CITY OF NASHUA
BOARD OF FIRE COMMISSION
AGENDA

Monday, February 4, 2019 at 5:30 PM
177 Lake Street, Nashua, NH
Training Classroom

Moment of Silence

Pledge of Allegiance

Period for Public Comment

CONSENT AGENDA

Approval of Minutes:

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 20</td>
<td>January 7, 2019</td>
<td>Regular Meeting Minutes</td>
</tr>
<tr>
<td>19 21</td>
<td>January 24, 2019</td>
<td>Special Meeting Minutes</td>
</tr>
</tbody>
</table>

Communications:

<table>
<thead>
<tr>
<th>Number</th>
<th>From</th>
<th>Re</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 22</td>
<td>Hollis Fire Department</td>
<td>Thank You - Mutual Aid Assistance</td>
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</tbody>
</table>

Reports:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 23</td>
<td>Departmental Detail Expenditures Report</td>
</tr>
<tr>
<td>19 24</td>
<td>Accidents (2)</td>
</tr>
</tbody>
</table>
REGULAR AGENDA:

Staff Reports:

19 25  A. Chief Rhodes
       B. Assistant Chief Walker

Discussion:

19 26  Local 789

Old Business:

16 56  Station 3 / Spit Brook Road Station Addition Update

16 110 Strategic Planning Committee Update

New Business:

Authorization(s) for Action: Expenditure(s)

19 27  Fire Rescue Equipment

Personnel:

19 28  Personnel Item A, B

Date and Location of Next BFC Meeting:

Monday March 4 2019, 5:30 PM at 177 Lake St Training Classroom

2/1/19, arb
CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
JANUARY 7, 2019

MEMBERS PRESENT:
   Kevin Gage
   Paul Garant
   Ken Marquis
   Anthony Patti

MEMBERS NOT PRESENT:
   Kevin Burgess

STAFF PRESENT:
   Chief Brian D. Rhodes
   Assistant Chief George A. Walker

OTHERS PRESENT:
   Deputy Fire Chief Steve Buxton
   President of Local #789 - John McAllister
   Several Members of Nashua Fire Rescue
   Alderwoman Melizzi-Golja

THE MEETING CAME TO ORDER AT 5:30 PM

A Moment of Silence was held for all those lost and recent fire fighter deaths including one from NYC.

All stood as Commissioner Gage lead The Pledge of Allegiance.

PUBLIC COMMENT

No discussion

ORGANIZATIONAL MEETING

Elections  19 01

Motion by Commissioner Gage to open the floor for nominations  19 01A
Seconded by Commissioner Marquis
Vote: passed 4-yes

Motion by Commissioner Gage to nominate Commissioner Garant to continue as Chair  19 01B
Seconded by Commissioner Marquis
Vote: passed 4-yes
Motion by Commissioner Marquis to nominate Commissioner Gage to continue as Vice Chair
Seconded by Commissioner Patti
Vote: passed 4-yes

Motion by Commissioner Gage to nominate Commissioner Patti to continue as Clerk
Seconded by Commissioner Marquis
Vote: passed 4-yes

Mission Statement

Motion by Commissioner Gage to approve the Mission Statement of the Commission of NFR
Seconded by Commissioner Marquis
Vote: passed 4-yes

Dates of 2019 Meetings

Motion by Commissioner Gage to approve the 2019 Meeting Schedule
Seconded by Commissioner Patti
Vote: passed 4-yes

CONSENT AGENDA

Approval of Minutes

Motion by Gage to accept meeting minutes and place on file
Seconded by Marquis
Vote: passed 4-yes

Communications – Thank You (§)
Thank You (4)

No discussion

Departmental Detail Expenditures Report

No discussion

Accidents (1)

No discussion
REGULAR AGENDA

Staff Reports

A. Chief Rhodes

Motion by Commissioner Marquis to accept Chief Rhodes’ report as presented and place on file
Seconded by Commissioner Gage
Vote: passed 4-yes

B. Assistant Chief Walker

Motion by Commissioner Marquis to accept Assistant Chief Walker’s report as presented and place on file
Seconded by Commissioner Gage
Vote: passed 4-yes

Discussions

Local 789
President John McAllister had nothing to report but requested to speak in Non-Public session.

OLD BUSINESS

Spit Brook Road/Station 3 Addition Update
The lighting issue in the new bay has been rectified; the lighting engineer corrected the programming.
The test patch in the floor is holding up.
All of this will be taken care of before the one year warranty period is reached.

