

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 10/04/2022, 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 5:37 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

Employees: Sean Valovanie, Derek Farrell, Ryan O'Hara, Zachary Mellett, Travis Gosine, Aiden O'Brien, Greg Stetson

Public: Lorienne Valovanie, Jenna Valovanie, Ellen Valovanie, James Frangelli, Meredith Shepardson, Leslie Farrell, Robert Farrell, Melissa Root and Mason Root

New Business

New Employees

1. FF/AEMT Aiden O'Brien. Aiden was on a call
2. FF/AEMT Greg Stetson was introduced to the board

Promotions

3. Captain Derek Farrell was presented with his Captain's badge.
4. Deputy Sean Valovanie was presented with his Deputy's badge.

Goodbye

Deputy Joubert thanked the Board and District for his time with Tilton-Northfield Fire District.

Radio Grant

Chief Sitar explained that he wrote a Homeland Security Grant that has prospectively awarded \$53,853.00 for radio infrastructure upgrades. The Commissioners need to vote to accept the grant and authorize the Chief to sign the documents. Commissioner Pyra made a motion to accept the grant for \$53,853 for radio infrastructure upgrades and authorize the Chief to sign the documents. Commissioner Auger seconded the motion. Commissioner Cilley asked for a rough breakdown of what they would be getting for this. Chief Sitar replied that that includes everything they need to add a four-channel receiver to the water tower on Pleasant St in Franklin. It will make for better radio communication. Discussion ensued regarding the annual cost. Chief Sitar commented it would be approximately

\$1,400 annual maintenance that we are already paying. No additional cost. There being no further discussion, vote was taken. Motion passed.

Correspondence

09/21/22 Email from Kevin Cate resigning from the Building Committee. Commissioner Cilley thanked him for his time.

10/03/22 Letter from Attorney Fitzgerald approving the proposed Warrant Article and Meeting Notice for Special District Meeting.

Chief's Report

Budget:

- The 2022 Unassigned Fund Balance is: \$271,159 after District Meeting action.
- The Operating Budget is expended at 72%. We are at 75% of the Fiscal Year.
 - Waiting on reimbursement for EMS Equipment totaling about \$15,000.
- Total Apparatus and Equipment Fund Balance through September: \$387,569.68.
- 2022 Ambulance Revenue through September: \$383,484.40.
- 2022 Ambulance Revenue is up \$36,441.60 compared to last year during the same period.

Discussions of fuel budget being over but other under-utilized lines covering the difference right now

Fire Prevention Report for September 2022

- Report Included in handout.
- For the Month of September, there were 42 Fire Prevention inspections.

Run Report for September 2022

- Run report included in handout.
- For the Month of September, we had 199 incidents.
- 147 of the incidents were EMS in nature and that equates to 74% of our total incident volume for the month.
- The engine responded with the ambulance to 46 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for September 2022

- Report included in handout.
- We had 144 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 72% of all incidents for the Month of September.
- We received 7 mutual aid Ambulance responses, 4 transported.
- We responded to 4 mutual aid Ambulance requests, 4 transported.
- We received 0 mutual aid Engine response.
- We responded to 1 mutual aid Engine requests.

Apparatus

- E1: Final inspection TBD.
- All PMs are completed.

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. Commissioners to vote to accept grant and authorize the Chief to sign documents.

Center Street

- Access control needs to be updated, i.e., front door camera, door buzzer.

Commissioner Cilley asked how much it would cost to update. Chief Sitar stated that they just started discussing it so he doesn't know yet. Discussed the problems with the current system and what they would like to have. Chief Sitar will research pricing and grants and add it to the budget.

Park Street

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

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. AT&T equipment has been installed.

Commissioner Cilley stated that the planning board asked about the contract as they have been working on their tower ordinances. There was talk about decommissioning the tower. The Chief stated that the District can either take ownership or request that the tower be taken down by the company. Discussion ensued regarding the tower contract.

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 October 14th.
- 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.

Discussed timeline in getting things done.

Personnel

- No Call Company applications pending.
- FF/AEMT Aiden O'Brien started September 26th.
- FF/AEMT Greg Stetson will be starting October 18th..

