

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	04/29/2014 at 17:30
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, 257 Main Street, Tilton

Commissioner Dolecal called the meeting to order at 5:40 PM.

Present: Commissioners Les Dolecal, Patrick Clark, Paul Auger; Chief Michael W. Sitar Jr., Administrative Assistant Kathy Tobine, Captain Tim Joubert

### Minutes

#### April 9, 2014

Commissioner Dolecal made a motion to accept the minutes as printed. Commissioners Auger & Clark seconded the motion. There being no discussion vote was taken. Motion passed.

### Training Opportunity

Commissioner Dolecal presented Chief Sitar with a Primex training notice. They are looking for Fire Chief's to attend.

### Education Assistance Policy

Discussion ensued about the education assistance policy draft. Two additional changes will be made before approval by the Board.

### Personnel Policy Handbook

Captain Joubert asked the status of the handbook. Discussion ensued about the handbook. Chief Sitar is to review the grievance policies and recommend one for use. Chief Sitar, Captain Ames and Captain Joubert are to recommend a standardized format for the handbook on May 14<sup>th</sup>.

Discussion ensued about the call company EMT training policies. It was decided to review this policy at a future meeting.

### Accounts Payables Policy

Discussion ensued about signing of manifests. It was decided that the manifest would be emailed to the Board for their review and left in their mailbox at Center Street Station for their signatures.

### Chief Goals & Expectations

Chief Sitar presented a report of the mileage and hours on each vehicle for the Board's review. Discussion ensued about the difference between the mileage and hours on a vehicle.

Discussion ensued about the District's Mission Statement. Chief Sitar is satisfied with it.

Chief Sitar presented the Board with his goals for 2014 and as well as his long-term goals.

Each Commissioner presented their list of goals for Chief Sitar. Each list was reviewed. It was discovered a lot of them overlapped. It was felt that grouping them into categories would make the lists more manageable. Several categories were discussed, i.e. Facilities, Equipment, Community Relations, Staff, Departmental Operations and Commissioners.

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Discussion ensued about doing a survey of the residents and voters asking what their expectations of the department are and what they are will to pay for or support. Chief Sitar will be meeting with a representative from UNH to discuss their doing the survey.

It was decided that Chief Sitar would compile the lists of goals and email the compilation to the Commissioners.

Discussion ensued about warrant articles for next year's District meeting. Discussion ensued about when to start the 2015 budget process. It was decided these will be started later in the year.

Chief Sitar requested each Commissioner meet with him individually on a quarterly basis.

Chief Sitar announced he is passing papers on the property he is purchasing on Vista Heights on Friday. His goal is to be in to the new house before Thanksgiving.

Adjournment

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

The meeting adjourned at 6:50 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** 05/14/14 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.