

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/05/2019 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 5:45 PM.

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

Public: Captain Sean Valovanie, Ellen Valovanie, Firefighter Zack Mellett, Jaxyn Gosine, Kristina Cassidy, Firefighters Daniel Leathers

Swearing in Ceremony

Stephanie Giovannucci, District Clerk, swore Travis Gosine in as Lieutenant. Chief Sitar spoke a few words regarding Travis' time with Tilton-Northfield Fire & EMS and presented Travis with his lieutenants' badge.

Chief's Report

1. Budget:

- Operating Budget: We have expended 75.7% of the budget and are 83% through the year.
- Total Apparatus & Equipment Fund through October: \$1,522,071.85.
- 2019 Ambulance Revenue through October: \$369,011.60. We have collected \$23,621 less than this time last year. This is half the deficit as opposed to last month's collections.

2. Fire Prevention Report for October 2019:

- Report included in handout.
- For the Month of October, there were 83 Fire Prevention inspections.

3. Run Report for October 2019:

- Report included in handout.
- For the Month of October, we had 183 incidents.
- 127 of the incidents were EMS in nature which equates to 69% of our total incident volume for the month.
- Our call volume is 1% less than this time last year.
- The engine responded to 43 EMS and MVA incidents last month.

4. Overlapping/Simultaneous Incidents for October 2019:

- Report included in handout.
- We had 34 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 19% of all incidents for the month.
- Of the 34 simultaneous incidents, TNFD responded to 33.

Commissioner Auger asked if this meant we only used mutual aid once. Chief Sitar explained that out of all the calls we had, we were able to get at least one person to every call. Commissioner Cilley commented he reviewed all of the simultaneous calls. Only six emergency recalls were done for the month. We are having these duplicity calls. He wanted to know why we aren't doing emergency recalls and getting our full-time people back to help cover when we are going to third and fourth calls. Chief Sitar explained it is part of our policy for them to come back. Discussion ensued.

- We received eight mutual aid Ambulance responses.
- We responded to two mutual aid Ambulance requests.

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- We received three mutual aid Engine responses.
- We responded to three mutual aid Engine requests.

5. Personnel:

- Travis Gosine has been promoted to Call Company Lieutenant effective November 1, 2019.

6. Center Street:

- One window replacement for a window that failed due to age and one to meet fire code. Three other windows will be removed to comply with fire code.

7. Park Street:

- The lease between AT&T and Wireless Edge is signed.
- Wireless Edge is cost sharing the site survey and is sending TNFD a check to cover their portion of the survey.
- The Environmental Site Assessment (Phase 1) may be cost shared with Wireless Edge as well.

Commissioner Auger asked if the tower would interfere with the fire station should it be decided the fire station is going to there. Chief Sitar explained that it will not as it is right up against the wetlands.

8. Engine Committee: Finalizing the specifications on a new engine.

9. SCBA Committee: Massachusetts State bid is the lowest for the Scott SCBA recommended by the SCBA Committee.

10. Fire Department Radio System

- A building permit has been issued for the sire with all permit fees waived by the Town of Northfield.
- Site work is scheduled to begin next week.
- The project should be completed by end of year.

11. Currently Working On:

- Taking applications for the new student program.
 - None have applied to date.
- Fire Station Project Committee.
- Call Company Recruitment.
- Fire Station Maintenance Projects.
 - We are still waiting for the Corrections Department to get a crew to paint the interior of the Park Street Station.
- Capital Improvement Program
 - New Engine – 2020 Budget
 - Replace SCBAs – 2020 Budget
 - New Ambulance – 2021 Budget

Chief Sitar presented the Board with a memo on the cause of the ambulance revenue decline. Deputy Robinson asked if there was any specific thing that was causing this. Commissioner Auger commented we are not in business to make money. The fire department is to help people not to derive an income. Discussion ensued.

Commissioners Report

2020 Budget

Commissioner Cilley reported they are working on the budget. The next meeting is November 6th.

Fire Station Committee

Commissioner Cilley commented there is other potential property in the region. The commission is going to be looking at some of those options for single station potential. Extensive discussion ensued. The Board agreed to get the input from the Fire Station Committee at the November 12th meeting before making their decision.

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Old Business	
There was no old business.	
New Business	
<u>Bereavement Policy</u> Chief Sitar presented the Board with a change to the Bereavement Policy making it work more closely with the shifts. Also, we discovered that Grandparents were not covered in the policy so we are requesting they be added to the policy. Discussion ensued. Commissioner Pyra made a motion to approve the changes to the Bereavement Leave Policy of Tilton-Northfield Fire & EMS. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.	
<u>Commissioner Budget Committee Representative</u> Discussion ensued about when the Budget Committee meets. Commissioner Cilley made a motion for Commissioner Pyra to be the representative from the Commissioners to the Budget Committee. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.	
Meeting Minutes	
<u>October 1, 2019</u> Commissioner Auger made a motion to approve the minutes of October 1 st as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.	
<u>October 16, 2019</u> Commissioner Auger made a motion to approve the minutes of October 16 th as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.	
<u>October 29, 2019</u> Commissioner Auger made a motion to approve the minutes of October 29 th as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.	
Other Business	
The manifests of October 31 st were reviewed and signed.	
Adjournment	
Commissioner Auger made a motion to adjourn. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 6:46 PM. Respectfully submitted, <i>Kathy Tobine</i> Kathy Tobine Administrative Assistant	
Next Meeting Date, Time, Place:	12/03/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.