

TNFD 2019 Fire Station Committee Meeting Minutes

Meeting Called By: Jon Cilley
Transcribed By: Kathy Tobine

Date, Time: April 7, 2020 at 5:30 PM
Place: Telephone Conference

Commissioner Cilley called the meeting to order at 5:34 PM and 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>.

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, Kaitlin Lounsbury, Lisa Martin, Kevin Cate, Paul Blaisdell, Mike Sitar and unnamed member of the public

Old Business

Jon reported that the Fire Commissioners met last night. District Meeting was discussed, and it was recommended to the Moderator, Kent Finemore, the meeting be postponed from April 13th to May 11th. The State of Emergency is in effect until May 4th. That will give us a few days to see; otherwise, we might have to postpone again. We are trying to minimize our social presence with others, that is why we are implementing this process.

The Commissioners would like a synopsis for District Meeting of where we are at with the process, where the Committee has gone. The hope is to finish the report either this meeting or next to be able to give it to the Commissioners for their absorption, input or guidance before the District Meeting.

Discussion ensued about the best way to proceed. Kaitlin recommended that they review the document with one person making the changes.

Kevin wanted to know if they were going to review the minutes of the last meeting. Jon stated he would rather not as he hasn't been able to get to that part. Kevin then asked if somebody had the minutes where they took the roll call vote on each person's recommendation.

Paul suggested that they take the report, start at the beginning and make any changes as they go. Lisa commented she has the latest copy. Paul stated that he has a printed copy dated LLM review 3/19/20. Lisa agreed that is the latest and asked if she should change the date of the report to today's date. Everyone agreed.

Kevin again asked Jon if he had found the minutes. Lisa wanted to know if the minutes were relative to the report. Jon replied what Kevin is looking for might be. Paul asked Kevin if it was important to do that right now. Kevin stated it was in his mind. Kaitlin emailed them to Jon. Kevin stated that he wanted to know if everyone at that meeting had voted in agreement to what the Committee's recommendation is.

Paul asked if the Committee had offered a recommendation at this point. Kaitlin explained that they took a verbal vote. They went around the table and each person stated how they were leaning. There has been no formal recommendation. Lisa commented that if you go to the last page of the report, that's how they got their recommendation. Paul commented it was his intention to place his vote tonight as he was unable to attend that meeting. The recommendation is part of the document they are reviewing tonight. Lisa replied on that date they added it in to the document. Paul commented if they review the report, they will get to the recommendation. That is at the end of the document, why don't they start at the beginning of the report. Discussion ensued.

Kevin commented that during that meeting the people that were present voted on a recommendation. The report they are reviewing is the written recommendation that has already been voted on by the Committee to give to the Commissioners. His opinion is they are not voting again. It is unfortunate that you were unable to be at that meeting, but the Committee has voted, and the recommendation made. His question is was everybody in agreement.

Kaitlin commented that her interpretation is they voted on what was to be included in the report. She agreed there was a quorum, they each gave their opinion on how to move forward and what to put under V. Recommendations of the report. She agrees, that given they were all in agreement for this section, if someone has a different view it will not change the course of the document. However, everyone has the right to voice their opinion on this and it can be reflected in the minutes of this meeting. She agrees with Paul's point that will get to that if they begin work on this draft.

Kevin requested Jon read the minutes prior to them taking the roll call vote so they all understand what they voted on. Jon proceeded to read the following:

Recommendation: Martin suggested they move on to their recommendations. Cate suggested the Cilley poll the committee to see if there is a preferred recommendation. Cilley asked Beaulieu to begin by stating his preference of recommendation.

Beaulieu stated he doesn't believe they will be able to build two stations to start which leaves him with directive one (to build a single station at Park Street) but he believes they need to favor directive two (building a headquarters with a substation) for the future. At this time, he recommended directive one.

Cate stated that his recommendation is directive one, to build a single station at Park Street.

Lounsbury commented that she agreed with the opinions so far and if they had unlimited money would choose directive two (building a headquarters with a substation). Since that is not the case, she chose directive one (to build a single station at Park Street).

Martin commented that she agreed with the other statements. Stated that she believed in order to move forward at all they should upgrade and build a single station on Park Street and anything additional evaluate at a future time.

Chief Sitar commented that he likes directive one (to build a single station at Park Street) but his major concern with it is that it will increase response time to 2/3 of the District by approximately 2 minutes. Everything he knows about locating a station, you want to reduce response time not increase it. That being his biggest concern with directive one, he believes that directive two is the answer (building a headquarters with a substation).

