

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 04/04/2023, 5:30 PM

Transcribed By: Beth Joslin

Location: Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton NH

Call to Order

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

Attendance

Commissioners Paul Auger, Eric Pyra; Timothy Sattler; Chief Michael W. Sitar Jr., Deputy Chief Michael Robinson, Deputy Chief Sean Valovane and Administration Manager Kathy Tobine

Building Committee: Paul Blaisdell, Dennis Manning, Lisa Martin, Kevin Waldron

Public: Gretchen Wilder

Elect Chair

Commissioner Pyra made a motion for Commissioner Auger to be Chair. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

Correspondence

03.14.23 Westcott Law: Court hearing rescheduled to March 21st at 1:30 PM

03.21.23 Westcott Law: Court hearing rescheduled to April 25th at 9:00 AM

Reports of Committees

Building Committee

Paul Blaisdell commented the Board of Commissioner commissioned them to do an RFP/RFQ for a design build station. Two companies submitted their RFP/RFQ. They interviewed the two companies and used a scoring system to choose the company. They are formally recommending Loureiro.

There was discussion about what the committee looked at when scoring the companies.

Commissioner Auger asked if the companies were local. Paul replied yes, both companies were from NH. Commissioner Auger asked about hiring local subcontractors. Paul commented that they did ask that question. If there are local contractors that meet their criteria, they will hire them. Discussion ensued regarding community involvement.

Commissioner Auger asked about a timeline. Paul commented that the Board needs to decide which way they want to go. He feels it is incumbent upon the Board to make sure that Sanborn Road is under contract.

Dennis commented that his following statement is as a resident, not a member of the committee. He feels it was short sighted to look solely at the Park Street Station. He talked about response times and commented that he likes that they will get an unbiased space needs study.

Commissioner Pyra thought there was a verbal agreement with the town. Chief Sitar commented that the Selectboard in Tilton offered the Fire District a deal on the Sanborn property. It was a 50-year lease for \$1.00 for the Sanborn property, the Town would take ownership of the Center Street Station with the Fire District to be responsible for demolishing the building. Paul asked for the board's opinions on the offer.

Commissioner Sattler commented that he feels they need to get a firmer commitment from the Town of Tilton and include it in the contract with the construction company.

Commissioner Pyra stated it is a catch 22, Tilton residents won't approve a station in Northfield, Northfield residents won't approve a station in Tilton. They have to find something the taxpayers will approve.

Dennis talked again about response times, noting that previous committees discussed having the same two station set up but with a better station at Center Street.

Commissioner Auger stated that he doesn't look at it as separate towns. It is one district.

Dennis feels that Tilton will be alienated if they go with the single station at Park St and it will compromise the response times to Tilton.

Commissioner Auger feels they need one station, it doesn't make sense to have to fight traffic just to get the truck they need to go to a call.

Kevin stated that at some point in time it was decided that anywhere within a 1-mile radius of our current station would be a good place to have a station, Sanborn Road is not within that 1-mile radius. He thinks the Fire District should obtain the Sanborn Road property at fair market value. Park Street has been the focus mainly because the district owns it. Focus is to get approval. Discussed building something to meet today's needs with an eye on the future.

Gretchen asked if one of the plans had a building and a substation if the voters would buy into that. Start with Park Street and build at Sanborn Road later. Rome wasn't built in a day and she doesn't want to pay for it all at once either. People want to be represented for their tax dollars. What happens if down the road Tilton chooses not to renew the lease at Sanborn Rd.

Paul commented the first item is to design a fire station and do the space needs study. He talked about meeting schedules.

Commissioner Pyra commented that he believes there are three acres give or take of space at Sanborn Road. How much land do they need? Do they buy all three at fair market value? Discussions ensued regarding value, restrictions, and land swap.

Deputy Robinson asked if they were familiar with either company. Lisa said she was not but that they graded them based on different categories. Chief Sitar did contact the references. What hurt one of the companies was not submitting their costs properly for evaluation.

