

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	04/02/2019 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the meeting to order at 5:30 PM.

Present: Commissioners Paul Auger, Jon Cilley and Eric Pyra; Chief Michael Sitar, Deputy Chief Michael Robinson and Admin. Assistant Kathy Tobine

Public: Paul Blaisdell, Duane Harbour, Kevin Waldron, Kyle Barker, Keith McBey, Mark Hebert, Deputy Tim Joubert

Election of Chair

Commissioner Pyra nominated Commissioner Auger to be Chairman of the Board. Commissioner Cilley seconded the motion. There being no other nominations, vote was taken. Motion passed.

Old Business

Fire Station Project

Keith McBey commented that District Meeting was enlightening. There was a lot of positivity. Kyle Barker commented that he and Keith have looked at several different options since the bond hearing. The only way to pass this is to get the whole group together and come up with a consensus on the number.

Commissioner Auger commented he would like to start with a station on the land they already own at Park Street. Kyle gave an update on the condition of the Park Street station. The site is not as big as it looks. Behind that is fairly large wetlands. It's fairly close to the street so the apron for the trucks coming out is limited. It is pretty tight to the public works garage. In order to make any new station on that site work we need cooperation for the DPW and the State. The building was built prior to current codes. If you change the building more than 10%, you must bring it up to current codes. Extensive discussion ensued.

The following time line was set.

- Site defined by June 1st. Complete wetlands survey and test borings at Park Street to define buildable area and if the site works, structural engineer.
- July & August: Refine the program to make sure building is correct size.
- September & October building is designed.

Commissioner Pyra made a motion that direct Kyle Barker & Keith McBey to do a land survey, wetland survey, soil test and structural engineering study. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra asked if they would have the information on Park Street for the May meeting. Kyle commented probably not. He will contact the civil engineer and he will do a quick analysis. They will get as much done as they can by then.

Public Comment

Paul Blaisdell asked Commissioner Cilley what direction he is looking to go with the department as the commissioners being an oversight body with the Chief ... He would like to see a more transparent interpretation of the commission. He commented on posting the agenda on the website a week before the meeting, posting the draft minutes five days after the meeting and the weight room.

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Facebook was discussed. Paul Blaisdell wanted to know if Commissioner Cilley had a chance to review the Capital Improvement Plan. Commissioner Cilley replied he has not. He has reviewed the by-laws and the prior facility committee meetings.

Paul Blaisdell commented he is a firm believer in being forward looking. One of mandates, was the District wanted two stations. What we need to do is find out that mandate right now. They need to find out what exactly the District is looking for. Discussion ensued.

Kevin Waldron asked if they were taking any action on the command vehicle soon. Chief Sitar commented that he has all the information on that in his Chief's report.

Chief's Report

1. Budget:
 - Operating Budget: We have expended 20.2% of the budget and are 24.6% through the year.
 - Total Apparatus & Equipment Fund through March: \$1,491,908.93
 - 2019 Ambulance Revenue through March: \$94,687.60Commissioner Auger asked what last year's revenues were at this time. Kathy commented they were \$111,206.61.
2. Fire Prevention Report for March 2019:
 - Report included in handout
 - For the Month of March, there were 48 Fire Prevention inspections
3. Run Report for March 2019:
 - Report included in handout
 - For the Month of March, we had 123 incidents
 - 92 of the incidents were EMS in nature which equates to 74.8% of our total incident volume for the month
 - Our call volume is up 4.1% over what we had last year at this time
 - The engine responded to 33 EMS and MVA incidents last month
4. Overlapping/Simultaneous Incidents for March 2019:
 - Report included in handout
 - We had 11 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 9% of all incidents for the month
 - Of the 11 simultaneous incidents, TNFD responded to 11
 - We received two mutual aid Ambulance responses
 - We responded to one mutual aid Ambulance request
 - We received two mutual aid Engine response
 - We responded to one mutual aid Engine request
5. Personnel:
 - New Firefighter: A conditional offer has been made to James Frangelli
 - Medic School Application: Zack Mellett, if accepted, will start in June
6. Center Street Station Inspections:
 - A copy of the TNFD plan of action for the noted code violations at the Center Street station is included in the handout with progress on the items noted.
7. Currently Working On:
 - Fire Station Project Committee
 - Career Member: Tim Ames
 - Call Member: Tom Beaulieu
 - Fire House Station Design Conference May 14th -16th in Rosemont, IL
 - Call Company Recruitment
 - Fire Department Radio System Center
 - Waiting for final approval from the Spaulding School Board of Directors

