

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 06/02/2020, 5:30 PM

Transcribed By: Kathy Tobine

Location: Telephone Conference

### Call to Order

Commissioner Auger called the meeting to order at 5:32 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.<sup>1</sup> 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 #1-855-887-3318 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](http://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 email at: [ktobine@tnfd.org](mailto: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.

Many 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

Commissioner Paul Auger, present and alone; Commissioner Eric Pyra, present and alone; Commissioner Jon Cilley, present and alone; Chief Michael W. Sitar, present and alone; Deputy Chief

Michael Robinson, present and alone; Deputy Chief Timothy Joubert, present and alone; Admin. Assistant Kathy Tobine, present and alone; Kent Finemore, present and alone

#### District Meeting

Kent commented the Governor extended his stay at home order through the 15<sup>th</sup>. It doesn't make any sense to hold District Meeting June 8<sup>th</sup>. He will entertain a recommendation from the Commissioners to postpone the meeting.

Commissioner Auger asked if there would be a problem to postpone the meeting for another couple weeks. Chief Sitar commented that delaying another couple of weeks would not be a problem. We are just delaying the purchase of the new engine if approved. Commissioner Auger commented it is a good idea to postpone it. It's not fair to have a meeting when everyone who wants to attend can't attend. Commissioner Cilley spoke about the School District meeting. If we can push it out for a couple weeks, it would be better. They are still hearing about the way they had to get the School District had to have their meeting to approve the budget. Commissioner Pyra asked how many people usually attend District Meeting. Chief Sitar replied we are in the 125 to 150 range. Commissioner Pyra commented that until we can have a meeting with 150 people present we should postpone it.

Commissioner Cilley made a motion to recommend to the Moderator that they postpone District Meeting currently scheduled for June 8<sup>th</sup> at Winnisquam Regional High School to June 22<sup>nd</sup> at 7:00 PM at Winnisquam Regional High School and the coordination to be handled by the Clerk. Commissioner Pyra seconded the motion.

Discussion: Commissioner Auger commented that he had spoken to the school. They will accommodate us to any way they can. They are not looking for having that many people there. Commissioner Pyra commented if we only postpone it to June 22<sup>nd</sup>, we still may only be able to have a limited number of people. Do we postpone it a month or go in two-week intervals like the Governor is doing? Deputy Robinson asked if there is an alternative location or could we use the Park Street Station with rented chairs and handicapped port-a-potties be viable as a back-up plan. Commissioner Auger commented we can check back with the school to see what we need to do to have a meeting there. He talked with the Facilities Manager last week. They really don't want us there, but they will accommodate us. Commissioner Cilley commented he spoke with Superintendent Rob Seaward. Whoever works on this should reach out to Superintendent Seaward. Kent commented the Governor may lift his stay at home advisory, but he hasn't heard anything about groups exceeding 10 people yet. That's probably as important as the stay at home advisory, taking away the advisory order preventing 10 or more people getting together. Commissioner Pyra commented we will probably be looking at groups of 10 or less until the end of June. The stay at home doesn't matter it's the gatherings of 10 or more people. Commissioner Cilley asked about holding the meeting like the School District did theirs. Kent replied that plan could work. You would need a loud system as well as a radio station people could turn to in order to be able to hear. The School District hired Brian Dumka to assist with that. If it's a nice day it would be difficult to keep people from gathering in groups of 10 or more. If he is presented with a plan, he would be agreeable to it. It takes a lot of planning to be able to pull it off. He wouldn't be in favor of it if we didn't have the radio transmission part. It's not desirable but it could work. Commissioner Pyra asked about ballot votes. Kent explained that the assistant moderators would walk around with the ballot boxes and collect the ballots from the people. Commissioner Auger wondered how much longer they can put the meeting off. Kathy commented she will reach out to Rob Seaward and ask for a copy of their plan so we could review it to see if it will work for us. Commissioner Auger asked how much longer we can put it off. Deputy Robinson replied in two weeks we should have a much better idea. Chief Sitar commented we should get the plan from the school, the deputies, Kathy and himself can review it to see if it will work for us. He would pick a date in July rather than June 22<sup>nd</sup> to give us more time. Maybe July 13<sup>th</sup>. Commissioner Auger commented he would like to see it go into July. The longer the better. We have to do something eventually but maybe things will loosen up more so we can do something.

Commissioner Cilley withdrew his motion. Commissioner Pyra withdrew his second.

Commissioner Cilley made a motion to change the currently scheduled Fire District meeting scheduled for June 8<sup>th</sup> to July 13<sup>th</sup> at Winnisquam Regional High School 7:00 PM. Commissioner Pyra seconded the motion. Discussion: Commissioner Auger asked when their next meeting is. Kathy replied July 7<sup>th</sup> but the Chief will be on vacation then and asked if they want to change the date. Commissioner Auger commented they should a meeting before then. There being no further discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Aye  
Commissioner Cilley: Aye  
Commissioner Pyra: Aye

Motion passed.