Waldron stated that he believed the most bang for the buck and most likely to gain public support to get things moving is directive one (to build a single station at Park Street).

Cilley stated that he feels the same. The viability of making it happen directive one (to build a single station at Park Street) is the best option but believes there should a concern down the road for number two (building a headquarters with a substation). He believes directive one will get the district to a working status that the public supports and long term looking to see what the District's needs are down the road.

Kevin commented that his understanding of what was just read is that the Committee was asked to express their opinion on a single recommendation. They all agreed that item one of building a

single station at Park Street was the recommendation they were going to make to the Commissioners. Kaitlin commented that, except for the Chief, all Committee voting members agreed with Directive One.

Paul commented what he is hearing from Kevin is that due to his inability to attend that meeting that his voice is unnecessarily heard. That nobody wants to hear what he has to say. If that is the case, he is done right now. They have not issued a formal recommendation. It is still open for discussion. He is not trying to change anyone else's opinion. He just wants his known.

Kaitlin requested he share his opinion so it can be recorded in the minutes. Paul replied he would like to go through the report and finalize it. When the report is finished, he will be happy to offer his opinion. All they have right now is a working document that is marked up. They are not progressing.

Lisa commented that if they go through the report they will progress. She has some things she believes should be added to the report.

Kevin stated he wants to go on record that he believes they are dealing with two different things. They have a recommendation voted on by the Committee. Now they are working on the report of that recommendation to give to the Commissioners. The recommendation has been decided on and now they are working on how they report recommendation.

Kaitlin commented that since the report hasn't been finalized, there is room for any additional comments that need to be made. There is still a way to incorporate Paul's feedback. Whether or not that changes the report or not, that can be documented.

Chief Sitar asked if that night, the Committee members present requested Commissioner Cilley to poll the Committee members who weren't present to find out what their recommendation might be. Paul commented that he listened to the recording of that meeting. There was some discussion that all Committee members would be heard whether they were present or not and they were welcome to offer their opinion at a later date. Kaitlin stated that was her recollection as well and she was at that meeting. Jon agreed that everyone should have their input. It is a committee. Based on what they had, they pretty much have a directive on where the Committee is going but he values everyone's opinion and wants to hear from them.

Report

Everyone agreed to change the date to April 7, 2020

All members agreed on the first section:

- I. BUILDING COMMITTEE
 - A. The members: no changes
 - B. Directive: Kathy changed a small d to a capital D on #3
 - C. Definitions: no changes
- II. EXISTING CONDITIONS
 - A. Park Street Station
 1. Building Description: Kathy took out a stray Park Street Station
 2. Equipment: Jon added (personal protective equipment decontamination) for clarification, the capital D on dryer to a small d, gear was added in front of dryer
 3. Staffing: no changes
 4. Aerial Tower Lease: southwest was changed to southeast

B. Center Street Station

1. Building Description: Kathy made change of where apostrophe was to show 50'
2. Equipment: It also houses a gear extractor (personal protective equipment decontamination) gear dryer, and supplies was added
3. Staffing: no changes

C. Operations: current was added in front of calls; the words and gaining were removed

III. DIRECTIVES

A. Directives of the Commissioners

1. Changed to read to read the same as the directive EVALUATE THE VIABILITY OF USING PARK STREET AS A HEADQUARTERS SINGLE STATION

Pros

Added natural gas to utilities and comma after sewer

Added currently under traffic light

Deleted Location is the center of District

Cons

Deleted Tower reduced usable land

Changed Lot size restricts building footprint to read Lot size restricts building design options

Deleted lesser footprint may force second story to accommodate current and future needs

Items Considered

Changed to read Possible impact to operations during construction can be managed by contract

Roll call vote taken on #1 as adjusted:

Kaitlin – yes, Lisa – yes, Paul – yes, Kevin – yes, Jon – yes

2. EVALUATE HEADQUARTERS AT PART STREET STATION PLUS A SUBSTATION

Pros

Change response time of the district to District wide

Cons

No changes

Items Considered

No changes

Roll call vote taken on #2 ad adjusted:

Kaitlin – yes, Lisa – yes, Paul – yes, Kevin – yes, Jon – yes

3. EVALUATE HEADQUARTERS ELSEWHERE WITH PARK STREET AS A SUBSTATION

Pros

No changes

Cons

Street was spelled out

Changed Operational to Operational impact splits staff and administration if both are staffed

Items Considered

Add current so it reads Exit 20 location of headquarters is the preferred location based on current call volume

Roll call vote taken on #3 as adjusted:

Kaitlin – yes, Paul – yes, Lisa – yes, Kevin – yes, Jon – yes

4. EVALUATE USABILITY OF THE STATION AND LAND AT CENTER STREET

Pros

No changes

Cons

Spell out the word Street

Roll call vote taken on #4 as adjusted:

Kaitlin – yes, Paul – yes, Lisa – yes, Kevin – yes, Jon – yes

5. IMPACTS OF STUDENT PROGRAM AND FUTURE FIREFIGHTERS

Roll call vote taken on #5 as written:

Kaitlin – yes, Paul – yes, Lisa – yes, Kevin – yes, Jon – yes

IV. PUBLIC PARTICIPATION/OUTREACH

Changed to read A summary of this report will be presented the public at the 2020 Annual District Meeting.

