

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 12/22/2020, 5:30 PM

Transcribed By: Beth Joslin

Location: Northfield Fire Station
149 Park Street
Northfield, NH

Call to Order

Commissioner Auger called the meeting to order at 5:30 PM.

Attendance

Commissioners Paul Auger, Jon Cilley, Deputy Michael Robinson and Administrative Assistant Kathy Tobine. Attending Electronically due to COVID-19: Chief Michael Sitar, Deputy Tim Joubert, and Commissioner Eric Pyra

Commissioner Cilley read the following statement.

On behalf of the Chair of the Board of Commissioners he finds 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 in person and electronically.

Please note that there is a physical location to attend the meeting at the Park Street Station located at 149 Park Street, Northfield, NH. If unable to attend and join in person, you may observe and listen electronically 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 Microsoft Teams for this electronic meeting.¹ All members of the Commissioners 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 number 1-603-370-3071 and the password is 143064080#, or by emailing info@tnfd.org for an invitation to join the meeting.

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 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.

Chief's Report

Budget

- The audited Unassigned Fund Balance is \$562,058.
- Apparatus & Equipment Replacement Fund balance through November: \$729,637
- 2020 Ambulance Revenue through November: \$400,316.08
- We are 91.8% through the budget year and have expended 86.9% of the voted budget.
- Deficits vs. Offsets: Currently projected to be \$22,341 in the black.

Fire Prevention Report for November 2020

- Report included in handout.
- For the Month of November, there were 59 Fire Prevention inspections.

Commissioner Auger commented that there were a lot of tanks listed in the report, what kind of tanks are they? Deputy Joubert replied that they could be oil tanks or propane tanks. Commissioner Auger asked what it is he does when he inspects. Deputy Joubert replied that he makes sure the work is done correctly. Most of the time they are correct but there are occasions where tanks may need to be relocated. Discussion ensued regarding the inspection process.

Run Report for November 2020

- Report included in handout.
- For the Month of November, we had 160 incidents.
- 116 of the incidents were EMS in nature and that equates to 73% of our total incident volume for the month.
- The Engine responded to 37 EMS and MVA incidents last month.
- We are 3 incidents above where we were this same time last year.

Overlapping/Simultaneous Incidents for November 2020

- Report included in handout
- We had 28 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 18% of all incidents for the month of November.
- Of the 28 simultaneous incidents TNFD responded to 21.
- We received 8 mutual aid Ambulance responses.
- We responded to 0 mutual aid Ambulance requests.
- We received 1 mutual aid Engine responses.
- We responded to 1 mutual aid Engine requests.

Apparatus

- E3: Has drivetrain problem. Part ordered.

Commissioner Cilley asked if the Engine 3 was now fixed. Deputy Joubert replied that it is fixed.

COVID-19

- No employee unprotected exposures.
- We are seeing a large uptick in the amount of local cases.

Commissioner Cilley commented that this report was sent before some of the more recent happenings. Kathy commented that Chief Sitar and a career member had tested positive. The career member has since returned to work. Kathy also commented that she was tested due to her proximity to the Chief and that Deputy Joubert was quarantined due to a family member but will be returning shortly.

Commissioner Cilley asked if the positive cases were due to exposure in the line of duty. Kathy replied that they were.

Center Street

- Nothing to report.

Park Street

- Bathroom project put off until the new year.

Fire Department Radio System

- Park Street
 - Zoning Board of Adjustment approves variance and special exemption for Communication Tower at Park Street.
 - Next step is to the Planning Committee for site plan approval.

Personnel

- Ryan O'Hara FF/Paramedic was hired and started orientation on 11/30/2020

Fire Station Committee

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

Currently Working On

- SAFER Grant Implementation
 - Hiring process
 - Chief Interviews scheduled for 12/9/2020
 - Center Street Station modification
- Covid-19 Grant
 - May 2020: Awarded \$9,121
 - November 2020: Application submitted
- 2021 Budget
- Call Company recruitment
- Capital Improvement Plan
 - New Ambulance – 2021 Budget
 - New Engine
 - New Car 3

Commissioner Cilley commented that he had questions about expenditures this year. There was no money budgeted for thermal imaging cameras but some were purchased. Deputy Joubert commented that they were the personal cameras and have been a great help so far.

Commissioner Cilley replied that they were not budgeted for. Deputy Joubert responded that he believed the three for the crew were but did not believe the two for himself or the Chief were budgeted for. Discussion ensued.

Old Business

SAFER Grant Hires

Kathy asked the Commissioners if it was okay to do the background checks for the SAFER Grant hires. They will only need to do three as the fourth position was offered to one of the call members and had had a background check when he was hired. The total cost will be \$189.75. Discussion ensued.

Commissioner Cilley made a motion to allocate \$189.75 from the 2020 budget to conduct three background checks for the SAFER Grant hires. Commissioner Auger seconded the motion. Being no discussion, vote was taken. Motion passed.

New Firefighters physicals have been scheduled for January with a February 1 start date. Commissioner Cilley asked if something came back on the background check then would they not continue with the physical? Kathy replied that that was correct.

Commissioner Auger made a motion to support the new hire physical schedule for January. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to hire the four SAFER Grant employees to begin February 1, 2021. Commissioner Auger seconded the motion. Being no discussion, vote was taken. Commissioner Cilley: Yes Commissioner Auger: Yes Commissioner Pyra: Yes Motion passed.