Strategic Planning Committee Update
A Strategic Planning Committee meeting was held on Thursday, January 3, 2019. There were a lot of new members so an overview of what Strategic Planning should be was discussed. At the Board of Alderman level it should be major goals of the city and each department figures out how you meet the goals. They didn’t discuss things like NFR should build another fire station within the next two years but that we should have a safe and healthy community and then NFR would determine what that means for NFR. When things are planned this way and that plan is used to drive budget, one year NFR, as well as all departments, might get more of a percentage than another year for budget. It is looked at as how do you address the needs knowing that every year everyone has different needs but using the same overarching goals. The last time the committee met, there were goals and objectives. This meeting they agreed the objectives would be taken out. The goals will be brought to the Mayor once approved by the Board of Alderman. The Mayor will look at how his goals dovetail with each other and then be presented to the Division Directors and Boards for budgeting purposes. The Strategic Planning Committee should meet every term and update the plan. Director Marchant and Alderwoman Melizzi-Golja will clean up some of the language and then it will go out to all members of the Strategic Planning committee for comments. If they need to meet again they will, if not it will to go to the full Board for approval then to the Mayor and become part of the planning documents for the City.
NEW BUSINESS

Authorization for Action: Expenditure – To purchase from: Nash Construction LLC – Station 5 Kitchen Updates
Motion by Commissioner Gage to authorize the Station 5 kitchen updates with Nash Construction LLC
Not to exceed $8,105.11
Seconded by Commissioner Patti
Vote: Passed 4-yes

PERSONNEL ITEMS

Personnel Item

Motion by Commissioner Gage to accept and place on file
Seconded by Commissioner Patti
Vote: passed 4-yes

Personnel Item

Motion by Commissioner Gage to accept and place on file
Seconded by Commissioner Patti
Vote: passed 4-yes

Personnel Item

Motion by Commissioner Gage to accept and place on file
Seconded by Commissioner Marquis
Vote: passed 4-yes

NON-PUBLIC SESSION

Motion by Commissioner Patti at 5:52 PM to enter into non-public session in accordance pursuant to N.H. RSA 91-A:3, subsection 2C by roll call, which is required, to discuss matters which, if discussed in public, could adversely affect the reputation of any person other than a member of this public body itself, unless that person requests an open meeting.
Seconded by Commissioner Marquis
Vote: passed 4-yes – by roll call

Motion by Commissioner Gage that the Board comes out of non-public session at 6:45 PM
Seconded by Commissioner Marquis
Vote: passed 4-yes

MOTION Extend Time for Grievance

Motion by Commissioner Gage to request from Local 789 extended time for additional research for grievance discussed in Non-Public session to fairly and accurately review the situation for the member before a decision is made. The administration should send a letter to Local 789 with the request.
Seconded by Commissioner Marquis
Vote: passed 4-yes

01/24/19 kc
MOTION Seal Minutes of Non-Public Session  19 15 B
Motion by Commissioner Gage to seal the minutes of the Non-Public session until such time the board decides to unseal them. The reason for sealing the minutes is that divulgence of this information could adversely affect the reputation of a person other than a member of the board.
Seconded by Commissioner Marquis
Vote: passed 4-yes

MOTION TO ADJOURN  19 16

Motion by Commissioner Gage to adjourn the meeting at 6:47 PM
Seconded by Commissioner Marquis
Vote: passed 4-yes

TIME AND LOCATION OF NEXT MEETING:
Monday February 4, 2019, 5:30 pm
at 177 Lake Street, Classroom

Dates and Locations of Other Events/Meetings:

ITEMS NOT ON AGENDA – Introduced at Meeting
CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
JANUARY 24, 2019

MEMBERS PRESENT:  
Kevin Burgess  
Paul Garant  
Ken Marquis  
Anthony Patti

MEMBERS NOT PRESENT:  
Kevin Gage

STAFF PRESENT:  
Chief Brian D. Rhodes  
Assistant Chief George A. Walker

The meeting came to order at 5:30 PM in the conference room of the East Hollis Street Head Quarters.

Commissioner Patti called roll.

The meeting was to discuss and resolve an issue relative to a grievance. It will be discussed in a NON-PUBLIC SESSION.