V. RECOMMENDATIONS

Jon commented he found the part in the minutes Kevin was referring to. He read the following:

Cilley commented that at this time, pending input from the three members not in attendance they are recommending directive one. Lounsbury commented that she feels it should be noted that the majority of the committee referenced directive two as well as being an ideal but not feasible solution right now. Chief Sitar commented that the financial impact is not feasible at this time. Waldron commented that the he didn't believe anyone thought that this would be the end all be all, they will need to do more for the future. Cate commented that this was only phase one. Discussion ensued regarding a multi-phase process.

Jon referred to what they had been discussing earlier and commented that they did say they would include the other people's information as well. Kevin commented he wasn't disagreeing on that. His point was they had made the recommendation. What they are working on tonight is how to communicate that recommendation to the Commissioners. Discussion ensued.

Paul commented he would vote for Directive 3 which is leaving Park Street as it is and building a station in Tilton closer to the center of the District with a couple caveats; (1) leave Park Street at it is, no upgrades, (2) do not add personnel to staff two stations full-time. We still have one station full-time and a garage. The direction he is going is that while property at Exit 20 may be expensive, it is still the center of the District. It is important that we service that area. There has been very informal conversation with the people involved with the Tilton Police Department constructing a building at Exit 20 about the possibility of adding a fire station to that property. That is a viable option and not an option they should brush aside. He knows his vote goes contrary to everyone else's, but it is his opinion.

Kaitlin commented that she had heard the people working on the police station were resistant to having a fire station there. Paul commented his understanding is there was serious pushback on that until the project was approved. Chief Sitar explained the Town did not want to muddy the waters prior to the vote. They didn't include money to resurrect the football field. The preliminary plan shows where the police station will be and the driveway coming in y's off to where the football field would be or where a future fire station would be. The Town will not pursue us to put a fire station there unless the Fire Commissioners make that request of the Town. Discussion ensued. Paul commented his opinion would be the same with or without this. Chief Sitar commented that most of the people he talked with after Town Meeting most people were in favor of placing a fire station next to the police station was in favor

of that location for a future fire station. It is up to the Fire Commissioners to pursue or not. Maybe an additional recommendation of the Commissioners will be to pursue the land purchase from the Town of Tilton for a future fire station. That would be an ideal location for it. It was agreed this is a Commissioners issue.

VI. APPENDICES

Lisa commented they changed the titles.

Appendix D – PHOTOS

Lisa commented they need photos of each station.

Discussion ensued about including the Chief's memo as part of the report.

Appendix E – 2019 INCIDENT LOCATIONS

Discussion ensued about including the 2019 Incident Locations.

Roll call vote taken to eliminate Appendix E:

Kaitlin – yes, Lisa – yes, Paul – yes, Kevin – yes, Jon – yes

Paul asked if it had been decided on who would present the report at District Meeting. Jon explained the report is going to the Commissioners. The intent was to do a summary of the report at District Meeting. We were looking for someone who is not involved with the District to present the report, i.e. Kevin Cate, Kaitlin Lounsbury or Lisa Martin. We are trying to have that disassociation to present. Kaitlin commented she had volunteered, and Kevin had volunteered to be her backup. Paul agreed. Jon explained they will have approximately 10 minutes, five minutes for the presentation and five minutes for questions and answers. The next step is to get the photos added and send it to the Commissioners. Let the Commissioners decide on how they are going to get it out to the public. They will let us know what the next step will be. Looking at a building committee might be the next step. Paul commented public education is important. Discussion ensued.

Jon commented that they have a meeting scheduled for next week, if needed. If they get the pictures in, they should be able to send the report to the Commissioners after next Tuesday. Discussion ensued about the pictures.

Paul thanked Lisa for all her work with the document, keeping it up-to-date, visual for all of them, she has done a great job. Kaitlin thanked Lisa as well.

Jon closed the meeting at 7:02 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 04/14/2020, 5:30 PM, Telephone Conference