

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners
Transcribed By: Courtney Palmer

Date, Time: 11/07/23, 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 5:30 PM.

Attendance

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

Attorneys: Paul Fitzgerald, Shawna Bentley

Nonpublic Session I

Commissioner Sattler 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. Nonpublic session was entered at 5:31 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 6:10 P.M.

Commissioner Sattler made a motion to seal these minutes because it was determined that divulgence of this information would likely render a proposed action ineffective.

Correspondence

11.06.23 Loureiro: \$8,938 Contract for Alternate Site Assessment of 12 Center Street, Tilton for the potential construction of a multi-story fire station.

Extensive discussion ensued. Discussion ensued about tearing Center Street down and rebuilding on that site as well as tearing the added bay down and adding an ambulance bay.

Commissioner Sattler made a motion to authorize the Chief to sign the alternate site assessment for Center Street in the amount of \$8,938 with the funds to come out of Line 4904 of the 2021 Warrant Article 6. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

Reports of Committees

Building Committee

Commissioner Auger reported that this alternate site came up at the last Building Committee meeting. The Committee agreed they should research this.

Chief's Report

Budget

- The 2022 audit has occurred. We are waiting for the final documentation.
- The 2023 budget has been expended 79.7%. We are 83% through the fiscal year.
- Total Apparatus and Equipment Fund Balance through October: \$919,174.13.
- 2023 Ambulance Revenue through October: \$479,198.00.

Pressurized Hydrant Use

- We used one private hydrant in October 2023.

Fire Prevention Report for October 2023

- Report included in handout.
- For the Month of October, there were 69 Fire Prevention inspections.

Run Report for October 2023

- Run report included in the handout.
- For the Month of October, we had 182 incidents.
- 126 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 23 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for October 2023

- Report included in handout.
- We had 100 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 55% of all incidents for the Month of October.
- We received five mutual aid ambulance responses, four transported.
- We responded to two mutual aid ambulance requests, two transported.
- We received 10 mutual aid engine responses.
- We responded to five mutual aid engine requests.

Commissioner Sattler asked if the two mutual aid ambulance responses were due to our ambulances being in use. Deputy Valovanie responded it was.

Commissioner Auger asked about the 10 mutual aid engine responses. Deputy Valovanie responded that that was because of the Home Depot fire and gas leak.

Apparatus

- E1 going to Dingees for Warranty Work.
- T1 parts ordered for leaking air can. It will be repaired when the parts are in at Lakes Region.

Commissioner Auger asked about the tanker. Deputy Valovanie reported that the parts are in and once the engine is back it will go to Lakes Region Fire Apparatus for repair.

Commissioner Sattler asked if there is a way to report how many times the tanker and the ladder have responded so far this year. Chief Sitar replied that he could do that. Commissioner Sattler said that last year's numbers would be fine.

Website

- Adjustments to the new website are almost finalized. It is expected to go live within the next couple of weeks.

Central Maine Cost Recovery

- Collection efforts are currently at a standstill until CMCR can resolve certain RSA requirements.

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 an FY 2022 SAFER Grant to extend current SAFER Employees another three years. The grants were awarded and TNFD was not selected.

Center Street

- New security and access control system is running.

Park Street

- The 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.

Commissioner Auger questioned where the money goes from the Park Street Tower every month. Kathy responded that it goes into the operating account. At the end of the year, it is split 50/50. Half goes into the expendable trust fund. Half goes into the budget. Discussion ensued about whether there needs to be a warrant article to move that money. Kathy responded that she would look into this.

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

- The Captain Promotional Assessment Center Process was conducted on October 21, 2023. The results of the process will be announced shortly.

Commissioner Pyra asked about the status of the open position. Chief Sitar responded that there are two interviews on Tuesday, November 14th.

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 as voted at last year's District Meeting.
 - Health Insurance is expected to increase by 15.6%.
 - Apparatus & Equipment
 - Added Repairs, Maintenance, and Service as voted at the District Meeting.
 - This will shift approximately \$76,000 from the Operating Budget to the Apparatus & Equipment Replacement Fund.

Old Business

Budget

Chief Sitar mentioned the confusion from the previous meeting about the taxation amount for 2024. He explained that, upon further investigation, the formulas were correct, but there was an inaccurate entry in one of the line items. He also discovered that since they were approved for a grant and will be spending that money next year, that money needs to be placed into the budget.

Kathy mentioned that the operating budget vs actual shows what was budgeted, but they are still waiting on the DRA for adjusted numbers. Those were based on last year's tax rate.

Line 4332: Pressurized Hydrant

Chief Sitar mentioned that the Commissioners should put an amount on Line 4332.

Commissioner Auger made a motion to fund Line 4332: Pressurized Hydrants at \$1. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Line 4723: TAN Interest

Commissioner Sattler made a motion to fund Line 4723: TAN Interest at \$1. Commissioner Auger seconded the motion. There being discussion, a vote was taken. Motion passed.

