

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	02/12/2019 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Upstairs 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 Sitar, Deputy Chief Michael Robinson and Admin. Assistant Kathy Tobine

Public: Jon Cilley

Public Comment

Jon Cilley explained that he came to find out if any research was done to build up Park Street station as the primary station and would the state contribute to getting emergency access for I-93 Northbound at exit 19.

Chief Sitar responded that there are no plans to create emergency access. The committee has been in contact with the state and they have no plans to create access as it would take acquiring a large portion of privately-owned land to do so.

Deputy Robinson asked about the access to exit 20, if not just emergency access but a short cut to exit 20. Discussion ensued regarding exit 19.

Chief's Report

1. Budget: Account balances ending 12/31/2018 are included in the packet. We are at 100% through the calendar year and are at 92.4% in expenses in our Operating Budget.
 - Total Apparatus & Equipment Fund: \$1,481,324.56
 - 2018 Ambulance Revenues: \$461,450.22
 - 2019 Ambulance Revenue through 01/31/2019: \$40,884.31
2. Fire Prevention Report for January 2019:
 - Report included in handout
 - For the Month of January, there were 37 Fire Prevention inspections
3. Run Report for January 2019:
 - Report included in handout
 - For the Month of January, we had 204 incidents
 - 147 of the incidents were EMS in nature which equates to 72.1% of our total incident volume for the month
 - Our call volume is up 21.6% 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 January 2019:
 - Report included in handout
 - We had 49 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 24.0% of all incidents for the month
 - We received seven mutual aid ambulance responses
 - We responded to no mutual aid ambulance requests
 - We received three mutual aid Engine response

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5. Personnel:

- Captain David Hall has accepted the position of Deputy Fire Chief in Franklin. His last day with TNFD will be March 2nd.
- Chief Sitar will be interviewing for promotion to captain the week of February 25th with a promotional announcement shortly thereafter.
- We are accepting applications for a new FF/AEMT or FF/EMTP. Interviews will be held the week of March 18th.

6. Center Street Station Inspections:

- Primex Safety Inspection: Report included in handout.
Major items for concern noted by Primex were:
 - Proximity to Central Street
 - Apparatus Floor Drainage
 - Personal Protective Equipment Storage in Proximity to Fire Vehicles
 - Trip/Hanging Equipment Hazards at Rear of Bays
 - Limited Space for Equipment Decontamination
 - Stair Trip/Fall Hazards
 - Unsecure Ceiling Fixtures/Falling Debris Hazard
 - Blocked or Obstructed Exits
 - Single Gender Restroom/Shower Facilities (Liability Exposure)
 - Storage of Boxes/Materials/Equipment in Elevated Areas/Cabinet Tops

An action plan to correct the issues is to be put in place within 30 days

- State Fire Marshall Fire & Life Safety Inspection: Report included in handout.
Major items for concern noted by the State Fire Marshal were:
 - Fire Rated Separation (NFPA 101: 6.1.14.4.1)
 - Stairways: Lodging & Rooming (NFPA 101: 26.2.2.1)
 - Protection of Openings (NFPA 101: 7.2.8.2)
 - Electrical Fire Safety (NFPA 1: 11.1.3)
 - Emergency Lighting (NFPA101: 7.9.2.1)
 - Work Space About Equipment (NEC 70: 110.32)
 - Circuit Breaker Lock (NFPA 72: 10.6.5.4)
 - Hazard Separations (NFPA 101: 8.7.1.1)
 - Existing Stairs (NFPA 101: Table 7.2.2.2.1.1(b))
 - Lodging & Rooming: Smoke Alarms (NFPA 101: 26.3.4.5.3)

Commissioner Blaisdell questioned the repercussions with both Primex and the State Fire Marshall if nothing is done regarding these reports.

Chief Sitar stated that if an action plan was submitted within the 30-day window that there should be no penalty from the state. He also stated that Primex mentions no recourse but as the insurance for the district could have the ability to raise rates.

Commissioner Pyra questioned why the fire escape had not been shoveled.

Commissioner Blaisdell seconded the statement and questioned why it is not addressed multiple times throughout a storm.

Chief Sitar stated that it is regularly kept clear but the urgency depending on how busy they are at the time.

7. Grant Update:

- The 2018 Safer grant application period will open on Friday, February 15th and will close on Friday, March 22nd.
- Application needs a letter of continuance of employment from the Fire Commissioners.

Commissioner Blaisdell commented he does not feel they should apply for the grant as he can't approve adding four full-time staff.

Commissioner Pyra asked if the grant had to be for four or if they could just go for two. Chief Sitar commented they could. That would mean there would be four firefighters on during the day and three at

night. Deputy Robinson wanted to know what would happen to the grant if the District did not approve the increase. Discussion ensued.

The Board voted to see if they would sign the letter of continuance. Commissioner Blaisdell and Commissioner Auger voted no; Commissioner Pyra voted yes.

Further discussion ensued. Commissioner Pyra commented this is something they need to look at. The call volume is not going down. Call Company response was reviewed.

8. Currently Working On:

- New Fire Station
 - Power Point Program
- Call Company Recruitment
 - Brandon Havlock was hired as a Probationary EMT
- Fire Department Radio System Center
 - Waiting for final approval from the Spaulding School Board of Directors
- Fire Station Maintenance Projects
 - 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
 - Power Point Programs
 - Public Hearing is scheduled for February 13, 2019, at WRHS Cafetorium
- Capital Improvement Plan
 - Updated copy included
 - New C1 – 2019 Budget
 - New E2 – 2020 Budget
 - SCBAs – 2020 Budget
 - New A2 – 2021 Budget

At this time, Chief Sitar presented the Board with the power point programs he will be using at the public hearings February 13th and District Meeting on March 18th.

Jon Cilley commented on the power point regarding the proposed stations and personnel. Discussion ensued.

Old Business

Internal Questionnaire

The Board agreed to review the questionnaires individually prior to discussing.

Student Program

Chief Sitar gave an update on the student program. Discussion ensued about the program.

New Business

Facebook Page

Chief Sitar reported we now have a Facebook Page.

School Street Accident

Commissioner Auger asked about the accident on School Street that involved a firefighter.

21Ladder1

Commissioner Auger commented on the ladder truck going to Concord to cover. He does not believe it is in the best interest of the communities to lend out our equipment to another community. Discussion ensued.

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Meeting Minutes

January 8, 2019

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

The manifests of February 12, 2019, were reviewed and signed.

Commissioner Blaisdell reminded everyone that tomorrow evening is the Public Hearings on the Fire Station Project, Warrant articles and Budget at 7:00 PM at Winnisquam Regional High School in the Cafetorium.

Adjournment

Commissioner Blaisdell made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:41 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 03/05/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.