

REC'D-CITY CLERK DEPT  
FEB 2 '24 AM 8:50

# NOTICE OF MEETING

In accordance with the requirements of NH RSA 91-A:2, II

**THE  
Board of Fire Commission**

---

**WILL MEET ON  
February 7, 2024**

---

**AT  
3:30 PM**

---

**LOCATION  
177 Lake Street Nashua NH 03060  
Training Classroom**

---

**The meeting may include a nonpublic session**

---

**THIS NOTICE IS POSTED:**

**LOCATION:**  City Hall Bulletin Board (Elm Street/Rear Entry)  OTHER: NFR - Headquarters  
 City Website  Nashua Public Library Bulletin Board

Date of Posting  
**2/2/2024**

---

**AFFIDAVIT OF POSTING**

I, Anne-Marie Boucher, the Administrative Assistant, of the Nashua Fire Rescue  
hereby certify that on this 2 day, of month 2, 2024, the attached Notice of Meeting was posted  
in the two places indicated on the notice, including the City's internet website, in accordance  
with the requirements of NH RSA 91-A:2, II.

**CITY OF NASHUA  
BOARD OF FIRE COMMISSION  
AGENDA**

**Wednesday, February 7, 2024  
177 Lake Street, Nashua, NH**

**Training Classroom  
Commission Meeting  
3:30 PM**

**Roll Call**

**Pledge of Allegiance**

**Moment of Silence**

**Period for Public Comment (RE: Agenda Items)**

**24 16 Interview Candidates for Business Manager and Captains in Non-Public Session**

**CONSENT AGENDA:**

**Minutes:**

**24 17 January 3, 2024 Regular Meeting Minutes**

**24 18 January 9, 2024 Special Organizational Meeting Minutes**

**Reports:**

**24 19 Departmental Detail Expenditures Report**

**Communications:**

**24 20 From: New Searles Elementary School  
Re: Thank You for food basket donations**

## **REGULAR AGENDA:**

### **Staff Reports:**

- 24 21 A Chief Buxton
- 24 21 B Assistant Chief Wholey
- 24 21 C Assistant Chief Pouliot

### **Discussion:**

- 24 22 Local 789

### **Old Business:**

- 23 124 Administration/FMO Location Change

### **New Business:**

- 24 23 **Retirement Notification: Personnel**
- 24 24 **NFR Mission Statement for 2024**
- 24 25 **Informational Only**  
2023 Nashua Fire Rescue Organizational Chart Revised 01/28/2024
- 24 26 **Authorization for action: Personnel**  
Approval of Appointment for Position of Business Manager  
Effective Date to be determined
- 24 27 **Authorization for action: Personnel ~ Expires May 1, 2024**  
Approval of Promotional List for Captain
- 24 28 **Authorization for action: Personnel**  
Approval of Fire Alarm Operators hire list for conditional job offers

### **Remarks by Fire Commission**

### **Period for Public Comment**

### **Date, Time and Location of Next BOFC Meeting:**

- Wednesday ~ March 6, 2024 ~ 5:30 ~ At 177 Lake Street Training Classroom

### **Date, Time and Location of other Events**

### **Adjourn**

02/02/2024 arb

**CITY OF NASHUA  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
WEDNESDAY, JANUARY 3, 2024**

**THE MEETING CAME TO ORDER AT 3:34 PM**

**MEMBERS PRESENT:**

Kevin Burgess  
Paul Garant  
Gary Lambert  
Mary Ann Melizzi-Golja  
John Steere (Arrived at 3:39)

**MEMBERS NOT PRESENT:**

**STAFF PRESENT:**

Chief Steve M. Buxton  
Assistant Chief Mark P. Wholey

**STAFF NOT PRESENT:**

**OTHERS PRESENT:**

Deputy Fire Chief James Kirk

All stood as Commissioner Garant lead The Pledge of Allegiance.

A Moment of Silence was held for all those lost in the fire service.

