

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	10/01/2019 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 5:32 PM.

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

Chief's Report

1. Budget:
 - Operating Budget: We have expended 68.7% of the budget and are 75% through the year.
 - Total Apparatus & Equipment Fund through September: \$1,461,032.49
 - 2019 Ambulance Revenue through September: \$300,931.95
2. Fire Prevention Report for September 2019:
 - Report included in handout
 - For the Month of September, there were 52 Fire Prevention inspections
3. Run Report for September 2019:
 - Report included in handout
 - For the Month of September, we had 179 incidents
 - 124 of the incidents were EMS in nature which equates to 69% of our total incident volume for the month
 - Our call volume is 4% less than this time last year
 - The engine responded to 44 EMS and MVA incidents last month
4. Overlapping/Simultaneous Incidents for September 2019:
 - Report included in handout
 - We had 48 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 27% of all incidents for the month
 - Of the 48 simultaneous incidents, TNFD responded to 39
 - We received 13 mutual aid Ambulance responses
 - We responded to no mutual aid Ambulance requests
 - We received three mutual aid Engine responses
 - We responded to nine mutual aid Engine requests
5. Personnel:
 - We have hired Corey Gee to the Call Company. Corey is a certified FFII/EMTB
 - We have one application for the Call Company in process
 - We have conducted a Call Company Lieutenant promotional process. Chief Sitar will announce a promotion soon and hope to have a brief ceremony at the next Commissioners meeting.
6. Center Street:
 - 603 Plumbing & Heating has installed the sprinkler heads at Center Street that will protect the Egress pathway from the second floor
7. Park Street:
 - The lease between AT&T and Wireless Edge should be signed as of today

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- The Environmental Site Assessment (Phase 1) was emailed to the Board last week
8. Engine Committee: Finalizing the specifications on a new engine
9. SCBA Committee: In the process of researching state bids for SCBA
10. New Car 1: Upfit is complete
11. Fire Department Radio System
- Chief Sitar has applied for a building permit for the facility to be located at Spaulding School. He has requested a waiver of the building permit fees from the Town of Northfield.
 - Core samples were taken last week
12. PTSD
- Chief Sitar reported he attended a seminar on Post Traumatic Stress Disorder. The main take-aways were
- Stress and/or traumatic events affect people differently and to different levels
 - PTSD can be from one event or an accumulation of many events
 - Don't be afraid to talk to someone or seek help for PTSD
 - Just suck it up, is not the answer, it makes matters
 - Suicide is the leading cause of public safety workers mainly due to PTSD
 - Take advantage of the resources available to help with PTSD
 - Granite State CISM Team
 - Employee Assistance Program
 - Pier Counseling
 - Outpatient and inpatient treatment programs
 - Properly treated, post traumatic stress disorder can be turned into post traumatic growth
13. Currently Working On:
- Taking applications for the new student program
 - Fire Station Project Committee
 - Call Company Recruitment
 - Fire Station Maintenance Projects
 - We are waiting for the Corrections Department to get a crew to paint the interior of the Park Street will be in the Fall.
 - Capital Improvement Program
 - New Engine – 2020 Budget
 - Replace SCBAs – 2020 Budget
 - New Ambulance – 2021 Budget

Old Business

2019 Fire Station Committee

Commissioner Cilley reported the Committee is looking for a time line from the Commissioners on the options to be considered. There is some concern on what the goal is for the students, i.e. how many students. Footage at Park Street is very tight. Commissioner Auger commented that it is going to come down to dollars and cents. Chief Sitar commented that a student dorm room is about 140 square feet. If you multiply that by \$400, that is what that would cost. Talking with the architects, the cost last year for fire stations was \$400 a square foot. Extensive discussion ensued.

Commissioner Cilley commented the Committee is looking for a functional deadline for reporting their findings to the Board. Commissioner Auger commented he would like a meeting with the Committee for them to present what they have so far. Discussion ensued about available dates and locations. The Board unanimously agreed to meet with the Fire Station Committee on November 12, 2019 at 5:30 PM at the Park Street Station.

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New Business

Cell Phone Stipend

Commissioner Cilley commented he requested this is on the agenda due to the cell phone stipend for personal cell phones being used and the possibility that they may be requested for 91-A purposes. He explained the Board wanted to be sure they understood the potential liability. Discussion ensued.

Meeting Minutes

September 3, 2019

Commissioner Pyra made a motion to approve the minutes of September 3rd. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

September 18, 2019

Commissioner Pyra made a motion to approve the minutes of September 18th as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

The manifests of September 30th were reviewed and signed.

Commissioner Auger signed the engagement letter with Plodzik & Sanderson for our audits for 2019, 2020 and 2021.

Commissioner Auger reminded everyone that there are Budget Workshops on October 16th and October 29th. The next meeting is November 5th.

Adjournment

Commissioner Pyra 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: 11/05/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.