

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 09/07/21, 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 5:37 PM.

Attendance

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

Public: Paul Fitzgerald

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

Commissioner Cilley commented that he received an email from a member of the fire station building committee regarding mask mandates. Commissioner Pyra commented that if the Commissioners were going to require it, probably the Town of Tilton would as well. Chief Sitar gave an update on the policy at the Fire Station. The doors are locked and we do screen anyone coming in to the station. Masks are recommended, not required. Discussion ensued. Commissioner Pyra recommended we follow District policies already in place.

Correspondence

Lakes Region Mutual Fire Aid

Chief Sitar stated that they have been notified that the state is disposing of the state school property in Laconia without going through the usual process. Upon sale of the land any governmental agency housed there will be required to vacate. Building a new communication center would be extremely expensive and they are trying to urge the governor through letters to find a solution beneficial to everyone. Chief Sitar asked that the Commissioners write letters to the governor expressing their concerns and urging him to come to an amiable solution for everyone. Discussion ensued regarding the particulars of the property and drafting a letter.

Nonpublic Session I

Commissioner Pyra made a motion to enter nonpublic session at 5:57 PM per RSA 91-A:3, II(I) 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. Commissioner Auger seconded the motion.

Roll Call vote to enter nonpublic session:	Paul Auger	Yes
	Jon Cilley	Yes
	Eric Pyra	Yes

Nonpublic session entered at 5:58 PM.

Commissioner Cilley made a motion to leave nonpublic session and return to public session. Commissioner Pyra seconded the motion.

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

Motion passed.

Public session reconvened at 6:32 PM.

A motion was made by Commissioner Cilley and seconded by Commissioner Pyra because it is determined that divulgence of this information likely would render a proposed action ineffective.

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

Motion passed.

Commissioner Cilley made a motion to allow the attorney and Chief to draft a letter to the Water District regarding meeting to discuss the pressurized hydrant agreement and petition the court for a Special District Meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Chief's Report

Budget

- The 2020 Unassigned Fund Balance is: \$626,117.
- Total Apparatus and Equipment Fund balance through August: \$266,558.76
- 2021 Ambulance Revenue through August: \$295,436.86 - +\$9,014.75 over last year
- We are 66% through the budget year and have expended 59.6% of the Operating budget.

Commissioner Cilley had questions about a line that no longer had expenses. Kathy commented that it had been coded to the wrong account and has been corrected. Discussion ensued regarding changes in expenditures.

Fire Prevention Report for August 2021

- Report included in handout.
- For the Month of August, there were 22 Fire Prevention inspections.

Run Report for August 2021

- Report included in handout.
- For the Month of August, we had 178 incidents.
- 112 of the incidents were EMS in nature and that equates to 63% of our total incident volume for the month.
- The Engine responded to 34 EMS and MVA incidents last month.

Commissioner Cilley commented that he was glad to see that the engine wasn't going on as many calls with the ambulance. Commissioner Cilley commented that the reports aren't showing Car1 responding to calls and would like to make sure that it is documented appropriately if Chief Sitar is responding.

Chief Sitar commented that they are in the process of switching the database software they use as it is being phased out. They have begun the move to a program that hosts the Temis system they currently use. Discussion ensued regarding the timeline and costs.

Overlapping/Simultaneous Incidents for August 2021

- Report included in handout
- We had 36 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 20% of all incidents for the Month of August.
- Of the 36 simultaneous incidents TNFD responded to 34.

- We received 3 mutual aid Ambulance responses, 2 transported.
- We responded to 2 mutual aid Ambulance requests.
- We received 8 mutual aid Engine responses.
- We responded to 5 mutual aid Engine requests.

Apparatus

- Annual PM completed for R1 and L1.

Commissioner Pyra asked how 21E2 was coming along. Chief Sitar replied that the following week he and Captain Powell would be doing a final inspection. It will also need to go to Cornish for some work and the OME for the radios to be installed before the department trains on it and puts it into service.

COVID-19

- Operating under the revised State COVID EMS protocols.
- Door to FS is locked.
- Entry Protocol in place.