**PUBLIC COMMENT (RE: NFR AGENDA ITEMS)**

N/A

**24 01 Interview Candidates for Inspector/Investigator and Fire Marshal in  
Non-Public Session**

**NON-PUBLIC SESSION**

**MOTION BY COMMISSIONER Melizzi-Golja THAT THE BOARD OF FIRE COMMISSIONERS GO INTO NON-PUBLIC SESSION BY ROLL CALL PURSUANT TO RSA 91-A:3 II (a), THE DISMISSAL, PROMOTION, OR COMPENSATION OF ANY PUBLIC EMPLOYEE OR THE DISCIPLINING OF SUCH EMPLOYEE, OR THE INVESTIGATION OF ANY CHARGES AGAINST HIM OR HER, UNLESS THE EMPLOYEE AFFECTED (1) HAS A RIGHT TO A PUBLIC MEETING, AND (2) REQUESTS THAT THE MEETING BE OPEN, IN WHICH CASE THE REQUEST SHALL BE GRANTED**

**BY ROLL CALL.**

**SECONDED BY COMMISSIONER Lambert**

*A viva voce roll call was taken, which resulted as follows:*

	<u>Yea</u>	<u>Nay</u>	
Commissioner Garant	<u>X</u>	<u>      </u>	
Commissioner Lambert	<u>X</u>	<u>      </u>	
Commissioner Steere	<u>      </u>	<u>      </u>	<b>Arrived at 3:39</b>
Commissioner Melizzi-Golja	<u>X</u>	<u>      </u>	
Commissioner Burgess	<u>X</u>	<u>      </u>	
<b>TOTAL #</b>	<u>4</u>	<u>      </u>	

**MOTION CARRIED**

*The Board of Fire Commissioners went into non-public session at 3:37 p.m.*

Also present Chief Buxton, Assistant Chief Wholey, Nancy Trask HR Manager

Interviewed candidates for Fire Inspector/Investigator (1) and Fire Marshal (2) and commissioners voted, results will be presented in public session.

Motions made in non-public:  
N/A

**MOTION BY COMMISSIONER Melizzi Golja TO COME OUT OF THE NON-PUBLIC SESSION AND RETURN TO THE BOARD OF FIRE COMMISSIONERS MEETING, AND NOT SEAL THE MINUTES**

**SECONDED BY COMMISSIONER Lambert**

**MOTION CARRIED**

*The Board of FIRE COMMISSIONERS came out of non-public session at 4:50 p.m.*

**CONSENT AGENDA**

**Minutes:**

24 02            **December 6, 2023 Regular Meeting Minutes**

**Reports:**

24 03            **Departmental Detail Expenditures Report**

**Communications:**

N/A

**24 02 thru 24 03**

## Approval of Consent Agenda Items

**Motion** by Commissioner Lambert to accept and place on file, as presented, the Consent Agenda items as follows: 1.) The previous regular meeting minutes, 12/06/23; 2.) The Departmental Detail Expenditures Report FY24 thru 12/28/2023

Seconded by Commissioner Steere

**MOTION CARRIED**

## REGULAR AGENDA

### Staff Reports:

#### **24 04 A                    Staff Report: Chief Buxton**

Chief Buxton discussed the following:

- FY24 Budget tracking accordingly for this time of year
- Retro payments for the CBA have been issued.
  - Very minor, if any, issues that have been identified
    - This is usually a very difficult point
    - When issue retro usually several issues are uncovered
  - Thanked Karen Conde, Anne-Marie Boucher, Payroll Department, Local 789 Executive Board for their collaboration. A lot of work and effort went into it, running some examples and making sure all sides agreed that it was done appropriately. Good group effort
- Papers aren't officially filed with the package because the came in too late.
  - Two retirements that will be coming in the next month
    - Deputy Fire Chief James Kirk
      - Mid-January
    - Deputy Fire Chief Robert Barrows
      - End of February
    - Had verbal conversations regarding them.
    - Some of the promotional authorizations that will be taken tonight are due to the retirements, positions are accounted for
- Action Items
  - Promotional authorizations
  - New Hire list
    - Amended version of the list from the original package
    - One candidate had to back out
    - Alternate moved up into list
  - Once authorizations are made, the Captain's list will be depleted
    - Have some members on the reserve who will need to be evaluated and interviewed
    - Would like to interview prior to the February meeting if possible
  - Business Manager position was posted internally
    - Received two applicants
    - One candidate does not meet the listed qualifications
      - Have the option of interviewing them if the board chooses to do so
    - Second candidate is an NFR employee
    - Suggest to hold formal interview
- Important Dates

