

TNFD 2019 Fire Station Committee

Meeting Minutes

Meeting Called By: Jon Cilley
Transcribed By: Kathy Tobine

Date, Time: May 12, 2020 at 5:30 PM
Place: Telephone Conference

Commissioner Cilley read the following:

A Checklist To Ensure Meetings Are Compliant With The Right-to- Know Law During The State Of Emergency

As Chair of the Fire Station Committee, 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](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.

¹Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

Roll Call Attendance

Chairman Jon Cilley, present and alone; Kaitlin Lounsbury, present and alone; Mike Sitar, present and alone; Lisa Martin, present and alone; Paul Blaisdell, present and alone

Minutes

Jon commented they don't have a quorum to vote so they will postpone the minutes.

Old Business

Jon reported he received emails from Kevin Cate and Kevin Waldron. Kevin Cate is comfortable with the report as it is. Kevin Waldron had three topics of input.

Paul Blaisdell thanked Lisa for all her hard work on this. Jon commented he was in total agreement.

Power Point Presentation

The power point presentation slides were reviewed with minor changes in punctuation and capitalization.

Changes were made to the following pages.

Page 2: Kevin Waldron brought up if titles were being used Tim Ames and Tom Beaulieu's titles should be there, Career Firefighter and Call Firefighter, for transparency. Chief Sitar commented Tim is a Captain and Tom is a Lieutenant. Jon questioned whether they should put Mr./Ms. on the rest on the members. Kaitlin commented that Kevin Waldron and Paul Blaisdell should be listed as Budget Committee. Kevin Cate, Lisa Martin, Tod O'Dell and Kaitlin Lounsbury should be listed as Public Members. Chief Sitar commented it should be noted he is a non-voting member.

Page 9: Kevin Waldron commented he would like it added that the Park Street Station is in the Village District. Paul commented it already states under Existing Conditions it is in the Village District. Kaitlin commented she will be sure to say that. They don't want to repeat themselves. Jon commented Kevin also wanted where 42% of the calls are added. Paul commented this under Operations, Items Considered. Lisa commented it is in the presentation, just not where he might want it.

Page 10: Kevin Waldron commented the sentence *Possible impact to operations during construction can be managed by contract* under Items Considered makes no sense and he suggested removing it. Discussion ensued. Members present agreed to leave the sentence in.

The slide of the potential site plan concept at Park Street was reviewed.

Jon commented that they do not have a quorum for voting. He will email the power point out to everyone to vote on. Paul commented that he needs to tell everyone in his email not to reply all when they respond.

Lisa commented they did not change the body of the report. They made grammatical corrections. A meeting wasn't necessary other than to show everyone what Kaitlin was going to present.

Jon commented this is a quick overview of where the process has been with some brief questions from the public. The public will tell us where they want us to go going forward.

It was agreed a slide saying Questions would be added at the end of the presentation.

District Meeting was discussed.

Jon closed the meeting at 6:30 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant