

Approved June 7, 2021

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 5/11/2021, 5:30 PM

Transcribed By: Beth Joslin

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

## Call to Order

Commissioner Pyra called the meeting to order at 5:38 PM.

## Attendance

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

Public: Kevin Cate, and John Goldman of LRMFA

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

Kevin commented that the District website was confusing and had contradictory information regarding the location of the Commissioners meeting as well as the open status of the department. He also asked whether the commissioners' email addresses were correct as he received no response to his emails.

Commissioner Cilley commented that he had received Kevin's email expressing interest in the Fire Station Committee and intended on mentioning it at tonight's meeting. In regards to the website Commissioner Pyra said they would look at it and make the proper corrections.

Kevin commented that the bylaws state that the treasurer is supposed to be in attendance at all the monthly meetings to provide a treasurer's reports and questioned why it has not happened. Chief Sitar replied that the treasurer is an elected official and cannot be forced to do it despite what the bylaws state. Commissioner Pyra commented that they will look into it and update their bylaws if necessary.

## Correspondence

Commissioner Cilley commented that they have received email correspondence from Kevin Cate regarding his interest in the Fire Station Design Committee and will be discussed later in the meeting.

Commissioner Pyra commented that he received one other piece of correspondence but that it will be discussed under new business.

## Chief's Report

### Budget

- The 2020 Unassigned Fund Balance is: \$626,117.
- Apparatus & Equipment Replacement Fund balance through April: \$884,402.20.
- 2021 Ambulance Revenue through April: \$164,832.46
- We are at 33% through the calendar year and have expended 28.1% of the Operating budget.
- The 2020 Audit has taken place and we are awaiting the final documents to be produced by the auditor.

#### Fire Prevention Report for April 2021

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

#### Run Report for April 2021

- Report included in handout.
- For the Month of April, we had 150 incidents.
- 99 of the incidents were EMS in nature and that equates to 58% of our total incident volume for the month.
- The Engine responded to 40 EMS and MVA incidents last month.

#### Overlapping/Simultaneous Incidents for October 2020

- Report included in handout
- We had 28 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 19% of all incidents for the Month of April.
- Of the 28 simultaneous incidents TNFD responded to 26.
- We received 6 mutual aid Ambulance responses.
- We responded to 3 mutual aid Ambulance requests.
- We received 2 mutual aid Engine responses.
- We responded to 7 mutual aid Engine requests.

Commissioner Cilley commented in regard to the report of overlapping calls when there is no TNFD response there is no way of seeing what other calls are keeping them from responding. He would like to see a list of calls so they can see that its justified calling for mutual aid when there are 4 crew members on a shift. Chief Sitar noted that one of the simultaneous calls that they did not respond to was because they were already responding to two other calls. Kathy commented that the other call they did not respond to was because A1 was out of service.

Commissioner Auger commented on Inter facility transports from Franklin Hospital to Concord Hospital and asked why they are the only ones that do them. Chief Sitar replied that other departments do them as well. Commissioner Auger commented that he does not understand why they are doing transports when there are private companies, and has been told that Franklin Fire is not allowed to transport from hospital to hospital. Discussion ensued regarding out-of-town transports.

#### Apparatus

- The warrant article for the new engine passed for \$720,000.
- The actual cost for the new engine is \$705,787.32, from Sutphen.
- The trade in value of Engine 1 is \$5,000 from Dingee.
- The trade in value of Engine 3 is \$15,000 from Dingee.
- The warrant article for the new ambulance is \$274,035 with the trade in of A2
- The trade in value of A2 is \$8,000
- The procurement documents for both vehicles have been amended and approved by Primex, Council, Commissioners, Sutphen, and Greenwood respectively.
  - The contracts were signed for the amounts noted and submitted to Greenwood and Sutphen.
- R1 had its PM and some repairs completed.
- A1 had some sensors replaced.

Commissioner Pyra asked what the cost was of the previous new engine. Chief Sitar replied \$683,000 but there was more budgeted for tools and swapping the radios.

Commissioner Pyra asked where the money from the vehicle trades would go. Kathy replied that it would go into the general fund because only money from ambulance revenue can be put into the Apparatus & Equipment Fund.

Commissioner Pyra asked if the 2020 Engine was still on track to be in service in the fall, Chief Sitar replied that it was. Discussion ensued regarding the deadline of the 2021 engine and ambulance.

#### COVID-19

- No new 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 stabilized over the past week.

#### Center Street

- The fire alarm system was inspected.

#### Park Street

- Reconnecting with the contractors to move the bathroom project forward.
- The fire alarm system has been inspected.

