

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 07/12/2022, 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 5:33 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, Kevin Cate

Public Comment

Correspondence

NH Brown Law

91A Request.

Plodzik & Sanderson

Six bound copies, one unbound copy and an electronic copy of the financial statements for the fiscal year ended December 21, 2021, received with their governance letter.

Reports of Committees

Report of 2021 Fire Station Building Committee

Commissioner Cilley commented that the Board has a copy draft Request for Qualifications/Proposals to submit to Primex and our attorney for review.

Kevin Cate recognized Lisa Martin in getting the document together. Once the reviews are received from our legal counsel and Primex, the committee will review the changes and come up with a final document for their review. Kevin went on to discuss the document and the criteria for selection.

Eric asked for clarification about the criteria, do they need to have experience building a fire station or just an understanding? Kevin replied that they would need experience building a station and preferably recent experience. Discussion ensued.

Commissioner Pyra made a motion that the Building Committee forward the Draft RFQ/P dated 07.11.22. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Paul Blaisdell commented that he will lean on the two people went to a conference and what they learned as this process continues.

Commissioner Pyra commented that there was a Facebook page to share information regarding the new police station. Discussion ensued regarding a Facebook page just for fire station.

Paul B echoed Kevin's comments about Lisa.

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 49.2%. We are at 50% of the Fiscal Year.
 - Waiting on reimbursement for Radio Reprogramming and EMS Equipment totaling about \$73,000.
- Total Apparatus and Equipment Fund Balance through June: \$343,481.71.
- 2022 Ambulance Revenue through June: \$262,800.26.
- 2022 Ambulance Revenue is up \$34,022.51 compared to last year during the same period.

Fire Prevention Report for June 2022

- Report Included in handout.
- For the Month of June, there were 60 Fire Prevention inspections.

Run Report for June 2022

- Run report included in handout.
- For the Month of June, we had 202 incidents, up 151 incidents over this time last year.
- 158 of the incidents were EMS in nature and that equates to 78% of our total incident volume for the month.
- The engine responded with the ambulance to 45 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for June 2022

- Report included in handout.
- We had 90 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 46% of all incidents for the Month of June.
- We received 4 mutual aid Ambulance responses, 4 transported.
- We responded to 9 mutual aid Ambulance requests, 7 transported.
- We received 0 mutual aid Engine response.
- We responded to 1 mutual aid Engine requests.

Apparatus

- A2: Warranty repairs made at Greenwood.
- E3: Front spring replaced.
- A1: Scheduled for new tires and front-end work.
- A1: New batteries installed
- New C3: Has been ordered. Dodge Durango Pursuit from MHQ. Late July delivery expected.

Commissioner Cilley asked when the new engine is expected. Chief Sitar replied that there have been delays with building the chase. Waiting for a reply as to when they can inspect the cab and chase, hoping to do that before the end of the month.

Grants

- 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.
- SAFER Grant is up to date on reimbursement.
- Homeland Security Grant has prospectively awarded \$53,853.00 for radio infrastructure upgrades.

Center Street

- Repairs to siding and fire escape railing are complete.

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 is up and driveway construction has been started. Waiting for new pole to be installed by Eversource for commercial power. This may take several months.

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.
 - Second quarter reimbursement has been paid.
- 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

Old Business

District Clerk

Kathy stated that she still has been unable to find anyone. Has contacted administrators at both towns and talked to multiple other people but there is no interest out there. Commissioner Cilley asked about the Clerk's responsibilities. Discussion ensued regarding responsibilities and criteria to be eligible.

New Business

Training

Deputy Joubert mentioned that they have had great training opportunity the past few weeks at Tilton School as they have been allowed to train in some of the dormitories because they are about to do a renovation. Training for search and rescue, forcible entry, etc.

Meeting Minutes

June 7, 2022 Public

Commissioner Pyra made a motion to accept the minutes of June 7, 2022, as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

June 7, 2022 Nonpublic

Commissioner Auger made a motion to accept the nonpublic minutes of June 7, 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.

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

Commissioner Cilley 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 Pyra seconded the motion.

Roll call vote to enter nonpublic session:

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

Nonpublic session was entered at 6:14 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 6:27 PM.

No motion was made to seal the minutes of the nonpublic session.

Commissioner Cilley commented that they reviewed and acted upon the Disposition Reports.

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

Commissioner Auger 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 Pyra seconded the motion.

Roll call vote to enter nonpublic session:

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

Nonpublic session was entered at 6:30 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 6:56 PM.

No motion was made to seal the nonpublic session minutes.

Commissioner Cilley commented they reviewed Chief Sitar's contract per his request.

Adjournment

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

Meeting adjourned at 6:57 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Clerk

Next Meeting Date, Time, Place: August 2, 2022, at 5:30 PM.
 Tilton Town Hall
 Downstairs Meeting Room
 257 Main Street
 Tilton NH