

# Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By: Commissioners  
Transcribed By: Courtney Palmer

Date, Time: 03/05/24, 5:30 PM  
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, and Tim Sattler; Chief Michael Sitar, Deputy Chief Michael Robinson, Deputy Chief Sean Valovane, and Administrative Manager Kathy Tobine

## Correspondence

### 02.28.24 Westcott Law: TNFD v. TNWD Order of Settlement

Commissioner Sattler asked if this is a public document that needs to be on the website. Chief Sitar replied that it is just for the Commissioners information.

### 02.28.24 Paul Branscombe: Agreement between TNFD and the Town of Tilton

Commissioner Auger commented that he would not sign the document until they know what they are going to do about a new station.

Commissioner Sattler commented that there is nothing in the document about the value of Center Street Station. He added that the document states that they would need to provide the funds to remove the structure within 30 days of the certificate of occupancy for the newly constructed fire station. If they are doing a two-phase project that may include doing work at Park Street, they will need to use Center Street for an extended period, not 30 days as the document states. He commented that there should be a timeline in the document.

Chief Sitar stated that he got a quote for the removal of the building, and it would be around \$80,000 and another \$15,000 to pave it.

Commissioner Pyra commented that they need to know how many acres the Sanborn Rd. site is. Chief Sitar explained his calculations for building size requirements. Discussion ensued.

Commissioner Sattler made a motion to have the lawyer review the document with the concerns they have voiced to make it more acceptable to the Board. Commissioner Pyra seconded the motion for discussion. Deputy Robinson explained there may be mitigation needed at Center Street before they can get rid of the building. Discussion ensued. Commissioner Pyra stated that TNFD would need to put into escrow, payable to the Town of Tilton, the amount to remove the Center Street structure within 30 days of receiving the certificate of occupancy for the new station. Further discussion ensued about how much Center Street is worth. There being no further discussion, a vote was taken. Motion passed.

Commissioner Auger made a motion to get an appraisal on the Center Street Station. Commissioner Pyra seconded the motion. Discussion ensued about the cost of an appraisal. There being no further discussion, a vote was taken. Motion passed.

Commissioner Sattler made a motion to have Chief Sitar obtain the cost of an appraisal and no further action being taken on the appraisal until the cost is determined. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

### 03.05.24 Westcott Law: Discharge of Liens

Commissioner Pyra commented about the date on the document being incorrect. The Commissioners agreed that the date should be looked into.

## **Reports of Committees**

### Building Committee

Commissioner Sattler commented that the UNH Survey Center put together a survey based on the Building Committee draft questions and provided their expertise at the Building Committee meeting on 2/26/24. The Committee pared down the survey and made changes and updates. He explained that the Committee will meet again next week and hopefully finalize the document.

Commissioner Pyra commented that they should make the public aware of the survey during the District Meeting.

## **Chief's Report**

Chief Sitar spoke about the March 1<sup>st</sup> incident on the river in Franklin. TNFD responded with Franklin Fire and Police, NH State Police, and others. He commented about how the stars aligned and the outcome was better than it could have been. He praised all parties involved for their heroic efforts in saving all victims. He goes on to state that this is an example of how valuable their service is to not only Tilton and Northfield but Franklin and the region in general. He thanked TNFD personnel for their tremendous efforts and fantastic work. He also thanked the Commissioners for supporting TNFD's training, education, and certifications.

### Budget

- The 2023 audit is in progress
- Total Apparatus and Equipment Fund Balance through February: \$1,074,045.40
- 2024 Ambulance Revenue through February: \$42,549.88

### Pressurized Hydrant Use

- No hydrant use in February.

### Fire Prevention Report for February 2024

- Report included in handout.
- For the month of February, there were 39 Fire Prevention inspections.
- Total inspections for 2023: 594

Commissioner Sattler commented that it seems the number of fire inspections is down. Deputy Valovane explained that they are beyond the heating season and school inspections.

### Run Report for February 2024

- Run report included in the handout.
- For the Month of February, we had 168 incidents.
- 112 of the incidents were EMS in nature and that equates to 67% of our total volume for the month.
- The engine responded with the ambulance to 47 EMS & MVA incidents last month.

### Overlapping/Simultaneous Incidents for February 2024

- Report included in handout.
- We had 76 overlapping/simultaneous incidents for the month.
- Overlapping/simultaneous incidents accounted for 45% of all incidents for February.
- We received 3 mutual aid ambulance responses, and 2 transported.
- We responded to 5 mutual aid ambulance requests, 2 transported.
- We received 7 mutual aid engine responses.
- We responded to 9 mutual aid engine requests.

### Apparatus

- Rescue is OOS
- 21E2 repairs by Dingee, PTO issue
- 21E1 to Dingee this month for repairs

Commissioner Sattler asked about the specifics of the engine repairs. Chief Sitar explained that the PTO was installed differently than it normally was, creating issues. He suspects that the engine 1 issue is the same. They are also waiting on a part for a separate issue.

### Website

- New website is live!

### Grants

- SAFER Grant is up to date on reimbursements. The end date is February 7, 2024.
- A Homeland Security Grant of \$53,853.00 has been awarded for radio infrastructure upgrades. The equipment has been installed and is operational. It has been submitted for reimbursement. Reimbursement of expenses has been received.
- Applied for the 2024 Homeland Security grant for additional radio infrastructure improvements in the amount of \$89,744.94.