#### Fire Department Radio System

- Park Street
  - Planning Board Meeting 5/3/21 on Site Plan Review for the tower. Approved
  - The new bounds for the Park Street Property have been installed. The deed has been drafted. Governor and Council approved the transaction on 5/5/21.

#### Personnel

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

#### 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 Locations
- SAFER Grant implementation
  - Received our first reimbursement, first quarter of 2021
- COVID-19 Grants
  - May 2020 – awarded \$9,121
  - January 2021 – awarded \$1,938.78
- 2020 AFG Grant: submitted a regional training grant
- Call Company recruitment
  - 2 applications in progress
- Capital Improvement Program
  - New Deputy Vehicle 2021

### **Old Business**

#### 2021 Budget

Spending from the 2021 budget was discussed.

#### Team Meeting continuation

Kathy asked if they wanted to continue using Microsoft Teams for their meetings. Participation was discussed. Commissioner Pyra stated he feels they should continue to offer it at this time as an option for people who would like to attend the meetings. Commissioner Auger commented that there is no reason for them not to continue.

Kathy noted that there is also still a mask mandate in place for the building. Commissioner Pyra discussed the State of NH's recent change to the mask mandate. Commissioner Cilley

commented on the National Guards policy. Commissioner Pyra commented that the Tilton Selectmen took the town employees opinions into consideration as they are the one dealing with the public. Chief Sitar commented that they had a meeting coming up to discuss the employees' feelings on the mask mandate and being closed to the public. Discussion ensued regarding COVID-19 mandates.

## **New Business**

### LRMFA and Northfield Selectmen Request

Commissioner Pyra stated that he received a letter from the Northfield Town Administrator requesting to meet June 1, 2021 to discuss the town withdrawing as a member of Lakes Region Mutual Fire Aid and the Fire District becoming a member. It would be a preliminary meeting to discuss if it is possible and how it would work.

John Goldman from Lakes Region Fire Aid discussed how the membership works and the projected costs and savings to benefit the towns. He also discussed the protentional operational problems if only Northfield withdraws and the Fire Department is dispatched by two separate companies.

## **Old Business Continued**

### SAFER Grant Continuation Committee

Commissioner Pyra commented that he had not finished a press release but that he is working on putting together a letter to the editor to go to the Winnisquam Echo and maybe the Laconia Daily Sun.

### Land Purchase and Station Design Committee

Commissioner Cilley commented that he wrote up a notice and there have been people from the previous committee as well as other who have expressed interest. Discussion ensued regarding the bylaws and who can make up a committee.

## **Meeting Minutes & Manifests**

### April 6, 2021 Public & Non-Public

Commissioner Cilley made a motion to accept the public minutes of April 6, 2021 as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Cilley made a motion to accept the non-public minutes of April 6, 2021 as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to release the minutes of the non-public session of April 6, 2021. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

### Manifests

Manifests were reviewed and signed.

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

Kevin asked why he was considered a member of the public and Deputy Robinson is not and therefore could only speak during public comment. Discussion ensued regarding Deputy Robinson's position as an administrator. Deputy Robinson and Commissioner Pyra stated that they don't have a problem with the public joining in the discussion.

Kevin asked why LRMFA bills the way they do rather than based on usage? Chief Sitar replied that LRMFA is a Charter. When they created the charter, they created a formula for billing that is 50% population, 40% Valuation, and 10% Fixed cost. Discussion ensued regarding the billing.

### **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 7:54 p.m.

**Motion to leave nonpublic session** and return to public session by Commissioner Pyra, 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 7:59 p.m.

**Motion made to seal these minutes?** No

**Motion to enter Nonpublic Session** made by Commissioner Pyra. Commissioner Cilley seconded the motion.

**Specific Statutory Reason** cited as foundation for the nonpublic session:

*RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

**Roll Call vote** to enter nonpublic session:

Paul Auger	Yes
Jon Cilley	Yes
Eric Pyra	Yes

**Entered nonpublic session** at 8:01 p.m.

**Motion to leave nonpublic session** and return to public session by Commissioner Pyra, 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 8:12 p.m.

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

TNFD Commissioner's Meeting  
05/11/2020

Commissioner Cilley made a motion to seal the minutes of the non-public session.  
Commissioner Auger seconded the motion. Being no further discussion, vote was taken.

Paul Auger	Yes
Jon Cilley	Yes
Eric Pyra	Yes

Motion passed.

**Other Business**

There was no other business.

**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 8:13 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:

June 8, 2021 at 5:30 PM.  
Tilton Town Hall, Downstairs Meeting Room,  
257 Main Street, Tilton NH