

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners
Transcribed By: Courtney Palmer

Date, Time: 09/12/23, 5:30 PM
Location: Tilton Town Hall
Downstairs Meeting Room
257 Main Street
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 Sean Valovane and Administrative Manager Kathy Tobine

Building Committee: Paul Blaisdell

Public: Jim Hardy

Reports of Committees

Building Committee

Commissioner Sattler reported the Building Committee met last night. A couple of the members of the committee had not had a chance to review the report from Laureiro prior to the meeting. They have a meeting next Tuesday so the Committee can make a recommendation to the Commissioners.

Paul Blaisdell commented everyone homed in on the cost right away. Park Street is about \$2m more than Sanborn Road. Bringing the building to code and the sitework are the major reasons making Park Street more expensive. The bottom line is the Sanborn Road site is flatter, less sitework, the building would fit the lot nicely. Anything they do at Park Street means they are going to have to do some work on the building. Both buildings would be eight bays. Paul quoted Jim from last night's meeting that one of them is a nightmare and the other is a dream. Lisa Martin is their Civil Engineer that they are leaning on for their information.

Chief Sitar read Lisa's email to him today regarding the reports. She writes that, upon review, her questions about the size of the Park Street site were answered, and she is good.

Paul commented his personal feelings are that regardless of what the Board decides for a site they should still have Jim do a cursory design of the second site for the community outreach with pros and cons of each site.

Commissioner Sattler commented that the plans Jim provided will provide some of the answers with all the space. They are looking at a 20,000 square foot station.

Paul commented three of the members of this committee were also members of the 2019 committee as well. They had very specific directives. The committee recommended directive one – the design of Park Street station as headquarters or a single station. This was based on the location as the geographical center of the district and district ownership of the property. The thought was that it would be more cost effective and quicker to build on Park Street. That was proven incorrect by current reports.

Commissioner Pyra noted the location of where the water connection is for Sanborn Road, would be a difference of \$500,000. He suggested finding out where the police station water connection is located.

Park Street versus Sanborn Road was discussed. Paul stressed the importance of public outreach.

Paul informed the Board that the Building Committee was meeting on the 19th to make their decision on their recommendation. The Commissioners decided they would meet on September 26th to discuss the Building Committee's recommendation and make their decision.

Bond hearings were discussed. Paul made suggestions about public outreach in winter 2024, such as a table at high school football games, basketball games, rotary club, etc. There was mention of having flyers with important numbers. Continued public outreach discussion ensues with dates.

Correspondence

1. 08.15.23 Franklin Savings Bank notice of cyber-incident
2. 09.08.23 Geotech Study from Loureiro
3. 09.08.23 Space Needs Study from Loureiro

Chief's Report

Budget

- The 2022 audit has occurred. We are waiting for the final documentation.
- The 2023 Budget has been expended 65.6%. We are 67% through the fiscal year.
- Total Apparatus and Equipment Fund Balance through August: \$823,522.78.
- 2023 Ambulance Revenue through August: \$363,844.42.

Pressurized Hydrant Use

- No use in August 2023.

Fire Prevention Report for August 2023

- Report included in handout.
- For the Month of August, there were 70 Fire Prevention inspections.

Run Report for August 2023

- Run report included in handout.
- For the Month of August, we had 208 incidents.
- 157 of the incidents were EMS in nature and that equates to 75% of our total incident volume for the month.
- The engine responded with the ambulance to 62 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for August 2023

- Report included in handout.
- We had 114 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 55% of all incidents for the Month of August.
- We received 10 mutual aid Ambulance responses, eight transported.
- We responded to two mutual aid Ambulance requests, one transported.
- We received one mutual aid Engine responses.
- We responded to two mutual aid Engine requests.

Apparatus

- Ordered the new pickup with plow. Delivery in late spring.
- Ordered the new ambulance. Delivery in 2½ years.

Website

- Adjustments to the new website are ongoing.
- Training is available to department administrators.
- The launch will take place when all adjustments are made.

Central Maine Cost Recovery

- They are having problems getting information from the PDs which has stalled their efforts in billing insurance companies. I discussed with them on 08/11/23 to go over different methods of getting the information. Some PDs interpret the NH personal privacy law differently.
- Government agencies are allowed to get the information. CMCR is an agent for TNFD and should be able to obtain the information.

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 running.

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.

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

- Courtney Palmer has been hired as the new Administrative Assistant. She will start on September 18, 2023.

Water District

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

Currently Working On

- Working with Loureiro to move the project along.
- 2024 Budget:
 - Operating
 - Removed Repairs, Maintenance and Service as voted at last year's 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.

Old Business

Site Selection

It was decided the Board will meet on September 26th to make the site selection after receiving the recommendation of the Building Committee.

New Business

Southwick Family Trust Fund

Chief Sitar asks the commissioners if they would like a warrant in the next district meeting about moving the money from the Southwick Family Trust Fund to the land and building fund in the amount of \$70,394.10.

Commissioner Sattler agrees that it should be utilized in a better way.

Commissioner Auger commented that he would like to see the money used to put something in the new station in memory of Burt.
The Board asked the Chief to pursue with the state.

Meeting Minutes

August 8, 2023

Commissioner Auger made a motion to accept the minutes of August 8, 2023, as written. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

Any Other Business

The manifests of September 12th were reviewed and signed.

The MS-535 was reviewed and signed.

Commissioner Auger asked Chief Sitar about his retirement. Chief Sitar commented that he has decided to work until his wife is ready to retire. Discussion ensued.

Meeting Minutes

August 8, 2023 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 7:25 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; Timothy Sattler, Yes
Motion passed.

Public session reconvened at 7:39 P.M.

Commissioner Auger commented that they reviewed the Nonpublic Session I minutes of August 8, 2023. They also reviewed and acted upon the Disposition Reports.

Commissioner Auger made a motion to approve the Nonpublic Session I minutes of August 8, 2023, as written. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

No motion was made to seal these minutes.

August 8, 2023 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; Timothy Sattler, Yes
Motion passed. Nonpublic session was entered at 7:40 P.M.

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

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

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

Public session reconvened at 7:42 P.M.

Commissioner Sattler commented that they will be reviewing the Nonpublic Session II & III minutes of August 8th in public session.

August 8, 2023 Nonpublic Sessions II & III

Commissioner Auger made a motion to approve the Nonpublic Session II & III minutes of August 8, 2023, as written. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

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 Auger made a motion to adjourn at 7:43 P.M. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 7:43 P.M.

Respectfully submitted,

Courtney Palmer

Courtney Palmer
Administrative Assistant

Next Meeting Date, Time, Place:

October 3, 2023, 5:30 P.M.
Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton, NH