Kent requested a copy of the list of participants in the meeting so he can touch base with Stephanie and the police chiefs. They are part of the group that is mentioned that you talk to in changing the date.

Kaitlin asked if they needed to discuss with Kent the amount of time that would be allowed for the Fire Station Committee's presentation. Kent commented he would allow them 10 minutes for the presentation with questions after the presentation.

#### July Meeting

Chief Sitar commented he will be on vacation the week of July 6<sup>th</sup> and won't be at the July 7<sup>th</sup> meeting. He suggested meeting Thursday, July 2<sup>nd</sup>. Kathy recommended they have two meetings. One in June after the School District meeting plans have been reviewed and then meet on July 2<sup>nd</sup> for their regular monthly meeting. Commissioner Pyra commented he will not be available July 2<sup>nd</sup>. After discussion, the Board changed the July 7<sup>th</sup> meeting to July 21<sup>st</sup> at 5:30 PM.

#### June Meeting

The Board agreed they will meet on June 16<sup>th</sup> at 5:30 PM to discuss District Meeting.

Commissioner Auger asked Kent if he has everything he needs. Kent replied he does, and he will get the email out tomorrow to the Secretary of State letting him know the meeting has been postponed again. He will cc everyone.

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

No public comment.

#### Correspondence

There was no correspondence.

#### Commissioner's Reports

There was no Commissioners Report.

#### Chief's Reports

1. Budget:
  - Operating Budget: The audited Unassigned Fund Balance: \$562,058.00
  - Total Apparatus & Equipment Fund through April: \$1,338,649.69
  - 2020 Ambulance Revenue through May: \$184,466.89. We have collected \$27,119.35 more than this time last year.
2. Fire Prevention Report for May 2020:
  - Report included in handout.
  - For the Month of May, there were 41 Fire Prevention inspections.

3. Run Report for May 2020:
  - Report included in handout.
  - For the Month of May, we had 148 incidents.
  - 93 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.
  - We are four (4) incidents above where we were at this same time last year.

4. Overlapping/Simultaneous Incidents for May 2020:
  - Report included in handout.
  - We had 23 overlapping/simultaneous incidents for the month.
  - Overlapping/simultaneous incidents accounted for 16% of all incidents for the month.
  - Of the 23 simultaneous incidents, TNFD responded to all 23.
  - We received one (1) mutual aid Ambulance responses.
  - We responded to two (2) mutual aid Ambulance requests.
  - We received four (4) mutual aid Engine responses.
  - We responded to five (5) mutual aid Engine requests.

5. Apparatus:
  - Engine 1 went out of service Saturday morning due to a pump pressure problem.
  - Engine 3 went out of service Friday afternoon due to broken cab hinge pins.

Commissioner Cilley commented we had two engines and the ladder out of service. At this time, we have Engine 1 and the ladder back in service. He asked when Engine 3 would be back in service. Chief Sitar replied it depends on when the parts are received.

Commissioner Auger asked why the hinge pins weren't caught during preventive maintenance. Chief Sitar replied you really can't see the pins. The pin goes through three holes. All you can see is the ends on the outside due to the way the pins are installed. You can't tell if they are cracked until they break.

Commissioner Auger commented the Rescue went for service. He wanted to know why lights being out wasn't picked up during its PM. Chief Sitar replied he doesn't know about lights being out.

Commissioner Auger asked about the pump on Engine 1. Chief Sitar replied it was wiring issues. Wires are corroded and breaking causing the brain of the pump system to go crazy. There are more to come in the future. The wiring harness is exposed to the elements underneath.

Deputy Robinson commented he would like to get together with the Chief to discuss the Rescue lights, did this happen after or did they miss something.

Deputy Robinson commented he would like to publicly thank Belmont Fire Department for helping us out in a time when we slipped up. They stepped up and helped us, no questions asked. He hopes a letter is sent thanking them. Chief Sitar commented he has already spoken to Chief Newhall about that. He has a letter drafted, already to be mailed. Commissioner Cilley wanted to know if we were done with the loaner now we have an engine back and if we were operating with one engine, the tanker and mutual aid. Chief Sitar replied we are. Commissioner Cilley commented a letter from the Chief to Chief Newhall is something that should be done. Commissioner Auger agreed.

6. COVID-19
  - No employee unprotected exposures.
7. Center Street:
  - Kitchen counter and sink replacement has been completed.
8. Park Street:
  - Once the budget is passed, the decon shower will be installed.

