

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 04/06/2021, 5:30 PM

Transcribed By: Beth Joslin

Location: Tilton Town Hall  
Downstairs Meeting Room  
257 Main Street  
Tilton NH

### Call to Order

Commissioner Auger called the meeting to order at 5:31 PM.

### Attendance

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

### Elect Chair

Commissioner Auger nominated to elect Commissioner Cilley to be Chairman. Commissioner Pyra seconded the nomination.

Commissioner Cilley nominated to elect Commissioner Pyra to be Chairman. Commissioner Auger seconded the nomination.

Commissioner Pyra withdrew his second nomination for Commissioner Cilley.

Being no discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Abstain                      Motion Passed.

### Appoint Clerk for one year

Camden Steady commented that she would accept the position if offered and was aware of the meeting this evening.

Commissioner Cilley nominated Camden Steady for clerk. Commissioner Auger seconded the nomination. Being no discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

### Correspondence

#### Tilton-Northfield Water District

Kathy commented that on March 31<sup>st</sup> they received a hand delivered letter from the Tilton-Northfield Water District regarding the Fire Districts intentions in regards to remaining a customer and their lawyer received a copy as well. Discussion ensued regarding water services.

Commissioner Cilley made a motion to draft two letters, one to continue domestic water services and one to discontinue the hydrant service as of the end of the previous contract. Discussion ensued regarding what actions may be taken in response to the letter. Commissioner Auger seconded the motion. Being no further discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

### Chief's Report

#### Budget

- The 2020 Unassigned Fund Balance is: \$626,117

TNFD Commissioner's Meeting  
4/06/2021

- Apparatus & Equipment Replacement Fund through March: \$860,921.82
- 2021 Ambulance Revenue through March: \$131,355.99
- We are at 25% of the calendar year and have expended 21.1% of the Operating Budget.
- We are 100% through the 2020 budget year and have expended 97.7% of the voted budget.
- The 2020 Books are closed.
- The 2020 Audit has taken place and we are awaiting the final documents to be produced by the auditor.

Fire Prevention Report for March 2021

- Report included in handout.
- For the Month of March, there were 81 Fire Prevention inspections.

Run Report for March 2021

- Report included in handout.
- For the Month of March, we had 132 incidents.
- 77 of the incidents were EMS in nature and that equates to 58% of our total incident volume for the month.
- The Engine responded to 41 EMS and MVA incidents last month.

Overlapping/Simultaneous Incidents for March 2021

- Report included in handout
- We had 9 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 7% of all incidents for the Month of March.
- Of the 9 simultaneous incidents TNFD responded to 9.
- We received 1 mutual aid Ambulance responses.
- We responded to 1 mutual aid Ambulance requests.
- We received 1 mutual aid Engine responses.
- We responded to 5 mutual aid Engine requests.

Commissioner Auger asked if the additional members were helpful in making it to more calls? Chief Sitar replied that its too soon to get accurate data, but has made it where they've called for mutual aid less and the response time for simultaneous calls has decreased significantly. Extensive discussion ensued regarding mutual aid and simultaneous calls.

Apparatus

- A1: Had an intercooler problem that was repaired.
- T1: Has a coolant leak and a charging problem. Scheduled to be looked at next week.
- New Engine: Captain Powell and Chief Sitar went to PA for the preconstruction meeting at Sutphen East. Minor changes were made to the engine. The following items were added or changed:
  - The warrant article for the new engine passed for \$720,000.
  - The warrant article for the new ambulance passed for \$285,000.
  - The procurement documents for both vehicles are in progress. I expect both vehicles to cost less than the appropriated amount. Motion to sign needed.
  - The steering gearbox for E3 was replaced.

COVID-19

- No employee unprotected exposures.
- All Members of TNFD have received or been offered COVID-19 Vaccinations.
- The number of COVID-19 cases in Tilton and Northfield have increased over the past

Center Street

- The heating boiler was replaced due to a cracked case at \$9,500.

Park Street

- Reconnecting with the contractors to move this project forward.

