

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 06/06/23, 5:30 PM

Transcribed By: Kathy Tobine

Location: Tilton Police Station
Community Room
45 Sanborn Road
Tilton NH

Call to Order

Commissioner Auger called the meeting to order at 5:31 PM.

Attendance

Commissioners Paul Auger, Eric Pyra, Tim Sattler; Chief Michael Sitar, Deputy Michael Robinson, Deputy Sean Valovane and Administrative Manager Kathy Tobine

Loureiro Building Construction, LLC: Thomas Roy & James Hardy

Building Committee: Paul Blaisdell

Legal: Shauna Bentley, Wescott Law

Westcott Law

Shauna Bentley gave an update on our court case versus the Water District. The court is scheduling a final hearing. The next phase is either coming to an agreement with the Water District the voters approve of or requesting the court set a rate. Extensive discussion ensued.

The Board agreed to enter negotiations with the Water District again. They will provide Attorney Fitzgerald with their proposal.

Loureiro Building Construction, LLC

Chief Sitar commented that Thomas Roy and James Hardy from Loureiro Building Construction are here tonight. They had submitted the contract for the design build fire station. The contract was sent to Primex for review and then sent to Attorney Fitzgerald for review. Their comments are included in the document. He has reviewed it several times with Loureiro's administrative assistant to make sure all the recommended changes have been included. He just needs approval from the Commissioners to sign the contract. Discussion ensued on whether the Building Committee had seen or wanted to see the final contract. Commissioner Pyra commented that he trusts the Chief and the Building Committee.

Commissioner Auger made a motion to have Chief Sitar sign the contract with Loureiro Building Construction so they can move forward in the process. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Chief Sitar commented that the Commissioners need to name him as the owners' representative. Commissioner Pyra made a motion to name Chief Sitar as the owners' representative. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Chief Sitar recommended the Board make a motion to amend the contract to include the Sanborn Road in the contract for evaluation of both properties with the space needs study. The cost to add this to the contract is \$15,000. Paul Blaisdell requested the Board have the Building Committee review the amendment prior to it being signed. Commissioner Sattler asked Paul what his reservation was. Paul remarked that this is changing the contract the Building Committee reviewed. They should also review and vote on the amendment. Commissioner

Pyra asked where the money was coming from. Chief Sitar replied from the Land & Building Fund. Commissioner Pyra asked how much money is in the Fund. Chief Sitar replied \$600,000. Discussion ensued.

Commissioner Pyra made a motion to approve the alternate site assessment pending review and approval by the Building Committee. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Correspondence

1. 05.03.23 Kent Finemore appointing Paul Blaisdell to the Budget Committee
2. 05.03.23 Kent Finemore reappointing Jason Wright to the Budget Committee
3. 05.08.23 Certified Mail from the Northfield Tax Collector: 149 Park Street 2021 Tax Lien notice on behalf of Tilton-Northfield Water District
4. 05.08.23 Certified Mail from the Northfield Tax Collector: 149 Park Street 2022 Tax Lien notice on behalf of Tilton-Northfield Water District
5. 05.22.23 Notice to Court

Reports of Committees

Building Committee

Paul Blaisdell commented that he had sent an email to all members of the Building Committee asking them to affirm their commitment to be on the committee. They still have one vacancy. He would like to encourage everyone on the facilities committee to come to the meetings.

Chief's Report

Budget:

- The 2022 Operating Budget is expended at 97%. We are at 100% of the Fiscal Year. There are some outstanding bills and Purchase Orders.
- The 2022 audit has occurred. We are waiting for the final documentation.
- The 2023 Budget has been expended 40.1%. We are 41% through the fiscal year.
- Total Apparatus and Equipment Fund Balance through May: \$705,433.80.
- 2023 Ambulance Revenue through May: \$211,339.55.

Pressurized Hydrant Use

- No use in May 2023.

Fire Prevention Report for May 2023

- Report included in handout.
- For the Month of May, there were 56 Fire Prevention inspections.

Run Report for May 2023

- Run report included in handout.
- For the Month of May, we had 191 incidents.
- 131 of the incidents were EMS in nature and that equates to 69% of our total incident volume for the month.
- The engine responded with the ambulance to 58 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for May 2023

- Report included in handout.
- We had 74 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 39% of all incidents for the Month of May.
- We received one mutual aid Ambulance responses, one transported.
- We responded to 11 mutual aid Ambulance requests, two transported.
- We received zero mutual aid Engine responses.
- We responded to seven mutual aid Engine requests.

