

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 03/01/2022, 5:30 P.M.

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 P.M.

Attendance

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

Public Comment

There was no public comment.

Correspondence

02.17.22 Lisa Martin

Kathy commented that Lisa wrote requesting to be on the Building Committee. Discussion ensued. Commissioner Pyra made a motion to appoint Lisa Martin to the Building Committee. Commissioner Cilley seconded the motion. Being no discussion, vote was taken. Motion passed.

02.22.22 TNWD Collections Letter

Chief Sitar stated that they received a letter stating that their account with the water district would be sent to collections. The letter has been forwarded to their attorney.

Chief's Report

Budget:

- The 2022 Unassigned Fund Balance is: \$315,527
- Total Apparatus and Equipment Fund Balance through February: \$498,387.50
- 2022 Ambulance Revenue through February: \$101,375.68
- 2022 Ambulance Revenue is up \$7,339.56 compared to last year during the same period.
- We are at 100% of the calendar year and have expended 93.3% of the 2021 Operating Budget.
- The Books for 2021 are closed.
- The annual audit was conducted the week of February 9, 2022. Waiting for final report.

Commissioner Auger asked when the audit is done. Chief Sitar replied that it has already been done and believes that it will be finalized by District Meeting.

Commissioner Pyra commented that there was a significant change in the Unassigned Fund balance and believed they should discuss it. Kathy stated that the following amounts were deducted from the available funds:

- \$100,000 – For non-lapsing building fund

- \$9,030 – Everything that was encumbered
- \$201,502 – Contingency to cover water district liability

Those items brought the balance to the \$315,527. Additional \$44,368 is planned to come out at District Meeting if it all passes. Which would bring the balance down to \$271,159.

Commissioner Pyra asked if they will need to be concerned about TANS this year. Kathy replied that they will not because both Tilton & Northfield pay a portion of the budget. Chief Sitar added that it may be a concern at the beginning of next year. Discussion ensued regarding the balance of the unassigned fund balance and whether they will need to set more money aside in reserve for the water district.

Fire Prevention Report for February 2022

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

Run Report for February 2022

- Run report included in handout.
- For the month of February, we had 171 incidents.
- 129 of the incidents were EMS in nature and that equates to 74% of our total incident volume for the month of February.
- The engine responded with the ambulance to 46 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for February 2022

- Report included in handout.
- We had 70 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 41% of all incidents for the month of February.
- We received 2 mutual aid Ambulance responses, 2 transported.
- We responded to 5 mutual aid Ambulance requests.
- We received 1 mutual aid Engine responses.
- We responded to 6 mutual aid Engine requests.

Apparatus

- E2: New ON-Spot chains have been ordered.
- E3: Repairs are completed.
- New A2: Scheduled for late March. early April delivery.
- New E1: Chassis inspection in late June.
- New E1: Final inspection scheduled for July 2022.

Commissioner Cilley questioned payment for the new apparatus, believed it to be paid on delivery. Chief Sitar replied that the ambulance will be paid on delivery and the engine was paid upfront.

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. The UV lights have been delivered and are in service. The ventilators have been ordered and should be delivered within 30 days.

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.
 - Tower foundation was finalized. Will be three five-foot diameter caissons.
 - Looks like construction to start in March.
 - 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.

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 one more meeting before District Meeting.
- The cost of a SAFER Firefighter in 2021 would have been \$0.09/\$1,000 on the tax rate.

Personnel

- Three Call applications under review.
- Theodore Partington, Travis Gosine, Ryan O'Hara and Zachary Marcoux have all been removed from Probationary status.

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

Commissioner Cilley asked if the new reporting system allows for a personnel response report? Chief Sitar replied that it has not yet been built but theoretically they should be able to. Discussion ensued regarding documentation of the call responses.

Commissioner Cilley referencing the manifests asked if the hose that was bought was for the new engine. Chief Sitar replied that it was. Discussion ensued regarding hose and modifications to the hose beds. Commissioner Cilley stated that he feels that the new hose purchased was unnecessary.

