

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 08/04/2020, 5:30 PM

Transcribed By: Kathy Tobine

Location: Park Street Station  
149 Park Street  
Northfield NH

### Call to Order

Commissioner Auger called the meeting to order at 5:34 PM.

### Attendance

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

Firefighters: Captain Jon Powell

### 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 July: \$1,387,721.17
- 2019 Ambulance Revenue through July: \$244,398.35. We have collected \$20,113.32 more than this time last year.
- We are 58.36% through the budget year and have expended 58.6% of the voted budget.
- The voted budget for 2020 is approximately 10% less (\$255,313) than the voted budget for 2019.

#### Fire Prevention Report for July 2020

- Report included in handout
- For the Month of July, there were 41 Fire Prevention inspections.

#### Run Report for July 2020

- Report included in handout
- For the Month of July, we had 199 incidents.
- 14 of the incidents were EMS in nature and that equates to 72% of our total incident volume for the month.
- The Engine responded to 31 EMS and MVA incidents last month.
- We are 42 incidents above where we were this same time last year.

Commissioner Cilley asked what was above Line 111 for 1 as there is no Line number. Chief Sitar responded it is Line 100, Other. Discussion ensued about the different lines.

#### Overlapping/Simultaneous Incidents for July

- Report included in handout
- We had 52 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 26% of all incidents for the Month of July.
- Of the 52 simultaneous incidents TNFD responded to 30.
- We received 17 mutual aid Ambulance responses.
- We responded to five mutual aid Ambulance requests.
- We received six mutual aid Engine responses.
- We responded to three mutual aid Engine requests.

Apparatus

- Engine 1: Repaired at a cost exceeding \$15,000

Discussion ensued about the repairs that were done.

- Car 3: Rocker panels are rotted out. They are looking to get it to pass inspection in September. Discussion ensued about repairing the rocker panels.

COVID 19

- No employee unprotected exposures.

Center Street

- Access control door lock has been repaired.

Park Street

- The decon shower will be installed after the new compressor is installed.

Fire Department Radio System

- Shedd Road:
  - Signage has been installed and project is complete.
- Park Street
  - Zoning Board of Adjustment hearing for proposed tower has been continued.
    - Fall Zone Setback Variance
    - Special Exemption for removal bond.
    - Balloon test conducted August 3, 2020.
    - Next meeting will be the end of the month.

Personnel

- One Call Company application in process.

Fire Station Committee

- No money appropriated for any fire station engineering or design in the 2020 Budget.

Currently Working On

- COVID-19 Grants
  - May 2020 has been submitted
  - October 2020 has not opened yet
- 2021 Budget
- Call Company recruitment
- Capital Improvement Plan
  - New Ambulance – 2021 Budget
  - New Engine – 2021 Budget
  - New Car 3 – 2021 Budget

Discussion ensued about the CIP. The budget process was reviewed.

Old Business

Fire Engine

Chief Sitar commented he was unable to obtain the price difference between the aluminum and stainless-steel truck. They will not provide that information due to the number of engineering hours involved. Commissioner Cilley commented they were looking for more of a breakdown for each component, i.e. cab, pump, tank, etc. Chief Sitar commented the public voted for the engine, so they trust us. We should be signing the contract to get the truck here as soon as possible. Commissioner Cilley explained they never got see a component breakdown. Captain Powell commented this is the fifth truck committee he has been on. They have never been provided with this information. They did spec a truck that will fit in Center Street, work for a three-man crew and provide the best bang for their buck. He then went into further detail. Extensive discussion ensued about the truck and equipment.

Commissioner Cilley made a motion to authorize Chief Sitar to enter in to and sign a contract with Sutphen and Dingee Machine Company to purchase a new Sutphen engine for the Tilton-Northfield Fire District with a sum not to exceed \$703,677. Commissioner Pyra seconded the motion.

Discussion: Commissioner Auger commented there will be no changes made and to make sure they get everything they need on it. Captain Powell explained that they budgeted high so they wouldn't run into a problem. Commissioner Cilley commented about the money budgeted for equipment costs. Captain Powell replied that was what they budgeted for that.

There being no further discussion, vote was taken. Motion passed.

Commissioner Cilley requested the Board be notified of any changes. Commissioner Pyra commented he only wants to know about any changes that are \$10,000 and above.

Commissioner Pyra thanked Captain Powell for all his hard work on this. Commissioners Cilley and Auger also thanked Captain Powell.

#### New Business

##### Polaris ATV

Chief Sitar commented he had sent the Board the information regarding what had happened. Primex has totaled the vehicle. His recommendation is we take the offer from Primex, buy it back and fix it. There was discussion regarding repairing the vehicle, driver training and review of the incident by the Safety Committee. Commissioner Cilley requested the Chief provide them with a copy of the Safety Committees report once they have reviewed the incident totaling the Polaris.

Commissioner Pyra made a motion to buy back the ATV for \$1,000. Commissioner Cilley seconded the motion. Commissioner Auger commented they should add that they will repair the vehicle on to the motion. There being no further discussion, vote was taken. Motion passed.

##### SAFER Grant

Chief Sitar commented he received a phone call regarding the SAFER Grant he wrote for four additional firefighters. The grant covers the firefighter's salary for the first year including benefits. It does not include turn-out gear, physical or uniforms. The caveat for the program is they will pay the cost for up to three years for however many you applied for. There is no requirement that you maintain firefighters at three years one day. Extensive discussion ensued.

#### Meeting Minutes

##### July 21, 2020

Commissioner Pyra made a motion to approve the minutes as written. Commissioner Cilley seconded the motion.

Discussion: Commissioner Cilley commented that he received an email from the public asking about the final report of the Fire Station Committee. Commissioner Pyra recalled that it was discussed at some time. Kathy asked if it was the Final Report of the 2019 Fire Station Committee. Commissioner Cilley replied it was. Kathy commented she will put it on the website tomorrow. Commissioner Cilley commented on "discussion ensued". It is a vague comment. Commissioner Pyra commented it is not supposed to be word for word. Commissioner Auger commented that there should be key points added to explain what the discussion ensued about. Kathy will bring it to Beth's attention that in the future more information should be included under discussion ensued.

There being no further discussion, vote was taken. Motion passed.

#### Other Business

##### July 31, 2020 Manifests

The Board reviewed and signed the manifests.

TNFD Commissioner's Meeting  
08/04/2020

September Meeting

Commissioner Auger commented that the next meeting is September 1<sup>st</sup> and will probably be at the Park Street Station. Kathy commented that we may be able to meet at Tilton Town Hall again starting next month. They are in the process of writing new policies and procedures since they have received their ultra-low volume disinfecting sprayer.

Adjournment

Commissioner Auger made a motion to adjourn at 7:19 PM. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:19 P.M.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 09/01/20 at 5:30 PM. Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton