

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 7/13/2021, 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 5:33 PM.

## Attendance

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

Public: Kevin Waldron, Kent Finemore

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

Kevin asked what the status was of the building committee. Commissioner Pyra replied that they will be speaking about that later but that they have letters of interest that they will be reviewing. Discussion ensued regarding selection of the building committee members.

## Nonpublic Session

**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(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.*

<b>Roll Call vote</b> to enter nonpublic session:	Paul Auger	Yes
	Jon Cilley	Yes
	Eric Pyra	Yes

**Entered nonpublic session** at 5:40 p.m.

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

<b>Roll Call Vote to exit nonpublic session:</b>	Paul Auger	Yes
	Jon Cilley	Yes
	Eric Pyra	Yes

**Motion: PASSED**

**Public session reconvened** at 6:17 p.m.

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

## Chief's Report

### Budget

- The 2020 Unassigned Fund Balance is \$626,117.
- Apparatus & Equipment Replacement Fund balance through June: \$218,540.52
- 2021 Ambulance Revenue through June: \$224,666.64
- We are 50% of the calendar year and have expended 44.7% of the Operating Budget.

Commissioner Auger asked if the ambulance account was up or down from the previous year. Chief Sitar replied that he believes they are up but wasn't sure.

Commissioner Pyra asked if there were any vehicle repairs they should be worried about. Chief Sitar replied that since the report was sent the pump on Engine 1 has failed again; Engine 3 has an electrical problem effecting the emergency lights, the PTO generator needs repairs, air compressor for the brakes needs to be replaced, and the battery boxes have rusted out. Discussion ensued regarding vehicle repairs.

Commissioner Cilley questioned how they wanted to address the budget this year with the potential legal costs in the future. Chief Sitar replied that he is cutting down where he can and putting things off till later in the year when they have a better idea of what the budget looks like. Discussion ensued regarding spending.

Discussion ensued regarding the legal matter with the water district and the potential option to switch the fill line to domestic water service.

Commissioner Cilley made a motion to have Chief Sitar speak with the lawyers to have the fill lines converted to domestic water service and be billed separately from the pressurized hydrants. Commissioner Pyra seconded the motion. Being no further discussion, vote was taken. Motion passed

Kathy commented in regards to the previous question about ambulance revenue that they are currently up \$18,201.52 over this time last year.

### Fire Prevention Report for June 2021

- Report included in handout.
- For the Month of June, there were 51 Fire Prevention inspections.

### Run Report for June 2021

- Report included in handout.
- For the Month of October, we had 175 incidents.
- 115 of the incidents were EMS in nature and that equates to 66% of our total incident volume for the month.
- The Engine responded to 27 EMS and MVA incidents last month.

### Overlapping/Simultaneous Incidents for June 2021

- Report included in handout
- We had 40 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 23% of all incidents for the Month of June.
- Of the 40 simultaneous incidents TNFD responded to 40.
- We received 4 mutual aid Ambulance responses, 2 transported.
- We responded to 2 mutual aid Ambulance requests.
- We received 4 mutual aid Engine responses.
- We responded to 5 mutual aid Engine requests.

Chief Sitar commented that the additional four members have been a tremendous benefit to the department. Commissioner Pyra commended the staff as he had seen recently there had been

five calls simultaneously and they were able to handle all of them. Commissioner Cilley asked how often the engine is responding to medical calls. Chief Sitar replied that they try to minimize the use as much as possible.

Commissioner Cilley asked if the duty crews were taking on more of the inspection responsibilities now that COVID regulations are more lenient. Chief Sitar replied that the majority of the inspections recently have been commercial which is handled by Deputy Joubert.

#### Apparatus

- Pump testing and Certification has been completed for E1, E3, T1, and L1. All passed.
- Annual PMs have been completed on A2, R1, and E3.

#### COVID-19

- Operating under the revised State COVID EMS Protocols.

#### Center Street

- Open to public using NH H&HS guidelines.
- Researching a method of redundant internet service.

#### Park Street

- Bathroom project underway.

