

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 06/07/2022, 5:30 PM

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 5:31 PM.

## 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: Paul Blaisdell

## Public Comment

### Report of SAFER Grant Committee

Paul Blaisdell commented he was here to speak about the SAFER Grant Committee. It costs approximately \$365,000 to fund the four positions for a year. They are looking to fund half of that without taxation. Paul discussed the various sources they have researched, including proposing the following warrant article to make changes to the Apparatus & Equipment Fund.

*To see if the District will vote to adopt the provisions of RSA 31:95-C, to restrict the revenues from Ambulance Billings to expenditures for the purposes of Apparatus and Equipment replacement. **Expenditures for Vehicle and Equipment Maintenance, Repairs, and Service Testing shall also be allowed from the fund.** Such revenues and expenditures shall be accounted for in a special fund to be known as the "Apparatus Replacement and Equipment Fund". This fund would be separate from the General Fund. Any surplus in said fund shall not be deemed part of the General Fund accumulated surplus and shall be expended only after a vote by the Fire District at a District Meeting to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of revenues.*

The committee has taken the summer off and will be meeting again in August.

Deputy Robinson asked if there was a reduction in response times. Chief Sitar replied that there was. Discussion ensued about response times.

Discussion ensued about the projected revenue in the Apparatus & Equipment Fund and the CIP (Capital Improvement Plan).

Commissioner Auger spoke about reducing the overtime. He doesn't know how but believes it needs to be done. Paul commented that the new members haven't been active long enough to measure any real increase or savings yet.

Chief Sitar talked about how the improved response times benefit the patient and means the severity of their ailment is less meaning less time in the hospital and out of work. It's hard to measure but an outcome of the. Commissioner Cilley stated that he believes those are important statistics to show that how quickly more than one person in district is receiving attention at the same time. Discussion ensued regarding quick response times.

Paul asked when they would like recommendations from the SAFER Committee. Commissioner Cilley said probably October after they get through the start of budget season. Deadlines were discussed for Warrant articles and if changes need to be made to allow the tower trust fund to be used to offset SAFER costs.

## **Correspondence**

### NH Veterans Home

A letter thanking the Fire District for their quick response in helping remove the dangerous material that was hanging from the top of their maintenance building from the high winds of March 8, 2022.

### Katherine deOliveria, DRA

An email was received from our DRA Advisor regarding the District Clerk. She is requesting the Board confirm when a new clerk will be appointed as the position cannot stay vacant. She also requested the Board sign the MS-123 so it can be uploaded as it is past due.

### Tilton Board of Selectmen

Letter regarding the remaining town-owned land next to the new Police Department on Sanborn Road. They are ready to entertain the highest and best use for the property. If the Fire Commissioners would like to make a proposal, they are requesting the let them know so that can be factored into the final decision for the property.

Kent Finemore was sworn in as Moderator.

## **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 42%. We are at 41% of the Fiscal Year.
  - Waiting on reimbursement for Radio Reprogramming and EMS Equipment totaling about \$73,000.
- Total Apparatus and Equipment Fund Balance through May: \$296,838.38.
- 2022 Ambulance Revenue through May: \$208,610.54.
- 2022 Ambulance Revenue is up \$19,853.06 compared to last year during the same period.

### Fire Prevention Report for May 2022

- Report Included in handout.
- For the Month of May, there were 32 Fire Prevention inspections.

### Run Report for May 2022

- Run report included in handout.
- For the Month of May, we had 183 incidents.
- 112 of the incidents were EMS in nature and that equates to 61% of our total incident volume for the month.
- The engine responded with the ambulance to 43 EMS & MVA incidents last month.

### Overlapping/Simultaneous Incidents for May 2022

- Report included in handout.
- We had 80 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 44% of all incidents for the Month of May.
- We received 7 mutual aid Ambulance responses, 6 transported.

- We responded to 5 mutual aid Ambulance request.
- We received 4 mutual aid Engine response.
- We responded to 2 mutual aid Engine requests.

#### Apparatus

- A2: To Greenwood for warranty service.
- E3: Out of service for front springs at Winni Truck. Waiting for parts.
- New C3: Has been ordered. Dodge Durango Pursuit from MHQ. Late July delivery expected.

#### COVID-19

- Operating under the revised State COVID EMS Protocols.
- Door to the Fire Station is locked to the public.
- Entry protocol in place for visitors.
- 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 and ventilators have been delivered and are in service. Waiting for one case of supplies to complete the order and then we will submit for reimbursement.

#### 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 and is 85% complete.
- Training Facility to be painted by the Department of Corrections this fall.

#### Fire Department Radio System

- Park Street
  - Tower construction has started.
- 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 the FD system, a simulcast radio for the PD and a backhaul link for LRMFA.
  - A grant for this project has been submitted.