9. Engine Committee: The Engine Committee recommended Sutphen as the vendor for the new engine. Total cost: \$732,127 with equipment.
10. SCBA Committee:
  - The SCBAs are in and are being placed in-service. Personnel have been trained on the use of the SCBAs and loaner compressor.
  - Personnel have been fit tested and issued new masks.
  - The new Compressor is about 90 days out right now.
11. Fire Department Radio System
  - Shedd Road
    - Construction of the Communication Tower is finished at Spaulding.
    - The generator and fencing have been installed.
    - Signage has been ordered.
    - Kingfisher radio box receiver installation is complete.
  - Park Street
    - Zoning Board of Adjustment hearing for proposed tower.
      - Fall Zone Setback Variance,
      - Special Exemption for removal bond.
      - Sire walk on May 29<sup>th</sup> with the Board.

Commissioner Cilley asked how the walk with the Zoning Board went. Chief Sitar replied it was short. It was an official meeting of the Zoning Board. They wanted to know where the tower was going, where the fence line was going to be. They measured from the approximate location of the tower to the street. One member asked why the applicant wasn't there. The applicant wasn't invited. He was able to answer any questions they had.

Commissioner Cilley asked if there was anything that might impact the station going there. Chief Sitar replied they are looking for a variance on the fall zone. Zoning calls for it not to cross any property lines. Where it is located, if it falls, it will definitely cross a property line. The concern of the Zoning Board is if it is strong enough not to fall. It is a self-supporting tower built to public safety grade. It is a much stronger tower than others of that type. The chances of that falling are almost nil. The other issue was them having a bond. Our lease requires them to have a bond. They don't want to have two bonds in place.

12. Personnel
  - One Call Company application in process.
13. Currently Working On:
  - COVID-19 grants.
  - Call Company Recruitment.
  - Capital Improvement Program
    - New Ambulance – 2021 Budget

Commissioner Pyra commented that he is worried about our Repairs & Maintenance Budget. These are expensive repairs. Commissioner Auger replied there is nothing we can do. When the time, comes we will deal with. He thinks they will be alright. Chief Sitar commented he is confident we will do alright. Commissioner Cilley asked the Chief if the email he sent out with repairs over \$24,000 includes the most recent repairs. Chief Sitar replied they are in addition to that. The ladder and Engine 1 are back. We have not received the bills.

## New Business

### First Responder COVID-19 Stipend Program

Chief Sitar explained the Governor announced a COVID-19 Stipend for full-time firefighters, part-time firefighter and part-time EMS personnel. It is \$300 per week for Career personnel, \$150 per week for Call Firefighters with EMS and EMS personnel, \$50 per week for Call Firefighters without EMS certifications. It is to be paid how you pay your employees. That is what we have been doing. He talked with the Commissioner of Safety on Thursday and he said the check was being mailed Monday

so we should be receiving it shortly. Commissioner Auger asked if we would be getting a check for the full amount. Chief Sitar replied yes.

Commissioner Auger commented he wished they were aware they were getting the money earlier. They should have known about it. Not having the money makes him nervous. They have been told different places before they were getting the money before and they never did. Spending this money before we get it puts a sour taste in his mouth. If for some reason we don't get this money, we are going to be hurting. Chief Sitar commented he understands his concerns. If he shared those concerns, he wouldn't have started the program. He didn't have those concerns because of the information he received from the Commissioner of Safety and the Fire Marshall. He took them at their word and believed them. That's why he went forward with the program. He should have notified the Board of the program. He thought it was so well publicized they knew about it. He apologizes for it. Commissioner Auger commented that when it comes to money it is their job to oversee the budget and they should be aware of it. He understands that it is the firefighter's money. It's great they are getting it. If for any reason we don't get that money, we would have to come up with that money somewhere.

Commissioner Cilley stated he knows a little about the stipend. He didn't know how they were paying it. He asked if the check we receive is in arrears and if COVID goes on longer is there a second check. He wants to know how this works. Chief Sitar explained the program runs from May 4<sup>th</sup> to June 30<sup>th</sup>. The check we receive will be for the full amount of the whole program. They check our roster against their certification levels and cut us a check for that amount. Commissioner Cilley confirmed that the check we will be receiving will cover from May 4<sup>th</sup> to June 30<sup>th</sup>. Chief Sitar replied that is correct. Commissioner Cilley commented they are responding; they deserve the money. Having the money in hand is one thing; but not having an approved budget ourselves yet is another concern that was addressed to him. They are already spending money that we don't have for the SCBAs. Even though we know there is a check coming in to cover this, assuming nothing went wrong. Anytime they are doing something like this, a quick notification in advance would be appreciated. They are trying to be fiducially responsible and we don't have a budget yet. Chief Sitar apologized and commented it won't happen again.

Commissioner Auger commented he isn't blaming him. If anything happens, it will come back on the three of them. He doesn't want people saying we don't know where the money is coming from or what is being spent. He doesn't want them to say they are not doing their job or looking after their money.