Lisa stated that she was on the original committee and after looking at the options they settled on Park Street but that was 2019. Chief Sitar commented that the Sanborn Road property was not an option at the time. There was discussion of the work done at Park Street and what will fit there.

Chief Sitar made recommendations on motions that to be made regarding Sanborn Road and a contract with Loureiro.

Commissioner Pyra commented that he had questions regarding the scores of the companies. Chief Sitar commented what killed Fulcrum was they failed to follow instructions. Commissioner Sattler commented that either company could build a fire station. Commissioner Pyra asked if the architects were in-house. Chief Sitar replied that they were both hired in, the engineers at Loureiro are in house.

Kevin pointed out that the Board has the final decision on who they hire.

Gretchen asked if the RFQ was unusual or not standard? If the one company didn't follow instructions, that's something to think about.

Dennis commented that he came into the process later but was part of scoring and interviews. The architect for Fulcrum had more technical know-how regarding fire stations and they were more polished; but they weren't as hands on at Loureiro. Loureiro was not as polished but way more genuine.

Paul commented that he doesn't disagree with any of that. Fulcrum's architect has extensive study and planning experience but limited actual design experience. The gentleman with Loureiro had more experience building stations.

Commissioner Pyra made a motion to award the contract to Loureiro Building Construction to enter the second phase. Commissioner Auger seconded the motion. There being no more discussion, vote was taken. Motion passed.

Commissioner Pyra made a motion for the Chief to enter into a more formal discussion with the Town of Tilton Selectboard regarding Sanborn Road. Commissioner Sattler seconded the motion. Commissioner Auger asked if the Commissioners would meet with them again. Chief Sitar stated perhaps that a commissioner come with him to meet with Jeanie Forrester and a representative of the selectmen. Discussion ensued regarding negotiations. Commissioner Pyra made a motion to rescind his motion and Commissioner Sattler rescinded his second.

Commissioner Auger made a motion for the Chief to meet with Jeanie Forrester to get the details to bring to the Board. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Paul commented the Building Committee has a meeting scheduled for April 24th. Does the Board of Commissioners want them to continue or pause until the discussions are done regarding Sanborn Road. Chief Sitar said he would contact Loureiro and have them submit a contract for legal to review. Discussion ensued regarding contracts and processes moving forward. Paul asked who the new Commissioners' Representative on the Building Committee will be. It was noted that that is later in the agenda.

Public Comment / Members of the District / Employees of the District

Gretchen commented she was not happy with how the budget was presented at District Meeting. It makes it hard to discuss things when you can't see the comparisons and makes it feel deceptive.

Gretchen recommends the Fire Commissioners consider meeting more than once a month as the towns do because they now have a \$3,000,000 budget. Chief Sitar commented that the towns have multiple departments unlike the fire district which is just the fire department.

Gretchen asked about this year's wage and salary increase. Extensive discussion ensued regarding cost-of-living adjustments and step raises.

Gretchen recommended sharing the previous space study so the public can compare it with new one they will do.

Kevin asked if they had looked into buying fuel from the State. Chief Sitar commented it doesn't make sense to travel to Franklin or Belmont for fuel. Discussions ensued regarding prices and inconvenience.

Kevin stated that negotiation of Sanborn Road is the job of the Commissioners not the Chief, he has more than enough to do.

Chief's Report

Budget:

- The 2022 Operating Budget is expended at 98%. 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 23.4%. We are 25% through the fiscal year.
- Total Apparatus and Equipment Fund Balance through March: \$652,199.74.
- 2023 Ambulance Revenue through March: \$140,507.74.

Discussion regarding the unassigned fund balance and money assigned for the water district.

Pressurized Hydrant Use

- No use in March.

Fire Prevention Report for March 2023

- Report Included in handout.
- For the Month of March, there were 39 Fire Prevention inspections.

Deputy Valovanie explained what inspections happen through the fire district and which ones need to be renewed annually.

