

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 11/09/2022, 5:33 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 Sean Valovane and Administration Manager Kathy Tobine

Public: Sabrina McPhail

Chief's Report

Budget:

- The 2022 Unassigned Fund Balance is: \$271,159 after District Meeting action.
- The Operating Budget is expended at 79%. We are at 83% of the Fiscal Year.
- Total Apparatus and Equipment Fund Balance through October: \$451,282.65.
- 2022 Ambulance Revenue through October: \$460,773.69.
- 2022 Ambulance Revenue is up \$78,866.51 compared to last year during the same period.

Commissioner Cilley asked what actions will need to be taken for SAFER Grant this budget season. Discussion regarding how much of the expenses the grant will cover and warrant articles proposed by SAFER Grant committee.

Fire Prevention Report for October 2022

- Report Included in handout.
- For the Month of October, there were 57 Fire Prevention inspections.

Run Report for October 2022

- Run report included in handout.
- For the Month of October, we had 185 incidents.
- 147 of the incidents were EMS in nature and that equates to 79% 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 October 2022

- Report included in handout.
- We had 92 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 50% of all incidents for the Month of October.

- We received 3 mutual aid Ambulance responses, 1 transported.
- We responded to 8 mutual aid Ambulance requests, 3 transported.
- We received 1 mutual aid Engine response.
- We responded to 2 mutual aid Engine requests.

Apparatus

- E1: Final inspection mid-December.
- 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 and 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. Getting a quote for the work.

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, about three more weeks. AT&T equipment has been installed.

Chief Sitar noted that poles have now been put in, just a bit more work to be operational.

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 October 7th.
- 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/EMT Jose Galindez is to start January 23, 2023.

Currently Working On

- New Dry Hydrant & Water Cistern Locations
- Dry Hydrants:
 - 299 Sanborn Road, Tilton is to be installed in the Spring
 - 15 Silver Lane, Northfield

- DES permits in hand
- Kenny Partridge tentatively to complete installs by end of November

Chief Sitar commented that they had begun installing the dry hydrant on Silver Lane, went by this morning to see.

- Cisterns
 - 33 Vista Heights, Tilton. Planned installation this Winter.
 - No DES permit required
- SAFER Grant implementation.
 - Third quarter reimbursement has been paid.
- 2021 AFG (Assistance to Firefighters Grant) requesting all new LDH (large diameter hose). Submitted.
- Implementation of new Records Management and Scheduling System.
 - Reports have a new look.
 - Still a work in progress, but we are getting more familiar with the product.
- 2023 Budgets

Commissioner Pyra asked how the department was covering the vacancy. Chief Sitar replied that it was being filled with overtime.

Reports of Committees

2021 Fire Station Building Committee

Commissioner Cilley reported the RFP/RFQ has been advertised.

Chief Sitar commented that the Pre-Proposal meeting was scheduled for the following Tuesday. Discussion ensued regarding timeline for proposals.

SAFER Grant Committee

Commissioner Pyra reported they will be meeting in December.

Old Business

Special District Meeting

Reviewed plans for meeting.

The Warrant Article was reviewed.

Discussion ensued about pressurized hydrants. Sabrina asked questions, stated that she asked questions of water district and wasn't as a taxpayer satisfied with the response. Extensive discussed rate study, rates, and what maintenance of the hydrants cost.

Commissioner Cilley discussed how the warrant article for the hydrant contract was voted down, how it became a legal suit, and where it stands now. Discussions of other towns and how water works there.

Meeting Minutes

October 4, 2022

Commissioner Auger made a motion to accept the public minutes of October 4th as written. Commissioner Pyra seconded the motion. There being no further discussion, vote was taken. Motion passed.

October 4, 2022 Nonpublic

Commissioner Pyra made a motion to accept the nonpublic minutes of October 4th as written. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Motion passed.

October 26, 2022

Commissioner Auger made a motion to accept the minutes of October 26th as written. Commissioner Pyra seconded the motion. There being no further discussion, vote was taken. Motion passed.

Any Other Business

Meeting Dates

The Board discussed the next two meetings. Chief Sitar informed the board of the awards ceremony and holiday celebration on December 14th.

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

Commissioner Cilley made a motion to enter nonpublic session per RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Commissioner Auger 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 6:33 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 6:49 PM.

Commissioner Cilley commented they discussed the Sanborn Road property and the disposition of Center Street.

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 6:51 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Cilley 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 7:08 PM.

Commissioner Cilley commented they reviewed and acted upon the monthly disposition reports.

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

Commissioner Cilley 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 an 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.

Motion passed.

Nonpublic session was entered at 7:10 PM.

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

Roll call vote to exit nonpublic session:

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

Motion passed.

Public session reconvened at 7:17 PM.

Commissioner Cilley commented they discussed compensation for the District Clerk for the Special District meeting.

2023 Budget

100 Salaries & Wages

Reviewed and discussed the \$1 vs \$1.50 increase. Chief Sitar commented that other departments are adjusting and they need to keep up with pay.

Discussion regarding sending employees to paramedic school.

Chief Sitar commented that he is not asking for incentives or step raises, just trying to stay competitive. Discussion regarding higher insurance, increased revenue, and SAFER employees.

Commissioner Pyra proposed going with \$1.50 and offset some of the increase by cutting another \$10,000 and offset increase in career wages. Discussion about overtime going up if people leave. Discussion ensued between \$1 or \$1.50, possible places to cut to allow for increase.

Kathy commented that personnel administration would go down depending on what they choose as it is based on a percentage of the wages and salary. Those numbers were discussed.

Commissioner Cilley made a motion to approve the salaries and wages with a \$1.50 per hour increase. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. 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 8:21 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Clerk

Next Meeting Dates, Time, Place: 2023 Budget Workshop
November 15, 2022
Tilton Police Department EOC
45 Sanborn Road, Tilton NH

Commissioners Meeting
December 6, 2022
Tilton Town Hall,
Downstairs Meeting room
257 Main Street, Tilton NH