

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 09/06/2022, 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 Administration Manager Kathy Tobine

## Correspondence

Chief Sitar commented that he received correspondence from Primex and Attorney Fitzgerald on the RFP.

## Chief's Report

### Budget:

- The 2022 Unassigned Fund Balance is: \$271,159 after District Meeting action.
- The Operating Budget is expended at 64.4%. We are at 67% of the Fiscal Year.
  - Waiting on reimbursement for EMS Equipment totaling about \$15,000.
- Total Apparatus and Equipment Fund Balance through August: \$363,832.20.
- 2022 Ambulance Revenue through August: \$361,718.95.
- 2022 Ambulance Revenue is up \$66,116.92 compared to last year during the same period.

Discussion ensued about the Water District.

### Fire Prevention Report for August 2022

- Report Included in handout.
- For the Month of August, there were 51 Fire Prevention inspections.

### Run Report for August 2022

- Run report included in handout.
- For the Month of August, we had 209 incidents.
- 158 of the incidents were EMS in nature and that equates to 76% of our total incident volume for the month.
- The engine responded with the ambulance to 47 EMS & MVA incidents last month.

Commissioner Auger commented on the number of calls at the high school. Deputy Joubert stated that it was a problem with the programming of the alarm and was corrected within a few days.

### Overlapping/Simultaneous Incidents for August 2022

- Report included in handout.
- We had 110 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 53% of all incidents for the Month of August.
- We received 11 mutual aid Ambulance responses, 5 transported.
- We responded to 4 mutual aid Ambulance requests, 4 transported.

- We received 8 mutual aid Engine response.
- We responded to 3 mutual aid Engine requests.

#### Apparatus

- E1: Cab and chassis inspection completed in Ohio.
- New C3: In service.

Commissioner Pyra asked what the next step is now that the engine has been inspected. Chief Sitar replied that it will now go to Pennsylvania to have the rest of the pieces installed.

#### 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. Reimbursement has been received from Northfield, waiting for Tilton.
- SAFER Grant is up to date on reimbursements.
- Homeland Security Grant has prospectively awarded \$53,853.00 for radio infrastructure upgrades.

#### Center Street

- Nothing to report.

#### Park Street

- Bathroom project completed except for the floor. Paul Auger to address.
- Training Facility to be painted by the Department of Corrections this fall.

#### Fire Department Radio System

- Park Street
  - Tower 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. ATT equipment has been installed.

Discussion ensued regarding the locations of poles and where other utilities will be run.

#### 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 to amend the purpose of the Apparatus & Equipment Replacement Fund.

#### Personnel

- No Call Company applications pending.
- FF/AEMT Zachary Marcoux has tendered his resignation effective 09/15/2022.
- Conditional offer of employment has been given to FF/AEMT Aiden O'Brien.

#### Currently Working On

- New Dry Hydrant & Water Cistern Location
  - 299 Sanborn Road, Tilton
  - 15 Silver Lane, Northfield
    - Waiting for DES approvals
- 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

## **Reports of Committees**

### 2021 Fire Station Building Committee

Commissioner Cilley commented that the RFQ has been reviewed by the Commissioners, Primex and Attorney Fitzgerald. Some recommendations have been made.

Chief Sitar stated that as a result of a meeting with the Tilton Board of Selectmen, the Board of Commissioners felt it would be fruitful to look at the land at Sanborn Road. He shared plans he created for a two-station plan with headquarters at Sanborn Road and minimal renovations at Park Street to create a kitchen/training room with Heat and AC. He believes this will satisfy both towns as they each will have a station and building costs will be less as they would be building a smaller building at Sanborn Road.

Commissioner Cilley noted that a plan like this was considered by the committee but at the time there were no options for land in the Exit 20 area. He asked if they would house more apparatus at the headquarters, such as the second ambulance. Discussion ensued regarding bays and apparatus.

Commissioner Auger expressed concerns that land by police station was promised for a football field. He would like to see the numbers, not sure that this will be the cheaper option in the long run. Commissioner Auger expressed concerns about water hook up pricing mentioned previously. Commissioner Pyra clarified that the situation regarding water all depends on where you connect one area is more expensive than another.

Discussion ensued regarding notifying the Building Committee and what this could mean for the timeline of their process. Commissioners tabled discussing RFQ since it is possibly changing.

## **Old Business**

### District Clerk

Kathy reported there has still been no interest in the District Clerk position. If there isn't a clerk appointed prior to District Meeting, the body can vote on a person to act as Clerk for that meeting.

## **New Business**

### Disaster Recovery Plan

Reviewed and signed.

### Incident Response Plan

Reviewed and signed.

### Park Street Lot Consolidation

Chief Sitar reported we own several adjoining lots at Park Street and would like to merge them into one lot. Commissioner Pyra made a motion to give Chief Sitar authorization to sign paperwork to merge the lot lines. Commissioner Auger seconded the motion. Being no discussion, vote was taken. Motion passed.

### Fiber

Chief Sitar reported that during the budget process last year the Budget Committee approved installing fiber. He's received new pricing for \$343/month with no installation costs. Would like to have it started for January. Commissioners agreed.

## **Meeting Minutes**

### August 02, 2022 Nonpublic Session

Commissioner Cilley made a motion to accept the nonpublic session of August 2, 2022, as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

### July 21, 2022 Town of Tilton & TNFD

Commissioner Cilley made a motion to table these minutes until Thursday, September 8, 2022. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

### August 02, 2022 Public

Commissioner Cilley made a motion to table these minutes until Thursday, September 8, 2022. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

## **Any Other Business**

Upcoming meetings: 9/8 Commissioners & Budget Workshop, 9/12 Station Committee, 9/20 Budget Workshop, and 10/4 Commissioner Meetings

### **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 7:05 PM.

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

Roll call vote to exit nonpublic session:

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

Public session reconvened at 7:08 PM.

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

### **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 7:08 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Clerk

Next Meeting Date, Time, Place:

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