

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	12/03/2019 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 5:30 PM.

Present: Commissioners Paul Auger and Jon Cilley; Chief Michael W. Sitar, Deputy Chief Michael Robinson, Admin. Assistant Kathy Tobine

Public: Kevin Waldron

Public Comment/Members of the District/Employees of the District

Kevin commented on the two new personnel that have been put in the budget. He feels adding personnel should have been done via warrant article. The voters could decide if they wanted the organization any bigger and could hear the why and have a say.

Kevin asked the Board if they would support the Board of Fire Commissioners going from three members to five. Commissioner Auger asked his reason. Kevin commented he feels the Board is in over their head. They try but some things just seem very shortsighted. More eyes, more ideas, more and different thoughts. Deputy Robinson commented the By-Laws state three Commissioners. The By-Laws would need to be changed. Kevin commented it can be done two ways, either then Board can put in a warrant article or it can be done by petition. Discussion ensued. Commissioner Auger commented he has no problem with five people. The more people, the more ideas you get. Jon commented he would support five. He likes having more thoughts. You can attend a meeting with two Commissioners present without having a quorum. Chief Sitar commented you could form a committee and the committee would determine how the organization be governed. Instead of being a special village district you could become a charter organization. Commissioner Cilley commented he would like to discuss this with Commissioner Pyra present so it is a decision made by the full Board. Discussion ensued.

Kevin asked if the Board has given any thought to changing the purpose and/or intent of the Apparatus & Equipment Replacement Fund to include a facility. Commissioner Auger replied they have talked about it. Chief Sitar commented he has written a warrant article for that.

Kevin commented on the fire truck being requested this year that is going to cost "X". He asked the Board if they are going to follow the recommendation of the truck committee and buy a truck that costs "X" or are we going to buy a fire truck that does everything that they are recommending but doesn't cost "X". Discussion ensued about the truck.

Chief's Reports

1. Budget:

- Operating Budget: We have expended 81.9% of the budget and are 91.5% through the year.
- Total Apparatus & Equipment Fund through November: \$1,450,420.43.
- 2019 Ambulance Revenue through November: \$409,151.02. We have collected \$29,731 less than this time last year. This is half the deficit as opposed to last month's collections.

2. Fire Prevention Report for November 2019:

- Report included in handout.
- For the Month of November, there were 66 Fire Prevention inspections.

Commissioner Cilley commented that 64 were Deputy Joubert's and that Chief Sitar had done

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two. He asked if they were starting to use the line personnel to do inspections. Chief Sitar replied they are doing them whenever they can. Discussion ensued.

3. Run Report for November 2019:

- Report included in handout.
- For the Month of November, we had 184 incidents.
- 129 of the incidents were EMS in nature which equates to 70% of our total incident volume for the month.
- Our total call volume is equal to what we had this time last year.
- The engine responded to 47 EMS and MVA incidents last month.

4. Overlapping/Simultaneous Incidents for November 2019:

- Report included in handout.
- We had 38 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 21% of all incidents for the month.
- Of the 38 simultaneous incidents, TNFD responded to 36.
- We received eight mutual aid Ambulance responses.
- We responded to one mutual aid Ambulance requests.
- We received three mutual aid Engine responses.
- We responded to three mutual aid Engine requests.

5. 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.
- Materials have been ordered to replace the kitchen counter and front door.

6. Park Street:

- The process to obtain a building permit for the communication tower from the Town of Northfield will be taking place.

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

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

9. Fire Department Radio System

- Construction of the Communication Tower has begun at Spaulding. The foundation is in.
- It is expected that the project should be completed by the end of the year.

10. Currently Working On:

- Student Program.
 - There is no interest from the Community College students for a non-resident student intern program currently. We will try again next year.Discussion ensued on why there is no interest in the program.
- Fire Station Project Committee.

Commissioner Cilley commented that the Committee wants the Commissioners definition of headquarters and substation. Commissioner Auger commented he is not a big fan of a substation. He would like to see one station. Commissioner Cilley commented that headquarters is admin and dorm. Commissioner Auger agreed. Commissioner Cilley asked if dorms should be included in a substation. Commissioner Auger commented that a substation should include dorms. Discussion ensued. It was decided that Chief Sitar will email Commissioner Pyra to get his thoughts on this prior to the next Fire Station Committee meeting.

- Call Company Recruitment.
 - We have two applications in process. Deputy Robinson reported interviews will take place next week.
- Station Maintenance Projects.
 - The Corrections Department crew will start to paint the interior of the Park Street Station December 16th.Discussion ensued about what precautions are taken when the corrections crew is working.
- Capital Improvement Program
 - New Ambulance – 2021 Budget

Deputy Robinson reported the Tilton-Northfield Firefighters Association held their annual boot drive and will be donating \$2,000 to the Lakes Region Children's Auction. The Support Company donated \$100 in Dan Murphy's name to the fund at Lakes Region Community College.

Commissioners Report

Commissioner Cilley requested each committee the Commissioners are on be bulleted on the agenda. It was agreed that this would not be an issue.

Old Business

Chief Sitar commented there are two items on the budget that have not been dealt with.

2020 Budget

430 Repairs & Maintenance

430.01 Center Street Station Lead Prep and Paint Trim: \$7,700

Discussion ensued about the lead prep and paint trim project for Center Street. Commissioner Cilley made a motion to decline the \$7,700 for Lead Prep and Paint Trim at Center Street. Commissioner Auger seconded the motion. Discussion ensued. Commissioner Cilley changed his motion to adjust Lead Prep and Paint Trim at Center Street to zero dollars. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

New Engine 2

Discussion ensued about the truck. Commissioner Auger questioned the booster reel. Deputy Robinson explained the reasoning for it. The ladder mount was discussed. Chief Sitar commented that there is only one manufacturer that will guarantee that the truck will fit in the station. The specs were reviewed. Commissioner Cilley asked for the list of manufacturers they contacted. Chief Sitar told him who they contacted. Commissioner Cilley requested a copy of the bid specs that were sent out. Chief Sitar commented he will email it to the Board. Commissioner Cilley requested Chief Sitar email the list of equipment to the Board. Commissioner Auger made a motion that the purchase of a new firetruck not exceed \$811,450. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

New Business

Application for Land Purchase at Park Street

Chief Sitar told the Board that he spoke with Allen Hanscomb, DOT Engineer for District 3, asking if the Fire District could purchase the property adjacent to the fire station from the State. He recommended we ask the State if the approximate 18,300 square feet is surplus. They ask for a \$500 deposit to do a quick evaluation. If they decide it is surplus, they will keep the \$500; otherwise, we get it back. If it is surplus, we will then pay at least an additional \$600 for an appraised evaluation of it per RSA. Discussion ensued. Commissioner Auger made a motion giving Chief Sitar the authority to expend \$500 to negotiate with the State regarding the purchase of this piece of property. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

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Northfield Code Enforcement

Chief Sitar explained the Town Administrator contacted him regarding the assuming the Code Enforcement duties while the Code Enforcement Officer was unavailable for an extended amount of time. He explained that he didn't have a problem with that but would check with the Board of Commissioners. In an email this afternoon she said she was able to manage the situation so we don't have to do that.

Meeting Minutes

November 5, 2019

Commissioner Auger made a motion to approve the minutes of November 5th as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

November 6, 2019

Commissioner Auger made a motion to approve the minutes of November 6th as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Kathy reminded the Board they need to hold a meeting before the end of the year to encumber funds. Dates were discussed. It was agreed they will meet December 23rd at 5:30 PM.
The manifests of November 30th 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 7:36 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 01/07/20 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.