

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	04/08/2015 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Clark called the meeting to order at 5:33 PM.

Present: Commissioners Paul Auger and Patrick Clark; Chief Michael W. Sitar, Jr., Deputy Chief Michael J. Robinson, Treasurer Roland Seymour, Administrative Assistant Kathy Tobine, Captain Tim Joubert

Public Present: Northfield Selectman Kevin Waldron, Gretchen Wilder, Lisa Swancott, Tilton Selectman Joe Jesseman

Public Comment

Lisa Swancott commented on the Lakes Region Mutual Fire Aid Dispatch Fees. She feels the bill should come to the District rather than the Towns as this bill is for a fire service. She has talked to the Northfield Selectmen and they have agreed to withdraw from LRMFA. She requested the Board approach the Town of Tilton and ask them to withdraw from LRMFA so the District can become a member. Commissioner Clark went on record that he believes this is a Fire District bill. It needs to be resolved to work that out. He commented that both Towns need to put forth a warrant article to withdraw from LRMFA. With an affirmative vote from both Towns, the District would go to LRMFA and request the District become a member. Discussion ensued on the process involved.

Commissioner Clark made a motion to inform both Towns officially that the Commissioners plan on contacting LRMFA to invite the Chief to come to a meeting to discuss it with them and invite both parties from Tilton and Northfield to come to that meeting so they can have a frank discussion about it and figure out how to resolve the issue. Discussion: Chief Sitar commented that they need to invite Chief Hayes and the Selectmen from both towns to a meeting to discuss how the process needs to go and come to terms within that group on moving forward. Deputy Robinson commented that this will not come as a surprise to Chief Hayes. It has been discussed before. Gretchen commented that she believes LRMFA is being discussed in other communities. Commissioner Clark withdrew his previous motion and made a motion that a letter be sent to both Boards of Selectmen requesting they get together with the Board of Commissioners and Chief Hayes from LRMFA to sit down, discuss both Towns withdrawing from LRMFA, the District joining and figure out where to go to from there. Commissioner Auger seconded the motion. Discussion: Lisa Swancott requested Chief Hayes bring the information with him on how becoming one entity rather than two will change the annual fee. There being no further discussion, vote was taken. Motion passed.

Selectman Waldron asked the Commissioners intent is in forming the Facilities Needs Committee. Commissioner Clark explained it is working to prepare a proposal before the voters at next District meeting having to do with facilities. It is set up, at this point in time, one Commissioner, one selectman from each Town and one member-at-large from each Town. Selectman Waldron wanted to know why the Commissioners wanted a member of either Board of Selectmen to be on the committee. Commissioner Clark explained that as a member of the governing body from those communities it would be a good idea to have representation from them. Discussion ensued on the appointment of Wayne Crowley to the Committee.

Discussion ensued about the By-Laws and the Clerk doing the minutes.

Gretchen Wilder commented that there is a rumor in Town that the Chief had a Super Bowl party and invited the staff. The rumor is that the invitation went out to all the staff and the on duty staff were at this party. She asked if there was any truth to that. Chief Sitar replied he had the staff there while they were working. Gretchen commented it is all about appearances. That is inappropriate. Chief Sitar commented that is her opinion and in his opinion there was nothing wrong. They came to his house, ate and watched the Super Bowl. They responded to calls from there. Discussion ensued.

Lisa Swancott brought up Don Stevens comment at District Meeting that the Budget Committee did not get the information on the uniforms. Commissioner Auger commented that the Budget Committee did have that information. It was in the narrative.

Lisa Swancott commented that she doesn't want to pay for both a fire truck and a facility. She doesn't feel they can afford both. She doesn't want a bond. She wants to pay for it outright. Commissioner Clark stated these are two different funds. Discussion ensued.

Treasurer's Report

Roland requested the Treasurers Report be moved to the beginning of the meeting. He presented his report. The accounts are reconciled through March 31st. All the accounts are in balance. The account balances are as April 8th.

