

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	03/03/2020 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 5:33 PM.

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

2019 Fire Station Committee Members Present: Kevin Cate and Kaitlyn Lounsbury

2019 Fire Station Committee

Commissioner Cilley explained the report is 90 to 95% complete. They are meeting next week to finalize it. There isn't time enough to meet with the Board and discuss the report before District Meeting. The Committee feels that someone other than a Commissioner, member of the Budget Committee or firefighter should make the presentation to keep the separation of the roles. There are three members of the Committee that fit that role. This year is more a poling of the public present to see about going forward.

Commissioner Auger commented it should be brought up at District Meeting to give the public just to let them know what they are in the process of what they have been doing and giving them some input so a decision can be made next year.

Commissioner Pyra commented they need to update the District on what has happened in the last year and ask for their guidance. You may be going in one direction and the public says they don't like it so you need to change directions.

Commissioner Cilley stated the Committee has a meeting on the 10th. They will be able to submit a report to the Commissioners after that meeting. Discussion ensued on when the Board would be able to meet to discuss the report. The Board agreed to meet on the 12th if they had concerns with the report.

The power point presentation was discussed.

Commissioner Pyra asked the Committee if they had met with the Moderator to find out how much time he will allot them. Chief Sitar commented he had talked with the Moderator and he is agreeable to allowing them 10 minutes.

Commissioner Pyra commented he didn't believe that any pricing should be mentioned. Kaitlyn explained they do not have a number or any dollar figures. They just assumed that Park Street would be cheaper than purchasing property.

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

There was no public comment.

Correspondence

There was no correspondence.

Chief's Reports

1. Budget:

- Operating Budget: We have expended 89.4% of the budget and are 100% through the 2019 fiscal year. The 2019 books are closed.

TNFD Commissioner's Meeting
03/03/2020

- The audited Unassigned Fund Balance: \$562,058.
- Total Apparatus & Equipment Fund through February: \$1,500,499.88
- 2020 Ambulance Revenue through February: \$69,579.91. We have collected \$8,039.90 more than this time last year.

2. Fire Prevention Report for February 2020:

- Report included in handout.
- For the Month of February, there were 86 Fire Prevention inspections.

3. Run Report for February 2020:

- Report included in handout.
- For the Month of February, we had 147 incidents.
- 84 of the incidents were EMS in nature which equates to 57% of our total incident volume for the month.
- The engine responded to 28 EMS and MVA incidents last month.

Commissioner Auger commented on the 17 calls for a lift assist in January. He wanted to know if there is anything we can do to help this individual. Chief Sitar commented that this has been discussed internally trying to find a way to help this individual out. We are addressing it. The frequency of calls has gone down. Discussion ensued.

4. Overlapping/Simultaneous Incidents for February 2020:

- Report included in handout.
- We had 29 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 20% of all incidents for the month.
- Of the 29 simultaneous incidents, TNFD responded to all 24.
- We received 12 mutual aid Ambulance responses.
- We responded to one mutual aid Ambulance requests.
- We received eight mutual aid Engine responses.
- We responded to one mutual aid Engine requests.

Commissioner Pyra asked if we ever cover Canterbury on I-93. Chief Sitar replied that we cover some of it. Commissioner Auger commented that we cover Sanbornton. Deputy Chief commented that we used to cover Sanbornton but not anymore.

5. Center Street:

- The boiler had to be repaired.

6. Park Street:

- Installed two dedicated 20-amp circuits for the vehicle chargers. All the vehicle chargers were on one circuit breaker and it kept tripping. That situation has been remedied.

7. Engine Committee: The Engine Committee recommended Sutphen as the vendor for the new engine. We are working through the final details for the not to exceed price.

8. SCBA Committee: An order has been prepared and once District Meeting votes the funds, the order for the new SCBAs and compressor will be placed.

Commissioner Auger wanted to know how long it would be after the order was placed before the equipment arrived. Chief Sitar explained it will take two to three months depending on the cycle at the factory.

Commissioner Cilley asked if the compressor would be the same time frame. Chief Sitar replied it will. They have done a lot of the prep work. Commissioner Auger asked if everything was included in the price. Chief Sitar replied it is. Commissioner Pyra asked if the compressor would be at Center Street. Chief Sitar explained it will be at Park Street as there isn't enough space at Center Street for it.

