

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 07/02/2020, 2:30 PM

Transcribed By: Beth Joslin

Location: Park Street Station
149 Park Street
Northfield NH

Call to Order

Commissioner Auger called the meeting to order at 2:37 PM.

Attendance

Commissioners Paul Auger, Jon Cilley, Eric Pyra; Chief Michael Sitar, Administrative Assistant Kathy Tobine

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

No public comment.

Chief's Report

Budget

- The audited Unassigned Fund Balance is \$562,058.
- Apparatus & Equipment Replacement Fund balance through June: \$1,356,775.49
- 2019 Ambulance Revenue through June: \$206,465.12. We have collected \$26,193.56 more than this time last year.

Fire Prevention Report for June 2020

- Report included in handout
- For the Month of June, there were 58 Fire Prevention inspections.

Run Report for June 2020

- Report included in handout
- For the Month of June, we had 202 incidents.
- 116 of the incidents were EMS in nature and that equates to 57% of our total incident volume for the month.
- The Engine responded to 35 EMS and MVA incidents last month.
- We are 28 incidents above where we were this same time last year.

Overlapping/Simultaneous Incidents for June

- Report included in handout
- We had 31 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 16% of all incidents for the Month of June.
- Of the 31 simultaneous incidents TNFD responded to 30.
- We received six mutual aid Ambulance responses.
- We responded to five mutual aid Ambulance requests.
- We received 24 mutual aid Engine responses.
- We responded to two mutual aid Engine requests.

Apparatus

- Engine 1 went out of service again on Saturday AM due to pump pressure problems.

COVID 19

- No employee unprotected exposures.

Center Street

- Kitchen counter and sink replacement project has been completed.

Park Street

- Once the budget is passed, the decon shower will be installed.

New Engine

- Proposal brought forth to purchase two new engines. Pay for one up front at signing of contract and pay for second upon delivery and acceptance of second engine.

New SCBAs

- The new 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.
- New compressor is about 90 days out right now.

Fire Department Radio System

- Shedd Road:
 - Waiting for signage.
- Park Street
 - Zoning Board of Adjustment hearing for proposed tower.
 - Fall Zone Setback Variance
 - Special Exemption for removal bond.
 - Site walk on May 19th with Zoning Board.
 - Next meeting on Monday, July 27, 2020.

Personnel

- One Call Company application in process.

Currently Working On

- COVID-19 Grants
- Call Company recruitment
- Capital improvement Plan
 - New Ambulance – 2021 Budget

Old Business

Fire Engines

Chief Sitar commented he met with the Budget Committee last week regarding purchasing a second fire truck and that they had some concerns. Chief Sitar explained the different payment options that he worked out with having a lease and not having a lease. There were a lot of concerns from the budget committee meeting about paying interest because the Apparatus & Equipment Fund was designed so they wouldn't have to pay interest. He also reviewed the savings of buying two engines and the savings in maintenance when the new engines arrive.

Discussion ensued.

Commissioner Auger asked Commissioner Pyra his thoughts on purchasing two engines at once. Commissioner Pyra responded that he believes it is a good thing. Commissioner Auger asked if he felt it was worth purchasing upfront, so they wouldn't have to borrow any money. Commissioner Pyra stated they should if they have the money to do that without taking the account too low. He also commented that the account being lower may help them be eligible for more grants.

Chief Sitar commented that they need two fire engines now and suggested the commissioners should take a vote if they support it. They are they leaders of the Department, they should have an opinion and state that.

Commissioner Pyra stated he is for it.

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Commissioner Cilley commented that he was 50/50 and asked what the additional cost of building the engines to fit in Center Street Station was. Chief Sitar commented that the company will not tell you what the cost is for the engineering since because it is proprietary, but he believes it is approximately \$12,000.

Commissioner Cilley expressed concern about emptying the fund, but is also concern with paying interest. He believes the district needs two engines. He expressed concern that they won't have the money if something happens to another vehicle. Chief Sitar said he was not worried about that because they are insured and would be replaced. Chief Sitar explains the spreadsheet showing how the fund will be affected.

Commissioner Cilley stated he is in support of buying two trucks. He does have some reservations due to low numbers and is in favor of doing it without the interest.

Commissioner Auger commented he is a firm believer in not paying interest. He is in favor of buying two trucks. He stated that if the district needed to cut back, they could do that. He believes it is wrong that they had to borrow a truck from another department. Discussion ensued.

Commissioner Cilley asked what affect buying two engines would have on taking money out of the Apparatus & Equipment Replacement Fund toward a bond payment on a new station. Chief Sitar commented that it will depend on what is available and they will need to look at it each year.

Commissioner Cilley asked if the unassigned fund balance would be affected. Discussion ensued.

Commissioner Pyra made a motion to approve Chief's proposal to purchase two fire engines on the Sutphen proposal dated June 29, 2020, for the total sum of \$1,367,349.85. With said funds to be withdrawn from the Apparatus & Equipment Replacement Fund with the first payment of \$677,450 paid upon the signed contract and the second payment of \$689,999 due upon receipt of the second truck. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

District Meeting Update

The meeting is set to be held Monday July 13, 2020 at 7 PM at Winnisquam Regional Middle School. There is a contract with Bryan Dumka to do the audio and recording.

Kathy commented that herself and Deputy Joubert would be going to the school to plan how it will be set to allow for social distancing.

Commissioner Cilley asked if a representative from the school had verified the location could be used for the meeting. Kathy replied that it had been confirmed.

Kathy also commented that they will require masks to be worn, social distancing practices and screenings at the door. Discussion ensued.

New Business

There was no new business.

Meeting Minutes

June 16, 2020

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

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Other Business

July 1, 2020 Manifests

The Board reviewed and signed the manifests.

Commissioner Pyra asked about the porta potty bill for \$180. If they are not able to go back to Tilton Town Hall, they should consider going back to virtual meetings.

Adjournment

Commissioner Cilley made a motion to adjourn at 3:50 PM. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 3:50 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place: 07/21/20 at 5:30 PM. Location to be determined