

# **Tilton-Northfield Fire & EMS Commissioners' Meeting**

Meeting Called By: Commissioners

Date, Time: 03/08/2023, 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, Jon Cilley, Eric Pyra; Deputy Chief Michael Robinson, Deputy Chief Sean Valovane and Administration Manager Kathy Tobine

Public: Paul Blaisdell, Tim Sattler

## **Reports of Committees**

### **SAFER Grant Committee**

Paul Blaisdell asked what will happen if we don't have alternate funding for keeping the four additional employees hired with the SAFER grant. What direction do they go in without increasing the budget. Deputy Valovane commented he understands there have been some smaller earmarks to help with this. If the warrant article doesn't pass, they will go to the Commissioners and Budget Committee for an increase in the budget.

Paul commented that with the change to the Apparatus & Equipment Replacement Fund he is concerned that while they plan to use the additional operating budget that has been freed up to pay for the SAFER employees, the taxpayers may feel differently. Feels that several people need to speak up at the meeting to share why it is important to keep these employees.

Paul asked about the details of the new SAFER Grant that the Chief applied for. Deputy Valovane stated that it was very similar to the one they had applied for before. They are busier now which is good in regards to the grant. Discussion ensued regarding requirements.

Paul stated that they need to be ready to explain the value the tax payers are getting for the \$400,000 investment and need to have the data to back up. He also stated that he would like the Commissioners to share their support at the meeting as well. Statistics and numbers were discussed that would be a benefit at the meeting.

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

Paul asked about the Water District. Commissioner Pyra told him there is a court hearing on March 15<sup>th</sup>. May have decision by District Meeting, it will depend what the judge does. Paul asked if the money was set aside. Commissioner Pyra \$202,000 was earmarked from

the unassigned fund balance. Paul commented that that is not enough. Kathy replied that the current amount owed is around \$440,000 with the change in rate and the late fees.

## **Correspondence**

Kathy summarized the correspondence received.

- a. 02.20.23 Plodzik & Sanderson, PA  
Received an engagement letter that needs to be signed by the commissioners.
- b. 02.23.23 Sharon Chapman, Wescott Law
- c. 02.24.23 Sharon Chapman, Wescott Law
- d. 02.27.23 Sharon Chapman, Wescott Law  
Regarding filing a reply to the defendant's objection and the courts ruling on a postponement.
- e. 02.27.23 ISO (Insurance Services Office)
- f. 03.03.23 ISO (Insurance Services Office)  
The new ISO rating and why it changed.

## **Reports of Committees**

### 2021 Fire Station Building Committee

Commissioner Cilley reported they are meeting next Thursday, March 16<sup>th</sup>, to interview the two contractors.

## **Chief's Report**

### Budget:

- The Operating Budget is expended at 96%. We are at 100% of the Fiscal Year. There are some outstanding bills and Purchase Orders. The 2022 books are not closed.
- The 2022 audit will take place next week.
- The 2023 Budget has been expended 9% of the Recommended amount of the Budget Committee. We are 16% through the fiscal year.
- Total Apparatus and Equipment Fund Balance through February: \$604,289.24.
- 2022 Ambulance Revenue through February: \$83,717.81.

### Pressurized Hydrant Use

- One use in February 2023. Less than 1,000 gallons.

### Fire Prevention Report for February 2023

- Report Included in handout.
- For the Month of February, there were 53 Fire Prevention inspections.

### Run Report for February 2023

- Run report included in handout.
- For the Month of February, we had 134 incidents.
- 97 of the incidents were EMS in nature and that equates to 76% of our total incident volume for the month.
- The engine responded with the ambulance to 31 EMS & MVA incidents last month.

### Overlapping/Simultaneous Incidents for February 2023

- Report included in handout.

- We had 30 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 23% of all incidents for the Month of February.
- We received 3 mutual aid Ambulance responses, 3 transported.
- We responded to 2 mutual aid Ambulance requests, 1 transported.
- We received 3 mutual aid Engine responses.
- We responded to 1 mutual aid Engine requests.

#### Apparatus

- L1 repairs made at Lakes Region Fire Apparatus
- T1 repairs made at Lakes Region Fire Apparatus

#### 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.

#### 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.

#### 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 proposed.

#### 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.
- Cisterns
  - Another location on Vista Heights, Tilton is being considered at this time.
  - No DES permit needed.
- SAFER Grant implementation.
  - Fourth quarter reimbursement has been paid.

- Implementation of new Records Management and Scheduling System.
  - Still a work in progress, but we are getting more familiar with the product.

Extensive discussion regarding the new records management system and how its working.

## **New Business**

Commissioner Cilley wanted to state for the record that he still owns his home in Northfield for the time being but is living in the new house outside of the district while it is being renovated. He would like to be sure with the other commissioners that it is alright that he continued. Commissioners don't see a problem as he is still a resident.

### Assign Warrant Articles to Commissioners for District Meeting

Article 03 – Add to Land & Building Fund: Commissioner Auger

Article 04 – Fire Prevention ETF: Commissioner Pyra

Article 05 – Fire Prevention Budget: Commissioner Pyra

Article 06 – Health Insurance ETF: Commissioner Auger

Article 07 – Add to Dry Hydrant/Cistern ETF: Commissioner Cilley

Article 08 – Establish Contingency Fund: Commissioner Cilley

Article 09 – Amend Apparatus & Equipment Replacement Fund: Commissioner Cilley

Article 10 – Apparatus & Equipment Replacement Fund Budget: Commissioner Cilley

Article 11 – Operating Budget: Commissioner Pyra

## **Meeting Minutes**

### February 7, 2023

Commissioner Auger made a motion to accept the public meeting minutes of February 7<sup>th</sup>.

Commissioner Pyra seconded the motion. There being no discussion, vote was taken.

Motion passed.

## **Any Other Business**

Manifests were reviewed and signed.

Plodzick & Sanderson audit letter signed.

Paul asked Commissioner Pyra why the budget committee was not in favor of Articles 3 and 7. Commissioner Pyra replied that he believes it was because they did not want to raise it through taxation and would rather take it from Unassigned fund balance. Discussion ensued regarding the unassigned fund balance.

## **Dates**

### Election Day

March 14, 2023

### District Meeting

March 20, 2023

### Commissioners' Meeting

April 4, 2023

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

Paul Blaisdell thanked everyone for all their hard work. The Board thanked Paul and Tim for their volunteering for committees.

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

Commissioner Pyra 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 Cilley seconded the motion.

Roll call vote to enter nonpublic session: Paul Auger, Yes; Jon Cilley, Yes; Eric Pyra, Yes.  
Motion passed.

Nonpublic session was entered at 6:54 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Cilley and seconded by Commissioner Auger.

Roll call vote to exit non-public session: Paul Auger, Yes; Jon Cilley, Yes; Eric Pyra, Yes.  
Motion passed.

Public session reconvened at 7:04 PM.

Commissioner Cilley made a motion to approve the nonpublic session minutes of February 7, 2023. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

### **Any Other Business**

Commissioner Pyra thanked Commissioner Cilley for his service.

### **Adjournment**

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

Meeting adjourned at 7:08 PM.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Clerk

Next Meeting Dates, Time, Place:	April 4, 2023, 5:30 PM Tilton Town Hall, Downstairs Meeting Room 257 Main Street Tilton NH
----------------------------------	--