

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 04/06/2020, 5:30 PM

Transcribed By: Kathy Tobine

Location: Telephone Conference

Call to Order

Commissioner Auger called the meeting to order at 5:30 PM and read the following

As Chair of the Board of Commissioners, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing a telephone conference for this electronic meeting.¹ All members of the Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #1-855-887-2218 or 1-978-419-9741 and a password is not required, or by clicking on the following website address: <https://www.uberconference.com/lrmfa>.

b) *Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting telephonically. Instructions have also been provided on the website of the Board of Commissioners at: www.tnfd.org.

c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call 603-286-4781 or email at: ktobine@tnfd.org.

d) *Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call Attendance

Commissioners Paul Auger, present and alone; Eric Pyra, present and alone; and Jon Cilley, present and alone; Chief Michael W. Sitar, present and alone; Deputy Chief Timothy Joubert, present and alone; Admin. Assistant Kathy Tobine, present and alone; Stephanie Giovannucci, present and alone; Kent Finemore, present and alone

Election of Chair

Commissioner Cilley nominated Commissioner Auger as Chair. Commissioner Auger seconded the motion. There being no discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Yay

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Commissioner Cilley: Yay
Commissioner Pyra: Nay

Motion passed.

District Meeting

Kent Finemore recommended District Meeting be postponed. He suggested it be after May 4th. We can schedule it but it may have to be moved again. Commissioner Cilley suggested May 11th. Stephanie Giovannucci asked if the meeting would be at the fire station or we would try at the school again. Commissioner Cilley checked the school calendar and commented that we should be able to have it at the school. Commissioner Auger made a motion to recommend to the Moderator to move District Meeting to May 11th at the school. Commissioner Cilley seconded the motion. There being no discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Yay
Commissioner Cilley: Yay
Commissioner Pyra: Yay

Kent commented he will move the meeting to May 11th at 7:00 PM at WRHS in the Cafetorium. We will have to revisit this again, if necessary, in the week or two before that date. Kathy will contact the school to confirm that the Cafetorium is available that date.

Commissioner Auger asked when their next meeting is. Kathy responded that it is May 5th. Commissioner Auger commented we should know by then if we can do this. Kent commented we have up until the day before the scheduled meeting to make a decision. He believes we will be able to decide May 5th at the Commissioners meeting. He will need the meeting minutes and who was on the call to send to the Secretary of State's office to alert them that the meeting has been rescheduled.

Discussion ensued about swearing in the elected officials.

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: The 2019 books are closed.
- The audited Unassigned Fund Balance: \$562,058.
- Total Apparatus & Equipment Fund through March: \$1,556,917.05
- 2020 Ambulance Revenue through March: \$99,642.42. We have collected \$1,587.46 more than this time last year.

Commissioner Pyra asked if the number of runs in March were down with less people out and about. Chief Sitar replied that we have had more calls this year than last.

2. Fire Prevention Report for March 2020:

- Report included in handout.
- For the Month of March, there were 38 Fire Prevention inspections.

3. Run Report for March 2020:

- Report included in handout.
- For the Month of March, we had 143 incidents.
- 90 of the incidents were EMS in nature which equates to 63% of our total incident volume for the month.
- The engine responded to 25 EMS and MVA incidents last month.

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- We are five (5) incidents above where we were this same time last year.

Commissioner Cilley commented that he had reviewed the calls. Some were less effort type calls. He reviewed them, there were two malicious false alarms. There were a lot of other smaller things. For the skill mandated call, we were about the same.

4. Overlapping/Simultaneous Incidents for March 2020:

- Report included in handout.
- We had 30 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 21% of all incidents for the month.
- Of the 30 simultaneous incidents, TNFD responded to all 28.
- We received six (6) mutual aid Ambulance responses.
- We responded to one (1) mutual aid Ambulance requests.
- We received one (1) mutual aid Engine responses.
- We responded to four (4) mutual aid Engine requests.