NON-PUBLIC SESSION

Motion by Commissioner Marquis at 5:32 PM to enter into non-public session in accordance pursuant to N.H. RSA 91-A:3, II subsection C by roll call, which is required, matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
Seconded by Commissioner Burgess  
Vote: passed 4-yes – by roll call

Motion by Commissioner Gage that the Board comes out of non-public session at 5:54 PM

Motion by Commissioner Marquis to accept the correspondence containing the findings of the grievance to the individual fire fighter and present it to the fire fighter and Local 789 on February 4, 2019 at the regularly scheduled meeting.
Seconded by Commissioner Burgess  
Vote: passed 4-yes – by roll call

Motion by Commissioner Burgess to seal the minutes of the Non-Public session, by roll call, until such time as the board approves its release. The reason for sealing the minutes is that divulgence of this information could adversely affect the reputation of a person other than a member of the board.
Seconded by Commissioner Patti  
Vote: passed 4-yes
MOTION TO ADJOURN
Motion by Commissioner Marquis to adjourn the meeting at 5:56PM
Seconded by Commissioner Patti
Vote: passed 4-yes

TIME AND LOCATION OF NEXT MEETING:
Monday February 4, 2019, 5:30 pm
at 177 Lake Street, Classroom

Dates and Locations of Other Events/Meetings:
January 22, 2019

Chief Brian Rhodes
Nashua Fire Rescue
70 East Hollis Street
Nashua, NH 03060

Hi Brian,

I and all the members of Hollis Fire Department would like to express our sincere appreciation to Nashua Fire Rescue for responding on January 21st to cover our station, then being called to the building fire at 23 Proctor Hill Road on a very cold day. The assistance you personnel and equipment provided aided our ability to control and extinguish this fire.

The Hollis Fire Department remains committed in assisting your department whenever needed. Please do not hesitate to call.

Thank you,

Rick Towne
Fire Chief
## CITY OF NASHUA, NEW HAMPSHIRE

### GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT

**FISCAL YEAR 2019**

**THROUGH JANUARY 31, 2019**

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<th>1000</th>
<th>GENERAL FUND</th>
<th>ORIGINAL BUDGET</th>
<th>AVAILABLE BUDGET</th>
<th>ENC/COMMIT</th>
<th>MTD EXPENDED</th>
<th>YTD EXPENDED</th>
<th>AMOUNT REMAINING</th>
<th>% USED</th>
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<tr>
<td><strong>51</strong></td>
<td>SALARIES &amp; WAGES</td>
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<td>-</td>
<td>-</td>
<td>32,212.00</td>
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<td>51900</td>
<td>SALARY ADJUSTMENTS</td>
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<td>5,208.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,208.00</td>
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</table>

$15,661,451.00 $15,661,451.00 $ - $1,525,167.84 $9,236,436.84 $6,425,014.18 58.96%

| 52 | FRINGE BENEFITS | | | | | | | |
| 52100 | F/CAMERICARE | 287,171.00 | 287,171.00 | - | 25,572.69 | 155,515.47 | 131,655.53 |
| 52150 | PENSION EXPENSE | 4,794,837.00 | 4,794,837.00 | - | 469,816.36 | 2,845,345.89 | 1,949,491.11 |
| 52300 | BENEFITS | 2,839,005.00 | 2,839,005.00 | - | 287,846.22 | 1,778,478.36 | 1,060,526.64 |
| 52600 | EDUCATIONAL ASSISTANCE | 23,000.00 | 23,000.00 | - | 924.75 | 6,406.25 | 14,593.75 |

$7,944,013.00 $7,944,013.00 $ - $784,160.02 $4,787,745.47 $3,156,267.03 60.27%

| 53 | PROFESSIONAL & TECHNICAL SERVICES | | | | | | | |
| 53135 | MEDICAL SERVICES | 24,000.00 | 24,000.00 | 2,270.20 | 56.00 | 6,436.80 | 15,293.00 |
| 53142 | CONSULTING SERVICES | 4,000.00 | 4,000.00 | - | - | - | 4,000.00 |
| 53455 | TESTING SERVICES | 4,500.00 | 4,500.00 | 1,450.00 | - | - | 3,050.00 |

$32,500.00 $32,500.00 $3,720.20 $56.00 $6,436.80 $22,343.00 31.25%

| 54 | PROPERTY SERVICES | | | | | | | |
| 54100 | ELECTRICITY | 113,142.00 | 113,142.00 | - | 24,843.93 | 74,443.77 | 38,698.23 |
| 54107 | HEATING OIL | 2,098.00 | 2,098.00 | - | - | - | 2,098.00 |
| 54114 | HEATING GAS | 65,750.00 | 65,750.00 | - | 7,078.23 | 25,017.36 | 40,732.64 |
| 54141 | WATER | 30,000.00 | 30,000.00 | - | 1,982.94 | 15,796.60 | 14,203.40 |
| 54228 | PEST CONTROL SERVICES | 2,800.00 | 2,800.00 | 1,295.00 | 89.00 | 1,473.00 | 32.00 |
| 54243 | HVAC MAINTENANCE | 23,000.00 | 23,000.00 | 4,575.86 | 3,885.13 | 20,012.69 | (1,588.45) |
| 54280 | BUILDING/GROUNDS MAINTENANCE | 52,000.00 | 52,000.00 | 3,172.77 | 363.69 | 10,320.24 | 38,506.99 |
| 54414 | HARDWARE MAINTENANCE | 12,750.00 | 12,750.00 | 437.66 | 59.98 | 1,372.84 | 10,937.16 |
### 54 PROPERTY SERVICES