- Sunday ~ January 7, 2024 ~Inauguration ~ 12:00 ~ Nashua High School North, 8 Titan Way ~ BOFC Organizational Meeting immediately following
- Sunday ~ January 28, 2024 ~ 10:00am ~ Promotional Ceremony ~ Location TBD due to size of promotional ceremony, the move taking place the week before, potentially utilize NCC on Amherst Street to accommodate the ceremony

**Motion** by Commissioner Garant to accept Item 24 04 A, Chief Buxton's January commission report, as presented, and place on file.

Seconded by Commissioner Lambert

**MOTION CARRIED**

**24 04 B                      Staff Report: Assistant Chief Wholey**

Assistant Chief Wholey discussed the following

- Comprehensive report provided
- Run totals are for the month of December
- Next month will have the 2023 year in review, to provide a full view number wise
- Highlight in Training Division
  - Twelve Recruits completed their probation effective Wednesday, 01/03/2024
    - Deputies will be issuing them their new fronts and they can get rid of their probationary fronts
    - Congratulations to them
- Fire Marshal Report
  - Fire last month, 189 West Hollis Street, determined to be accidental fire caused by an electrical issue with a cable in the attic, displaced 26 occupants
- Fire Alarm
  - Moving forward with the hiring process
    - Twenty-three applicants
    - Will work their way down to a group that will move to the next step

**Motion** by Commissioner Lambert to accept Item 24 04 B, Assistant Chief Wholey's January commission report, as presented, and place on file.

Seconded by Commissioner Garant

**MOTION CARRIED**

**Discussion:**

**24 05    Local 789**

President Thomas Wholey was sick and asked a representative to attend, the representative may not have been aware of time change.

**Old Business:**

**23 124                    Administration/FMO Location Change**

Assistant Chief Wholey discussed the move.

- Quite a bit of activity at 177 Lake Street
  - New construction has been built
  - Entryway relocated
- On target for the move to take effect in two weeks
- Press Release put out Tuesday, 01/02/2024
  - Highlighting what will take place
- The move week is a short week because Holiday on Monday.
- Tuesday, 01/16/2023 – regular business
- Wednesday, 01/17/2023, Thursday, 01/18/2023, Friday, 01/19/2023 the Fire Marshal Office and Administration will essentially be closed to the public since everything is being relocated
- College Bound Movers has been hired to facilitate the move
  - Wednesday, 01/17/2023
    - Take about 12 hours to move everything
  - Thursday, 01/18/2023
    - About a half a day of follow-up positioning boxes and desks where they belong
  - Friday, 01/19/2023
    - Wrap-up day with IT, computers getting brought back online
- Goal is to be fully functioning by end of day Friday, 01/19/2023 since payroll is Monday
- Monday, 01/22/2023 should be all set at new locations

**New Business:**

**24 06            Authorization for action: Personnel  
**Approval of Promotion for Position of Fire Marshal**  
**Effective Date 01/21/2024****

**Motion** by Commissioner Garant to promote Inspector/Investigator Michael DuVarney to the position of Fire Marshal effective 01/21/2024

Seconded by Commissioner Steere

**MOTION CARRIED**

**24 07            Authorization for action: Personnel  
**Approval of Promotion for Position of Inspector/Investigator**  
**Effective Date 02/11/2024****

**Motion** by Commissioner Steere to promote Fire Alarm Supervisor Amanda Cormier to the position of Inspector/Investigator effective 02/11/2024

Seconded by Commissioner Lambert

**MOTION CARRIED**



**24 08**     Authorization for action: Personnel  
**Approval of Promotion for Position of Deputy Fire Chief**  
**Effective Date 01/21/2024**

**Motion** by Commissioner Lambert to promote Captain Michael Curran to the position of Deputy Fire Chief effective 01/21/2024  
Seconded by Commissioner Steere  
**MOTION CARRIED**