Apparatus & Equipment Replacement Fund	\$307,282.69
Apparatus & Equipment Replacement Fund CD	402,502.89
Debit Card Account	4,966.13
Operating Budget Account	376,419.94
Payroll Account	500.00
Land & Building Fund	248,757.59

The Operating Account report is through April 2nd. It is the Operating Budget. If there are any questions, the Chief will be able to answer them.

The Apparatus & Equipment Replacement Fund is a little ahead on collections on the ambulance billings compared to last year. We are about \$5,000 ahead of last year.

Roland reported the accounts balance and the bank statements are on file at the office.

Fire Prevention Fees Revision Public Hearing

Commissioner Clark opened the public hearing on the Fire Prevention Fees at 6:14 PM.

Captain Joubert explained that last year he was tasked by the Board of Commissioners to update our fee schedule. The fee schedule was adopted over 10 years ago and took place when we adopted the State Fire Code NFPA, NFPA 1 and NFPA 101. The current fee schedule is right out of that reference. He explained he researched the fees using NFPA and area departments comparing them with our fee schedule. He presented the Board with a proposed fee schedule. Discussion ensued about the proposed fee schedule.

Commissioner Auger asked what is involved in the gas and oil inspections. Captain Joubert explained what they look for. The State of NH requires municipalities do oil burner inspections. Natural Gas they make sure you are a licensed gas fitter. It is a State law that if you are working with gas commercially you must have a NH Gas Fitters license. Discussion ensued on the department doing these inspections. Captain Joubert explained that on an annual basis they go through training on what to inspect. They

get updates from the Fire Marshall's office electronically on a regular basis. It is a constant learning environment. He is not a licensed plumber or a licensed electrician. It checks and balances. He regularly finds mistakes made by licensed people. They do a visual check. They do a pressure test on all gas. Discussion continued about the inspections. Commissioner Clark asked if the State gets a copy of the inspections that are done. Captain Joubert explained they get copies of the Oil Burner and the Firework Permits.

Lisa Swancott commented she doesn't feel the residents should be charged or charge the residents to re-inspect. Commissioner Clark explained it is still a potential hazard. They are trying to protect the community. Discussion ensued on who pulls the permit. Captain Joubert explained the professional is to pull the permit.

Commissioner Manning made a motion to accept the fee schedule as written. Commissioner Auger seconded the motion. There being no further discussion, vote was taken. Motion passed.

Commissioner Clark closed the public hearing at 6:32 P.M.

Fire Prevention Report

Captain Joubert presented his report. He explained they did several multi-family rental property inspections. Commissioner Clark asked what they do for single family rental property inspections. Captain Joubert explained they have a checklist of things they are required by law to check, i.e. hard wired smoke detectors, carbon monoxide detection.

Commissioner Auger asked about the fireworks inspection. Captain Joubert explained that they have a fireworks store with a suppression system. The owner requested to increase the number of storage trailers up to 12 to store fireworks outside where it is not protected. He worked with the Zoning Board and the Fire Marshall's office on this. They are allowed four temporary storage trailers during a defined time.

Commissioner Clark asked the status of the sprinkler system at 61 Business Park Drive. Captain Joubert explained the system is almost complete and went in to detail. They are still working on the water supply portion of it.

Captain Joubert commented there is no major, large construction going on. There is another commercial food franchise going in to Tilton.

Chief's Report

Chief Sitar presented his report.

- March had 121 incidents with 76 being EMS which equates to 63% of the total incident volume for the month. There were 14 overlapping incidents with 1 being a 3rd call. This accounts for 12% of total call volume for the month.
- The ladder door at Park Street has been repaired and is working properly.
- As of April 2nd the salary line item for the Call Company was at 37% and we are only at 25% of the calendar year. We are getting a great turnout. So far, we have over expended that line. Commissioner Manning asked how the number of call firefighters responding is controlled. Chief Sitar explained they do not control the number of call firefighters that respond as they do not know who is available and who isn't. Discussion ensued.
- One of our full-time firefighters was injured while off-duty and will be out quite some time. It affected our overtime for a short period. He has transferred Firefighter Steve Smith to cover the shift while the firefighter is out to help reduce the overtime coverage for him.