<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Original Budget</th>
<th>Available Budget</th>
<th>ENC/Commit</th>
<th>MTD Expended</th>
<th>YTD Expended</th>
<th>Amount Remaining</th>
<th>% Used</th>
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<tbody>
<tr>
<td>54450</td>
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<td>200.00</td>
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<td></td>
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<td>4,434.90</td>
<td>15,442.74</td>
<td>8,818.45</td>
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</table>

**Total** | **$346,670.00** | **$346,670.00** | **$13,410.71** | **$43,676.80** | **$167,395.37** | **$167,683.92** | 51.66% |

### 55 OTHER SERVICES

<table>
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<tr>
<th>Code</th>
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<th>Available Budget</th>
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<th>MTD Expended</th>
<th>YTD Expended</th>
<th>Amount Remaining</th>
<th>% Used</th>
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**Total** | **$33,633.00** | **$33,633.00** | **$364.93** | **$2,676.81** | **$20,246.26** | **$13,021.81** | 61.28% |

### 61 SUPPLIES & MATERIALS

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<th>Available Budget</th>
<th>ENC/Commit</th>
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<th>YTD Expended</th>
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<th>% Used</th>
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### CITY OF NASHUA, NEW HAMPSHIRE
#### GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
#### FISCAL YEAR 2019
#### THROUGH JANUARY 31, 2019

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GRAND TOTAL: $24,473,758.00  $24,545,852.22  $80,405.81  $2,388,239.49  $14,548,606.49  $9,916,839.92

Last Modified: February 01, 2019 9:32:21AM
To: Chairman Paul Garant / BFC
From: Brian D. Rhodes, Chief of Department
Date: January 25, 2018
Re: February Commission Meeting Staff Report

Administrative Meetings/Activities: Attended the NH Assoc. of Fire Chiefs Monthly meeting, attended Safe Stations Stakeholders Meeting. Ambulance Advisory and CTAB meetings, met w/ rep’s from Granite Pathways, met with Local 789 Wellness/Health Committee, met with Mayors Office and Financial Services re: FY 20 Budget, attended Hub and Spoke Forum at City Hall, attended my first meeting of Advisory Board at Revive Recovery. Gave interview to freelance reporter re: relationship between Hub and Spoke and Safe Station Initiative. C2 and I both went on WSMN on separate days to promote NFR and promote Safety for our citizens.

FY 19 Budget Update: 31 weeks of FY 19 have been completed and the attachment details our status.

NFR Activity Summary: To date members responded to xxx calls for service in 2019 with xxx of those calls being NFIRS applicable. (Do to my vacation I am unable to provide accurate numbers at the time of this writing, I will report verbally)

Good of the Department: Access controls have been installed at 177 Lake St and 70 East Hollis St for the file rooms that contain vital and sensitive documentation. Contract for new Engine 6 has been signed. Deputies Truck was returned from MHQ with a new cap installed.

Project Updates: CAD/RMS training has begun and proceeding on schedule. Applications for four new Fire Dispatchers was opened this month and will close on February 1st.

Personnel Items: We will need non-public session for two items.

Grievance Status: N/A

Next Meeting:
March 4, 2019

Respectfully submitted,

Brian D. Rhodes
Chief of Department
To: Chief of Department Rhodes  
Chairman Paul Garant/ BFC
From: Assistant Chief Walker
Date: February 4, 2019
Re: January 2019 Fire Commission Report

TRAINING / SAFETY DIVISION

Ready Check Inject Practical training is ongoing. Officers have begun training on the new Red NMX dispatcher software. EMS recertification is finishing up. Training division is working on a possible house for live burn training in the spring.

FIRE MARSHAL

The fire marshal office continues to handle inspections and new construction plans. They investigated 3 recent fires. Presently they have a reduced staff. (Medical).

FIRE ALARM

January had 2,340 calls for service.
The fire alarm division continues to convert data into the new REDNMX Cad System in preparation for a spring 2019 go live date. Dispatchers are being trained on the new system.
Applications for dispatchers closed on Friday February 1, 2019. Testing will be February 14, 2019 and interviews held the week of February 25, 2019. Starting date is estimated as the 3rd week of March.