State Land Acquisition

Kathy stated that they were all aware of the state land they were looking at purchasing. They have received a quote of \$650 for the surveying. Chief Sitar commented that he would like to have the survey done as soon as possible. Commissioner Pyra asked if there was enough money in the budget this year? Chief Sitar replied that there was. Commissioner Auger asked if the district would definitely get the land, doesn't want to pay for a survey for land that will go to someone else. Chief Sitar replied that the Town of Northfield and the Housing Authority have first right of refusal but has not heard that either has acted on that. Also commenting that the state needs the updated survey to create the deed. Discussion ensued.

Commissioner Auger made a motion to approve a survey be done for \$650. Commissioner Cilley seconded the motion. Being no discussion, vote was taken.

Commissioner Cilley: Yes Commissioner Auger: Yes Commissioner Pyra: Yes Motion passed.

New Business

Encumbered Funds

Operating Account:

- 3509.51 Training Prop Donations \$1,000
- 3509.52 Award Ceremony Donations \$200

Commissioner Cilley made a motion to encumber \$1,000 for the Training Prop and \$200 for the Award Ceremony for the same purpose in 2021. Commissioner Auger seconded the motion. Being no discussion, vote was taken.

Commissioner Cilley: Yes Commissioner Auger: Yes Commissioner Pyra: Yes Motion passed.

Apparatus & Equipment Fund:

- 760.11 21E1 \$38,536.04

Commissioner Cilley made a motion to encumber \$38,536.04 for line 760.11 in 2021 to finish the fit up on the truck when it arrives. Commissioner Auger seconded the motion. Commissioner Pyra asked if they had a contract or needed a contract to encumber funds. Kathy replied that the money is for the upfitting after the truck arrives, if they had a contract, they wouldn't have to worry about it. Being no further discussion, vote was taken.

Commissioner Cilley: Yes Commissioner Auger: Yes Commissioner Pyra: Yes Motion passed.

Meeting Minutes

November 10 & 17 and December 1, 2020

Commissioner Auger made a motion to approve the minutes from November 10, November 17, and December 1. Commissioner Pyra seconded the motion. Being no discussion, vote was taken.

Commissioner Cilley: Yes Commissioner Auger: Yes Commissioner Pyra: Yes
Motion passed.

Non-Public Minutes: October 14, 2020

Commissioner Cilley made a motion to accept the minutes from October 14 as written.

Commissioner Pyra seconded the motion. Being no discussion, vote was taken.

Commissioner Cilley: Yes Commissioner Auger: Yes Commissioner Pyra: Yes
Motion passed.

Other Business

Budget Committee

Commissioner Pyra stated that as the Budget Committee got into the budget there were a couple members who were trying to do away with the SAFER Grant. Any line that involved the SAFER Grant they were trying to reduce the line to remove those funds. Other members of the Budget Committee did not agree so it didn't pass but he feels it will be an issue at the annual District Meeting.

Commissioner Pyra also commented on the funds cut regarding the bathroom at Park Street. Kathy stated that the Budget Committee voted to reduce the line to be level funded with what had been budgeted for the shower in 2020. Commissioner Pyra commented that the issue was whether the bathroom needed to be ADA compliant or not. It was believed by some that it does not need to be but based on some discussion, the amount of work being done requires it to be updated.

Commissioner Pyra asked if there was a policy that if they were spending over a certain amount that it needs to go out for so many bids? Kathy replied that there was a purchasing policy. Discussion ensued regarding bids and the ADA requirements.

Kathy commented that the budget Committee also cut overtime down to \$215,000.

Commissioner Pyra commented that the thought was the overtime would go down because they have these new hires who could work at a lesser rate. Chief Sitar commented that that would not be the case at least for the first year as they are not eligible for overtime until they are off of probation which gives them time to become familiar with the district and their coworkers.

Commissioner Pyra asked if that was a written policy. Chief Sitar replied that it was.

Commissioner Pyra requested they have a copy of that for the next meeting.

Commissioner Pyra also stated that there had been comments of running a 3-person crew if someone was to call out but his understanding is that it is a stipulation of the grant to maintain a 4-person crew and he will have a copy of the grant at the next meeting.

Commissioner Auger commented that the overtime policy does not make sense to him.

Discussion ensued regarding the overtime policy while on probation.

Meeting Dates

Kathy commented that the next meeting would be January 5, 2021 but she was not available that day and wondered if they want to do it another day. Dates were discussed and it was decided to hold the meeting January 6, 2021 with the following meeting to be January 17, 2021.

Kathy commented on the deadline for declaration of candidacy and the timeline for public hearings. Several dates were discussed. Public Hearings were scheduled for February 8, 2021 at Park Street Station. Options were discussed for district meeting.

Commissioner Pyra commended Chief Sitar, Deputy Joubert, and the department for their work and clearly have been taking all precautions because despite the rising cases and the frequent calls to the Veteran's Home they have had limited exposure and spread to the department.

Nonpublic Session

Motion to enter Nonpublic Session made by Commissioner Pyra to review Disposition Reports. Commissioner Cilley seconded the motion.

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll Call vote to enter nonpublic session:	Paul Auger	Yes
	Jon Cilley	Yes
	Eric Pyra	Yes

Entered nonpublic session at 6:54 p.m.

Motion to leave nonpublic session and return to public session by Commissioner Cilley, seconded by Commissioner Pyra.

Roll Call Vote to exit nonpublic session:	Paul Auger	Yes
	Jon Cilley	Yes
	Eric Pyra	Yes

Motion: PASSED

Public session reconvened at 7:00 p.m.

Motion made to seal these minutes? No

Other Business

There was no other business.

Adjournment

Commissioner Auger made a motion to adjourn at 7:03 P.M. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley: Yes Commissioner Auger: Yes Commissioner Pyra: Yes

Motion passed.

Meeting adjourned at 7:03 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place:

January 6, 2021 at 5:30 PM.
Park Street Station, 149 Park Street, Northfield NH