### Center Street

- The parking lot behind Center Street Station must be paved this year. Chief to get estimates this spring.

### Park Street

- Plumbing repairs are done, and the heaters have been serviced.

### Fire Department Radio System

- Park Street
  - Cell tower is operational.
  - Receiving monthly checks (\$1,537.50) for rent on the tower lease
    - The rent will be adjusted upward as tenants come online.
    - 2.5% annual escalation in September.
  - The emergency generator has been replaced. Monitoring will be requested in next year's budget.

### SAFER Effect

- Average response time to second or greater calls: 07:18 from 22:30.
- The cost of a single SAFER Firefighter in 2023 would have been \$0.045/\$1,000 on the tax rate in Northfield and \$0.0675/\$1,000 in Tilton.
- 2024 cost for 4 employees: \$271,809 in salaries and \$174,319 in benefits totaling \$446,128.

### Personnel

- New Call Members:
  - EMT Rosemarie Oakes
  - FF/EMTP Erik Johnson

There are 12 total call members.

### Water District

- Moderated Agreement was signed and ordered by the judge.
- The reimbursement check for \$00,000 has been sent.
- ISO Flow Data information from the Water District was send in on March 1<sup>st</sup>.

### Currently Working On

- 2024 District Meeting preparation
- 2019 SAFER Grant documentation
- Tyler/ImageTrend time stamps for incidents

- Current time stamps are pulling from the wrong fields providing inaccurate incident response times.
- A trouble ticket has been initiated.
- The issue was rectified a week ago. We will be able to run accurate response time reports for any incidents occurring after March 1, 2024.

Commissioner Sattler asked if the ticketing issue is going to cause data problems for the whole year. Chief Sitar said that it will remain accurate from March 1<sup>st</sup> on. Deputy Valovane explained the response times were about 40-42 seconds off for 3 months because of the issue.

## **Old Business**

### District Meeting

- Warrant Article Assignment

The Board decided who was going to speak to what warrant article.

- Itemized Budget

The Commissioners reviewed the budget materials that will be handed out at the District Meeting.

- Slide Presentation

Commissioner Sattler commented that he thinks they should end the discussion on the slides at slide 22. Deputy Valovane commented that he could provide training information for the slides. Discussion ensued about the slide content.

Commissioner Pyra commented that the number for the 2023 appropriated budget on slide 16 doesn't match the number on page one of the budget packet. Discussion ensued about incorrect numbers in the budget packet. Kathy said that she would fix them.

There was extensive discussion on the pay increase for personnel.

Further discussion ensued about each slide.

### Cistern Easements

Chief Sitar commented that property owners of the property TNFD wants to place a cistern on were not ok with the easement. He added that, after speaking with other fire chiefs, they suggested getting a signed document from the property owners permitting TNFD to place the cistern or dry hydrant on their property and permission to maintain it. Discussion ensued. Chief Sitar stated he would reach out to the lawyer.

### Rescue Truck

Chief Sitar commented he has explored the different options for the rescue truck. There are two options, put it out for bid or list on Brindley Mountain. Discussion ensued. Commissioner Sattler made a motion to authorize the Chief to enter into an agreement with Brinley Mountain and to come up with an appropriate asking price based on his analysis of what's currently being offered. Commissioner Auger seconded the motion. There being no discussion, a vote was taken. Motion passed.

## **New Business**

### **Meeting Minutes**

#### January 29, 2024, Nonpublic Session I

Commissioner Pyra made a motion to approve the Nonpublic Session I minutes of January 1, 2024. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

### January 29, 2024, Nonpublic Session II

Commissioner Pyra made a motion to approve the Nonpublic Session II minutes of January 1, 2024. Commissioner Sattler seconded the motion. There being no discussion, a vote was taken. Motion passed.

### February 6, 2024

Commissioner Sattler made a motion to move this to the floor for discussion. Commissioner Pyra seconded the motion. Commissioner Sattler commented that "I applied for the 2024 Homeland Security grant for additional radio infrastructure improvements" should read "Chief Sitar applied for the 2024 Homeland Security grant for additional radio infrastructure improvements." Commissioner Sattler made a motion to approve the minutes as corrected. Commissioner Pyra seconded the motion. There being no further discussion, a vote was taken. Motion passed.

### **Any Other Business**

Commissioner Pyra commented that at the Candidate's Night, it was suggested that the Board of Commissioners consider holding regular Commissioner's meetings on a different night as they are in direct conflict with the Town of Northfield's Selectmen meetings. Discussion ensued.

### **Nonpublic Session**

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 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 8:05 P.M.

Commissioner Pyra made a motion to leave nonpublic session. Commissioner Sattler seconded the motion.

Roll Call Vote to exit nonpublic session: Paul Auger, Yes; Eric Pyra, Yes; Timothy Sattler, Yes  
Motion passed.

Public session reconvened at 8:14 P.M.

### **Adjournment**

Commissioner Auger made a motion to adjourn at 8:15 P.M. Commissioner Pyra seconded the motion. There being no discussion, a vote was taken. Motion passed.

The meeting was adjourned at 8:15 P.M.

Respectfully submitted,

*Courtney Palmer*

Courtney Palmer  
Administrative Assistant

Next Meeting Date, Time, Place:

April 2, 2024, 5:30 P.M.  
Tilton Town Hall  
Downstairs Meeting Room  
257 Main Street  
Tilton, NH