### Fire Department Radio System

- Park Street
  - Planning Board Meeting 4/5/21 on Site Plan Review for the tower.
  - The new bounds for the Park Street Property have been installed. The deed has been drafted. Going to Governor and Council for approval on 4/21/21. Motion to sign needed.

Commissioner Cilley asked if the training facility would need to be moved. Chief Sitar replied that it would not.

### Personnel

- Nick Baker has resigned as of 4/5/21.
- Looking to have a replacement FF/EMT in place by the end of May.
- Olivia Anderson has been added as a Student FF/EMT.

Commissioner Cilley asked about what credentials the student has. Discussion ensued.

Commissioner Auger asked how many applications they had received for the open position. Chief Sitar replied that they had nine. Commissioner Cilley asked how this will affect the SAFER positions. Chief Sitar explained that when the new person is hired, they will become a SAFER hire and one of the SAFER hires will become regular personnel.

### Fire Station Committee

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

### Currently Working On

- New Dry Hydrant and Water Cistern Location
- SAFER Grant Implementation.
- Covid-19 Grant
  - May 2020: Awarded \$9,121.
  - January 2021 – Awarded \$1,938.78.
- 2020 AFG Grant: submitted a regional training grant.
- Call Company recruitment
- Capital Improvement Plan
  - New Deputy Vehicle 2021

Commissioner Cilley asked what the plans were for cisterns and dry hydrants. Discussion ensued regarding dry hydrants and cisterns and the possibility of an improvement plan.

Commissioner Pyra asked about the recourse when there is an ongoing problem with a home burning illegally such as items that should not be burned and happening on a regular basis. Chief Sitar replied that there are two options, the department can issue a warning or they can contact the state and the ranger can issue a citation. Discussion ensued.

Commissioner Cilley asked Deputy Joubert if he had inspected the schools as they prepare to return to full in person schooling. Deputy Joubert replied that he had inspected some of the schools. Discussion ensued regarding the plans for social distancing.

## **Old Business**

### Review & Sign Investment Policy

Kathy stated that nothing has changed in the policy but it needs to be reviewed and signed.

### SAFER Grant Continuation Committee

Kathy commented that so far only one person has expressed interest in the committee, and that was Scott Lewandowski. Commissioner Cilley asked if there was anything about it posted on the website. Kathy replied that it was not as this was their first meeting since District Meeting.

Commissioner Pyra commented that he was approached by a member of the public and was made aware that there is no way through the website to contact the Fire Commissioners. He asked if it was possible to have their email addresses linked from the website. Kathy replied that it was possible. Discussion ensued regarding being accessible to communicate with the public.

Commissioners decided to write a press release regarding the committee to be submitted to the Winnisquam Echo and posted on the Districts Website and Facebook Page.

#### Fire Prevention Ordinance 1

Kathy commented that they currently have this Ordinance but Deputy Joubert has updated it to reflect current state codes.

Commissioner Cilley made a motion to adopt the Tilton-Northfield Fire & EMS Ordinance NFPA 1 Uniform Fire Code based on 2015 edition. Commissioner Auger seconded the motion. Being no discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

#### Personnel Policy Change

Chief Sitar commented that it has been their policy but is not in writing anywhere that when employees go for EMT recertification they are paid time and a half because it is above and beyond their normal hours. In order to comply with the SAFER Grant the policy needs to be in writing. Discussion ensued regarding policy.

Commissioner Cilley made a motion to table the topic till the May Commissioners meeting. Commissioner Auger seconded the motion. Being no discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

### **New Business**

#### District Meeting Review

- **Warrant Article 6: Design Engineering & Architectural Fees**

Chief Sitar stated that if the commissioners accept the building committee's plan for one station, then they can have the architect draw up plans. Discussion ensued regarding the design and establishing a station design committee.

