

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/14/2017 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Manning called the meeting to order at 5:30 PM.

Present: Commissioners Dennis Manning, Paul Auger and Paul Blaisdell; Chief Michael W. Sitar, Jr., Deputy Chief Michael Robinson and Administrative Assistant Kathy Tobine

Firefighters Present: Nicholas Baker and Daniel Leather

Treasurer's Report

Chief Sitar presented the Treasurer's Report. He commented the report is in their packet. The account balances are as of November 13th.

Apparatus & Equipment Replacement Fund

Commissioner Auger asked how much we have earned in interest in the Apparatus & Equipment Replacement Fund CD. Kathy commented that we have earned \$4,652.65.

Chief Sitar commented that his current estimate for revenue is between \$400,000 and \$410,000 this year.

The Ambulance billing and the EMS Disposable Equipment are both going to be between \$5,000 and \$7,000 each over budget.

Discussion ensued about the receivables.

Chief's Report

Chief Sitar presented his report.

1. 2017 Budget:
 - As of October 31st, we are at 83.3% through the calendar and budget year and have expended 80.7% of the operating budget
 - Vehicle Repairs are at 81.5%
 - Facility Repairs and Maintenance are at 80.8%
2. Fire Prevention Report for October 2017:
 - Report included in handout
 - For the Month of October, there were 57 Fire Prevention inspections
3. Run report for October 2017:
 - Report included in handout
 - For the month of October, we had 188 incidents
 - 121 of the incidents were EMS in nature and that equates to 64% of our total incident volume for the month
 - Our calls are up by 8.4% over last year at this time
 - The Engine responded to 45 EMS and MVA incidents last month
Commissioner Blaisdell commented about a call on Route 132 where the engine was parked in the street. The police department received complaints about it. Chief Sitar and Deputy Robinson explained the engine was parked that way for protection of the firefighters. State Police park that way as well for their protection.
4. Overlapping/Simultaneous Incidents for October 2017:
 - Report included in handout
 - We had 49 overlapping/simultaneous incidents for the month

TNFD Commissioner's Meeting
11/14/17

- Overlapping/simultaneous incidents accounted for 26.1% of all incidents for the Month of October
 - We received eight mutual aid ambulance responses
 - We responded to one mutual aid ambulance calls
Discussion ensued about delayed response.
5. Apparatus:
- A1: Back from Greenwood. The side step has been installed, programming and warranty work was completed.
6. FF/AEMT Nick Baker is going through the application process for paramedic training. If accepted, he will start training in January 2018 and should finish around May 2019.
7. The as yet un-named Fire Department Committee has met once and will meet next Monday, November 20th at 4:30 PM in the Tilton Town Hall. The meeting of October 30th was very positive. Discussion ensued.
8. The Managed IT RFP is due on November 30th.
9. Chief Sitar was accepted into and is participating in the Leadership Lakes Region. He will graduate in May of 2018. Discussion ensued.
10. We received a NH Volunteer Fire Assistance, Forestry, grant in the amount of \$2,000.00 for a skid unit for the Polaris. Discussion ensued. Commissioner Blaisdell requested a list of grants applied for and received be presented at the next meeting.
11. Currently Working On:
- Call Company recruitment. All should be on line by the end of the month.
Discussion ensued on outfitting the new members.
 - 2018 Budget
 - 2016 AFG Grant Project
Discussion ensued about the radios.
 - 2017 AFG Grant Application. This will be for turnout gear washing machines and dryers, one for each station.
 - Fire Department Radio System. Discussion ensued.

Old Business

Communication Tower RFP

Kathy reported one RFP was received on October 27th. Chief Sitar opened the proposal on October 30th at 2:10 PM. It was from Wireless Edge Towers, LLC; 6360 Mill Street, Suite 202; Rhinebeck NY 12572.

Building Repairs/Maintenance List

Chief Sitar reported the spreadsheet is in their packet. He and Deputy Robinson have been working on this for several months. He will be doing a warrant article for the large repairs. The in-house items will be included in the budget. Discussion ensued.

Incentive Pay

Chief Sitar presented the Board with a revised proposed Incentive Pay schedule for the career firefighters. Discussion ensued. Commissioner Blaisdell made a motion to table the Incentive Pay policy until sometime in the future. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Health Insurance

The health insurance quotes were discussed. Commissioner Manning made a motion to move the health insurance from NHIT to HealthTrust for the 2018 policy. Commissioner Auger seconded the motion. Discussion ensued about co-payments. There being no further discussion, vote was taken. Motion passed unanimously.

New Business

Budget Committee

Commissioner Manning offered to be the Commissions representative to the Budget Committee.

2018 Budget

Chief Sitar presented the Board with his proposed budget.

Chief's Evaluation

Commissioner Blaisdell commented that according to the By-Laws they are required to do an annual evaluation of the Chief. He proposed that they do the review at the December meeting. Commissioner Blaisdell read from the By-Laws

"ARTICLE III: DISTRICT OFFICERS AND THEIR DUTIES, Section 4

The Commissioners shall have the responsibility of hiring a qualified Fire Chief as defined in the job description, who shall be the executive administrative officer of the District. Additionally, the Commissioners shall have the responsibility of evaluating the job performance of the Fire Chief at least annually. Should performance issues require corrective action; the Commissioners will identify a corrective action plan for the office of Fire Chief. Action by the Commission to terminate the employment of the Fire Chief shall be reviewed by the Commissioner's legal counsel.

Discussion ensued about what the evaluation would entail.

Public Comment

Firefighter Leathers commented on the health insurance opt-out. He thanked the Commissioners for the generous buy-out. It's a significant savings to the District. It's a positive thing.

Minutes

October 10, 2017

Commissioner Blaisdell made a motion to accept the minutes of October 10th as modified. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed unanimous.

Other Business

Budget workshops were discussed. It was agreed the Board will meet at 5:30 PM on November 21st, December 5th and December 6th to work on the budget.

Commissioner Blaisdell asked a question related to fire safety and what is required in an apartment building. He has been asked about exits and emergency egress. Chief Sitar provided information on the code. Commissioner Blaisdell requested specific information. Chief Sitar commented that he will discuss this with Deputy Joubert and get back to him with an answer.

The manifest of November 14th was reviewed and signed.

Nonpublic Session

Commissioner Manning made a motion to enter nonpublic session per RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.* Commissioner Auger seconded the motion.

Roll Call vote to enter nonpublic session:

Paul Auger	Yes
Paul Blaisdell	Yes
Dennis Manning	Yes

Nonpublic session entered at 7:20 p.m.

TNFD Commissioner's Meeting
11/14/17

Commissioner Auger made a motion to exit nonpublic session. Commissioner Manning seconded the motion.

Roll Call Vote to exit nonpublic session:

Paul Auger	Yes
Paul Blaisdell	Yes
Dennis Manning	Yes

Motion: PASSED

Public session reconvened at 8:23 p.m.

Motion made to seal these minutes? No

Commissioner Blaisdell made a motion that the Board grants permission to the Chief to award the proposal to and start negotiations on the terms of a lease with Wireless Edge Towers and grant permission to have the contract evaluated by our insurance carrier, Primex. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Adjournment

Commissioner Blaisdell made a motion to adjourn. Commissioner Auger seconded the meeting. Meeting adjourned at 8:23 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 12/12/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.