Lines 4900, 4901, 4902, 4903, 4904, and 4909

Commissioner Auger made a motion to fund Lines 4900, 4901, 4902, 4903, 4904, and 4909 at \$1 for each line. Commissioner Sattler seconded the motion. There being discussion, a vote was taken. Motion passed.

Line 430.08: Shedd Road Communications Tower

Chief Sitar mentioned that in Line 430.08: Shedd Road Communications Tower, that is where he placed the grant because they will need to raise and appropriate it before they spend it, so the Commissioners will need to approve that line.

Commissioner Sattler made a motion to approve Line 430.08: Shedd Road Communications Tower in the amount of \$53,903. Commissioner Pyra seconded the motion.

Chief Sitar explained that they will have to pay for it first, but they will get reimbursed. Commissioner Pyra asked if this was something they could encumber. Chief Sitar said no.

There being no further discussion, a vote was taken. Motion passed.

4153: Legal Expenses

Sitar stated that they should appropriate a normal amount in this line. He suggested \$4,000-\$5,000. Discussion ensued.

Commissioner Pyra made a motion to fund Line 4153: Legal Expenses at \$10,000. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

4220: Salaries and Wages

Commissioner Auger stated that he would be willing to do a 5% pay increase and pay the 15% insurance increase. Extensive discussion ensued.

Commissioner Sattler made a motion to approve Line 4220 110: Career Salaries and Wages at \$1,470,727. Commissioner Pyra seconded the motion. There being no further discussion, a vote was taken. Motion passed.

Commissioner Sattler made a motion to approve Line 111: Overtime at \$373,684. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Sattler made a motion to approve Line 110.5: Holiday Pay at \$65,996. Commissioner Auger seconded the motion. There being no discussion, a vote was taken. Motion passed.

4155 Personnel Administration

Commissioner Sattler made a motion to approve Line 210: Group Health Insurance at \$357,439. Commissioner Pyra seconded the motion.

Discussion ensued about having the firefighters pay into the insurance.

There being no further discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 210.01: Insurance Opt-Out at \$62,599. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 215.01: Short-Term Disability *Down 1.3%* at \$4,506. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to fund Line 215.02: Group Line of Duty at \$4,702. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 215.03: NH State Firemen's Insurance at \$1,036. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 215.04: Life Insurance *Down 15%* at \$2,400. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to approve Line 215.05: Long-Term Disability *Down 15%* at \$3,464. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 220: Social Security at \$11,720. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 225: Medicare at \$28,081. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Pyra made a motion to approve Line 230: Retirement at \$543,050. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to fund Line 250: Unemployment Compensation at \$500. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

430 Repairs and Maintenance

Commissioner Auger made a motion to fund Line 430.02: Replace/repair Station Sign on the building at \$1,000. Commissioner Sattler seconded the motion. There was a brief discussion. A vote was taken. Motion passed.

New Business

Update Policies

Chief Sitar explained that he took a policy class, and there were some TNFD policies missing certain language that needed to be included to comply with current standards. The Commissioners would need to vote to accept changes. Discussion ensued.

Commissioner Sattler made a motion to adopt the changes as outlined in the document provided as indicated by the red text with the revised date of August 8th, 2023. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

Moving from .org to .gov

Once transitioned to .gov, the old address will forward visitors to the new website. There was a discussion about whether they should continue to pay for the .org address. Kathy mentioned that in 2016 they paid \$211.07 for the .org domain.

A cybersecurity assessment was done for the new website by Primex and Mainstay. They came out with recommendations funded by a state grant.

Commissioner Sattler asked if there is an estimated date for the website to be up and running. Chief Sitar responded that it is ready to go live, but he and Kathy need to discuss it first.

Meeting Minutes

September 12, 2023, Public

Commissioner Auger made a motion to approve the minutes of September 12, 2023. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

September 14, 2023, Public

Commissioner Auger made a motion to approve the minutes of September 14, 2023. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

September 26, 2023, Public

Commissioner Auger made a motion to approve the minutes of September 226, 2023. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

October 3, 2023, Public

Commissioner Auger made a motion to approve the minutes of October 3, 2023. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

October 17, 2023, Public

Commissioner Auger made a motion to approve the minutes of October 17, 2023. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

Any Other Business

The manifests of November 7th were reviewed and signed.

Public Comment

Nonpublic Session II

Commissioner Sattler 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; Eric Pyra, Yes; Timothy Sattler, Yes
Motion passed. Nonpublic session was entered at 7:55 P.M.

Commissioner Auger made a motion to leave 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 8:03 P.M.

Commissioner Sattler commented that they reviewed the nonpublic minutes of October 3, 2023. They reviewed and acted upon the Disposition Reports from September and October.

Meeting Minutes

October 3, 2023 Nonpublic

Commissioner Sattler made a motion to move the minutes of October 3, 2023, to the floor for discussion. Commissioner Auger seconded the motion. There being no discussion, a vote was taken. Motion passed.

No motion was made to seal these minutes.

Adjournment

Commissioner Auger made a motion to adjourn at 8:05 P.M. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

The meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Courtney Palmer

Courtney Palmer
Administrative Assistant

Next Meeting Date, Time, Place:

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