

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners  
Transcribed By: Courtney Palmer

Date, Time: 04/02/24, 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, Tim Sattler, and Jason Wright; Chief Michael Sitar, Deputy Chief Michael Robinson, Deputy Chief Sean Valovane, and Administrative Manager Kathy Tobine

Public: Helen Hardenbergh, Kevin Waldron

## Election of Chair

Commissioner Auger nominated Tim Sattler as Chair. Commissioner Wright seconded the motion. There being no discussion, a vote was taken. Motion passed.

## Correspondence

### 03.07.24 Bill McLean: Narrative appraisal of Center Street Station

Chief Sitar commented the Board had requested him to get an appraisal of Center Street. He spoke with Bill McLean, an appraiser from Gilford. His unofficial appraisal is \$75,000. For an official appraisal, it will cost \$2,500. Discussion ensued. The Board agreed there will be no further action on this at this time.

## Reports of Committees

### Building Committee

Commissioner Sattler discussed the work that the Building Committee has been doing on the survey. The Commissioners received a copy of the survey for approval. Discussion ensued.

## Chief's Report

### Budget

- The 2023 audit is in progress
- The Operating Budget is 24.9% expended. We are 25% through the fiscal year.
- Total Apparatus and Equipment Fund balance through March: \$1,052,688.48
- 2024 Ambulance Revenue through March: \$129,918.70

### Pressurized Hydrant Use

- No hydrant use in March.

### Fire Prevention Report for March 2024

- Report included in handout.
- For March, there were 46 Fire Prevention inspections.

### Run Report for March 2024

- Run report included in the handout.

- For the Month of March, we had 181 incidents.
- 126 of the incidents were EMS in nature and that equates to 70% of our total volume for the month.
- The engine responded with the ambulance to 68 EMS & MVA incidents last month.

Commissioner Auger commented that he would like to know how many times the ladder truck has responded to accidents. Chief Sitar stated that he could get that information.

#### Overlapping/Simultaneous Incidents for March 2024

- Report included in handout.
- We had 82 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 45% of all incidents for March.
- We received 2 mutual aid ambulance responses, and 2 transported.
- We responded to 7 mutual aid ambulance requests, 3 transported.
- We received 4 mutual aid engine responses.
- We responded to 12 mutual aid engine requests.

Commissioner Sattler mentioned that it looks like TNFD has been responding to Franklin a lot.

#### Apparatus

- Rescue is listed for sale at Brindlee Mountain, a website for used fire apparatus
  - 3 inquiries so far
- Ladder was repaired, seatbelt and backup alarms
- Pickup had to have a new transmission pan installed due to rot
- 21E1 to Dingee later this month for repairs
- Summer tires put on the ambulances
- New pickup should arrive soon
- All TNFD identifier decals have been removed from the old pickup and rescue
- Once the new pickup is in service, we should sell the old pickup.

Chief Sitar asked the Board how they would like to dispose of the old pickup. Discussion ensued about the various options. Commissioner Wright made a motion to list the pickup on Municibid or a similar platform. Commissioner Auger seconded the motion. There being no discussion, a vote was taken. Motion passed.

#### Website

- New website is live and updated

#### Grants

- SAFER Grant has ended and reimbursements are up-to-date
- Applied for the 2024 Homeland Security grant for additional radio infrastructure improvements in the amount of \$89,744.94. The grant had been moved to the Commissioner of Safety for approval.

#### Center Street

- The parking lot behind Center Street Station must be paved this year. Porter Paving quoted \$9,636 to do the paving. \$26,508 in the Communications Tower Expendable Trust Fund is available for this purpose. Discussion ensued. The Board requested the Chief speak with the Town Administrator regarding town access to their parking lot.

#### Park Street

- Nothing to report this month

#### Fire Department Radio System

- Nothing to report this month

### Personnel

- FF/EMT Peter Sargent resigned on March 25, 2024
- FF/AEMT Mike Lewis will start the week of April 29, 2024

### Currently Working On

- 2024 Operating Budget adjustment implementation per District Meeting
- New pickup equipment upfit
- Decon Grant for a SCBA washer
- NH Ambulance laws on ambulance billing with the legislature

### **Old Business**

#### Cistern Easements

Chief Sitar commented that property owners of the property TNFD wants to place a cistern on were not ok with the easement. He added that, after speaking with other fire chiefs, they suggested getting a signed document from the property owners permitting TNFD to place the cistern or dry hydrant on their property and permission to maintain it. He spoke with the attorney. His recommendation was to stay with easements. The Board agreed that an easement would be the best option.

#### Sanborn Road Agreement

Commissioner Sattler provided background information on this to bring Commissioner Wright up-to-date. Commissioner Auger commented that he will not sign anything until they know what they are going to do for a new station. The Commissioners decided to review the document on their own and discuss it at the next meeting.

