

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 11/02/2021, 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 5:30 PM.

## Attendance

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

Public: Kevin Cate

## Correspondence

Chief Sitar commented that he has a meeting with Attorney Fitzgerald later this week.

## Old Business

### Station Committee regarding design build

Kevin Cate talked about the design build process and discussion ensued regarding design build and construction management processes. They also discussed material costs and supply problems. The Commissioners questioned why Kyle Barker had noted that a design build was not a good choice for public building, Chief Sitar will ask about it. Commissioners decided discussion will be continued at the next meeting. Kathy noted that \$28,660 has been spent on plans and engineering.

## Chief's Report

### Budget

- The audited Unassigned Fund Balance is \$626,117
- Apparatus & Equipment Replacement Fund balance through October: \$318,054.06
- 2021 Ambulance Revenue through October: \$382,368.98. This is \$13,889.21 over last year at this time.
- We are 84% through the budget year and have expended 75.6% of the voted budget.

### Fire Prevention Report for October 2021

- Report included in handout.
- For the Month of October, there were 53 Fire Prevention inspections.

Commissioner Auger commented that there were a lot of gas inspections and asked if they were from the street into the home. Chief Sitar commented that it is mostly new tanks to the house.

### Run Report for October 2021

- Report included in handout.
- For the Month of October, we had 177 incidents.
- 116 of the incidents were EMS in nature and that equates to 66% of our total incident volume for the month.
- The Engine responded to 33 EMS and MVA incidents last month.

### Overlapping/Simultaneous Incidents for October 2021

- Report included in handout
- We had 33 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 19% of all incidents for the Month of October.
- Of the 33 simultaneous incidents TNFD responded to 33.
- We received 2 mutual aid Ambulance responses.
- We responded to 1 mutual aid Ambulance request.
- We received 0 mutual aid Engine responses.
- We responded to 3 mutual aid Engine requests.

Commissioner Auger asked if we collect the revenue when we respond to another town with the ambulance. Chief Sitar replied that if we do if we transport.

### Apparatus

- 21A1: Coolant leak at Grappone
- 21E2: Radios Installed
- 21E2: At Dingee being upfitted. Raising Bumper
- 21E3: to be repaired after E2 goes in service
- New 21A2 scheduled for late winter early spring delivery
- New 21E1 final inspection scheduled for July 2022

Commissioner Cilley asked about the changes to the new truck. Discussion ensued regarding the bumper.

### COVID-19

- Operating under the revised State COVID EMS protocols.
- Door to Fire Station is locked
- Entry protocol in place.

### Center Street

- Researching method of redundant internet service.
- Discussed looking into fiber internet

### Park Street

- Bathroom project underway.

### Fire Department Radio System

- Park Street
  - Some parts of the tower have arrived.
  - Additional borings completed.
- 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.
  - Tilton PD moving their radio repeater to Shedd Road. Microwave link installed between Shedd Road and Tilton PD.

Chief Sitar mentioned that LRMFA moving nearby to their current location.

### SAFER Effect

- Average Response time to second or greater calls: 07:58 from 22:30
- Average monthly Mutual Aid Transport: 1.2 from 6.5

### Personnel

- FF/EMT Lucas Hardy has resigned effective 10/28/2021
- FF/EMTP Nick Baker rejoining TNFD starting 11/02/2021

### Currently Working On

- New Dry Hydrant and Water Cistern Locations
  - Met with Peter Ames NH Dams 8/10/21
- SAFER Grant Implementation
  - In the process of requesting third quarter reimbursement.
- 2020 AFG Grant: submitted a regional training grant.
  - Was not awarded the grant.
- Capital Improvement Program
  - New Deputy Vehicle 2022
- 2022 Budgets

### **2022 Budget**

#### Salaries & Wages

Documents were handed out to review options for starting pay. Commissioner Pyra commented that this decision will impact a lot of people; both the tax payers and employees. Extensive discussion ensued regarding starting pay rates, COLAs, and step increases. Chief Sitar described how he budgets for overtime. Commissioner Cilley noted that he doesn't want to do step and COLA. There was discussion of using per diem to offset overtime.

#### 110 Career Salaries & Wages - \$1,228,716

Commissioner Pyra made a motion to approve \$1,191,057 as career salary and wages. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed, two to one.

#### 110.5 Holiday Pay - \$56,496

Commissioner Cilley made a motion to approve line 110.5 for \$54,912. Commissioner Pyra seconded the motion. Being no discussion, vote was taken. Motion passed, two to one.

#### 111 Overtime - \$250,825

Commissioner Pyra made a motion to approve line 111 for \$247,650. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed, two to one.

#### 220 Social Security - \$13,104

Commissioner Pyra made a motion to approve line 220 for \$12,928. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed, two to one.

#### 225 Medicare - \$23,962

Commissioner Pyra made a motion to approve line 225 for \$23,411. Commissioner Cilley seconded the motion. Being no further discussion, vote was taken. Motion passed, two to one.

#### 230 Retirement - \$485,620

Commissioner Pyra made a motion to approve line 230 for \$473,711. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed, two to one.

#### 430.01 Repairs & Maintenance (siding & railing at Center Street)

Commissioner Auger commented that he was able to get another quote for the siding and railing. Commissioner Cilley made a motion to approve line 430.01 in the amount of \$1,140 for vinyl siding and the railing. Commissioner Pyra seconded the motion for discussion. Discussion ensued regarding the contractor and including money for contingencies. Commissioner Cilley amended his amount from \$1,140 to \$3,000. Commissioner Pyra seconded the amendment. Being no further discussion, vote was taken. Motion passed.

### **Other Business**

Manifests were reviewed and signed

### **Adjournment**

Commissioner Pyra made a motion to adjourn at 8:23 P.M. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 8:23 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Budget Workshop Date, Time, Place: November 9, 2021 at 5:30 PM.  
Tilton Town Hall, Downstairs Meeting Room,  
257 Main Street, Tilton NH

Next Meeting Date, Time, Place: December 14, 2021 at 5:30 PM.  
Tilton Town Hall, Downstairs Meeting Room,  
257 Main Street, Tilton NH