**24 09**     Authorization for action: Personnel  
**Approval of Promotion for Position of Deputy Fire Chief**  
**Effective Date 03/03/2024**

**Motion** by Commissioner Garant to promote Captain Eric Tremblay to the position of Deputy Fire Chief effective 03/03/2024  
Seconded by Commissioner Lambert  
**MOTION CARRIED**

**24 10**     Authorization for action: Personnel  
**Approval of Promotions for Positions of Captain**  
**Effective Date 02/11/2024**

**Motion** by Commissioner Steere to promote the Lieutenant Matthew Parzych and Lieutenant Matthew Perault to the position of Captain effective 02/11/2024  
Seconded by Commissioner Garant  
**MOTION CARRIED**

**24 11**     Authorization for action: Personnel  
**Approval of Promotion for Position of Captain**  
**Effective Date 03/03/2024**

**Motion** by Commissioner Lambert to promote Lieutenant Michael O'Brien Jr. to the position of Captain effective 03/03/2024  
Seconded by Commissioner Garant  
**MOTION CARRIED**

**24 12**     Authorization for action: Personnel  
**Approval of Promotions for Positions of Lieutenant**  
**Effective Date 02/11/2024**

**Motion** by Commissioner Steere to promote Privates Brian Morrissey, Jr., Joshua Hansen, Joseph Hebert, Derek Franzek, and Benjamin Clark to the position of Lieutenant effective 02/11/2024  
Seconded by Commissioner Lambert  
**MOTION CARRIED**

**24 13     Authorization for action: Personnel  
Approval of Promotion for Position of Lieutenant  
Effective Date 03/03/2024**

**Motion** by Commissioner Steere to promote Private Christopher Turgeon to the position of Lieutenant effective 03/03/2024  
Seconded by Commissioner Lambert  
**MOTION CARRIED**

**24 14     Authorization for action: Personnel  
Approval of New Probationary Firefighter Hire List, Date To Be Determined**

**Motion** by Commissioner Steere to approve the New Probationary Firefighter Hire List, effective date to be determined.  
Seconded by Commissioner Lambert  
**MOTION CARRIED**

**REMARKS**

N/A

**REMARKS BY FIRE COMMISSION**

**Commissioner Garant**

- Thanked everyone on the current board and all the boards served on for their collegiality and friendship
- Thanked the Administration and the members of Nashua Fire Rescue for welcoming him to the department 20 years ago as a commissioner and making him feel welcome throughout the entire service
- He will be looking at the agendas and may show up
- He will try to be at the January 28 ceremony

**Commissioner Lambert**

- Thanked Commissioner Garant for his twenty years of service to the City of Nashua
- Not many people stay in public office/public service for that long
- Appreciate all Commissioner Garant has taught and his love for knowledge
- Length of service and what it has done for the board as a whole and for the fire department as a whole
- Thanked him for giving so much time

**Commissioner Burgess**

- Agreed with Commissioner Lambert
- Will miss the historian in Commissioner Garant
- Always had a reference to go back to
- Been a mentor and friend
- Look forward to him still joining when he can

Commissioner Melizzi-Golja

- Thanked Commissioner Garant for his service to not only this board but the other boards and commissions in the city
- Thanked for the expertise he brought
- Commissioner Garant's historical perspective helped to fill in the gaps
- Look forward to him joining and helping fill in the gaps when he sees something is missing

**PUBLIC COMMENT (RE: NFR NON-AGENDA ITEMS)**

- N/A

**Date, Time and Location of Next BOFC Meeting:**

- Wednesday ~ February 7, 2024 ~ Time TBD ~ At 177 Lake Street Training Classroom Captain and Business Manager interviews

Discussion if both candidates for Business Manager would be interviewed.  
Determined that just the applicant that met the qualifications would be interviewed.

