

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 04/05/2022, 5:30 P.M.

Transcribed By: Beth Joslin

Location: Tilton Town Hall  
Downstairs Meeting Room  
257 Main Street  
Tilton NH

## Call to Order

Commissioner Cilley called the meeting to order at 5:30 P.M.

## Attendance

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

## Public Comment

There was no public comment.

## Correspondence

### 03.14.22 Wescott Law

Letter to Judge Morrill requesting his services as mediator.

### 03.16.22 Wescott Law

Letter to Attorney Marcia Brown regarding correspondence to Fire District.

### 03.16.22 Wescott Law

Letter answering Commissioner Cilley's concerns.

### 03.22.22 Wescott Law

Email asking if Board is available April 18<sup>th</sup> for mediation with Judge Morrill.

### 03.23.22 Wescott Law

Email letting Board know that April 18<sup>th</sup> will not work for opposing counsel and they have been requested to provide a list of dates they are available.

## Chief's Report

### Budget:

- The 2022 Unassigned Fund Balance is: \$271,159 after District Meeting action. (Estimated pending final report.)
- The Operating Budget is expended at 26%. We are at 25% of the Fiscal Year.
- Total Apparatus and Equipment Fund Balance through March: \$240,299.57.
- 2022 Ambulance Revenue through March: \$130,295.84.
- 2022 Ambulance Revenue is down \$2,443.72 compared to last year during the same period. (March Comstar deposit has not been received yet.)
- The annual audit was conducted the week of February 9, 2022. Waiting for final report.

### Fire Prevention Report for March 2022

- Report Included in handout.
- For the month of March, there were 39 Fire Prevention inspections.

### Run Report for March 2022

- Run report included in handout.
- For the month of March, we had 139 incidents.
- 101 of the incidents were EMS in nature and that equates to 73% of our total incident volume for the month.
- The engine responded with the ambulance to 38 EMS & MVA incidents last month.

### Overlapping/Simultaneous Incidents for March 2022

- Report included in handout.
- We had 54 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 39% of all incidents for the month of March.
- We received 2 mutual aid Ambulance responses, 1 transported.
- We responded to 4 mutual aid Ambulance requests.
- We received 0 mutual aid Engine responses.
- We responded to 1 mutual aid Engine requests.

Commissioner Cilley asked how many of the mutual aid responses were transported. Kathy replied that they transported two of them.

### Apparatus

- E2: New ON-Spot chains have been ordered.
- T1: Tanker pump drain valve leaking badly, being repaired today at Lakes.
- New A2: Scheduled for late March, early April delivery.
- New E1: Chassis inspection in late June.
- New E1: Final inspection scheduled for July 2022.
- New C3 has been ordered. Dodge Durango Pursuit from MHQ.

Commissioner Cilley asked if the new Car 3 will need to be painted. Chief Sitar replied that it will come red and be under budget. Commissioner Cilley asked if they would be able to test the on-spots without snow. Chief Sitar replied that they will not leave the shop without confirming that they work properly. Commissioner Cilley asked if the command center from the current Car 3 will fit in the new car. Chief Sitar replied that it will not and that they will have to mount the radios another way. Commissioner Cilley asked that if there is no trade in value that they see if any other departments are interested in buying it.

### 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 delivered. Training on the new ventilators will take place soon. The units will go into service after the training.

Commissioner Auger asked how it works if someone was to call for an ambulance and mutual aid had to respond. How would the billing work? Would they be billed by the other department even though it is a service they pay for? Chief Sitar replied that the other department would bill them. Discussion ensued regarding insurance, hardship programs, and ambulance billing.

### 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.

Commissioner Pyra commented that Comcast will be coming to town.

#### Park Street

- Bathroom project underway and approximately 66% -75% completed.

#### 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 April.
  - 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 is continuing to meet. Next meeting is April 26<sup>th</sup>.
- 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.

#### Currently working on

- New Dry Hydrant & Water Cistern Location
- SAFER Grant implementation.
  - First quarter reimbursement has been requested.
- 2021 AFG requesting all new LDH. Submitted.
- Implementation of new Records Management System.
  - Reports have a new look.
  - Still a work in progress.
- 2023 Budgets

Chief Sitar stated that he was just notified that the tower construction will begin this week.

Commissioner Pyra asked if it was dig safe. Chief Sitar replied that he was not sure and that it was the company's responsibility to do that. Discussion ensued regarding utilities.

Commissioner Cilley asked if after district meeting any land owners had offered use of their land for a cistern. Chief Sitar replied that he has looked at a few.

Commissioner Cilley asked if the district website could get an uplift. Kathy replied that she has slowly been working on it but she would get with Tim. Deputy Joubert commented that Kathy had added updated photos and videos. Commissioner Cilley noted that he would also like to see the meeting agenda posted. Commissioner Pyra commented that the Northfield town website was nice and something they could look into for the department.

Commissioner Cilley asked how the fuel budget was doing. Chief Sitar replied that they are monitoring it but are not worried yet. Discussion regarding fuel and taxes.

#### **Old Business**

## **New Business**

### Moderator & Clerk

Kathy commented that they do not have a final designation because Kent is undecided if he wants to accept the moderator position. Currently they have a clerk but have not heard from her. Commissioner Cilley asked the legal process if she does not respond.

Commissioner Pyra commented on Captain Powell's defensive driving during responding to an incident.

## **Meeting Minutes**

### March 22, 2022 Public

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

### March 22, 2022 Nonpublic Sessions I & II

Commissioner Cilley commented that they can review these in public session as they were not sealed at the end of each session. Commissioner Cilley advised the Board there was a punctuation error on Session I after Eric's name and a spelling error on Session II. Kathy has already corrected them. Commissioner Pyra made a motion to accept the minutes of Nonpublic Session I and Nonpublic Session II. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

## **Other Business**

The Chief's Review was scheduled.

## **Adjournment**

Commissioner Auger made a motion to adjourn at 6:30 P.M. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 6:30 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:

May 3, 2022 at 5:30 PM.  
Tilton Town Hall, Downstairs Meeting Room,  
257 Main Street, Tilton NH