

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 02/01/2022, 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 5:30 PM.

## Attendance

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

Public: Alan Clark and Crystal Laliberte

## Public Comment

None

## Correspondence

01.13.22 TNFD 2021 Fire Station Building Committee

Chair Kevin Cate wrote to the Commissioners informing them that

- The committee recommends working with Alan Clark and would like more information
- Committee member Julia Chase has missed three consecutive meetings, ask that she be removed.
- Search for additional committee members continues. Request that the call for community members be posted online and on social media pages

01.13.22 Wescott Law

- Trial date will be set for the end of November to the beginning of December.

## Old Business

Alan Clark

Alan Clark introduced Crystal Laliberte and talked about how the process works and the benefits his company offers as well as what it will cost

Commissioner Auger commented that Alan had spoke about the savings he could provide being involved. Commissioner Auger asked how much money Alan believed he could save the fire district on a \$6 million project. Alan replied half a million if not more and discussed where they could save.

Commissioner Pyra asked what the Building Committee said when Alan told them they would not be able to build a station for \$4 million. Alan said he had not addressed it with them

Commissioner Cilley expressed concern that anything over \$4 million will not be approved by the voters especially with other municipal projects going on. Commissioner Pyra Stated that if they put it off till they will later be forced to build a new station. Discussion ensued regarding support for the project.

Commissioner Cilley made a motion to approve the Chair to sign a contract with REI to not exceed \$67,000 for 2023 budget season. Commissioner Pyra seconded the motion. Commissioner Auger expressed concerned about spending more with the possibility of it being turned down again. Discussion ensued regarding building support and public awareness.

Commissioner Pyra asked if the Building Committee was aware of the costs. Commissioner Cilley stated that they didn't know the exact numbers, but they were aware there is a cost. Commissioner

Auger stated that he supports it if everyone else is in favor of it. Discussion ensued regarding chances of approval.

Commissioner Pyra noted some differences in numbers previously discussed versus what was listed in the proposal. Chief Sitar left a message for Alan to clarify. The Commissioners decide to wait till they hear back to vote. Commissioner Cilley rescinded his motion. Commissioner Pyra rescinded his second.

#### TNFD 2021 Fire Station Committee

Commissioner Cilley gave the Commissioners an update from the recent Building Committee meeting. He noted that they met with Alan at the last meeting, liked what he had to say, and recommended working with him.

Commissioner Auger asked if Park Street was what the Building Committee was set on. Commissioner Cilley stated that it was. The previous building committee had decided to build on the current property at Park Street with a sub station to be built later.

### **Chief's Report**

#### Budget:

- The 2022 Unassigned Fund Balance is: \$626,117
- Total Apparatus and Equipment Fund Balance through January: \$465,333.75
- Total Ambulance Revenue for 2021: \$523,077.90 (+/- \$73,045.56 more than 2020)
- We are at 100% of the calendar year and have expended 93.3% of the Operating Budget
- The Books for 2021 are not closed
- The annual audit is scheduled for the week of February 9, 2022

#### Fire Prevention Report for January 2022

- Report Included in handout.
- For the month of January, there were 38 Fire Prevention inspections.

#### Run Report for January 2022

- Run report included in handout.
- For the month of January, we had 208 incidents.
- 153 of the incidents were EMS in nature and that equates to 74% of our total incidents for the month of January.
- The engine responded with the ambulance to 62 EMS & MVA incidents last month.

#### Overlapping/Simultaneous Incidents for January 2022

- Report included in handout.
- For the month of January, we had 128 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 66% of all incidents for the month of January.
- We received 4 mutual aid Ambulance responses, 4 transported.
- We responded to 4 mutual aid Ambulance requests.
- We received 0 mutual aid Engine responses.
- We responded to 2 mutual aid Engine requests.

Commissioner Pyra questioned not receiving Mutual aid engine response when he thought there had been response to the fire on Bean Hill Road. Chief state that it didn't show in the report. The reports are still a work in progress. After looking at other reports it was found that they did receive mutual aid but it is unclear from which department.

#### Apparatus

- E2: Remaining issues are being addressed as they arise.
- E3: At Lakes Region Fire Apparatus for repairs.
- New A2: Scheduled for late winter/early spring delivery.
- New E1: Final inspection scheduled for July 2022.

Commissioner Cilley asked for more information regarding issues with E2. Chief Sitar replied that the on-spot chains aren't working properly and Larry Dingee is working with Sutphen to find a fix. Commissioner Cilley asked what was not working with the on-spots. Chief Sitar explained that they are coming too low. When the front end was raised to address the issue there the rear end became lower which was an unintended consequence. Discussion ensued regarding Engine 2. Commissioner Cilley stated that he would like to see correspondence between Chief & engineers.

#### 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.
- GOFFER has approved the COVID Equipment Grant that was applied for in collaboration with Tilton and Northfield for two ventilators and two UV disinfectant lights.

#### 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.
  - The emergency generator has arrived.
  - Additional borings to take place tomorrow.
  - Expect work to commence soon.
  - Shelter is finished and is waiting for site preparation before delivery is made.
- 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 asked what the additional boring were for. Chief Sitar replied that the company wants to bore a little deeper so they can explore their options.

#### 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
- SAFER Committee met and will have two more meetings before District meeting.
- The cost of a SAFER Firefighter in 2021 would have been \$0.09/\$1,000 on the tax rate.

#### Personnel

- Cheyanne Padgett was hired on the Call Company as an AEMT.
- Three Call applications under review

#### Currently working on

- New Dry Hydrant & Water Cistern Location
- SAFER Grant implementation.
  - Fourth quarter reimbursement has been received.
- 2021 AFG requesting all new LDH. Submitted.
- Implementation of new Records Management System.
  - Reports have a new look.

- Still a work in progress.
- Capital Improvement Program.
  - New Deputy Vehicle 2022
- 2022 Budgets

## **New Business**

### Warrant Article Assignment

The Commissioners decided who would speak to each warrant article at the public hearing

Article 05: Commissioner Auger

Article 06: Commissioner Pyra

Article 07: Commissioner Pyra

Article 08: Commissioner Auger

Article 09: Commissioner Cilley

Article 10: Commissioner Cilley

Article 11: Commissioner Cilley

Article 12: Commissioner Pyra

Article 13: Commissioner Auger

Article 14: Commissioner Auger

Article 15: Commissioner Pyra

Article 16: Commissioner Cilley

### COVID Equipment Grant

Chief Sitar stated that the equipment grant has been approved so now what they must do is buy the equipment and pay for it. The invoice and proof of payment will be given to each town to submit to the GOFFER program who will then reimburse the towns and the towns will then reimburse the Fire District. Commissioner Pyra asked how long that process will take. Chief Sitar said he was not sure.

## **Meeting Minutes**

### January 5 & 11, 2022

Cilley noted that at the previous meeting he had said he would look into why the electricity costs were higher. Chief Sitar stated that there is no reason other than general use, the only new item they have is a UV light they move from room to room to disinfect. Deputy Chief Joubert stated that they are using the commercial dryers almost every day to decontaminate their SCBA.

Commissioner Auger made a motion to approve the minutes of January 5 & January 11. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

## **Other Business**

Manifests were reviewed and signed.

## **Adjournment**

Commissioner Auger made a motion to adjourn at 7:48 P.M. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:49 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:

February 8, 2022 at 5:30 PM.  
Tilton Town Hall, Downstairs Meeting Room,  
257 Main Street, Tilton NH