

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 01/04/2023, 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; Chief Michael Sitar, Deputy Chief Michael Robinson, Deputy Chief Sean Valovanie and Administration Manager Kathy Tobine

Public: Kevin Waldron, Jason Durgin, Dennis Manning

Public Comment

Kevin Waldron spoke about the actions of several members of the Building Committee. They sent out additional questions without the approval or knowledge of the committee to the bidders who submitted proposals for the fire station. He asked the Commissioners to take action and remove those people from the committee.

Dennis Manning expressed his interest in being on the Building Committee. He also spoke about building committee meeting, noting that he agreed with Kevin that he feels what was done was wrong but doesn't agree that they should remove the members.

The matter will be discussed by the commissioners in non-public session.

Chief's Report

Budget:

- The Operating Budget is expended at 96%. We are at 100% of the Fiscal Year.
 - Over Expenditures
 - Spaulding (Shedd Road) Tower Electrical
 - Overtime
 - Gasoline
 - Diesel
 - Under Expenditures
 - Call Salaries
 - Legal
 - Vehicle Repairs
- Total Apparatus and Equipment Fund Balance through December: \$552,541.65.
- 2022 Ambulance Revenue through December: \$574,379.99.
- 2022 Ambulance Revenue is up \$48,819.93 compared to last year during the same period.

Pressurized Hydrant Use

- No use in the Month of December 2022

Fire Prevention Report for December 2022

- Report Included in handout.
- For the Month of December, there were 47 Fire Prevention inspections.

Run Report for December 2022

- Run report included in handout.
- For the Month of December, we had 228 incidents.
- 155 of the incidents were EMS in nature and that equates to 68% of our total incident volume for the month.
- The engine responded with the ambulance to 52 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for December 2022

- Report included in handout.
- We had 150 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 66% of all incidents for the Month of December.
- We received 8 mutual aid Ambulance responses, 6 transported.
- We responded to 7 mutual aid Ambulance requests, 2 transported, 4 Medic Intercepts.
- We received 4 mutual aid Engine responses.
- We responded to 5 mutual aid Engine requests.

Commissioner Auger commented on the mutual aid responses we received and asked if we were unable to handle all the calls. Deputy Valovanie replied that that was correct that it could have been because an ambulance was in the shop but he also recalls an occasion where they had had six simultaneous calls.

Apparatus

- E1: Has been delivered. Radios installed. Going back to Dingee's soon.

Commissioner Cilley asked how long they have been down an engine. Chief Sitar replied that it's been since a few days after Christmas, but shouldn't be gone long.

Grants

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

Commissioner Cilley questioned the amount paid out for the SAFER Grant being more than what was originally budgeted. He requested more information. Chief Sitar will follow up with the Commissioner with that information.

Center Street

- Purchase Order for A&B Lock issued.

Park Street

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

Fire Department Radio System

- Park Street

- Tower is up and driveway is finished. All poles have been installed. Waiting for Eversource to install transformer. 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 to be determined.
- The cost of a SAFER Firefighter in 2022 would have been \$0.04/\$1,000 on the tax rate in Northfield and \$0.07/\$1,000 in Tilton.
- Warrant Article to amend the purpose of the Apparatus & Equipment Replacement Fund proposed.

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.

Commissioner Cilley asked if the department does anything else for soldiers. Chief Sitar replied that they just hold the position.

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.
 - Fourth quarter reimbursement has been paid.
- Implementation of new Records Management and Scheduling System.
 - Still a work in progress, but we are getting more familiar with the product.
- 2,243 Total Incidents
 - 1,152 Overlapping Incidents
- 79 Fire
- 1,645 EMS/MVA
 - 1,140 Transports
- 96 Mutual Aid Given
- 88 Mutual Aid Received

District Meeting

- CIP
- Power Point

Reports of Committees

2021 Fire Station Building Committee

Commissioner Cilley reported that there was a lot of discussion regarding the incident Kevin mentioned at the beginning of the meeting. Due this Friday to Kathy are the score cards and questions for the references from each committee member. They also have someone interested in joining the Committee from Tilton that the Commissioners will need to appoint if they so choose.

Commissioner Cilley made a motion to appoint Dennis Manning to the Fire Station Committee. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

They will be meeting again February 9th.

SAFER Grant Committee

Chief Sitar reported they plan on meeting before District Meeting to compile a report for District Meeting.

Old Business

Warrant Articles

The warrant articles were read, reviewed and the order was agreed upon. Commissioner Cilley asked if there were any updates regarding pressurized hydrants and the water district. Chief Sitar replied that there has been no new communication. Discussion regarding hydrants and cisterns.

New Business

Training

Commissioner Cilley stated that he saw that they have done water training with both the career and call members. Deputy Valovanie talked about the success of the training.

Meeting Minutes

December 6, 2022

Commissioner Cilley tabled the minutes until the February meeting and everyone is present.

December 6, 2022 Nonpublic Session

Commissioner Auger made a motion to accept the nonpublic minutes of December 6th as written. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

Any Other Business

Discussed future meetings and the public hearing.

Water District

Commissioner Cilley commented that he feels they need to have open dialogue with the Water District, it's been two years. Commissioner Auger commented that it could go on and on and keep costing money. Discussion ensued regarding the signed agreement and the next step to go back to mediation. Chief Sitar will contact attorney to see if something can be set up.

Public Comment

Kevin stated regarding the building committee that two out of the three people involved in sending questions to the potential construction companies absolutely knew what they were doing and knew it was wrong.

Dennis Manning asked about Apparatus & Equipment Fund changing its usage and what it entails. Commissioner Cilley explained that it is to move the maintenance costs for vehicles to that fund as well. Chief Sitar explained the details and the purpose behind it.

Jason Durgin commented that he was curious where things were headed with the next district meeting with the warrant article and found the meeting informative.

Commissioner Cilley commented that Northfield does not have a representative for the Lakes Region Mutual Fire Aid Association and that it is something to be brought up that the selectman can appoint anyone they choose. Discussion ensued.

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

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 Auger seconded the motion.

Roll call vote to enter nonpublic session:

Paul Auger, Yes; Jon Cilley, Yes.

Motion passed.

Nonpublic session was entered at 6:32 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.

Motion passed.

Public session reconvened at 7:05 PM.

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

Roll call vote to seal the minutes:

Paul Auger, Yes; Jon Cilley, Yes.

Motion passed.

Commissioner Cilley commented they discussed the matter that was brought up earlier in the meeting where information went out from the building committee but without the committee's prior approval. The commissioners have decided that they would like to meet with the Building Committee members at the next commissioners meeting on Feb 7th to discuss the matter with the full committee. The Commissioners will then decide what the

