so, motion made by Commissioner Pyra, seconded by Commissioner Auger, *because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.*

Roll Call Vote to seal these minutes: Paul Auger Yes
Paul Blaisdell Yes
Eric Pyra Yes

Motion: PASSED

Other Business

The manifests of December 27, 2018, were reviewed and signed.

Adjournment

Commissioner Pyra made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 8:50 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 01/08/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.