

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	06/04/2019 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, Eric Pyra and Jon Cilley; Chief Michael Sitar, Deputy Chief Michael Robinson, Deputy Chief Tim Joubert and Admin. Assistant Kathy Tobine

Public: Kyle Barker, Keith McBey

Firefighters: Lt. Matthew Gilman

### Old Business

#### Fire Station Project

Keith McBey presented the Board with a study bringing Park Street Station up-to-code versus replacing the building. Extensive discussion ensued.

The time line was discussed. The Committee will need to have the information to the Board of Commissioners at their September 3<sup>rd</sup> meeting so they can present it to Warrenstreet and BPS in September. Kyle and Keith will continue gathering information on Park Street; i.e. property survey, wetlands survey, geotech study.

The Fire Station Committee charge was discussed. Commissioner Auger commented the first thing they have to decide is where. He believes they should start in Northfield. They must come up with a plan that best serves the needs of the Fire District.

Deputy Robinson commented it is important for the Committee to consider that 70% of the costs and 70% of the call volume is on this side of the river.

They need to consider the options of one station, two stations, headquarters, substation, Center Street as a substation for overflow. The impact of future staffing should be looked at. A public information plan and a couple of informational meetings should be planned.

The fleet and storage/bay options were discussed. It was decided that the fleet will all stay inside.

Chief Sitar commented there is a lot of material in Google Drive that he has provided. He has a lot more to put in. The Committee needs to read the material so they can make informed decisions. If they have any questions, he can point them toward the information.

The Committee will work on a public information campaign of one or two meetings prior to September 3<sup>rd</sup> so people have a chance to express their thoughts prior to their presentation to the Board.

Commissioner Cilley made a motion that the Board of Commissioners reach out to the Town of Tilton to discuss the feasibility of a potential footprint of a fire station for the Fire District on the Sanborn Road lot authorizing the Chief Sitar and Commissioner Pyra to meet with Jeanie Forrester and the Board of Selectmen. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley recapped what the Committee's charge is. The Committee will discuss adding on to or leveling Park Street. They will look at the different options of one station with location to be determined; headquarters/sub and also consider the footprint of Center Street as potential overflow or

TNFD Commissioner's Meeting  
06/04/19

indoor cold storage for the boat. The timeline is for a September 3<sup>rd</sup> presentation to the Board of Commissioners. They are to look at the impacts of a student program and future additional firefighters. The types and costs of surveys offered by the UNH Survey Center were discussed. Chief Sitar will get an estimate on the cost of the survey based on what was discussed.

Public Comment

There was no public comment.

Correspondence

There was no correspondence.

Chief's Report

1. Budget:

- Operating Budget: We have expended 34.4% of the budget and are 41.4% through the year.
- Total Apparatus & Equipment Fund through May: \$1,532,074.08
- 2019 Ambulance Revenue through May: \$155,934.47  
Revenue is down by \$19,139.74 over this time last year.

2. Fire Prevention Report for May 2019:

- Report included in handout
- For the Month of May, there were 25 Fire Prevention inspections

3. Run Report for May 2019:

- Report included in handout
- For the Month of May, we had 148 incidents
- 114 of the incidents were EMS in nature which equates to 77% of our total incident volume for the month
- Our call volume is up 0.53% over what we had last year at this time
- The engine responded to 41 EMS and MVA incidents last month

4. Overlapping/Simultaneous Incidents for May 2019:

- Report included in handout
- We had 34 overlapping/simultaneous incidents for the month
- Overlapping/simultaneous incidents accounted for 23% of all incidents for the month
- Of the 34 simultaneous incidents, TNFD responded to 33
- We received eight mutual aid Ambulance responses
- We responded to one mutual aid Ambulance request
- We received eight mutual aid Engine responses
- We responded to one mutual aid Engine request

5. Personnel:

- Nick Baker passed his National Registry Paramedic Test. He will be taking the State Practical Test this month.
- Medic School: Zack Mellett was accepted and will start in June, 2019
- Passed Confined Space Rescue Technician Class
  - Captain Jon Powell
  - Lt Matt Gilman
  - FF Steve Smith
  - FF Derek Farrell
  - FF Derik Ogg
  - FF John Hill

TNFD Commissioner's Meeting  
06/04/19

- Passed Swift Water Rescue Technician Class
  - Lt Matt Gilman
  - FF Zack Mellett
  - FF Luke Wakefield
  - FF Derek Farrell
- 6. Engine Committee: Meeting to determine specifications for new engine with report to Chief in September
- 7. SCBA Committee: Meeting to determine specifications for new SCBAs with a report to Chief in September
- 8. Fire Station Conference: Chief Sitar reported that the conference was very informative. A list of conference take-a-ways is included in the packets.
- 9. New 21C1-should be delivered from McFarland Ford by midmonth
- 10. Currently Working On:
  - Fire Station Project Committee
    - Organizational Meeting was held on Thursday, May 30<sup>th</sup>. Regular meetings will be held on the second and fourth Tuesdays of the month.
    - The Committee is requesting their charge from the Commissioners in writing.
  - Call Company Recruitment
  - Fire Department Radio System Center
    - Waiting for final approval from the Spaulding School Board of Directors. They are meeting on June 24, 2019.
  - Fire Station Maintenance Projects
    - Repaint interior of Park Street in Spring
    - The island project is complete
    - Repaving of Park Street is complete
    - Plumbing and electrical work will begin soon for gear washers and dryers at both stations
    - There is a prospect of a tenant for the Communication Tower at Park Street
  - Capital Improvement Program
    - New Engine – 2020 Budget
    - Replace SCBAs – 2020 Budget
    - New Ambulance – 2021 Budget

**New Business**

There was no new business.

**Meeting Minutes**

May 7, 2019 Public

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

May 7, 2019 Nonpublic

Commissioner Pyra made a motion to approve the nonpublic minutes of May 7<sup>th</sup>. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed. The Nonpublic Minutes were released.

**Other Business**

Due to lack of public input on the petitioned 91A request, Commissioner Pyra made a motion that the Board stand by their decision to keep the surveys sealed. Commissioner Auger seconded the motion. Discussion: Commissioner Cilley commented that he is disappointed with the decision. He understands both sides of the coin on this. He believes these are public minutes that should have been released for

TNFD Commissioner's Meeting  
06/04/19

public record but he will go with the Commissioners decision. There being no further discussion, vote was taken. Motion passed: Commissioner Pyra and Commissioner Auger for, Commissioner Cilley against.

Adjournment

Commissioner Auger adjourned the meeting at 7:15 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 07/02/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.