

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners

Date, Time: 05/02/2023, 5:30 PM

Transcribed By: Beth Joslin

Location: Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton NH

Call to Order

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

Attendance

Commissioners Paul Auger, Eric Pyra; Timothy Sattler; Chief Michael W. Sitar Jr., Deputy Chief Michael Robinson, Deputy Chief Sean Valovane and Administration Manager Kathy Tobine

Attorney Paul F. Fitzgerald

Public: Nathan Langione

Nonpublic Session per RSA 91-A:3, II(I)

Commissioner Pyra made a motion to enter nonpublic session per RSA 91-A:3, II(I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one of more members of the public body even when legal counsel is not present. Commissioner Sattler seconded the motion.

Roll call vote to enter nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Nonpublic session was entered at 5:33 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Pyra and seconded by Commissioner Sattler.

Roll call vote to exit nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Public session reconvened at 6:07 PM.

Commissioner Pyra made a motion to seal the minutes of the nonpublic session because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Auger seconded the motion.

Roll call vote to seal the minutes: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Correspondence

1. 04.07.23 NH Municipal Association

2. 04.13.23 Nathan Langione

Nathan made a request to be on the Building Committee and talked about why he wanted to be on the committee.

Commissioner Sattler made a motion to welcome Nathan Langione to the building committee. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

3. 04.21.23 Jeannie Forester

Reports of Committees

Building Committee

Commissioner Sattler commented that they have nothing to report at this time. Chief Sitar explained that the gentleman who writes up the contracts had a family emergency, which has caused a delay but that he was told he would have a contract the following day.

Chief's Report

Budget

- The 2022 Operating Budget is expended at 98%. We are at 100% of the Fiscal Year. There are some outstanding bills and Purchase Orders.
- The 2022 audit has occurred. We are waiting for the final documentation.
- The 2023 Budget has been expended 30.5%. We are 33% through the fiscal year.
- Total Apparatus and Equipment Fund Balance through April: \$684,168.34.
- 2023 Ambulance Revenue through April: \$179,401.24.

Pressurized Hydrant Use

- No use in April.

Fire Prevention Report for April 2023

- Report Included in handout.
- For the Month of April, there were 31 Fire Prevention inspections.

Discussion regarding illegal burning and how it is handled.

Run Report for April 2023

- Run report included in handout.
- For the Month of April, we had 125 incidents.
- 94 of the incidents were EMS in nature and that equates to 75% of our total incident volume for the month.
- The engine responded with the ambulance to 35 EMS & MVA incidents last month.

Overlapping/Simultaneous Incidents for April 2023

- Report included in handout.
- We had 28 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 22% of all incidents for the Month of April.
- We received one mutual aid Ambulance responses, 0 transported.
- We responded to two mutual aid Ambulance requests, 0 transported.
- We received five mutual aid Engine responses.
- We responded to zero mutual aid Engine requests.

Commissioner Pyra questioned the accuracy of the mutual aid responses because he recalled seeing both Laconia and Franklin listed in the run reports. Discussion ensued.

Apparatus

- 21U1 had a new exhaust system installed.
- 21A2 had summer tires installed.
- Steel rims have been ordered for the ambulances winter tires.

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. Equipment has been ordered.
- Applied for a FY 2022 SAFER Grant to extend current SAFER Employees another three years.

Center Street

- Purchase Order for A&B Lock issued for a camera system.

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.
 - We received \$35,300 for lease rent.
 - We will receive \$1,537.50 monthly going forward. This will be adjusted upward as tenants come online.

SAFER Effect

- Average response time to second or greater calls: 07:18 from 22:30.
- 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 passed.

Personnel

- No Call Company application pending.
 - New member: Caiden Gamble. No certifications.
 - New member: Sara Caveney. No certifications. Taking first aid class.
 - Ben Gilman is in Recruit School at the NH Fire Academy.

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.
 - Jay's Marina application in progress.
- Cisterns
 - Another location on Vista Heights, Tilton is being considered at this time.
 - The Preserve.
 - No DES permit needed.

- SAFER Grant implementation.
 - 2023 First Quarter reimbursement has been paid.

Old Business

Administrative Policies

The Board reviewed several of the policies then signed all the administrative policies.

New Business

Elected Officials Stipends

Kathy commented that the Budget Committee appropriated \$750 each for the Treasurer and Clerk as their annual stipend. That is not enough money for what they do. Last year the Budget Committee appropriated \$750 for each but the Commissioners increased it to \$1,500 each. Discussion ensued.

Commissioner Pyra made a motion to increase the Clerk and Treasurer's stipends to \$1,500 each. Commissioner Sattler seconded the motion. There being no discussion, motion passed.

Meeting Minutes

March 8, 2023

Commissioner Sattler made a motion to approve the minutes of March 8th. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

April 4, 2023

Commissioner Sattler made a motion to approve the minutes of April 4th. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Any Other Business

Manifests were reviewed and signed.

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

Commissioner Auger 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 Sattler seconded the motion.

Roll call vote to enter nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Nonpublic session was entered at 7:14 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Pyra and seconded by Commissioner Sattler.

Roll call vote to exit non-public session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Public session reconvened at 7:16 PM.

Commissioner Auger explained the nonpublic minutes of April 4, 2023 were reviewed and approved.

Nonpublic Session per RSA 91-A:3, II(d)

Commissioner Auger 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 public.

Roll call vote to enter nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Nonpublic session was entered at 7:18 PM.

Motion to leave nonpublic session and return to public session was made by Commissioner Pyra and seconded by Commissioner Sattler.

Roll call vote to exit non-public session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Public session reconvened at 7:35 PM.

Commissioner Sattler made a motion to seal the minutes of the nonpublic session because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Pyra seconded the motion.

Roll call vote to seal the minutes: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes.

Motion passed.

Any Other Business

None

Adjournment

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

Meeting adjourned at 7:37 PM.

Respectfully submitted,

Beth Joslin

Beth Joslin
Clerk

Next Meeting Dates, Time, Place: June 6, 2023, 5:30 PM
Tilton Town Hall,
Downstairs Meeting Room
257 Main Street
Tilton NH