- **Warrant Article 7: Land Purchase**

Commissioner Pyra made a motion to authorize Chief Sitar to sign the appropriate documents to purchase the parcel of land adjacent to 149 Park Street, labeled as New Parcel A on plans drawn by Joseph M. Wichert LLS, Land Surveyor for the Department of Transportation, for an amount not to exceed the voted sum of \$5,000.00. Commissioner Auger seconded the motion. Commissioner Cilley asked if the Chair of the Commissioners should be signing the paperwork since it is related to funding. Chief Sitar replied that the chair can do it or can delegate the task. Commissioner Auger agreed that the chair should sign to keep the commissioners informed.

Being no further discussion, vote was taken.

Auger: No                      Cilley: No                      Pyra: Abstain                      Motion Failed.

- **Warrant Article 15: New 21E1**

Commissioner Pyra made a motion to authorize Chief Sitar to sign a contract to purchase a new engine, the amount not to exceed the voted sum of \$720,000. Commissioner Cilley seconded the motion. Commissioner Cilley commented regarding getting the best price they can for an engine. Chief Sitar stated that it had gone out to bid and the price was \$705,787.32. He stated that after the contract is signed, they will be sent and invoice and will have 30 days to pay it. He

stated that the trade-ins are a separate deal with Dingee. Engine 1 will be traded when the new one is in service and they will receive \$5,000. When the second new engine arrives next year, Engine 3 will be traded-in for \$15,000. Discussion ensued regarding the contract process.

Commissioner Pyra amended his motion to authorize Chief Sitar to sign a contract to purchase a new engine, the amount not to exceed the voted sum of \$720,000, pending approval of the board. Commissioner Cilley seconded the motion. Being no further discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

- **Warrant Article 16: 21A2**

Commissioner Cilley made a motion to authorize Chief Sitar to sign a contract to purchase a new ambulance, the amount not to exceed the voted sum of \$285,000, pending approval of the board. Commissioner Auger seconded the motion.

Chief Sitar commented that the only thing not included in the price of either vehicle is the transfer of the radio systems, but there is plenty of money in the budget for it. Discussion regarding upfitting. Being no further discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

#### 2021 Meeting Dates

Kathy commented that the Commissioners usually meet on the first Tuesday of the month and asked if they would like to continue that schedule. Chief Sitar commented that often the meeting comes so close to the end of the month it is hard to get the reports to the Commissioners to review beforehand. Commissioner Auger recommended the second Tuesday of the month. Commissioner Pyra and Commissioner Cilley agreed to that schedule.

#### ISO Reevaluation April 20th

Chief Sitar wanted to make the board aware that ISO would be coming out on April 20<sup>th</sup> for a review of the department for the rating of the fire district. Commissioner Cilley asked if water was involved. Chief Sitar replied that it would be based on both the district, water, and dispatch. Discussion ensued regarding what was involved in the review.

### **Meeting Minutes**

#### February 2, 2021 and March 2, 2021

Commissioner Cilley made a motion to accept the minutes of February 2<sup>nd</sup> as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

Commissioner Auger made a motion to accept the minutes of March 2<sup>nd</sup> as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

#### Nonpublic Minutes: January 27, 2021 & March 2, 2021 I & II

Commissioner Cilley made a motion to accept the minutes of March 2<sup>nd</sup> I & II as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

### **Manifests & MS-37**

Manifests were reviewed and signed.

MS-37 was signed.

**Nonpublic Session**

**Motion to enter Nonpublic Session** made by Commissioner Cilley to review Disposition Reports.

**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 7:34 p.m.

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

**Roll Call Vote to exit nonpublic session:**

Paul Auger	Yes
Jon Cilley	Yes
Eric Pyra	Yes

**Motion: PASSED**

**Public session reconvened** at 7:43 p.m.

**Motion made to seal these minutes?** Yes

Commissioner Pyra made a motion to seal the minutes of the non-public session. Commissioner Cilley seconded the motion.

Auger: Yes                      Cilley: Yes                      Pyra: Yes                      Motion Passed.

**Adjournment**

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

Meeting adjourned at 7:46 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:                      May 11, 2021 at 5:30 PM.  
Location TBD