

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	01/08/2019 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

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

Present: Commissioners Paul Auger, Paul Blaisdell and Eric Pyra; Deputy Timothy Joubert and Admin. Assistant Kathy Tobine

Public: Gretchen Wilder

Public Comment

Gretchen asked if we had changed the shift from a 24-hour shift. Tim explained that we are still 24 hour shifts and there are four shifts. Gretchen had questions about the group insurance life insurances and the copier service. Kathy answered her questions.

Gretchen then asked about the fire station project. Commissioner Blaisdell provided her with information on the project. Discussion ensued.

Gretchen wanted to know which vehicle the new vehicle will replace. Commissioner Blaisdell explained that the vehicle will be for the Chief and the current vehicle will be assigned to Deputy Joubert. Discussion ensued about the Chief not being at incidents and the command vehicle.

Wages and salaries were discussed.

Chief's Report

1. Budget: Commissioner Blaisdell commented the Chief is not here, they will skip the Treasurer's Report as the numbers are the same as November. They would like Chief Sitar to email them the updated report.
2. Fire Prevention Report for December 2018:
 - Report included in handout
 - For the Month of December, there were 44 Fire Prevention inspections
 - There were 648 inspections for the year

Commissioner Auger asked about the complaints. Deputy Joubert explained those are complaints about a business and he follows up on them. Commissioner Auger wanted to know why we do gas pipe inspections. Deputy Joubert provided information on why we do them.
3. Run Report for December 2018:
 - Report included in handout
 - For the Month of December, we had 147 incidents
 - 106 of the incidents were EMS in nature which equates to 72.1% of our total incident volume for the month
 - Our call volume is up 6.5% over what we had last year at this time
 - The engine responded to 48 EMS and MVA incidents last month
 - There were 1973 total incidents for the year
4. Overlapping/Simultaneous Incidents for December 2018:
 - Report included in handout
 - We had 21 overlapping/simultaneous incidents for the month
 - Overlapping/simultaneous incidents accounted for 14.3% of all incidents for the month

TNFD Commissioner's Meeting
01/08/19

- There were 360 simultaneous incidents for the year
- We received five mutual aid ambulance responses
- We responded to no mutual aid ambulance requests
- We received three mutual aid Engine responses
- We responded to seven mutual aid Engine requests

Commissioner Blaisdell requested Chief Sitar compile an end of year summary of the mutual aid ambulance and engine received and given.

Commissioner Auger requested how many second calls we actually had that were handled by the department (full-time and volunteers) be added to the report.

5. Grant Update:

- The 2018 Safer grant application period will open sometime this year after the government reopens.

6. Currently Working On:

- New Fire Station
 - Nothing new to report
- Student Program
 - Deputy Joubert will be meeting with LRCC
- Call Company Recruitment
 - Two applicants are in process, interviews have been completed
- Fire Department Radio System Center
 - In discussion with Spaulding School as a location for the FD antenna support structure and radio site.
- Fire Station Maintenance Projects
 - Repaint interior of Park Street in Spring
 - Replace all lights with 50% grant from Eversource to LED lights in the new year
- Working with the Tilton Family Health Center on a grant proposal. It's to provide an alternative to the Safe Station program. Deputy Joubert commented the last update he had was they have been approved but they had to finalize some paperwork. The grant would be good for four years for the amount of money it was written for. Discussion ensued.
- 2019 Budget
 - Public Hearing scheduled for February 13, 2019, at WRHS Cafetorium
- Capital Improvement Plan
 - New C1 – 2019 Budget
 - New E2 – 2020 Budget
 - SCBAs – 2020 Budget
 - New A2 – 2021 Budget

Old Business

Warrant Articles

Commissioner Blaisdell explained he would like to have each of them choose and Article to speak to at District meeting. They do not have to speak to Articles 1 and 2. Kathy explained they need to vote on whether they approve or disapprove the Articles.

Article 3 Fire Station Project Bond: Commissioner Blaisdell made a motion to approve Article 3 as written in the January 2, 2019 draft. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell will speak to Article 3.

Article 4 Add Unassigned Fund Balance By-Law: Discussion ensued about changing this Article from Article 4 to Article 5. Commissioner Blaisdell made a motion to accept Article 5 which is the

TNFD Commissioner's Meeting
01/08/19

Unassigned Fund Balance By-Law as written. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra will speak to Article 5.

Article 4 Operating Budget: Commissioner Blaisdell made a motion to accept Article 4. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger will speak to Article 4.

Article 6 Apparatus & Equipment Fund Budget: Commissioner Auger made a motion to accept Article 6. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger will speak to Article 6.

Article 7 New Command Vehicle: Commissioner Auger made a motion to accept Article 7. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Pyra will speak to Article 7.

Article 8 Health Insurance Deductible Expendable Trust Fund: Commissioner Auger made a motion to accept Article 8. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger will speak to Article 8.

Article 9 Fire Prevention Expendable Trust Fund: Commissioner Auger made a motion to accept Article 9. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell will speak to Article 9.

Article 10 Fire Prevention Budget: Commissioner Blaisdell made a motion to accept Article 10. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell will speak to Article 10.

Article 11 Add to Land & Building Fund: Commissioner Auger made a motion to accept Article 11. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger will speak to Article 11.

Article 12 Establish Contingency Fund: Commissioner Blaisdell made a motion to accept Article 12. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell will speak to Article 12.

The Board discussed whether they should change the wording of Article 5 to 16.67% of the present year budget vs. the voted budget. They agreed that if the wording of the article is changed they will approve it via email.

New Business

Internal Questionnaire

Commissioner Blaisdell commented that this questionnaire was what they requested the Chief do. The Board requested the following two questions be added to the questionnaire.

What is the relationship between you as a firefighter and the officers?

Describe the interaction between the call members and the full-time crews.

We encourage additional comments.

TNFD Commissioner's Meeting
01/08/19

This will be distributed via email as a fillable form and returned to Kathy by February 1st.

Meeting Minutes

December 27, 2018 Public Session

Commissioner Blaisdell made a motion to accept the minutes as written. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

December 27, 2018 Nonpublic Session

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

Commissioner Auger made a motion to keep the minutes sealed of December 27, 2018. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Roll call vote to seal these minutes:

Paul Auger	Yes
Paul Blaisdell	Yes
Eric Pyra	Yes

Other Business

The manifests of January 8, 2019, were reviewed and signed.

Adjournment

Commissioner Blaisdell made a motion to adjourn. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:05 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 02/12/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.