**Date, Time and Location of other Events**

- Sunday ~ January 7, 2024 ~Inauguration ~ 12:00pm ~ Nashua High School North, 8 Titan Way ~ BOFC Organizational Meeting immediately following
- Sunday ~ January 28, 2024 ~ 10:00am ~ Promotional Ceremony ~ Location TBD

**Adjourn**

**Motion** by Commissioner Garant to adjourn the meeting at 5:13 PM

Seconded by Commissioner Lambert

**MOTION CARRIED**

REC'D CITY CLERK DEPT  
DEC 29 '23 AM 10:51

# NOTICE OF MEETING

In accordance with the requirements of NH RSA 91-A:2, II

**THE**  
**Board of Fire Commission**

**WILL MEET ON**  
**January 3, 2024**

**AT**  
**3:30 PM**

**LOCATION**  
**Nashua Fire Rescue - Training Classroom**  
**177 Lake Street, Nashua NH 03060**

**The meeting may include a nonpublic session**

**THIS NOTICE IS POSTED:**

**LOCATION:**  City Hall Bulletin Board (Elm Street/Rear Entry)  **OTHER:** NFR - Headquarters  
 City Website  Nashua Public Library Bulletin Board

**Date of Posting**  
**12/29/2023**

**AFFIDAVIT OF POSTING**

I, Karen M. Conde, the Exec. Asst./Bus. Coord., of the Nashua Fire Rescue  
hereby certify that on this 29 day, of month 12, 2023, the attached Notice of Meeting was posted  
in the two places indicated on the notice, including the City's internet website, in accordance  
with the requirements of NH RSA 91-A2, II.

**CITY OF NASHUA  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
TUESDAY, JANUARY 9, 2024**

**THE MEETING CAME TO ORDER AT 6:27 PM**

**MEMBERS PRESENT:**

Kevin Burgess  
Thomas Kelly  
Gary Lambert  
Mary Ann Melizzi-Golja

**MEMBERS NOT PRESENT:**

John Steere

**STAFF PRESENT:**

Chief Steve M. Buxton  
Assistant Chief Mark P. Wholey  
Fire Marshal Adam Pouliot

**STAFF NOT PRESENT:**

N/A

**OTHERS PRESENT:**

N/A

**ORGANIZATIONAL MEETING**

**24 15 Elections**

**Motion** by Commissioner Lambert to open the floor for nominations  
Seconded by Commissioner Kelly

**MOTION CARRIED**

**24 15 A Chairman/Chairwoman**

**Motion** by Commissioner Lambert to nominate Commissioner Burgess as Chairman  
for the next year, January 2024 – December 2024

Seconded by Commissioner Kelly

**MOTION CARRIED**

**Motion** by Commissioner Melizzi-Golja to close the nominations for Chairman/Chairwoman  
Seconded by Commissioner Lambert

**MOTION CARRIED**

**Motion** by Commissioner Melizzi-Golja to approve Commissioner Burgess as Chairman for the  
next year, January 2024 – December 2024

Seconded by Commissioner Lambert

**MOTION CARRIED**

**24 15 B Vice Chairman/Vice Chairwoman**

**Motion** by Commissioner Kelly to nominate Commissioner Lambert as Vice Chairman for the next year, January 2024 – December 2024

Seconded by Commissioner Melizzi-Golja

**MOTION CARRIED**

**Motion** by Commissioner Melizzi-Golja to close the nominations for Vice Chairman/Vice Chairwoman  
Seconded by Commissioner Kelly

**MOTION CARRIED**

**Motion** by Commissioner Melizzi-Golja to approve Commissioner Lambert as Vice Chairman for the next year, January 2024 – December 2024

Seconded by Commissioner Kelly

**MOTION CARRIED**

**24 15 C Clerk**

**Motion** by Commissioner Lambert to nominate Commissioner Melizzi-Golja as Clerk for the next year, January 2024 – December 2024

Seconded by Commissioner Kelly

**MOTION CARRIED**

**Motion** by Commissioner Lambert to close the nominations for Clerk

Seconded by Commissioner Kelly

**MOTION CARRIED**

**Motion** by Commissioner Lambert to approve Commissioner Melizzi-Golja as Clerk for the next year, January 2024 – December 2024

Seconded by Commissioner Kelly

**MOTION CARRIED**

**Date, Time and Location of Next BOFC Meeting:**

- **Wednesday ~ February 7, 2024 ~ Time TBD ~ Captain and Business Manager interviews to precede the regular meeting ~ At 177 Lake Street Training Classroom**