### **New Business**

#### Ratify District Meeting

Chief Sitar's cuts to the Operating Budget were reviewed. Commissioner Auger brought up the pay raises and his opinion that the raise was too much. Extensive discussion ensued. The Board requested a copy of the report be emailed to them for discussion at the May meeting.

#### Sign MS-232 Report of Appropriations Actually Voted

The Board reviewed and signed the MS-232.

#### Schedule 2024 Meeting Dates

The Board decided to change their meeting night to the second Tuesday of the month so they don't conflict with the Northfield Selectmen's meeting.

#### Assign Commissioner to Committees

- Commissioner Sattler agreed to stay on the Building Committee.
- Commissioner Auger agreed to be on the Budget Committee.

#### Ambulance Equipment

Chief Sitar mentioned that some of the equipment that has been budgeted for is going up substantially. He added that the Board had agreed it would be a good idea to get the equipment now to save about \$12,000. The equipment has been ordered and one piece of equipment has come in so far. He would be keeping an eye on further price increases.

Commissioner Wright commented that there would be conditions to this. Discussion ensued.

#### Belmont Fire Department

Commissioner Sattler commented that he did some research on the comment that was made at the District Meeting regarding Belmont's budget. He commented that they have one less firefighter and two that are SAFER Grant firefighters. Their call numbers are also less than TNFD. There was also an additional town warrant article for miscellaneous firefighting equipment for \$124,500 that was not in their budget and a warrant article for wage increases for

\$145,432. Deputy Chief Valovane explained how it is difficult to compare TNFD to other fire departments because many budgetary differences make TNFD unique. Discussion ensued.

## Meeting Minutes

### March 5, 2024, Public Session

Commissioner Auger made a motion to approve the Public Session minutes of March 5, 2024, as written. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

### March 5, 2024, Nonpublic Session

Commissioner Auger made a motion to approve the Nonpublic Session minutes of March 5, 2024, as written. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

## Public Comment

Helen Hardenbergh thanked the Board for changing the meeting date.

Kevin Waldron asked if the Commissioners had approved the purchase of the pickup. Commissioner Sattler stated that he has a copy of the cost, so the Board should review and approve it once they are finished with public comment.

Kevin commented that the Budget Committee has done their work. When it comes time, the Board can change anything after the Budget Committee has voted. He added that the Board was put in place to lead, not follow.

Kevin asked who wrote the warrant for the 2024 annual meeting. He mentioned Article 7 and how \$100,000 of tax money would be put into the Land and Building Fund. He asked why the Commissioners want to be agents to expend. Commissioner Sattler answered that that came out of the Building Committee having money approved and then not having it lapse. If the Commissioners were made agents of this fund if they needed more money for that process, they wouldn't have to wait until the District Meeting. Kevin continued that he asked the Commissioners at the District Meeting to pledge not to spend that money, given the controversy of how that passed. He would like the Commissioners to reiterate that for the meeting minutes.

Kevin asked if the Commissioners would create an article to rescind that vote in the 2025 District Meeting. The Commissioners agreed that it does need to be addressed at that meeting.

Kevin asked what the Board was going to do about the moderator. Jason asked Kevin if he would be willing to do it. He stated that if the Commissioners want to appoint him, he will do it, but he will not moderate the 2025 meeting.

He mentioned that at the 2025 District Meeting, he would like to see a warrant to change the Budget Committee to elected.

Helen commented on the 15% raise. She would suggest doing 10% this year and 5% next year.

## Any Other Business

Discussion ensued about changes to the budget and cuts that have been made.

Commissioner Sattler commented he would like to review the policies next month.

The manifests were reviewed and signed.

## Nonpublic Session

Commissioner Wright made a motion to enter nonpublic session. Commissioner Auger seconded the motion. Commissioner Sattler stated they were entering a 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.*

Roll Call vote to enter nonpublic session: Paul Auger, Yes; Timothy Sattler, Yes; Jason Wright, Yes. Motion passed. Nonpublic session was entered at 7:34 P.M.

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

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

Public session reconvened at 7:47 P.M.

### **Adjournment**

Commissioner Auger made a motion to adjourn at 7:47 P.M. Commissioner Wright seconded the motion. There being no discussion, a vote was taken. Motion passed.

The meeting was adjourned at 7:47 P.M.

Respectfully submitted,

*Courtney Palmer*

Courtney Palmer  
Administrative Assistant

Next Meeting Date, Time, Place:

April 23, 2024, 5:30 P.M.  
Tilton Town Hall  
Downstairs Meeting Room  
257 Main Street  
Tilton, NH