Run Report for March 2023

- Run report included in handout.
- For the Month of March, we had 155 incidents.
- 107 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 39 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for March 2023

- Report included in handout.
- We had 38 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 25% of all incidents for the Month of March.
- We received 0 mutual aid Ambulance responses, 0 transported.
- We responded to 0 mutual aid Ambulance requests, 0 transported.
- We received 0 mutual aid Engine responses.
- We responded to 2 mutual aid Engine requests.

Apparatus

- None

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. Waiting for Grants Management to OK spending.
- Applied for a FY 2022 SAFER Grant to extend current SAFER Employees another 3 years.

Center Street

- Purchase Order for A&B Lock issued for a camera system.

Park Street

- Bathroom project completed except for the floor. Paul Auger to address.

Fire Department Radio System

- Park Street
 - Representatives from AT&T have related to me that the cell site should be operational by the end of May.

Discussion ensued regarding what still needs to be completed at the tower site.

SAFER Effect

- Average response time to second or greater calls: 07:18 from 22:30.
- Average monthly Mutual Aid Transport: 1.2 from 6.5.
- SAFER Committee is continuing to meet. Next meeting is to be determined.
- 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.
- Proposed Warrant Article to amend the purpose of the Apparatus & Equipment Replacement Fund passed.

Chief Sitar discussed some of the future capital improvement plans.

Personnel

- One Call Company application pending.

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 in progress.
- Cisterns
 - Another location on Vista Heights, Tilton is being considered at this time.
 - The Preserve.
 - No DES permit needed.
- SAFER Grant implementation.
 - 2022 Fourth Quarter reimbursement has been paid.
 - 2023 First Quarter reimbursement has been requested.

Old Business

ISO Ratings

Chief Sitar explained that their ISO rating has dropped and the reason is because the Water District will not provide the flow testing results. Chief Sitar asked the Board for permission to have Attorney Fitzgerald do a 91-A request for the information so he could supply the information to ISO. Commissioner Pyra made a motion for Chief Sitar to contact Attorney Fitzgerald do a 91-A request for the flow testing results. Commissioner Sattler seconded the motion. Being no discussion, vote was taken. Motion passed.

New Business

Ratify District Meeting

Commissioner Pyra made a motion to transfer \$9,627 from the Unassigned Fund Balance to the Fire Prevention ETF and \$1,811 from the Unassigned Fund Balance to the Health Insurance Deductible ETF. Commissioner Auger seconded the motion.

District Clerk

Kathy stated that Stephanie has agreed to stay on as clerk. She will also be talking to Jean Samms who had shown interest. If she is interested, then the Commissioners will be able to appoint her as clerk. Discussion ensued regarding the pay.

Sign MS-232 Report of Appropriations Actually Voted

The MS-232 was reviewed and signed.

Administrative Policies

The Board unanimously agreed to take copies of the administrative policies to review for their next meeting.

Assign Commissioner to Committees

1. Fire Station Building Committee: Commissioner Pyra made a motion for Tim Sattler to be the commissioner representative to the building committee. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.
2. Budget Committee: Commissioner Auger made a motion for Commissioner Pyra to be the commissioner representative to the budget committee. Commissioner Sattler seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting Minutes

March 8, 2023

The Board agreed to review these at their next meeting.

Any Other Business

Manifests were reviewed and signed.

Meeting Dates

The Board of Commissioners scheduled their 2023 regular monthly meetings for May 2nd, June 6th, July 11th, August 8th, September 12th, October 3rd, November 7th and December 5th. Budget workshops will be scheduled later this year.

Nonpublic Session per RSA 91-A:3, II(c)

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 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 8:00 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Pyra and seconded by Commissioner Sattler.

Roll call vote to exit non-public session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Public session reconvened at 8:10 PM.

Disposition reports were reviewed and acted on and the non-public minutes of March 8, 2023 were reviewed and approved.

Any Other Business

None

Adjournment

Commissioner Auger made a motion to adjourn. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Meeting adjourned at 8:12 PM.

Respectfully submitted,

Beth Joslin

Beth Joslin
Clerk

Next Meeting Dates, Time, Place:	May 2, 2023, 5:30 PM Tilton Town Hall, Downstairs Meeting Room 257 Main Street Tilton NH
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