**Date, Time and Location of other Events**

- **Sunday ~ January 28, 2024 ~ 10:00am ~ Promotional Ceremony ~ Nashua High School North Auditorium**

**Adjourn**

**Motion** by Commissioner Melizzi-Golja to adjourn the meeting at 6:38 PM

Seconded by Commissioner Lambert

**MOTION CARRIED**

REC'D CITY CLERK DEPT  
JAN 5 '24 PM3:10

# NOTICE OF MEETING

In accordance with the requirements of NH RSA 91-A:2, II

**THE  
Board of Fire Commission**

**WILL MEET ON  
January 9, 2024**

**AT  
Immediately following the Inauguration**

**LOCATION  
Nashua Center for the Arts  
201 Main Street, Nashua NH 03060**

**The meeting may include a nonpublic session**

THIS NOTICE IS POSTED:

LOCATION:  City Hall Bulletin Board (Elm Street/Rear Entry)  OTHER: NFR - Headquarters  
 City Website  Nashua Public Library Bulletin Board

Date of Posting

**01/05/2024**

### AFFIDAVIT OF POSTING

I, Karen M. Conde, the Exec. Asst./Bus. Coord., of the Nashua Fire Rescue hereby certify that on this 05 day, of month 01, 2024, the attached Notice of Meeting was posted in the two places indicated on the notice, including the City's internet website, in accordance with the requirements of NH RSA 91-A:2, II.



**CITY OF NASHUA, NEW HAMPSHIRE**  
**GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT**  
**FISCAL YEAR 2024**  
**THROUGH FEBRUARY 29, 2024**

1000	GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
<b>152</b>	<b>FIRE</b>							
<b>51</b>	<b>SALARIES &amp; WAGES</b>							
51100	WAGES FULL TIME	14,341,959.00	14,341,959.00	-	272,052.32	8,715,304.86	5,626,654.14	
51300	OVERTIME	161,034.00	161,034.00	-	2,259.98	107,019.38	54,014.62	
51330	OVERTIME-SHIFT COVERAGE	2,928,000.00	2,928,000.00	-	84,281.57	2,311,263.38	616,736.62	
51500	WAGES ELECTED OFFICIALS	7,500.00	7,500.00	-	-	3,750.00	3,750.00	
51800	LONGEVITY	125,000.00	125,000.00	-	-	103,826.76	21,373.24	
51614	SICK INCENTIVE	40,000.00	40,000.00	-	-	-	40,000.00	
51628	EXTRA HOLIDAY	767,000.00	767,000.00	-	-	2,409.28	764,590.72	
51700	STIPENDS	318,400.00	318,400.00	-	5,499.07	161,674.03	156,725.97	
51712	SPECIAL DETAIL-PENSIONABLE	2,300.00	2,300.00	-	-	-	2,300.00	
51750	RETIREMENT & SEPARATION PAY	-	172,426.67	-	-	267,166.44	(94,739.77)	
51900	SALARY ADJUSTMENTS	782,587.00	782,587.00	-	-	-	782,587.00	
51990	YEAR END PAYROLL PARTIAL WEEK CHARGE/BAC	54,398.00	54,398.00	-	-	-	54,398.00	
		<b>\$ 19,528,178.00</b>	<b>\$ 19,700,604.67</b>	<b>\$ -</b>	<b>\$ 364,092.94</b>	<b>\$ 11,672,214.13</b>	<b>\$ 8,026,390.54</b>	<b>59.25 %</b>
<b>52</b>	<b>FRINGE BENEFITS</b>							
52100	FIGAMEDICARE	577,241.00	577,241.00	-	6,930.58	220,021.53	357,219.47	
52150	PENSION EXPENSE	5,280,804.00	5,280,804.00	-	105,261.25	3,375,554.08	1,905,249.92	
52300	BENEFITS	3,780,524.00	3,780,524.00	-	63,883.84	2,031,100.95	1,749,423.05	
52800	EDUCATIONAL ASSISTANCE	27,000.00	27,000.00	-	399.00	12,510.50	14,489.50	
		<b>\$ 9,665,569.00</b>	<b>\$ 9,665,569.00</b>	<b>\$ -</b>	<b>\$ 176,474.67</b>	<b>\$ 5,639,187.06</b>	<b>\$ 4,026,381.94</b>	<b>58.34 %</b>
<b>53</b>	<b>PROFESSIONAL &amp; TECHNICAL SERVICES</b>							
53135	MEDICAL SERVICES	25,000.00	25,000.00	8,901.50	-	1,098.50	15,000.00	
53142	CONSULTING SERVICES	20,000.00	20,000.00	9,501.00	-	4,500.00	5,999.00	
53455	TESTING SERVICES	10,000.00	10,000.00	7,245.00	-	1,742.51	1,012.49	
		<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 25,647.50</b>	<b>\$ -</b>	<b>\$ 7,341.01</b>	<b>\$ 22,011.49</b>	<b>59.98 %</b>
<b>54</b>	<b>PROPERTY SERVICES</b>							
54100	ELECTRICITY	120,000.00	120,000.00	-	-	90,875.41	29,124.59	
54107	HEATING OIL	2,100.00	2,100.00	-	-	-	2,100.00	
54114	HEATING GAS	75,000.00	75,000.00	-	-	23,038.21	51,961.79	
54141	WATER	45,000.00	45,000.00	1,500.00	-	19,650.21	23,849.79	
54225	INSPECTION SERVICES	20,000.00	20,000.00	-	-	16,364.50	3,635.50	
54228	PEST CONTROL SERVICES	3,000.00	3,000.00	1,384.00	-	1,384.00	232.00	
54243	HVAC MAINTENANCE	55,000.00	49,000.00	21,502.90	-	31,402.10	(4,905.00)	