- One our call firefighters fell down the stairs and injured himself. He is out for a while.
- Chief Sitar commented he is concerned about some items that we are over budget on at this time; overtime for career firefighters, call company salaries, heating fuel and gasoline. Discussion ensued about the overages.
- The Underground Storage Tank Committee voted to increase the surcharge for both gasoline and diesel to \$0.08 per gallon effective April 1st. Discussion ensued on the tank. Selectman Jesseman explained with all the new regulations that are now in place it will cost about a quarter million dollars to replace the tank. The Committee is budgeting for future removal of the tank which will cost approximately \$35,000.
- Chief Sitar reminded the Board that he will be at the National Fire Academy the next two weeks for his third year of the EFO Class. He will also be attending the International Association of Fire Chiefs Conference May 5th through May 7th in Portland, Maine.
- Chief Sitar updated the Board on the RFP for Vehicle Maintenance. He sent it out in March and has received no bids so far. They have until May 1st to respond.
- The Fire Chiefs from Franklin, Sanbornton, Tilton-Northfield are working in collaboration with the Lakes Region Partnership for Public Health trying to recruit and train volunteers for the Lakes Region Citizens Emergency Response Team. That is a group of volunteers they would train to help at fire scenes or other types of incidents.
- Still working on a new employee evaluation form. Discussion ensued about the form.

Commissioner Clark commented that at the next meeting they should talk about setting the Chief's goals for the next year.

Old Business

Facilities Committee

Commissioner Clark gave a report on who has been chosen to be on the Committee. He will serve on the Committee. They have selected Joe Jesseman and Wayne Crowley as the selectman representative. Selectman Jesseman informed the Board if they want him as the select board representative they need to request the Board of Selectman to appoint him.

Commissioner Clark presented the Dennis Allen, Janice Lindbloom and Wes DeSousa to be considered as members-at-large from Northfield and Lucinda Hope and Tim Sattler as members-at-large from Tilton. He recommended they increase the number on the Committee from five to seven with one Commissioner, one Selectman from each Town and two members-at-large from each Town.

Commissioner Clark made a motion to increase the Committee from five to seven. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Clark made a motion to appoint Lucinda Hope and Tim Sattler to the Committee as Tilton Members-At-Large. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Manning made a motion to appoint Dennis Allen and Janice Lindbloom to the Committee as Northfield Members-At-Large. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Discussion ensued on whether there would be any fire department personnel on the Committee. Commissioner Clark stated Chief Sitar will be a non-voting member of the Committee in an advisory position.

Commissioner Clark pulled his name as being the Board of Commissioner representative to the Committee. He requested Commissioner Manning be the representative. Commissioner Manning agreed to be the representative. Commissioner Clark made a motion to appoint Dennis Manning as the Commissioner Representative on the Committee. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Discussion ensued about the Selectmen to be appointed to the Committee. Joe Jesseman explained that if they have a selectman as a representative on the Committee it will slow everything down. The Selectman representative will have to go back to their Board to run everything by the Board of Selectmen before they can make a decision. Commissioner Manning made a motion to have two members-at-large that happen to also be Selectman from their respective Town. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Joe Jesseman asked when the first meeting of the Committee will be. Commissioner Manning commented that he will be calling a meeting in the near future.

New Business

Facilities Clerk of the Works

Commissioner Clark explained that after receiving the proposed contract from Warrenstreet there were several items that needed to be changed. Chief Sitar explained he put together a scope of services Warrenstreet needs to complete to help the District through the process. Discussion ensued about the contract.

Commissioner Clark contacted a couple different individuals to be owner's representative to assist the District in developing the Warrenstreet contract. SFC Engineering Partnership was at the top of the list. Discussion ensued about hiring SFC Engineering Partnership to be our representative. Commissioner Manning made a motion to hire SFC Engineering Partnership, Inc. to be our owner's representative for the proposed Fire & EMS facility in the design phase not to exceed the estimated five hours per his proposal dated April 6th. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Minutes

March 11th and 25th

Commissioner Manning made a motion to accept the meeting minutes of the March 11th and 25th as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Clark adjourned the meeting at 8:09 PM.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 04/08/15 at 17:30. Meeting to be held at Tilton Town Hall, 257 Main Street, Tilton.