Currently Working On

- New Dry Hydrant & Water Cistern Location
 - 299 Sanborn Road, Tilton
 - 15 Silver Lane, Northfield
 - DES permits in hand
 - Kenny Partridge tentatively to complete installs by end of November
- Cisterns
 - 33 Vista Heights, Tilton
 - No DES permit needed

- 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

Commissioner Cilley recommended getting photos of the cistern & dry hydrant progress.

Reports of Committees

2021 Fire Station Building Committee

Commissioner Cilley reported the committee met. RFP/RFQ was sent to the Board for review and approval. They haven't heard anything back from the Tilton Board of Selectmen regarding Sanborn Road.

Discussion regarding public opinion, the article and radio story regarding the fire station. Commissioner Cilley asked that if there are any media requests that the commissioners be notified so that they are aware.

Old Business

RFP/RFQ Approval

Commissioner Cilley made a motion to accept the amended RFP/RFQ. Paul Auger seconded it. There being no discussion, vote was taken. Motion passed.

Special District Meeting

The Warrant Article was reviewed. Deputy Robinson asked if the numbers were correct. Kathy replied that they were and explained. Edits were made to misspelling. The amount set aside by the auditors was reviewed and what it will cover.

Kathy reported the Budget Committee met October 3rd to discuss this and they are not recommending the warrant article.

Extensive discussion ensued about dates. Kathy reviewed the steps they need to complete for the Special District Meeting and Public Hearing. Meeting locations were discussed. It was agreed that they would like the Public Hearing held at Tilton PD in the EOC if available and the Special District Meeting at the High School in the Cafetorium.

Commissioner Cilley made a motion to petition Belknap County Superior Court to hold a Special District Meeting regarding the pressurized hydrant agreement reached between the Fire District and Water District. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

District Clerk

Kathy reported Stephanie Giovannucci has agreed to fulfill the District Clerk position to cover the Special District Meeting.

District Clerk Payment

Commissioner Cilley made a motion to pay Camden Steady, the previous Clerk, \$750. Commissioner Auger seconded the motion. Commissioner Pyra commented that they should prorate the amount since she did not complete the minutes. Discussion ensued about what amount would be appropriate. Commissioner Cilley revised his motion to \$575. Commissioner Auger seconded the revised motion. Vote was taken. Motion passed.

Any Other Business

Manifests

The manifests were reviewed and signed.

Meeting Dates

The Board added a Budget Workshop on October 26th. They agreed to change their next regular meeting date from the November 1st to November 9th as the Chief is on vacation the 1st. They added Budget Workshops on November 7th and November 15th.

Meeting Minutes

September 20, 2022

Commissioner Pyra made a motion to accept these minutes as written. Commissioner Auger seconded the motion. Commissioner Cilley commented There being no further discussion, vote was taken. Motion passed.

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.

Motion passed.

Nonpublic session was entered at 7:30 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.

Motion passed.

Public session reconvened at 9:25 PM.

Commissioner Pyra made a motion to seal these minutes because it was determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this board. Commissioner Auger seconded the motion.

Roll call vote to exit nonpublic session:

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

Motion passed.

Commissioner Cilley commented they reviewed and acted upon the monthly disposition reports. They reviewed the District billing policy. Personnel policies were discussed.

Commissioner Cilley made a motion to amend the Fire District billing policy to include in the existing policy to allow COMSTAR to balance bill the residents of the District. The remaining part of the policy will stand with that inclusion. Commissioner Pyra seconded the motion. There being no discussion, motion passed.

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 9:26 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Clerk

Next Meeting Dates, Time, Place:	2023 Budget Workshop November 7, 2022, at 5:30 PM. Tilton Town Hall, Downstairs Meeting Room 257 Main Street, Tilton NH
	Regular Meeting November 9, 2022 Tilton Town Hall, Downstairs Meeting Room 257 Main Street, Tilton NH
	2023 Budget Workshop November 15, 2022 Tilton Town Hall, Downstairs Meeting Room 257 Main Street, Tilton NH