MECHANICAL

Mechanics continue on preventative maintenance on all apparatus and department vehicles. They plowed all stations during the recent storms. E4’s Def issue will be repaired this week at Minuteman.

FACILITIES

All facilities are in good shape. Small repairs at various buildings. The RFP for 177 Lake St. HVAC/Domestic Hot Water replacement is ongoing, but pushed out as we contracted with an HVAC engineer for consulting on the project. I anticipate a rescheduled mid to late February bid date. An HVAC/Heating System Preventive Maintenance Contract for all NFR buildings is being completed and will go out in early spring. Station 5 kitchen cabinets replacement should begin in the next few weeks.
EXPENDITURES

PARATECH below grade /collapse strut system.
Total Cost $12,266.80
This initially was going through Finance process for approval, but has since been approved after the $10,000 limit was raised to $25,000.
Estimated delivery in late March.

MEETING / NOTABLE Events

- NHAFC meeting
- NHRS Board of Trustee Meeting
- NHRS Benefits and PPCC Meetings
- NFR Staff meeting
- We have completed 59% of the FY 2019 budget
- Mayors conference
- Salvation Army Ground Hog Day Breakfast
- MOTF Breakfast meeting
- Capital Improvement Committee Presentation
- Lions Club
- Several Station Safety Meetings with Risk

Respectfully Submitted,

[Signature]

George A. Walker
Assistant Fire Chief
BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: EXPENDITURE

DATE February 4, 2019
ITEM Rescue Equipment
VENDOR Harrison Shrader Equipment
COST Not to exceed $12,300

Program

Operating Budget

Account - Description

71 - Equipment

Detail Account - Description

52.1.625 – 71432 Fire Apparatus Equipment

Documentation

Quote attached – Sole Source letter for Paratech products

Funding

Not to exceed $12,300

Recommendation

Approve

Board Action

__________________________________________
Chairman

______________________________
Clerk

2/7/19, arb
December 12, 2018

Dear Sir or Madam,

I am pleased to inform you that Harrison Shrader Enterprise is Paratech's Sole Source provider of Paratech products and product orientation and familiarization for the following product groups in the states of Maine, New Hampshire and Vermont: Rescue Support Systems, Vehicle Stabilization Kits, MAXIFORCE® Air Lifting Bags, Rescue Air Cushions, Leak Sealing Systems, Powered Impact Tools and SMT™s (Special Mission Tender).

All domestic emergency service product inquiries in these states are referred to Harrison Shrader Enterprise. In addition, Harrison Shrader Enterprise is the only authorized trade-in and warranty evaluation center in this area. They are well trained and properly equipped to service your requirements for Paratech products. I am quite proud of our long standing relationship with Harrison Shrader Enterprise and I know they will serve you well before and after the sale.

I appreciate your interest in our fine products and along with Harrison Shrader Enterprise, look forward to providing you with the most advanced and highest quality equipment available for today's hazardous rescue operations. Your safety is our business, so please feel free to call me at any time.

Sincerely,

Hans Frank Normolle
Chief Sales Officer
Paratech, Inc.
1- Paratech Highway VSK p/n 22-796852
Price: $7050.00.

4- Paratech Rigid Base 6 p/n 22-796070
Price: $218.00/ea subtotal: $872.00.

4- Paratech Channel Base 4" x 4" p/n 22-796134
Price: $131.00/ea subtotal: $524.00

4- Paratech Swivel Base 6 p/n 22-796060
Price: $288.00/ea subtotal: $1152.00

1- Paratech Hinged Base w/Anchor Ring 12 p/n 22-796180C
Price: $508.00/ea

1- Paratech Acme Thread Strut 37-58" p/n 22-796202
Price: $613.00/ea.

1- Paratech Strut Extension 12" p/n 22-796012
Price: $173.00/ea.

1- Paratech Strut Extension 24" p/n 22-796024
Price: $222.00/ea.

1- Paratech Strut Extension 36" p/n 22-796036
Price: $272.00/ea.
1- Paratech MultiBase p/n 22-796025
Price: $206.00/ea.

1- Tie Down Key w/J Hook p/n 22-796161
Price: $41.00/ea

1- Paratech Ratchet Belt w/Finger Hook p/n 22-890553
Price: $119.00/ea

Estimated freight per factory: $514.80

Estimated delivery will be 17 weeks per factory.

Net 30 days.

$11752.00
Freight $514.80
Total $12,266.80

Willie Burk
Hse Fire Safety
207-317-6969