Old Business

District Meeting PowerPoint

Chief Sitar reviewed the changes made in his presentation from the last meeting. Discussion ensued regarding additional changes.

TNFD 2021 Fire Station Building Committee

Membership

Commissioner Cilley noted that they already talked about Lisa Martin joining the committee.

2022 Fire Station Build Conference:

Commissioner Cilley stated that Chief Sitar had shared information with the committee regarding a Fire Station Build Conference that will take place in May in Chicago. The Committee would like to know if the commissioners would be willing to send one to three members. He discussed the pros & cons. Discussion ensued regarding the conference whether its worth it and the cost.

Commissioner Auger asked when they need to make a decision. Chief Sitar stated that they should probably make it tonight because if they wait till the next regular meeting it will be cutting it too close to plan. Commissioner Pyra questioned the overtime cost of a career member attending and suggested they create a budget to come up with a to not exceed amount. Discussion ensued regarding which two people from the committee should go. Commissioner Auger stated that he prefers that Commissioner Cilley go and then one other member of the committee. Commissioner Pyra agreed with sending Commissioner Cilley.

Commissioner Cilley made a motion to send two building committee members to the 2022 Fire Station conference in Rosemont, IL. Cost not to exceed \$3,000. Commissioner Auger seconded the motion. Being no discussion, vote was taken. Motion passed

Commissioner Pyra made a motion to recommend Commissioner Cilley to represent the Fire Commissioners at this conference with another person to be determined by the Building Committee. Commissioner Auger seconded the motion for discussion. Commissioner Auger reiterated earlier concerns that the other person to attend is not a firefighter as it would incur additional overtime costs. Being no further discussion, vote was taken. Motion passed, 2 in favor and 1 abstention by Commissioner Cilley.

Research for interview questions

Commissioner Cilley noted that he is to reach out to members of the Tilton Police Station Committee, including Commissioner Pyra, for interview questions they used in their process. Commissioner Pyra shared the names of other members who were on the Committee with him and discussed their interview process.

New Business

March 17, 2022 Training Burn

Deputy Joubert stated that after their previous training burn at the former anchorage property he was approached by the developers and contractors to burn the remaining three buildings on the property. He informed them that they would not be willing to burn the main building as it sits too close to Route 3 but would burn the other two an office and rec building.

Will take place during the day after people are at work and finish before the evening commute Have Belmont, Sanbornton, franklin invited to participate.

Commissioner Pyra questioned traffic control. Deputy Joubert replied that he believes that they will not need any but will be speaking to Tilton PD about borrowing their sign to notify.

Commissioner Pyra commended Deputy Joubert and everyone involved in the previous training burn.

Meeting Minutes

February 1, 2022 Public

Commissioner Auger made a motion to accept the minutes of February 1, 2022 as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

February 8, 2022 Public

Commissioner Auger made a motion to accept the minutes of February 8, 2022 as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

February 22, 2022 Public

Commissioner Auger made a motion to accept the minutes of February 22, 2022 as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

February 8, 2022 Non-Public Session I

Commissioner Cilley made a motion to accept the minutes of February 8, 2022 Non-Public Session I as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

February 8, 2022 -Non-Public Session II

Commissioner Cilley made a motion to table the minutes of February 8, 2022 Non-Public Session until their next meeting. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

February 22, 2022 Non-Public Session

Commissioner Cilley made a motion to accept the minutes of February 22, 2022 Non-Public Session as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Other Business

Manifests were reviewed and signed.

Commissioner Pyra commented that the next monthly meeting is April 5th. District Meeting is at Winnisquam High School Cafetorium March 14th at 7:00 PM. Discussion ensued about having a meeting after District Meeting to ratify the vote. It was decided they would meet on March 22nd at 5:30 P.M. to ratify the vote and set their meeting schedule for the year.

Adjournment

Commissioner Auger made a motion to adjourn at 7:26 P.M. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:26 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place:

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