5. COVID-19:

- Fire station access is limited to employees only.
- Four new Directives concerning COVID-19 have been instituted.
 - Response modifications
 - Exposure protections and reporting
 - Employee Screening
 - Emergency Shift Coverage
- Daily briefing on latest COVID info and procedures at 0800.
- Call Company assumed all station and vehicle checks at Park Street. They are doing a GREAT job!
- All non-certified Call Company personnel are not allowed to go to calls during the COVID Emergency.

Commissioner Auger asked if the apparatus and equipment was wiped down and sanitized after calls. Chief Sitar replied that they are decontaminated after every call.

6. Center Street:

- Kitchen counter and sink replacement pending.

7. Park Street:

- Stainless steel decontamination sink has been installed replacing the fiberglass unit.

8. Engine Committee: The Engine Committee recommended Sutphen as the vendor for the new engine. Total cost: \$732,127 with equipment.

9. 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.

10. 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 should be some time this week.
- Installation of the culvert has been completed by the Town of Northfield DPW.
- It is expected that the project should be completed within a month or so depending on weather.

Chief Auger requested a letter be sent to the Town of Northfield thanking them for helping with this.

11. Personnel

- Chief Sitar reported that he has hired Zach Remick to fill the Career Firefighter vacancy. His started March 2, 2020.
- FF/AEMT James Frangelli has completed hi probationary requirements and is no longer on probationary status.
- Zack Mellet and Beth Joslin's father passed away suddenly last night. Zack was working last night and had to leave.

12. Currently Working On:

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

Commissioners Report

Fire Station Committee

Commissioner Cilley reported they have not had a meeting. They are meeting tomorrow night by telephone. They have a couple more meetings scheduled after that. As soon as they have their report finalized, they will get it to the Commissioners for their review. Commissioner Auger requested they have the report the them before District Meeting.

Old Business

Investment Policy

Chief Sitar explained that the Auditors request that the Board review and reauthorize the Investment Policy annually. Commissioner Cilley commented that he has read it and it looks like the only changes are the revised effective date and signatures. Commissioner Auger asked if this was something that needed to be signed. Kathy replied they can sign it at their next meeting.

Commissioner Pyra made a motion to renew the Investment Policy as written with the minor changes of the revised effective date and signatures. There being no discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Yay
Commissioner Cilley: Yay
Commissioner Pyra: Yay

Labor Grade/Step System Policy

Chief Sitar explained that as he was reviewing the administrative policies. He changed the policy to reflect how the pay and salary of our employees is being handled. There was an extra line at the beginning of the second page that does not need to be there and was lined out. What he added is on the second page in red. Commissioner Cilley asked if we only hire FF/AEMT. Chief Sitar commented that we may hire a basic that is the AEMT class. Discussion ensued about the step and grade system. Commissioner Cilley wanted to know where the firefighters are in the steps. Kathy provided that information. The Board requested this be brought up again at the next meeting.

New Business

2020 Meeting Schedule

Kathy asked the Board if they want to keep meeting the first Tuesday of every month or change it for 2020. Commissioner Auger commented he is fine with the current schedule, Commissioner Pyra commented he is good with the first Tuesday, Commissioner Cilley commented he is good with it. The Board decided to continue meeting on the first Tuesday of the month.

District Meeting: Warrant Article Review

Amendment:

• **Article 05 Apparatus & Equipment Fund Budget**

To see if the District will vote to raise and appropriate Five Hundred Twenty Thousand Five Hundred Eighty-Eight Dollars (\$520,588.00) for the purpose of purchasing Fire, Rescue, EMS Equipment and Ambulance Charges, with said funds to be withdrawn from the Apparatus and Equipment Special Revenue Fund established under RSA 31:95-C (Adopted March 7, 2005). Funds appropriated from this fund do not affect the tax rate. (Majority vote required.)

