

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 08/08/23, 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 5:30 PM.

## Attendance

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

## Correspondence

1. 07.12.23 Attorney Brown to Wescott Law
2. 07.27.23 Notice of Jury Trial. Two-week period from January 22 through February 4, 2024. Chief Sitar explained that they are looking at the trial only being one day. Discussion ensued about what could be expected from going to trial.

## Reports of Committees

### Building Committee

Tim Sattler gave his report. They met a couple weeks ago. The meeting was primarily a discussion on what information would be provided in the update for the public. It is being published in the Town of Northfield newsletter. Their meeting on August 14<sup>th</sup> has been cancelled as they are waiting on information from Loureiro. The Committee is concerned they will not be able to get everything completed prior to District Meeting. There will be renewed emphasis to have Loureiro move things along to meet the timeline.

## Chief's Report

### Budget

- The 2022 audit has occurred. We are waiting for the final documentation.
- The 2023 Budget has been expended 58%. We are 58% through the fiscal year.
- Total Apparatus and Equipment Fund Balance through July: \$764,243.10.
- 2023 Ambulance Revenue through July: \$298,055.29.

### Pressurized Hydrant Use

- No use in July 2023.

### Fire Prevention Report for July 2023

- Report included in handout.
- For the Month of July, there were 23 Fire Prevention inspections.

### Run Report for July 2023

- Run report included in handout.
- For the Month of July, we had 210 incidents.
- 125 of the incidents were EMS in nature and that equates to 60% of our total incident volume for the month.
- The engine responded with the ambulance to 31 EMS & MVA incidents last month.

Commissioner Sattler commented about the EMS calls percentage being down this month. Chief Sitar commented it bounces back and forth. It's been as high as 75% and as low as 50 something percent. Overall the average is about 65%.

#### Budget

Commissioner Pyra commented that the Budget was not included in the packet. Chief Sitar apologized for not attaching it. Commissioner Pyra requested he email it to them. Chief Sitar commented that we are 58% through our budget year and have expended 58% of our budget. Discussion ensued.

#### Overlapping/Simultaneous Incidents for July 2023

- Report included in handout.
- We had 112 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 54% of all incidents for the Month of July.
- We received three mutual aid Ambulance responses, one transported.
- We responded to eight mutual aid Ambulance requests, five transported.
- We received two mutual aid Engine responses.
- We responded to five mutual aid Engine requests.

#### Apparatus

- All apparatus except 21E1 have had their PMs and State Inspections completed. E1 is scheduled.
- 21E2: All new tires have been installed.

#### 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

- New security system is almost complete.

#### Park Street

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

#### Motor Vehicle Insurance Billing

Commissioner Pyra asked if we have been charging for motor vehicle accidents. Chief Sitar commented that we are charging but we haven't received anything yet. He will contact Central Maine Collections for an update. Discussion ensued on the billing process.

#### 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

- Graduated NH Certified Public Manager Program.
  - Deputy Valovane
  - Captain Gilman

### Water District

- Notice of Jury Trial
  - One day trial anywhere between January 22, 2024, and February 2, 2024.

### Currently Working On

- 2024 Budget:
  - Operating
    - Removed Repairs, Maintenance and Service a voted at District Meeting.
  - Apparatus & Equipment
    - Added Repairs, Maintenance and Service as voted at District Meeting. This will shift approximately \$76,000 from the Operating Budget to the Apparatus & Equipment Replacement Fund.
    - Writing the specifications for a new ambulance and pickup with plow.

## **Old Business**

### Court Hearing – Water District

Discussed under Chief's Report.

### 10.3 Labor Grade/Step System Draft

Chief Sitar commented that he had provided the Board with this information last month. He explained the changes are adding incentive payments for education and certifications. Chief Sitar explained the degrees will add about \$60,000 and the certifications will add about \$75,000. Our starting salaries are about 8% below the average wage. We should be doing about an 8% raise to come to the middle.

Discussion ensued about various options. The Board agreed they would like more information prior to making a decision.

### Personnel Policy Manual

Chief Sitar commented that Administrative Assistant was changed to Administrative Manager.

## **New Business**

### Compensation Study

Chief Sitar commented that this was covered under Old Business.

### Ordering Vehicles

Chief Sitar explained he is going to ask for a new pickup truck with a plow and ambulance in the next budget. If they aren't ordered in September, the pickup will be two years instead of six months and the ambulance will be three and a half years instead of two years before we receive them. If we place the order now and if it doesn't pass at District Meeting, we don't have to purchase them. The dealer will sell them to someone else.

Discussion ensued. The Board requested that it be in writing and states if the article fails at District Meeting we are not responsible for payment.

Commissioner Pyra made a motion to authorize the Chief to order a new pickup truck with a plow and an ambulance with it stating in the agreement that the purchase is contingent on the fact that it must pass District Meeting. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

### Ambulance Billing

Chief Sitar reported that he has been appointed to a statewide committee with the Insurance Commissioner to represent the Fire Chiefs. Within the last two years, the legislature has proposed eliminating balance billing on ambulance services. The Insurance Commissioner is trying to get all parties together to come to a fair agreement so they can do away with balance billing. He presented the Board with a memo showing the District's ambulance fees and revenue for 2022. Discussion ensued about the report.

### Incident Reports

The Incident Report was reviewed. Commissioner Sattler commented that he had one question. He wanted to know what POV stood for. It was explained that POV stands for privately owned vehicle.

Discussion ensued about billing and payments regarding transports from the bike park.

### **Public Comment**

Commissioner Pyra commented that LRMFA posted that the CAD is private. Chief Sitar explained the current CAD system is being replaced in October. There is no support for the current system and there were a lot of mistakes. They shut it down until they go live with the new system in November.

### **Meeting Minutes**

#### July 11, 2023

Commissioner Pyra made a motion to accept the minutes of July 11, 2023, as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

### **Any Other Business**

The manifests of August 2<sup>nd</sup> were reviewed and signed.

#### Budget Workshops

The Board discussed dates for budget workshops for the 2024 Budget. They agreed to meet on September 14<sup>th</sup> at 4:30pm, October 17<sup>th</sup> at 5:30pm and October 30<sup>th</sup> at 5:30pm.

### **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 7:00 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 7:04 P.M.

Commissioner Auger commented they reviewed the Nonpublic Session I minutes of June 6 and July 11, 2023.

Commissioner Pyra made a motion to approve the Nonpublic Session I minutes of June 6 and July 11, 2023, as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

No motion was made to seal these minutes.

### **Nonpublic Session II**

Commissioner Auger made a motion to enter nonpublic session per RSA 91-A:3, II(l) 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. Nonpublic session was entered at 7:06 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.

Commissioner Pyra made a motion to go into public session. Commissioner Sattler seconded the motion. There was no discussion, vote was taken. Motion passed.

Public session reconvened at 7:08 P.M.

Commissioner Pyra made a motion to seal Nonpublic Session II minutes of June 6<sup>th</sup> until the matter is resolved because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

### **Nonpublic Session III**

Commissioner Pyra 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 Sattler 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 7:10 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 7:14 P.M.

No motion was made to seal these minutes.

### **Any Other Business**

Commissioner Sattler asked for an update on the new website. Chief Sitar explained he hasn't heard from them for about three weeks. He will check with them tomorrow for an update.

### **Adjournment**

Commissioner Pyra made a motion to adjourn at 7:14 P.M. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:15 P.M.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Manager

Next Meeting Date, Time, Place:

September 12, 2023, 5:30 P.M.  
Tilton Town Hall  
Downstairs Meeting Room  
257 Main Street  
Tilton, NH