

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 1/06/2021, 5:30 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 5:30 PM.

Attendance

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

Attending Electronically due to COVID-19: Deputy Michael Robinson and Deputy Tim Joubert

Correspondence

None

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

None

Chief's Report

Budget

- The audited Unassigned Fund Balance is \$562,058.
- Apparatus & Equipment Replacement Fund balance through December: \$760,572.56.
- Apparatus & Equipment Funds budgeted in 2020 projected to return to A&E Fund: \$78,499.04.
- 2019 Ambulance Revenue through December: \$437,587.27.
- We are 100% through the budget year and have expended 96.8% of the voted budget.
- The 2020 Books are not closed.
- Deficits vs. Offsets: Currently projected to be \$46,613.41 in the black, but I know this will change.

Fire Prevention Report for December 2020

- Report included in handout.
- For the Month of December, there were 49 Fire Prevention inspections.

Run Report for December 2020

- Report included in handout.
- For the Month of December, we had 181 incidents.
- 123 of the incidents were EMS in nature and that equates to 68% of our total incident volume for the month.
- The Engine responded to 45 EMS and MVA incidents last month.
- TNFD responded to 2,010 incidents in 2020

Overlapping/Simultaneous Incidents for December 2020

- Report included in handout
- We had 47 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 26% of all incidents for the Month of December.

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- Of the 47 simultaneous incidents TNFD responded to 37.
- We received 11 mutual aid Ambulance responses.
- We responded to 2 mutual aid Ambulance requests.
- We received 4 mutual aid Engine responses.
- We responded to 4 mutual aid Engine requests.

Apparatus

- E3: Has parts ordered for the cab lift system
- R1: OOS for rear air leak problem, waiting for parts.

COVID-19

- No new employee unprotected exposures.
- Two employees have contracted COVID-19. One employee had to quarantine due to family exposure.
- We are seeing a large uptick in the number of local cases. Northfield has overtaken Tilton in the current number cases.

Commissioner Auger asked if everyone who wanted the vaccine has received it? Chief Sitar replied that they have received the first round and they will receive the second shot towards the end of January. Commissioner Auger asked if they received cards stating that they received the vaccine, commenting that he expects those will be needed in the future. Chief Sitar replied that they had received cards. Discussion ensued regarding the vaccines and future precautions.

Center Street

- The reorganization of Center Street to accommodate the new employees is almost complete.

Chief Sitar added that they had bought 4 new lockers out of the 2020 budget for the new hires. Commissioner Cilley asked how much they cost. Chief Sitar replied that they were \$550 each for a total of \$2,200. Discussion ensued.

Park Street

- Bathroom project put off until the new year.

Chief Sitar commented that now that it is the new year the work can begin at the Commissioner's discretion, commenting that he didn't know if they wanted to wait till after district meeting. Discussion ensued regarding the Budget Committee's vote and whether the bathroom needs to be ADA compliant.

Fire Department Radio System

- Park Street
 - Zoning Board of Adjustment approved variance and special exemption for Communication Tower at Park Street.
 - Next step is to the Planning Committee for site plan approval, probably in February.
 - The draft survey of the whole Park Street parcel is at the State for approval.

Personnel

- Travis Gosine, Zach Marcoux, Ryan Pelow, and Theo Pardington are scheduled to start February 1, 2021.

Chief Sitar commented that the start date is pending approval from FEMA as he had to submit paperwork to have the start date moved from February 20th to February 1st. Commissioner Auger asked how they will respond to utilize 4 crew members to the highest potential. Deputy Joubert replied that they are working on plans for that, it's a work in progress at this time. Discussion ensued.

Fire Station Committee

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

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Currently Working On

- SAFER Grant Implementation
 - Hiring process
- Covid-19 Grant
 - May 2020: Awarded \$9,121
 - December 2020: Application submitted
- 2021 Budget
- Call Company recruitment
- Capital Improvement Plan
 - New Ambulance
 - New Engine

Commissioner Cilley asked if there had been any consideration for a SAFER grant for call member recruitment? Chief Sitar discussed the options that are offered.

Commissioner Cilley asked what they plan to do if the public does not approve the spending for the SAFER Grant employees. They will have spent money that is not approved. Discussion ensued regarding SAFER Grant and District Meeting.

Meeting Minutes

December 22, 2020 Public & Non-public

Commissioner Pyra made a motion to accept the minutes of December 22nd as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger made a motion to accept the non-public minutes of December 22nd as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Manifests were reviewed and signed.

Commissioner Cilley asked how they address evaluations as did not do them last year due to COVID-19 and asked if there was something they follow. Discussion ensued.

Future meeting dates and locations were discussed.

Adjournment

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

Meeting adjourned at 6:32 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Budget Workshop Date, Time, Place: January 13, 2021 at 5:30 PM.
Park Street Station, 149 Park Street, Northfield NH