

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 12/06/2022, 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 5:30 PM.

## Attendance

Commissioners Paul Auger, Jon Cilley, Eric Pyra; Chief Michael Sitar, Deputy Chief Michael Robinson, Deputy Chief Sean Valovanie and Administration Manager Kathy Tobine

Attorney: Paul Fitzgerald

Non-meeting at 5:31 PM

Meeting resumed at 6:11 PM.

## Chief's Report

### Budget:

- The Operating Budget is expended at 88%. We are at 92% of the Fiscal Year.
  - Over Expenditures
    - Overtime
    - Gasoline
    - Diesel
  - Under Expenditures
    - Call Salaries
    - Legal
    - Vehicle Repairs
- Total Apparatus and Equipment Fund Balance through November: \$497,873.85.
- 2022 Ambulance Revenue through November: \$515,348.92.
- 2022 Ambulance Revenue is up \$58,920.15 compared to last year during the same period.

### Fire Prevention Report for November 2022

- Report Included in handout.
- For the Month of November, there were 78 Fire Prevention inspections.

### Run Report for November 2022

- Run report included in handout.
- For the Month of November, we had 190 incidents.
- 137 of the incidents were EMS in nature and that equates to 72% of our total incident volume for the month.

- The engine responded with the ambulance to 54 EMS & MVA incidents last month.

#### Overlapping/Simultaneous Incidents for November 2022

- Report included in handout.
- We had 92 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 48% of all incidents for the Month of November.
- We received 8 mutual aid Ambulance responses, 7 transported.
- We responded to 4 mutual aid Ambulance requests, 3 transported.
- We received 4 mutual aid Engine response.
- We responded to 1 mutual aid Engine requests.

#### Apparatus

- E1: Final inspection December 19<sup>th</sup> through the 21<sup>st</sup>.
- A2: Problem with rear door fixed through warranty.
- All PMs are completed.

#### Grants

- SAFER Grant is up-to-date on reimbursements.
- Homeland Security Grant has prospectively awarded \$53,853.00 for radio infrastructure upgrades. Working through the documentation to implement.

#### Center Street

- Access control needs to be updated, i.e., front door camera, door buzzer. A quote for the camera system is included in packets.

#### Park Street

- Bathroom project completed except for the floor. Paul Auger to address.

#### Fire Department Radio System

- Park Street
  - Tower is up and driveway construction is finished. All poles have been installed. Waiting for Eversource to connect the electricity. AT&T equipment has been installed.

#### 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 December 7<sup>th</sup>.
- 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

- One Call Company application pending.
- FF/EMT Jose Galindez will not start January 23, 2023, as planned. He received active-duty orders that commit him until June 1, 2023. His new start date is June 12, 2023. Mr. Galindez is protected by The Uniformed Services Employment and Re-employment Rights Act (USERRA). USERRA is a federal law, passed in 1994, that protects military service members and veterans from employment discrimination on

the basis of their service and allows them to regain their civilian jobs following a period of uniformed service.

- 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 has been installed.
  - DES permits in hand
- 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.
  - Still a work in progress, but we are getting more familiar with the product.
- 2023 Warrant Articles in progress.

Commissioner Cilley suggested going forward that the Chief's report include an estimation of hydrant water used that month given the ongoing legal matter.

Commissioner Cilley asked about the repairs to A2. Chief Sitar replied that the door wasn't always closing properly, after trying to adjust it themselves it was clear that it was a warranty issue and they had it corrected.

Commissioner Cilley asked about the access control package for Center Street. Chief Sitar replied that there was a quote included in their packet. Discussion ensued regarding the quote and the possibility of a Ring camera for Park St Station.

Discussion ensued regarding the new employee's later start date. Chief Sitar stated that overtime will be covered by SAFER grant and has been approved with them.

## **Reports of Committees**

### 2021 Fire Station Building Committee

Chief Sitar reported the RFP/RFQ questions have been answered and emailed out. They will be meeting again December 15<sup>th</sup>. Commissioner Cilley reported Paul Blaisdell is the new Chair and Tim Sattler is the Vice-Chair. They still need two people from Tilton to be on the Committee.

### SAFER Grant Committee

Commissioner Pyra reported they will be meeting December 7<sup>th</sup>.

## **Old Business**

Chief Sitar gave an update on the State property in Laconia regarding Lakes Region Mutual Fire Aid.

### CAD

Reviewed plans for meeting.

## **New Business**

### Warrant Articles

The warrant articles were reviewed. Extensive discussion regarding hydrants and cisterns. Commissioner Pyra made a motion to recommend Warrant Articles 4 through 12 as written. Commissioner Cilley seconded the motion. Being no further discussion, vote was taken. Motion passed.

### Motor Vehicle Insurance Billing Policy

Chief Sitar explained a policy of billing vehicle insurance for responding to motor vehicle accidents. Extensive discussion ensued.

Commissioner Cilley made a motion to go into an agreement for one year with the addition to the policy wording stating that “the fee includes performance of the included services”. Commissioner Auger seconded the motion. Commissioner Auger asked where the revenue from that would go. Chief Sitar replied that it would go into unassigned fund balance and could be used by the Commissioners to offset the tax rate. Commissioner Pyra asked if they could set up an account like the Apparatus & Equipment Fund and use the revenues to offset wages. Discussion ensued regarding possible uses for the revenue and having a trial year. Being no further discussion, vote was taken. Motion passed.

## **Meeting Minutes**

### November 7, 9, and 15, 2022

Commissioner Pyra made a motion to accept the minutes of November 7<sup>th</sup>, 9<sup>th</sup> and 15<sup>th</sup> as corrected. Commissioner Cilley seconded the motion. There being no further discussion, vote was taken. Motion passed.

### November 9, 2022 Nonpublic Session I, II & III

Commissioner Pyra made a motion to accept the nonpublic minutes of November 9<sup>th</sup> as written. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Motion passed.

## **Any Other Business**

### Meeting Dates

The Board discussed future meeting dates.

## **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 7:52 PM.