Commissioner Cilley commented that going forward let them know ahead of time. That's a lesson learned from this.

#### Public Notification

Commissioner Cilley commented the public doesn't know about our meetings. Northfield has a home page. Tilton does too. Even though we are putting it on our home page, there is a small percentage of the District that actually go to our home page. He asked if we should send the notices to the Town Administrators to be included on their home page. Kathy commented we already do that.

#### Sale of SCBA Compressor to Ashland Fire Department

Chief Sitar commented IPS was going to give us \$1,500 for a trade-in of our compressor. Ashland and one other community were looking for a used air compressor. Ashland offered us the most for the compressor at \$5,000. He is asking the Board to make a motion to approve the sale of the compressor to Ashland with the proceeds to go toward the purchase of the new compressor.

Commissioner Auger made a motion to approve the sale of our compressor for \$5,000 to Ashland with the proceeds to go toward the purchase of the new compressor. Commissioner Cilley seconded the motion. Commissioner Pyra asked if the motion shouldn't say the money should go to the Apparatus & Equipment Replacement Fund. Chief Sitar explained that all monies received must go in the General Fund. Only ambulance revenues can be deposited in the Apparatus & Equipment Replacement Fund. Commissioner Cilley commented that the money will come into the General Fund and will have to sit this year because we can't take money from the General Fund. Chief Sitar commented that it is within

the same fiscal year so it can go back out. Jon asked if the money is earmarked for that purpose you can spend for that purpose only. Kathy replied if you agree to it you can. Commissioner Cilley then asked if there was any warranty that is going to be transferred over. Chief Sitar replied as is, where is.

There being no further discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Aye  
Commissioner Cilley: Aye  
Commissioner Pyra: Aye

Motion passed.

### Meeting Minutes

Commissioner Pyra asked if the minutes reflect where everyone was and if they were alone or not. Kathy replied they do not. Commissioner Pyra commented that this needs to be in the minutes. Discussion ensued. Commissioner Pyra made a motion for the minutes to reflect under roll call attendance if people were present and if they were alone or not. Commissioner Auger seconded the motion. There being no discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Aye  
Commissioner Cilley: Aye  
Commissioner Pyra: Aye

#### April 6, 2020

Commission Auger made a motion to approve minutes of April 6<sup>th</sup> as amended. Commissioner Pyra seconded the motion. There being no discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Aye  
Commissioner Cilley: Aye  
Commissioner Pyra: Aye

Motion passed.

#### April 15, 2020

Commission Auger made a motion to approve minutes of April 15<sup>th</sup> as amended. Commissioner Pyra seconded the motion. There being no discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Aye  
Commissioner Cilley: Aye  
Commissioner Pyra: Aye

Motion passed.

#### May 5, 2020

Commission Auger made a motion to approve minutes of May 5<sup>th</sup> as amended. Commissioner Pyra seconded the motion. There being no discussion, roll call vote was taken.

Roll Call: Commissioner Auger: Aye  
Commissioner Cilley: Aye  
Commissioner Pyra: Aye

Motion passed.

### Other Business

#### May 29, 2020 Manifests

Kathy commented that Commissioner Cilley and Commissioner Pyra have both approved the manifests. Commissioner Auger has not.

MS-535

Kathy explained that DRA had questions on the MS-535 that needed more explanation. The auditors had to make their explanations better, there was no change in the figures. DRA is giving the Board the option of using the same signature sheet or signing a new one. The Board unanimously agreed to use the same signature sheet as from their first submission.

FireHouse

Commissioner Cilley commented about FireHouse having a glitch that prevented them from getting some of their reports. He asked what the glitch was. Chief Sitar explained that the Communication Center talks with the Captain's pc. That merges the information with FireHouse. The Captain's pc froze so the information wasn't downloaded into FireHouse. The problem has been fixed but we have to enter a lot of the information manually. Commissioner Cilley commented currently we are behind entering information into FireHouse and asked if FireHouse is our system of records. Chief Sitar explained it is. It's only the last week of May that got messed up. Commissioner Cilley asked if they have a date it will be fixed. Chief Sitar replied it is fixed now. The information should be entered by the end of the week.

Alarm Activations

Commissioner Auger had a question in the Chief's Report on Alarm Activations for May. There were 11 calls for Assist an Invalid. The number is 554. Chief Sitar commented that does not tell him which calls they were but there is one individual that they respond to more often. They have tried to address this with several agencies. It gets better, it gets worse. Sometimes we transport them to the hospital. Discussion ensued.

Calendar

Commissioner Auger requested Kathy send out a new calendar for June.

Adjournment

Commissioner Auger made a motion to adjourn at 6:50 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

Meeting adjourned at 6:51 P.M.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 07/21/20 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.