**CITY OF NASHUA, NEW HAMPSHIRE**  
**GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT**  
FISCAL YEAR 2024  
THROUGH FEBRUARY 29, 2024

1000	GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152	FIRE							
54	PROPERTY SERVICES							
54280	BUILDING/GROUNDS MAINTENANCE	60,000.00	60,000.00	19,277.38	-	30,074.48	10,648.14	
54400	SOFTWARE LICENSING	25,000.00	22,000.00	29.00	-	18,655.00	3,316.00	
54407	SOFTWARE MAINTENANCE	5,000.00	5,000.00	-	-	-	5,000.00	
54414	HARDWARE MAINTENANCE	15,000.00	10,000.00	1,337.06	-	336.00	8,326.94	
54487	EQUIPMENT REPAIRS & MAINTENANCE	20,000.00	20,000.00	7,705.80	-	4,069.70	8,224.50	
54600	VEHICLE REPAIRS & MAINTENANCE	35,000.00	35,000.00	9,184.13	-	40,183.48	(14,367.61)	
54821	EQUIPMENT RENTAL	2,000.00	2,000.00	1,362.09	-	437.91	200.00	
55	OTHER SERVICES	\$ 482,100.00	\$ 467,100.00	\$ 63,282.36	\$ -	\$ 276,471.00	\$ 127,346.64	72.74 %
55118	TELEPHONE-CELLULAR	12,500.00	12,500.00	1,115.17	-	6,315.63	5,069.30	
55200	DUES AND MEMBERSHIPS	2,500.00	2,500.00	1,592.00	-	1,400.00	(492.00)	
55307	MILEAGE REIMBURSEMENTS	200.00	200.00	6.85	-	3.15	190.00	
55400	CONFERENCES AND SEMINARS	5,000.00	2,000.00	-	-	224.00	1,776.00	
55421	EMPLOYEE TRAINING & CERTIFICATIONS	10,000.00	10,000.00	-	-	1,250.00	8,750.00	
55600	PRINTING SERVICES	500.00	500.00	50.00	-	-	450.00	
55607	POSTAGE & DELIVERY	1,000.00	1,000.00	-	-	676.62	323.38	
55699	OTHER CONTRACTED SERVICES	2,000.00	2,000.00	2,285.00	-	1,665.00	(1,950.00)	
61	SUPPLIES & MATERIALS	\$ 33,700.00	\$ 30,700.00	\$ 5,049.02	\$ -	\$ 11,534.30	\$ 14,116.68	54.02 %
61100	OFFICE SUPPLIES	8,000.00	8,000.00	1,147.33	-	6,147.81	704.86	
61107	CLOTHING & UNIFORMS	155,000.00	150,000.00	11,964.99	470.00	118,219.35	19,815.66	
61110	PROTECTIVE CLOTHING	95,000.00	90,000.00	66,940.17	-	16,524.96	6,534.87	
61135	EDUCATIONAL SUPPLIES	4,000.00	0.00	-	-	-	-	
61142	MEDICAL SUPPLIES	10,000.00	10,000.00	5,033.59	-	5,402.85	(436.44)	
61156	CHEMICALS	1,000.00	1,000.00	200.00	-	-	800.00	
61166	GASES	1,000.00	1,000.00	181.00	-	119.00	700.00	
61245	TRAINING MATERIALS	4,000.00	0.00	-	-	618.31	(618.31)	
61289	MISCELLANEOUS SUPPLIES	3,000.00	3,000.00	1,519.14	-	1,515.78	(34.92)	
61300	FUEL, UNLEADED	22,000.00	22,000.00	219.43	-	10,367.33	11,413.24	
61307	FUEL, DIESEL	60,000.00	60,000.00	1,240.81	-	22,450.72	36,308.47	
61428	CLEANING & JANITORIAL SUPPLIES	22,000.00	22,000.00	1,617.89	-	13,252.41	7,129.70	
61435	FIRE EXTINGUISHERS	3,000.00	3,000.00	1,010.50	-	989.50	1,000.00	
61499	BUILDING SUPPLIES	3,000.00	0.00	-	-	-	-	



