

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	07/02/2019 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 5:54 PM.

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

Public: Andy Smith, Zack Azem, Paul Blaisdell, Jason Wright, Kevin LaChapelle

Fire Station Survey

Chief Sitar explained Andy Smith, Director of UNH Survey Center, and Zack Azem are here to discuss different types of surveys available for the new fire station.

Andy explained sampling surveys are done. Discussion ensued. Andy and Zack are to provide different proposal costs for the various types of survey to the Board. The survey questions need to be formulated and a decision made on what type of survey is wanted prior to the survey being done.

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 50% through the year.
 - Total Apparatus & Equipment Fund through June: \$1,504,544.46
 - 2019 Ambulance Revenue through June: \$179,969.99
Revenue is down by \$26,323.43 over this time last year.

Discussion ensued about the ambulance billing process.

2. Fire Prevention Report for June 2019:
 - Report included in handout
 - For the Month of June, there were 52 Fire Prevention inspections

Discussion ensued about gas inspections.

3. Run Report for June 2019:
 - Report included in handout
 - For the Month of June, we had 179 incidents
 - 134 of the incidents were EMS in nature which equates to 75% of our total incident volume for the month
 - Our call volume is even over what we had last year at this time
 - The engine responded to 45 EMS and MVA incidents last month

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4. Overlapping/Simultaneous Incidents for June 2019:
 - Report included in handout
 - We had 39 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 22% of all incidents for the month
 - Of the 39 simultaneous incidents, TNFD responded to 39
 - We received nine mutual aid Ambulance responses
 - We responded to one mutual aid Ambulance request
 - We received four mutual aid Engine responses
 - We responded to two mutual aid Engine requests
5. Personnel:
 - Nick Baker is licensed by the State as a paramedic and is working with Lt. Gilman until such time as Lt. Gilman feels FF Baker can work on his own as a medic
6. Engine Committee: Meeting to determine specifications for a 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. New 21C1 has not been delivered. It appears it is on a RR car somewhere in Kentucky. Delivery is now set for mid-July.

9. Currently Working On:

- Fire Station Project Committee
- Bob Petrin has resigned from the Fire Station Committee as well as the Budget Committee.

Commissioner Auger asked Paul Blaisdell if he would be interested in being on the Fire Station Committee. Discussion ensued. Paul Blaisdell agreed that he would serve if they were unable to fill the position prior to the meeting of June 23rd.

Paul Blaisdell did comment he is willing to serve on the Budget Committee if appointed.

- Call Company Recruitment
 - We have one applicant to be interviewed.
- Fire Department Radio System
 - Has been approved by Spaulding Board of Directors. Chief Sitar has received the lease from Spaulding for the site. It is currently at Primex for review and then will go to counsel for review. The Board needs to vote authorizing the Chief to sign the lease once it is approved by counsel.

Commissioner Pyra made a motion to authorize Chief Sitar to sign the lease with Spaulding once it is approved by Primex and legal counsel. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

- Fire Station Maintenance Projects
 - Repaint interior of Park Street will be in the Fall.
 - Plumbing and electrical work will begin soon for gear washers and dryers at both stations. Captain Ames is coordinating the project.
- Capital Improvement Program
 - New Engine – 2020 Budget
 - Replace SCBAs – 2020 Budget
 - New Ambulance – 2021 Budget

Discussion ensued about the status Engine 3 and Engine 1 and their maintenance. The possibility of keeping Engine 1 when a new engine is purchased was discussed

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Old Business

Communications Tower

Chief Sitar commented that a couple years ago lease was signed with Wireless Edge for a communications tower at Park Street. They have a tenant and are ready to build the tower. The Fire Station Committee has requested the Commission change the terms of the lease to reflect the new location of the tower. Wireless Edge is amenable to that. Discussion ensued.

Commissioner Auger made a motion to give Chief Sitar the authority to meet with the people putting up the tower to approve the relocation of it. Commissioner Pyra seconded the motion. Discussion: Commissioner Pyra commented that he wanted to make sure that it will not be placed anywhere the Fire Station Committee might decide needs to be used for the station. Chief Sitar commented that it was the Fire Station Committee that requested the tower be moved. There being no further discussion, vote was taken. Motion passed.

New Business

Capital Assets Policy

Chief Sitar commented that the Auditors found a deficiency during our audit because we don't have a Capital Asset Policy. He explained that Kathy explored several policies with the Auditors and this is the best policy for us. It's more of an accounting thing. It doesn't change how we operate. He read the whole thing and found it very cumbersome and convoluted. It is all accounting language.

Commissioner Pyra made a motion to accept the Capital Assets Policy Document No: 10-10 as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting Minutes

June 4, 2019

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.

Other Business

The manifests of June 30th were reviewed and signed.

The MS-535 was reviewed and signed.

Adjournment

Commissioner Auger adjourned the meeting at 7:13 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 08/06/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.