

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 12/09/21, 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 5:30 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 Present: Alan Clark, REI; Kevin Waldron,

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

There was no public comment.

Correspondence

Email from Alan Clark, REI

Alan Clark, REI

Chief Sitar introduced Alan Clark.

Mr. Clark provided the Board with his background as Chief of Sugar Hill Fire, President of REI, Chair of the Board of Fire Control, on the State Fire Training & Standards Commission, ski patrol at Cannon, head of Pemi Search & Rescue. He went on to discuss his experience managing projects with other municipalities.

Alan stated that it can be hard for building committees to get approval without professional help. He may not get you what you want but you will get what you need and it will be on/ahead of time and on/under budget.

Alan discussed in detail the process they follow from finding a construction manager to financing, and more.

Commissioner Pyra asked what Alan's experience with buildings staffed 24 hours a day is. Extensive discussion ensued regarding other fire departments he worked with and requirements that may be required.

Chief's Report

Budget

- The 2020 Unassigned Fund Balance is: \$626,117.
- Total Apparatus and Equipment Fund balance through November: \$366,628.56
- 2021 Ambulance Revenue through November: \$456,710.96 - +\$53,083.32 over last year
- We are 92% through the budget year and have expended 83.8% of the Operating budget.

Fire Prevention Report for November 2021

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

Run Report for November 2021

- Report included in handout.

- For the Month of November, we had 186 incidents.
- 138 of the incidents were EMS in nature and that equates to 74% of our total incident volume for the month.
- The Engine responded to 38 EMS and MVA incidents last month.

Overlapping/Simultaneous Incidents for November 2021

- Report included in handout
- We had 49 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents account for 26% of all incidents for the Month of November.
- We received 2 mutual aid Ambulance responses, 2 transported.
- We responded to 2 mutual aid Ambulance requests.
- We received 3 mutual aid Engine responses.
- We responded to 3 mutual aid Engine requests.

Apparatus

- A1: Def issue fixed.
- A2: Turbo issue fixed.
- U1: Plow is still broken and is being repaired at RiverEdge in Ashland.
- E2: At Dingee. Waiting for parts to fix angle of approach.
- E3: To be repaired after E2 goes in service.
- New A2 scheduled for late winter, early spring delivery.
- New E1 final inspection scheduled for July 2022.

Commissioner Pyra asked if issues being raised with E2 were being addressed on the new E1 being built. Chief Sitar replied they are. Chief Pyra wanted to know when the new engine would be received. Chief Sitar commented that Larry Dingee told him we will have the truck next week.

Commissioner Cilley asked about the hose. Chief Sitar replied that the Engine 2 is being altered to fit the hose and the new Engine 1 is designed to fit the hose properly. Chief Sitar mentioned that the placement of the personal fans is also being moved.

Grants

- #1. Covid Equipment
- #2. AFG Grant for Hose
- #3. Homeland Security grant to improve communications in collaboration with Lakes Region Mutual Fire Aid and Tilton Police Department.

Commissioner Cilley asked if there were any grants for water supply that could help in funding the cisterns, they would like to put in. Chief Sitar replied that there are grants out there but he hasn't researched them too much yet.

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
 - Fiber
 - Cellular

Costs and availability for the options were discussed

Park Street

- Bathroom project underway

Fire Department Radio System

- Park Street
 - Some parts for 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 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.

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/EMTP Andy Frechette has started as a new Call Company member.
- New Job Description and Job Title
 - Administrative Assistant to Administration Manager (copy included).

Commissioner Cilley stated that he believes the new call member is also a call member on another department. Chief Sitar replied that it was his understanding that he was resigning from the other department.

Currently Working On

- New Hydrant & Water Cistern locations
 - Met with Peter Ames NH Dams 08/10/21
- SAFER Grant Implementation
 - Received our third quarter reimbursement.
- 2021 AFG requesting all new LDH
- 2020 AFG Grants: submitted a regional training grant.
- Implementation of new Records Management System
 - Printing reports is a problem right now.
 - Capital Improvement Program
 - New Deputy Vehicle 2022
- 2022 Budgets

Old Business

2022 Budget

Commissioner Pyra gave an update on the Budget Committee progress.

Tilton & Northfield Water District

Chief Sitar presented the most recent contract from the Water District for the Commissioners to review and agree or make a counter proposal. Chief Sitar commented that he does not have any issues with any of the stipulations in the contract but will leave the money portion up to the commissioners.

Commissioner Cilley made a motion to accept the agreement with adjustment made to term #4, for the amount of \$75,000 to be approved by the public at a meeting. Commissioner Auger seconded the motion.

Commissioner Cilley commented that he doesn't feel that the public will vote to pay the arrears payments they are asking for. Discussion ensued regarding the rate and what had been discussed at the meeting with the water department. There being no further discussion, vote was taken. Motion passed.

New Business

Warrant Articles

Kathy reviewed the Warrant Articles. Discussion ensued and it was agreed to finalize the Warrant Articles at the next meeting January 5, 2022.

Encumbered Funds

Commissioner Pyra made a motion to encumber \$11,230.40 from the Operating Fund and \$297,382 from the Apparatus & Equipment Fund. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Job Description Change

Chief Sitar stated that he updated Kathy's job description and in turn also changed her title to Administration Manager.

Meeting Minutes

November 16, 2021 Nonpublic

Commissioner Cilley made a motion to accept the nonpublic minutes of November 16th as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

November 16, 2021 Public

Commissioner Cilley made a motion to accept the minutes of November 16th as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Manifests

The Operating Budget manifest was reviewed and signed.

The Apparatus & Equipment Replacement Fund was reviewed. Commissioner Cilley asked about the \$3,800 spent with modular communications. Chief Sitar replied that it was a cost related to the repeater that had been budgeted for. Discussion ensued regarding the purchase.

Other Business

Commissioner Cilley brought up the Fire Station Committee and noted that the committee is concerned with the number of members. There are a few people who are potentially interested in joining. Commissioner Auger suggested posting it on Facebook. Commissioner Cilley reviewed the committee's progress so far.

Chief Sitar asked the commissioners would be interested in hiring a project manager. Discussion ensued regarding the cost and the benefits

Deputy Robinson reported they raised \$1,000 with the boot drive at Tanger Outlet.

Adjournment

Commissioner Pyra made a motion to adjourn at 7:45 P.M. Commissioner Auger 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: January 5, 2021 at 5:30 PM.
 Tilton Town Hall, Downstairs Meeting Room,
 257 Main Street, Tilton NH