#### Fire Department Radio System

- Park Street
  - A Building Permit for tower was submitted to Northfield.
- Repeater
  - I have been contacted and am having discussions on the possibility of collaborating with Tilton PD and Lakes Region Mutual Fire Aid to add a receiver to the FD system, a simulcast radio for the PD and a backhaul link for LRMFA.

#### SAFER Effect

- Average Response time to second or greater calls: 08:11 from 22:30
- Average monthly Mutual Aid Transport: 1.5 from 6.5

#### Personnel

- FF/EMT Lucas Hardy has started on Shift C and is a SAFER Grant employee. He replaced Nick Baker.
- FF/AEMT Travis Gosine is no longer part of the SAFER GRANT.
- FF Christian Ferre has achieved Pro Board FF I certification from the NH Fire Academy.

Chief Sitar commented that since this report was sent, FF James Frangelli has given his notice as he has accepted a position in Moultonborough. Commissioner Cilley made a motion to thank FF Frangelli for his hard work and time with the department. Commissioner Pyra seconded the motion. Being no further discussion, vote was taken. Motion passed.

Chief Sitar commented that they will be doing ride time with two candidates from the previous round of interviews to see if they should move on to a Chief's interview. Discussion ensued regarding employment and SAFER grant positions and training.

#### Currently Working On

- New Dry Hydrant & Water Cistern Locations
- SAFER Grant implementation
  - Received our first reimbursement, first quarter of 2021.
- COVID-19 Grants
  - June 2020 – awarded \$9,121.
  - January 2021 – awarded \$1,938.78

- 2020 AFG Grant: submitted a regional training grant.
  - Awards to be announced in July and August.
- Capital Improvement Program.
  - New Deputy Vehicle 2022
- 2022 Budgets

## **New Business**

### Starting Pay

Chief Sitar asked the Commissioners what they thought was an appropriate starting salary for a firefighter/EMT? Discussion ensued regarding current starting pay and benefits. Chief Sitar commented that after doing some research that they should be starting firefighter/EMTs at \$20/hour as opposed to the \$17.93/hour they are starting at now. Extensive discussion ensued regarding step increases and incentives.

## **Old Business**

### Safer Grant Continuation Committee

Kathy commented that they have had one person express interest in the committee. Commissioner Cilley stated that the notice regarding the committee should be posted to the Tilton and Northfield town websites and Facebook, in addition to the district's site.

### Building Committee

Kathy commented that they have seven people who have shown interest in the committee. Discussion ensued regarding the stipulations for appointing members and building ideas.

### Water District

Chief Sitar recapped the timeline of what has happened with the water district since the pressurized hydrants were not voted into the budget. Including most recently the water being turned off at Park Street Station and the Fire District getting a court order to have it turned back on. They are now waiting for a final ruling from the judge. The Water district has filed to have the matter dismissed. Discussion ensued regarding the bagging of the hydrants and the responsibility of each district with regards to maintaining the hydrants.

## **Meeting Minutes**

### June 22, 2021 Public

Commissioner Cilley made a motion to accept the public minutes of June 22, 2021 as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

### June 22, 2021 Non-Public 1 & 2

Commissioner Pyra made a motion to keep the non-public minutes from session 1 of June 22, 2021 sealed until the matter is resolved. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to accept the minutes of June 22, 2021 Non-Public session 1 & 2 as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

## **Nonpublic Session**

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

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

TNFD Commissioner's Meeting  
7/13/2021

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 7:52 p.m.

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

**Roll Call Vote to exit nonpublic session:** Paul Auger Yes  
Jon Cilley Yes  
Eric Pyra Yes

**Motion: PASSED**

**Public session reconvened** at 8:26 p.m.

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

Commissioner Pyra made a motion to seal the non-public minutes session 2 of July 13, 2021 as divulging this information could adversely affect the reputation of any person, other than a member of this board. Commissioner Cilley seconded the motion.

**Roll Call Vote to seal the minutes:** Paul Auger Yes  
Jon Cilley Yes  
Eric Pyra Yes

### **Other Business**

Manifests were reviewed and signed.

### **Adjournment**

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

Meeting adjourned at 8:28 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place: August 10, 2021 at 5:30 PM.  
Tilton Town Hall, Downstairs Meeting Room,  
257 Main Street, Tilton NH