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- Answering follow up questions for the Board of Directors
- Fire Station Maintenance Projects
 - Repaint interior of Park Street in Spring
 - LED light replacement project completed
- Establishing an SCBA Committee with report in September
- Establishing an Engine Committee with report in September
- New Command Car – State Bid
 - Chevy Tahoe SSV - \$39,394
 - Ford Expedition SSB - \$36,308
 - Obtaining quotes for upfitDiscussion ensued about the vehicle.
- Gear washers and dryers out to bid with received bids read at May meeting
- Capital Improvement Plan
 - New Engine – 2020 Budget
 - Replace SCBAs – 2020 Budget
 - New Ambulance – 2021 Budget

New Business

2019 Meeting Schedule

It was unanimously decided to meet the first Tuesday of each month.

District Meeting: Warrant Article Review

Paul Blaisdell asked if the Board was going to maintain the Unassigned Fund Balance Policy. The Board replied they are.

Commissioner Pyra made a motion to transfer \$9,055 to the Fire Prevention Expendable Trust Fund as voted at District Meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to transfer \$1,111 to the Health Insurance Deductible Expendable Trust Fund as voted at District Meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to transfer \$100,000 to the Land & Building Capital Reserve Fund as voted at District Meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

District Meeting: Fire Station Committee

The Fire Station Committee was discussed. It was decided to advertise for committee members. Interested parties are to submit a letter of interest by May 1st. On May 6th, the Board will establish the Committee and what their task is. Extensive discussion ensued about the committee, work that has already been done, and fire station needs.

Comstar Issues

Chief Sitar commented that we were called to assist a resident of the District. We assisted and transported the resident. We billed their insurance company for service. The insurance company sent the payment to the resident. The resident did not forward the payment to us. Our policy is to send residents to collections if their insurance company sends payment to them and they do not pay their bill. The resident is saying we did not have the right to bill their insurance as they did not sign for us to transport them. Discussion ensued. Commissioner Cilley made a motion to leave it in collections as it is and if it becomes an issue redirect it to the Commissioners for a change of status. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting Minutes

March 5, 2019 Public

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

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March 5, 2019 Nonpublic

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.

Other Business

The MS-232 was reviewed and signed.

The manifests of March 29, 2019, were reviewed and signed.

Commissioner Cilley presented a petition to the Board with 46 signatures for the release of the internal survey. If the Board does not release the information, the next step will be to go to Belknap County Superior Court. Deputy Robinson spoke for the Call Members of the department. They were told when they filled out their questionnaires that they were confidential and would be used as a tool to improve things. If this is where it all goes, their attitude is don't ask them to ever fill out a questionnaire again. Discussion ensued.

Commissioner Pyra asked Commissioner Cilley if he was willing have the firefighters lose faith in the word of the Commissioners, that they can come to them and not have it known that that particular person came to them and spoke freely. He asked if he is willing, by following through with this, to basically destroy that goodwill and the trust that has been built with the swipe of a pen. Sometimes things that are done and they can't be undone. Please consider this. Commissioner Cilley replied that he has thought about this. He has had some of these firefighters' express concerns with how things are run. There is a cost and a benefit. The cost is the trust is an absolute trust. The benefit is that changes can come about that will benefit the firefighters. Some changes that need to be done that they are afraid to say as there are fears of retribution. There are a lot of reasons why he wants that information out there. He wants the pros and cons. Maybe this will lead to other changes down the road that benefits the department and the District. Further discussion ensued.

Commissioner Pyra commented that at the time the Board did something that they believed was the right thing to do. Commissioner Cilley replied that Superior Court will be the next step. His next avenue is to submit a petition to Superior Court if they do not agree with the decision of the Commission. He based that on 91-A. He suggests they send that they let the attorney know that he is willing to push it.

Commissioner Pyra made a motion to seek legal council on the petition that was presented to Board prior to accepting or denying the petition. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra asked if fire permits are now required. Chief Sitar replied that they are.

Adjournment

Commissioner Auger made a motion to adjourn at 8:33 PM. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 8:33 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 05/07/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.