

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 2/2/2021, 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, Eric Pyra; Chief Michael Sitar, Deputy Tim Joubert, and Administrative Assistant Kathy Tobine

Public: John Scanlon & Pat Constantino

## Chief's Report

### Budget

- The 2019 audited Unassigned Fund Balance is \$562,058.
- The 2020 Unassigned Fund Balance is yet to be determined.
- Total Apparatus & Equipment Fund through January: \$811,067.31.
- 2021 Ambulance Revenue through January: \$43,917.01.
- We are 100% through the budget year and have expended 97.8% of the voted budget.
- The 2020 Books are not closed.
- Deficits vs. Offsets: Currently projected to be \$32,158.50 in the black.

### Fire Prevention Report for January 2021

- Report included in handout.
- For the Month of January, there were 44 Fire Prevention inspections.

Commissioner Auger asked Deputy Joubert how often he has gone to the new Planet Honda that is being built. Deputy Joubert replied that he has been there several time for plan review but not many inspections yet.

### Run Report for January 2021

- Report included in handout.
- For the month of January, we had 139 incidents.
- 100 of the incidents were EMS in nature and that equates to 72% of our total incident volume for the month.
- The Engine responded with the ambulance 45 EMS and MVA incidents last month.

### Overlapping/Simultaneous Incidents for January 2021

- Report included in handout
- We had 24 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 18% of all incidents for the month of January.
- Of the 24 simultaneous incidents TNFD responded to 22.
- We received 4 mutual aid Ambulance responses.
- We responded to 3 mutual aid Ambulance requests.
- We received 3 mutual aid Engine responses.
- We responded to 2 mutual aid Engine requests.

TNFD Commissioner's Meeting  
2/2/2021

Discussion ensued regarding how the crew responds to calls and call company recruitment.

Apparatus

- E3: Cab lift pistons were replaced.
- R1: Air leak was repaired
- Warrant articles to purchase a new engine at \$720,000 and a new ambulance at \$280,000

COVID-19

- No employee unprotected exposures.
  - All members of TNFD have received or been offered COVID-19 Vaccinations.
- Commissioner Pyra asked if the new hires will have their vaccinations. Deputy Joubert replied that they will have them by the time they start.

Center Street

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

Park Street

- Bathroom project put off until after the District Meeting.

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 March.
  - The State has required the plan to be on mylar for recording purposes. This is currently being done.

Personnel

- Travis Gosine, Zach Marcoux, Ryan Pelow, and Theo Partington are scheduled to start on February 8, 2021 pending FEMA approval.

Fire Station Committee

- Warrant Article for \$100,000 for engineering and design.
- Warrant Article for \$5,000 to purchase additional land at Park Street.

Currently Working On

- SAFER Grant Implementation
  - Hiring process is complete.
    - Oral Boards are scheduled for November 23<sup>rd</sup>.
  - Center Street Station modification
- Covid-19 Grant
  - May 2020: Awarded \$9,121
  - January 2021: Application submitted
- 2020 AFG Grant: putting together a regional training grant.
- 2020 SAFER Grant: reviewing options.
- 2021 Budget
- Call Company recruitment.
- Capital Improvement Plan
  - New Ambulance – 2021
  - New Engine – 2021
  - New Car 3 – 2022

**Old Business**

2021 Warrant Article 17

Chief Sitar explained that the State has agreed to do the repairs to the OptiCom system and the District will need to purchase the parts. That reduces the repairs to \$650. Discussion ensued.

Commissioner Cilley made a motion to accept Article 17 as written. Commissioner Pyra seconded the motion. Being no discussion, vote was taken.

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

## **New Business**

### Tilton Code Enforcement

Chief Sitar stated that he was contacted by the Tilton Town Administrator, Jeannie Forrester, regarding the retirement of Tilton's Code Enforcement officer in mid-February and she wanted to know if the Fire District would entertain taking over the code enforcement duties. He commented that he felt like it should be a discussion between the Fire Commissioners and the Tilton Board of Selectmen.

Commissioner Pyra commented that he had spoken with Leanne and she felt that it was not the time for that. Many of the places that have fire doing code enforcement are much larger cities and towns. Discussion ensued and it was decided to table the matter till the Tilton Selectmen have discussed it.

### 2020 SAFER Grant

Chief discussed that it focuses on call member recruitment and retention and that he spoke with other chiefs regarding recruitment incentives, one that they had the ability to offer that they are not currently is health insurance

Commissioner Auger commented that there had been some discussion in the past regarding offering retirement to call members. Chief Sitar replied that some states have a program like that but New Hampshire is not one of them.

Chief Sitar commented that based on the grading system for priority he feels they will fall too low to be considered. Discussion ensued regarding recruitment and training.

### Auditor's Board of Commissioners Questionnaire

The commissioners reviewed and answered the auditor's questionnaire.

### Grant Funded Training for SAFER positions

Chief Sitar stated that when the SAFER Grant was accepted it was made known that they did not want any additional spending for training grant positions. Chief Sitar if it would be acceptable to the commissioners if he applied for a grant to cover the cost of training courses for these individuals. Discussion ensued regarding the pros and cons of possible grants.

## **Meeting Minutes**

### January 6, 2021

Commissioner Auger made a motion to accept the minutes of January 6<sup>th</sup> as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken.

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

### January 20, 2021

Commissioner Auger made a motion to accept the minutes of January 20<sup>th</sup> as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken.

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

## Other Business

### Water District

Commissioner Pyra commented that he received a phone call related to the budget and the water department. He stated that he was under the impression from previous conversations that under a certain RSA they would be provided water but the call from the water department said that that was not the case. Chief Sitar commented that the RSA states that they may use any water that is available. Commissioner Pyra stated that the water department is upset that its funding was removed from the budget and stated that they would shut off the hydrants. Discussion ensued regarding the proposed contract with the water department and the affect if hydrants were to be shut off.

### Local Family

John Scanlon discussed a local family who lost their home in Gilford recently. The family is looking for assistance. Those looking to help can contact the Town of Tilton or more information. Manifests were reviewed and signed.

## Adjournment

Commissioner Auger made a motion to adjourn at 6:40 P.M. Commissioner Pyra seconded the motion. There being no discussion, vote was taken.

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

Meeting adjourned at 6:40 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Public Hearing Date, Time, Place:                      February 8, 2021 at 6:00 PM.  
Northfield Fire Station,  
149 Park Street, Northfield, NH

Next Meeting Date, Time, Place:                      March 2, 2021 at 5:30 PM.  
Northfield Fire Station,  
149 Park Street, Northfield, NH