Chief Sitar explained the purpose of the amendment is to add \$36,945 to the Apparatus and Equipment Budget. This would allow the addition of personal regulators for each SCBA mask. He commented that with everything he has learned about infectious diseases and viruses, every firefighter should have a face piece and regulator that detaches from the SCBA. He explained the process to decontaminate the regulators. Commissioner Auger asked if each person would have their own mask and regulator. Chief Sitar replied yes that it would be the same as issuing them their protective clothing, gloves and hoods. Commissioner Auger commented he thinks it is a great idea. He has no problem with it whatsoever.

Commissioner Cilley commented he has a concern about each having their own. He doesn't mind have a few extras. He would have no concern with 10 spare regulators. He has concerns about getting one for every single person. He asked the Chief how many regulators he is looking at for this number. Chief Sitar commented there will be 26 air packs, an additional 14 face pieces with regulators. Without the regulators, it is still the same number of air packs and face pieces. Chief Sitar commented that he wants anyone certified in SCBA to have their own. Discussion ensued.

Chief Sitar commented we were supposed to have District Meeting in March. The current SCBA are expiring in May. It takes three weeks to get them. If he doesn't order the SCBAs soon, we won't have any to use before they expire. It is very important that we not be using expired SCBAs. He requested the Board give him permission to order the new ones. Commissioner Auger asked if they all expire at the same time. Chief Sitar replied that they were purchased through a grant, they were all purchased at the same time and expire at the same time. Extensive discussion ensued. The Board requested Chief Sitar research hydrostatic testing of the current packs due to the state of emergency we are in.

- **Article 06 New Fire Engine**

To see if the District will vote to raise and appropriate the sum of Seven Hundred Thirty-Two Thousand One Hundred Twenty-Seven Dollars (\$732,127.00) for the purpose of purchasing a new fire engine and equipment with said funds to be withdrawn from the Apparatus and Equipment Special Revenue Fund established under RSA 31:95-C (Adopted March 7, 2005). Funds appropriated from this fund do not affect the tax rate. (Majority vote required.)

Chief Sitar explained the purpose of the amendment is to reduce the original request by \$79,323 to reflect the amount submitted by the lowest bidder for the new fire engine. The Board unanimously agreed with this amendment.

Meeting Minutes

March 3, 2020

Commissioner Auger made a motion to approve the minutes of March 3rd as written. Commissioner Cilley seconded the motion. There being no discussion, roll call vote was taken:

Roll Call: Commissioner Auger: Yay
 Commissioner Cilley: Yay
 Commissioner Pyra: Yay

Motion passed.

March 12, 2020

Commissioner Auger made a motion to approve the minutes of March 12th as written. Commissioner Cilley seconded the motion. There being no discussion, roll call vote was taken:

Roll Call: Commissioner Auger: Yay
 Commissioner Cilley: Yay

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Commissioner Pyra: Yay

Motion passed. March 15, 2020

Commissioner Auger made a motion to approve the minutes of March 15th as written. Commissioner Cilley seconded the motion. There being no discussion, roll call vote was taken:

Roll Call: Commissioner Auger: Yay
Commissioner Cilley: Yay
Commissioner Pyra: Yay

Motion passed.

Other Business

Kathy commented that with the manifests of March 31, 2020, being reviewed and signed electronically, the Board needs to send her an email with their approval of the manifests of March 31, 2020, and the release of the checks.

Commissioner Cilley commented that he has had Facebook messaging regarding the operation of department vehicles. He would like the Chief to pass along to all members that department vehicles stop for pedestrians, shooting through yellow lights or running red lights unless they are responding to a call. Chief Sitar replied that he will pass it along. Commissioner Auger commented that he is a firm believer that your life is important. Hopefully people drive with respect. Commissioner Cilley commented that he hopes the Chief makes the employees aware that people are seeing this and bringing to the Board's attention.

Adjournment

Commissioner Auger made a motion to adjourn at 6:49 PM. Commissioner Pyra seconded the motion. There being no discussion, roll call vote was taken:

Roll Call: Commissioner Auger: Yay
Commissioner Cilley: Yay
Commissioner Pyra: Yay

Motion approved.

Meeting adjourned at 6:50 P.M.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 05/05/20 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.