Center Street

- Researching a method of redundant internet service

Park Street

- Bathroom project underway

Fire Department Radio System

- Park Street
 - Some parts for the tower have arrived.
- 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 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

- Tyler Bannister has started on A Shift. Replacement for Frangelli.

Currently Working On

- New Hydrant & Water Cistern locations
 - Meeting with Peter Ames NH Dams 8/10/21
- SAFER Grant Implementation
 - Received our second reimbursement, second quarter of 2021
- COVID-19 Grants
 - August 2020 – awarded \$9,121.
 - January 2021 – awarded \$1,983.78.
- 2020 AFG Grants: submitted a regional training grant.
 - Awards to be announced in August and September
- Capital Improvement Program
 - New Deputy Vehicle 2022
- 2022 Budgets

Commissioner Cilley asked what the outcome of the meeting was with NH Dams. Chief Sitar replied that they believe it will likely be allowed.

New Business

Dry Hydrant & Cistern Water Supply Fund

Chief Sitar stated that he has done a lot of investigation in regards to sites for cisterns and dry hydrants but has done about all he can without funding. He asked that the commissioners set up a special fund where they are the agents of the fund that will have money budgeted to it annually. That would allow the Chief to come to the Commissioners for permission to expend in the interest of adding cisterns and dry hydrants. Discussion ensued regarding budgeting.

Budget Workshop Dates

Dates to meet to work on the 2022 Budget were discussed. The Board decided to meet September 21st, September 28th, October 26th, November 16th, November 30th and December 7th from 5:30 PM to 7:30 PM to work on the budget.

The Board changed the date of their October meeting from the 12th to the 5th.

Old Business

Starting Pay

Chief Sitar stated that at the last meeting he had presented a compensation comparison of local departments. Today he has additional information that was requested. Extensive discussion ensued regarding pay and financial impact.

SAFER Grant Continuation Committee

Kathy reported that there have been two people who have expressed interest in being on the committee and noted that they had not chosen a representative from the commissioners yet. Commissioner Pyra agreed to represent the commissioners the committee.

Park Street Borings

Commissioner Cilley made a motion for Chief Sitar to get estimates on doing the borings at Park Street. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting Minutes

August 10, 2021

Commissioner Cilley made a motion to table the minutes of August 10th until next meeting. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Manifests were reviewed and signed.

Nonpublic Session II

Commissioner Cilley made a motion to enter nonpublic session at 8:15 PM per RSA 91-A:3, II(c) **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. Commissioner Pyra seconded the motion.

Roll Call vote to enter nonpublic session:	Paul Auger	Yes
	Jon Cilley	Yes
	Eric Pyra	Yes

Nonpublic session entered at 8:16 PM.

Commissioner Cilley made a motion to leave nonpublic session and return to public session.
Commissioner Auger seconded the motion.

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

Motion passed.

Public session reconvened at 8:21 PM.

A motion was made by Commissioner Cilley and seconded by Commissioner Pyra because it is determined that divulgence of this information likely would render a proposed action ineffective.

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

Motion passed.

Commissioner Pyra announced that during this nonpublic session the monthly disposition reports were reviewed and acted upon.

Nonpublic Session III

Commissioner Cilley made a motion to enter nonpublic session at 8:22 PM per RSA 91-A:3, II(c) **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. Commissioner Auger seconded the motion.

Roll Call vote to enter nonpublic session:	Paul Auger	Yes
	Jon Cilley	Yes
	Eric Pyra	Yes

Nonpublic session entered at 8:23 PM.

Commissioner Pyra made a motion to leave nonpublic session and return to public session.
Commissioner Cilley seconded the motion.

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

Motion passed.

Public session reconvened at 8:36 PM.

A motion was made by Commissioner Cilley and seconded by Commissioner Pyra because it is determined that divulgence of this information likely would render a proposed action ineffective.

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

Motion passed.

Commissioner Cilley announced that during this nonpublic session the Fire Station Building Committee membership was discussed. One of the members of the Committee resigned and they are looking for a resident from Northfield to replace them.

Adjournment

Commissioner Pyra made a motion to adjourn at 8:37 P.M. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 8:38 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place: September 21, 2021 at 5:30 PM.
Tilton Town Hall, Downstairs Meeting Room,
257 Main Street, Tilton NH