Commissioner Cilley asked about how far out from the fence is the company's easement and will it effect future building plans. Discussion ensued

#### 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 in September.
- The cost of a SAFER Firefighter in 2021 would have been \$0.09/\$1,000 on the tax rate.
- Proposed warrant article included.

#### Personnel

- No Call Company applications pending.

#### Currently Working On

- New Dry Hydrant & Water Cistern Location
- SAFER Grant implementation.
  - First quarter reimbursement has been requested.

- 2021 AFG (Assistance to Firefighters Grant) requesting all new LDH (large diameter hose). Submitted.
- Implementation of new Records Management System.
  - Reports have a new look.
  - Still a work in progress.
- 2023 Budgets

## **Reports of Committees**

### Report of 2021 Fire Station Building Committee

Commissioner Cilley discussed the Fire Station Design Conference, commenting that he found it very informative and was able to bring back lots of useful information. Discussion ensued regarding the distribution of the materials from the conference.

The next meeting will be Monday, June 13<sup>th</sup> at Tilton Town Hall in the upstairs meeting room

The Town of Tilton wants to know if the Fire District is interested in the piece of property by the Police Station on Sanborn Road. Chief Sitar commented that there was discussion by the Selectmen that it would be a good spot for a Fire Station also a possibility for the rec department to develop into courts. The Selectmen were in favor of talking with the Commissioners about building a fire station there but how that would work he didn't know. Would there be a lease or land swap?

Commissioner Cilley stated that he was disappointed by the timing of this as they were told two years ago not to approach them with this proposal that they are now offering. Chief Sitar replied that it was discussed in the meeting. They didn't want to muddy the waters of getting the police station approved at the time.

Commissioner Auger commented they have spent a lot of money investigating different places and feels that their focus should be on downtown. Maybe in the future, but he doesn't want to be locked into anything that they can't uphold. He feels this is bad timing. Call concentration of calls, road frontage, and whether the space was large enough for a station was discussed.

Chief Sitar encouraged the Commissioners to talk with the Selectmen and hear what they have to say. The Commissioners agreed that they were open to listening to what they have to say.

Discussion ensued regarding substations and staffing two stations.

## **Old Business**

### District Clerk

Discussion ensued about the Clerk's position. The Board decided to post the position on the website, both towns bulletin boards, the library bulletin board as well have it posted in the Northfield News.

### Water District Mediation

Mediation is scheduled for June 10<sup>th</sup> in Laconia. All three Commissioners stated they are available that day. Chief Sitar commented that he had emailed the Board with information that was provided to the Mediator.

## **New Business**

### Fund Balance Policy Revision

Reviewed and signed.

### Monthly Reports

The monthly reports were discussed. Chief Sitar explained that even though the financials are complete the incident information is not always available at the beginning of the month. The

Board decided they wanted the Chief to continue to send the reports prior to the meeting even if they are not complete. He can always email them revised reports once all they are completed.

## **Meeting Minutes**

### May 3, 2022

Commissioner Auger made a motion to accept the minutes of May 3, 2022, as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

### May 17, 2022

Commissioner Auger made a motion to accept the minutes of May 17, 2022, as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

## **Other Business**

The manifests were reviewed and signed.

The MS-123 was reviewed and signed.

## **Nonpublic Session per RSA 91-A:3, II(c)**

Commissioner Pyra made a motion to enter nonpublic session per RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Commissioner Auger seconded the motion.

Roll call vote to enter nonpublic session:

Paul Auger, Yes; Jon Cilley, Yes, Eric Pyra, Yes.

Nonpublic session was entered at 7:15 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Pyra and seconded by Commissioner Auger.

Roll call vote to exit nonpublic session:

Paul Auger, Yes; Jon Cilley, Yes, Eric Pyra, Yes.

Public session reconvened at 7:20 PM

Commissioner Cilley commented that they approved the nonpublic minutes of May 17, 2022. They did not seal the nonpublic minutes. They also reviewed and acted upon the April Disposition Reports.

## **Nonpublic Session per RSA 91-A:3,II(a)**

Commissioner Pyra made a motion to enter nonpublic session per RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.. Commissioner Auger seconded the motion.

Roll call vote to enter nonpublic session:

Paul Auger, Yes; Jon Cilley, Yes, Eric Pyra, Yes.

Nonpublic session was entered at 7:22 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Pyra and seconded by Commissioner Auger.

Roll call vote to exit nonpublic session:  
Paul Auger, Yes; Jon Cilley, Yes, Eric Pyra, Yes.

Public session reconvened at 7:35 PM.

Commissioner Cilley commented that they discussed succession planning. The Chief's annual review was reviewed for errors.

### **Adjournment**

Commissioner Pyra made a motion to adjourn. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:39 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Clerk

Next Meeting Date, Time, Place:                      July 12, 2022, at 5:30 PM.  
Tilton Town Hall  
Downstairs Meeting Room  
257 Main Street  
Tilton NH