Apparatus

- 21E2: New DEF tank installed under warranty.
- HPUE Devices (Enhanced WiFi): Will be installed on 21E1, 21E2, 21A1, 21A2 within the next month.
- Pump testing was completed on Saturday, June 3rd.
- Apparatus PMs will begin this month.
- 21A1: AC compressor exploded. There are shards of metal through the system. It is at Greenwood being repaired.

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. Equipment has been ordered.
- Applied for a FY 2022 SAFER Grant to extend current SAFER Employees another three years.

Center Street

- Waiting for installation of the camera system.

Park Street

- Bathroom project has been completed.

Fire Department Radio System

- Park Street
 - Cell Tower is operational.
 - Receiving monthly checks of \$1,537.50 in rent on the tower lease.
 - The rent will be adjusted upward as tenants come online.

SAFER Effect

- Average response time to second or greater calls: 07:18 from 22:30.
- 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.

Personnel

- No Call Company applications pending.
- Jose Galindez resigned as of May 31, 2023.
- We have six applications for our two open positions. A review of candidates will take place next week.
- New employees should be starting by mid-July.

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.
 - Jay's Marina application was approved. Installation is scheduled to take place sometime in July.
- Cisterns
 - Another location on Vista Heights in Tilton is being considered at this time.
 - The Preserve.
 - No DES permit needed.
- SAFER Grant implementation.
 - 2023 First Quarter reimbursement has been requested.

Old Business

Old Business was covered under Wescott Law and Loureiro Building Construction, LLC.

New Business

Residency Policy

Paul Blaisdell asked what the new residency requirement is. Chief Sitar commented that his contract is a 20-mile radius from the headquarters. Discussion ensued. Paul commented that his concern is because the Chief has announced his retirement and they shouldn't be too restrictive on the residency. He feels there should be no residency requirement. There should be a time or mileage requirement.

Meeting Minutes

May 2, 2023

Commissioner Sattler made a motion to accept the minutes of May 2, 2023, as written.

Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

May 8, 2023

Commissioner Pyra made a motion to accept the minutes of May 8, 2023, as written.

Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

Nonpublic Session I

Commissioner Auger 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; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed. Nonpublic session was entered at 7:04 P.M.

Commissioner Auger made a motion to leave the nonpublic session. Commissioner Pyra seconded the motion.

Roll Call Vote to exit nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed.

Public session reconvened at 7:15 P.M.

No motion was made to seal these minutes.

Commissioner Sattler made a motion to approve the Nonpublic Session I minutes of May 2nd.
Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Nonpublic Session II

Commissioner Auger made a motion to enter nonpublic session per RSA 91-A:3, II(I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present. Commissioner Pyra seconded the motion.

Roll Call vote to enter nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed.

Motion passed. Nonpublic session was entered at 7:17 P.M.

Commissioner Pyra made a motion to leave the nonpublic session. Commissioner Sattler seconded the motion.

Roll Call Vote to exit nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed.

Public session reconvened at 8:02 P.M.

Commissioner Sattler made a motion to approve the Nonpublic Session II minutes of May 2nd. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Sattler made a motion to seal these minutes until the matter is resolved because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Pyra seconded the motion.

Roll Call Vote to seal the minutes: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed.

Nonpublic Session III

Commissioner Auger 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 Pyra seconded the motion.

Roll Call vote to enter nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed.

Nonpublic session was entered at 8:05 P.M.

Commissioner Pyra made a motion to leave the nonpublic session. Commissioner Sattler seconded the motion.

Roll Call Vote to exit nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed.

Public session reconvened at 8:06 P.M.

Commissioner Sattler made a motion to approve the Nonpublic Session III minutes of May 2nd. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion to seal these minutes until the matter is resolved because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Auger seconded the motion.

Roll Call Vote to seal the minutes: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed.

Other Business

The manifests were reviewed and signed.

Adjournment

Commissioner Pyra made a motion to adjourn at 8:08 P.M. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 8:08 P.M.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Manager

Next Meeting Date, Time, Place:

July 11, 2023, 5:30 P.M.
Tilton Police Station
45 Sanborn Road
Tilton NH 03276