9. Fire Department Radio System

- Construction of the Communication Tower is finished at Spaulding.
- We are waiting for Eversource to connect the electrical to the building.
- It is expected that the project should be completed within a month or so depending on weather.
- Installation of the culvert will take place in coordination with the Northfield DPW.

TNFD Commissioner's Meeting
03/03/2020

10. Personnel

- Chief Sitar reported that he has hired Zach Remick to fill the Career Firefighter vacancy. His start date was March 3, 2020. He was a per diem firefighter from Ashland.

Commissioner Pyra asked when they would get to meet Zach. Chief Sitar replied they can meet him at the next Commissioners Meeting or at the Awards Ceremony on April 2nd. Commissioner Pyra asked what shift he is assigned to. Chief Sitar explained he is on Shift A with Captain Ames. He is currently working his two weeks of days.

Chief Sitar explained that the Awards Ceremony is April 2nd at The Greenside Restaurant at Lochmere Golf & Country Club in the Function Room starting at 5:30 P.M. Invitations will be going out this week with RSVPs are requested by March 25th.

11. Currently Working On:

- Fire Station Project Committee.
- Call Company Recruitment.
- Capital Improvement Program
 - New Ambulance – 2021 Budget

Old Business

Warrant Articles

The Board discussed which warrant articles they will speak to at District Meeting. It was agreed that Commission Pyra will speak to Warrant Articles 4, 5, 6, 12 and 14; Commissioner Auger will speak to Warrant Articles 7, 8 and 13; Commissioner Cilley will speak to Warrant Articles 9, 10 and 11.

Warrant Article 7

Chief Sitar explained that after the public hearing he received many comments concerning the wording of the warrant article. They were worried that the amount drawn out of the fund could be changed on the floor. They recommended that the warrant article be withdrawn this year, have it reviewed by an attorney and worded better to protect the fund and bring it back next year. Extensive discussion ensued. The Board agreed to have Chief Sitar contact the NH Municipal Association for their advice on how to handle the withdrawal of the warrant article this year.

New Business

Safer Grant

Chief Sitar explained that the Safer Grant is a grant used to hire new full-time firefighters. The grant period has not opened yet, but he would like to know if they would like him to apply for it.

Chief Sitar explained that if we are awarded the grant, it is a three-year grant. In the first year of the grant, we would receive 75% of all salary and benefit costs for the first two years and 35% of all salary and benefit costs for the third year. This grant cannot be used for personnel already hired. The first-year cost for a firefighter is approximately \$90,000. That includes their health benefits, pension, vacation time and salary. It does not cover uniforms and equipment as that is an expense. The health insurance reimbursement cost is an average of what the entire department's annual cost for the insurance is over the number of people in the program. So if we hired someone who is a single, we would be reimbursed at a higher rate as we have people on the family and two-person plans. Since it's 75% reimbursement, that employee(s) is only going to cost us around \$20,000 for the first year. There is no requirement to keep those employees once the grant has expired which has been a requirement in the past. This District needs additional personnel to help with the workload we have. If we were awarded this grant, it would be a benefit to the fire department, firefighters; but mostly to the community, the citizens we serve.

Commissioner Pyra asked when the funds would be available. Chief Sitar explained it is 30-day application period. The application review will take two to three months. The awards go on for two to three months. You have 180 days to hire your personnel. Extensive discussion ensued.

TNFD Commissioner's Meeting
03/03/2020

Commissioner Cilley recommended they wait until District Meeting to see if adding two additional personnel passes. If that doesn't pass, then apply for the grant. Commissioner Pyra recommended not discussing this until after District Meeting.

Reaffirm Investment Policy

Kathy explained the Auditors noted that the Board is supposed to review the Investment Policy to either reaffirm it or make changes to it annually. The Treasurer is currently reviewing it to see if he has any recommendations. The Board has a copy in their packet to review. Discussion ensued.

Meeting Minutes

February 4, 2020

Commissioner Pyra made a motion to approve the minutes of February 4th as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

February 10, 2020

Commissioner Pyra made a motion to approve the minutes of February 10th as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

The manifests of February 28, 2020 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 6:54 P.M.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 04/07/20 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.