

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 01/05/2022, 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 Jon Cilley, Eric Pyra; Deputy Tim Joubert and Chief Michael Sitar

Public: Kevin Waldron

Public Comment

Kevin commented that the Commissioners should post their agenda online before the meetings.

Correspondence

Commissioner Cilley commented that they had received an email from a towns person concerned about the department going out with the ambulance to shovel hydrants rather than using the pickup. Commissioner Cilley stated that he just wanted it stated on the record the policy for that and that is safer for them to shovel if protected by the vehicle and it is quicker to respond if there is a call rather than returning to the station.

Chief's Report

Budget:

- The 2020 Unassigned Fund Balance is: \$626,117.
- Total Apparatus and Equipment Fund Balance through December: \$ 389,075.75
- 2021 Ambulance Revenue through December: \$487,102.04 (+\$46,612.77 over last year at this time)
- We are at 100% of the calendar year and have expended 92.8% of the Operating Budget.
- The Books for 2021 are not closed.

Fire Prevention Report for December 2021

- Report Included in handout.
- For the month of December, there were 46 Fire Prevention inspections.

Run Report for December 2021

- Run report included in handout.
- For the month of December, we had 175 incidents.
- 145 of the incidents were EMS in nature and that equates to 83% of our total incidents for the month of December.
- The engine responded with the ambulance to 40 EMS & MVA incidents last month.

Commissioner Cilley commented that he does not believe that the C1 & C3 are getting enough credit for the calls they are responding to and wants to be sure that it is recorded when they respond to calls.

Overlapping/Simultaneous Incidents for December 2021

- Report included in handout.
- For the month of December, we had 66 overlapping/simultaneous incidents for the month.

- Overlapping/simultaneous incidents accounted for 38% of all incidents for the month of December.
- We received 5 mutual aid Ambulance responses, 5 transported.
- We responded to 5 mutual aid Ambulance requests.
- We received 0 mutual aid Engine responses.
- We responded to 2 mutual aid Engine requests.

Commissioner Pyra asked how many of the 5 mutual aid requests we responded to that we transported someone. Chief Sitar replied that it was all 5.

Apparatus

- U1: Plow repaired.
- E2: Went into service on Christmas Day
- 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 Cilley commented on Engine 2 going into service on Christmas Day.

COVID-19

- Operating under the revised state COVID EMS Protocols.
- Door to the Fire Station is locked to the public.
- Entry protocol in place.
- Employees who have not received a booster must wear a mask in station and vehicles.
- Applying for a COVID Equipment Grant through the State in collaboration with Tilton and Northfield for 2 ventilators and 2 UV disinfectant lights.

Commissioner Cilley commented that he feels they should address the Covid policies verbally for the record. Chief Sitar reviewed the current COVID policies and precautions the department is taking. Commissioner Cilley asked what happens if the public needs to come to the station for something. Chief Sitar replied that if public has to come to the building, they need to ring the bell and someone will meet them at the door. Preferably people will wait outside but if needed they will be screened before entering. Deputy Joubert added that there are permit applications available outside the door and can be put in the mailbox when completed.

Center Street

- Researching a method of redundant internet service.
 - Fiber – approximately \$450/month plus installation.
 - Cellular – approximately \$40/month plus equipment cost approximately \$2,200.

Park Street

- Bathroom project underway.

Fire Department Radio System

- Park Street
 - Some parts of the tower have arrived
 - Additional borings completed.
 - Expect work to commence soon.
 - Shelter and emergency generator ordered.
- 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. A grant for this project has been submitted.
 - Tilton PD radio system is fully operating out of Shedd Road as primary.

Commissioner Cilley has question about the repeater if it was for the Shedd Road tower or the new tower when it is built. Chief Sitar replied that it would be three receivers on the water tower in Franklin that will connect to the Shedd Road tower. If the grant is not approved then the project will not move forward.

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

- Two Call applications under review

Currently working on

- New Dry Hydrant & Water Cistern Location
 - Met with Peter Ames NH Dams 8/10/21
- SAFER Grant implementation.
 - Preparing fourth quarter reimbursement submittal.
- 2021 AFG requesting all new LDH. Submitted.
- Implementation of new Records Management System.
 - Reports have a new look.
- Capital Improvement Program.
 - New Deputy Vehicle 2022
- 2022 Budgets

Commissioner Pyra commented on the budget, stating that Legal was way over but were there any other places that were also over? Chief Sitar replied that legal and Center Street Station were both over.

