

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	09/03/2019 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 5:31 PM.

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

Correspondence

08.28.19: Plodzik & Sanderson Audit Proposal

Commissioner Pyra made a motion to solicit more bids for the annual audit. Commissioner Auger second the motion. There being no discussion, vote was taken. Motion passed.

Chief's Report

1. Budget:
 - Operating Budget: We have expended 61.3% of the budget and are 67% through the year.
 - Total Apparatus & Equipment Fund through August: \$1,505,074.31
 - 2019 Ambulance Revenue through August: \$239,934.17
We have not received the August Comstar deposit yet.
Ambulance transports are down by 20 from January through June.
2. Fire Prevention Report for August 2019:
 - Report included in handout
 - For the Month of August, there were 55 Fire Prevention inspections
3. Run Report for August 2019:
 - Report included in handout
 - For the Month of August, we had 163 incidents
 - 110 of the incidents were EMS in nature which equates to 68% of our total incident volume for the month
 - Our call volume is 4% less than this time last year
 - The engine responded to 42 EMS and MVA incidents last month
4. Overlapping/Simultaneous Incidents for August 2019:
 - Report included in handout
 - We had 24 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 15% of all incidents for the month
 - Of the 24 simultaneous incidents, TNFD responded to 23
 - We received one mutual aid Ambulance responses
 - We responded to no mutual aid Ambulance requests
 - We received two mutual aid Engine responses
 - We responded to seven mutual aid Engine requests
5. Personnel:
 - We have a prospective Call Firefighter going through the background check and physical
 - We will conduct an assessment center to promote a Call Firefighter to Call Lieutenant in September

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6. Center Street:
 - Contracted with 603 Plumbing & Heating to install sprinkler heads off domestic water supply to cover the exit stairs in the apparatus room
 - Gear extractor and dryer installed and operational
7. Park Street:
 - Gear extractor and dryer installed and operational
 - AT&T rep related to the Chief that Communication Tower at Park Street should be completed by the end of the year
8. Engine Committee: Meeting to determine specifications for new engine with report to Chief in September
9. SCBA Committee: Has issued its recommendation to acquire 27 Scott air packs, 3 RIT packs and 1 Compressor
10. New Car 1: Upfit should be completed this week
11. Currently Working On:
 - Taking applications for the new student program
 - Fire Station Project Committee
 - Call Company Recruitment
 - Fire Department Radio System
 - Timberland Communications is coordinating the engineering for the facility
 - Chief Sitar is coordinating with the Towns of Tilton and Northfield and assisting them with their radio communication plans and the best use of the towers at Spaulding and Park Street
 - Fire Station Maintenance Projects
 - Repaint interior of Park Street will be in the Fall.
 - Capital Improvement Program
 - New Engine – 2020 Budget
 - Replace SCBAs – 2020 Budget
 - New Ambulance – 2021 Budget

Old Business

2020 Budget Workshop Dates

The Board agreed to change the Budget Workshop for September 17th to September 18th and October 15th to October 16th.

New Business

Kathy presented the Board with the District Time Table for the March 16, 2020 Annual Meeting.

Draft 2020 Budget was presented to the Board with the monthly packet.

Meeting Minutes

August 6, 2019

Kathy commented that she had added Commissioner Cilley as present since she had emailed the draft of the minutes out. Commissioner Pyra made a motion to accept the minutes as corrected. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

The manifests of August 30th were reviewed and signed.

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Adjournment

Commissioner Cilley made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 6:02 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 09/18/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.