Commissioner Cilley asked why the electricity was higher than what was budgeted. Chief Sitar replied that they don't have any new appliances that would draw more power, but that he would look into it. Discussion ensued regarding other lines that were over budget including the fire alarm inspection.

Old Business

Warrant Articles

Article 02) Choose Clerk

Commissioner Pyra and Commissioner Cilley questioned the length of the clerk's term as they believed Ms. Steady has only served as clerk for one year and the term is for two. Discussion ensued regarding whether Ms. Steady was appointed or elected and whether the previous clerk stepped down mid-term. Commissioner Cilley asked when they had to have solid numbers in the Warrant articles. Chief replied that it would be best if numbers were decided tonight so that the budget committee can meet to discuss the articles. The public hearing for the budget is currently planned for February 4, 2022.

Article 05) Add to Land & Building Fund

Commissioner Cilley asked how much money was currently in the Land & Building Fund. Chief Sitar replied that he does not know the exact amount but that it is around \$500,000. Commissioner Pyra commented that they historically have put either \$100,000 or \$50,000 in that account.

Commissioner Cilley made a motion to add \$100,000 to the Land and Building Fund. Commissioner Pyra seconded the motion. Being no further discussion, vote was taken. Motion passed.

Commissioner Cilley commented that he does not feel comfortable recommending or not recommending with a member of the commissioners absent. It was decided to wait to vote on the articles till all commissioners were present.

Article 6 through Article 12)

Commissioners decided to wait till all commissioners were present to vote on these articles.

Article 13) Pressurized Hydrants

Commissioner Cilley noted that they have not received any response from the Water department. Commissioner Pyra stated he was not comfortable putting a number in until they have taken care of 2021. Chief Sitar recommended putting a number in the warrant article that could be amended later. Commissioner Cilley suggested \$125,000. The Commissioners questioned paying the 2021 past due bill. Chief Sitar commented that he believes if the arrears are not included in the budget they will need to go to the DRA and request to use the unassigned fund balance or have a special meeting to raise and appropriate. Commissioner Pyra stated that he is thinking \$75,000. Commissioner Cilley stated that he is fine with that, he would also be fine with \$1. Commissioners agreed to table the discussion till all commissioners were available. Chief Sitar commented that the Articles need to go to DRA by Friday. Commissioner Pyra asked if they were able to change the amount after it went to DRA. The answer was yes.

Commissioner Pyra made a motion to put an amount of \$1 for Pressurized Hydrants. Commissioner Cilley seconded the motion. Being no further discussion, vote was taken. Motion passed. Commissioners decided to wait till all commissioners were present to vote on these articles.

Article 14 and Article 15)

Commissioners decided to wait till all commissioners were present to vote on these articles.

Article 16) Operating Budget

Discussed final Operating Budget total. Chief Sitar commented that there were some small differences but for the most part the budget committee voted along with the Commissioners budget. Commissioners decided to wait till all commissioners were present to vote on these articles.

Deputy Joubert asked for his own knowledge, if the order the warrant articles are presented in standard or do the commissioners have the ability to change them. Commissioner Cilley stated that they can move them around. The order can also be changed on the floor.

Water District

Chief Sitar commented that there isn't much to update. There has been no response to the counteroffer that the Fire Commissioners sent. There was supposed to be a meeting for setting the terms for trial but both attorneys agreed to postpone to an unknown date.

Station Committee

No new news, will be meeting Wednesday, January 12, 2022.

Meeting Minutes

December 9, 2022

Minutes were tabled till the next meeting

Other Business

Manifests were reviewed and signed and future meetings were discussed.

Commissioner Cilley commented that they should post the agenda online.

Adjournment

Commissioner Pyra made a motion to adjourn at 6:29 P.M. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 6:29 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place: February 1, 2022 at 5:30 PM.
Tilton Town Hall, Downstairs Meeting Room,
257 Main Street, Tilton NH