**CITY OF NASHUA, NEW HAMPSHIRE**  
**GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT**  
FISCAL YEAR 2024  
THROUGH FEBRUARY 29, 2024

	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
<b>1000 GENERAL FUND</b>							
152 FIRE							
<b>61 SUPPLIES &amp; MATERIALS</b>							
61538 LIME AND FERTILIZER	2,000.00	2,000.00	660.00	-	1,250.00	90.00	
61650 COPIER SUPPLIES	1,000.00	1,000.00	-	-	539.88	460.12	
61699 EQUIPMENT MAINT SUPPLIES	25,000.00	23,000.00	4,805.62	-	10,883.38	7,311.00	
61705 TIRES	35,000.00	35,000.00	4,868.98	-	29,309.42	821.60	
61709 LUBRICANTS	8,000.00	8,000.00	3,616.24	-	4,264.76	119.00	
61799 VEHICLE PARTS & SUPPLIES	60,000.00	60,000.00	24,267.28	-	46,132.41	(10,399.69)	
61807 PUBLICATIONS	4,000.00	0.00	-	-	-	-	
61830 SUBSCRIPTIONS	1,000.00	1,000.00	-	-	145.00	855.00	
61900 MEALS	500.00	500.00	23.94	-	2,245.78	(1,789.72)	
61910 MEALS - FUNCTIONS	500.00	500.00	-	-	34.97	465.03	
	\$ 528,000.00	\$ 501,000.00	\$ 129,316.91	\$ 470.00	\$ 290,413.62	\$ 81,289.47	83.78 %
<b>68 OTHER EXPENSES</b>							
68335 ARSON INVESTIGATION EXPENSES	4,000.00	4,000.00	0.50	-	3,917.74	81.76	
68337 NEW HIRE APPLICATION EXPENSES	20,000.00	120,000.00	18,583.28	-	6,822.67	94,594.05	
68355 SPECIAL AWARDS	2,000.00	2,000.00	-	-	-	2,000.00	
	\$ 26,000.00	\$ 126,000.00	\$ 18,583.78	\$ -	\$ 10,740.41	\$ 96,675.81	23.27 %
<b>71 EQUIPMENT</b>							
71000 EQUIPMENT	1,000.00	1,000.00	-	-	-	1,000.00	
71025 SMALL TOOLS	4,000.00	4,000.00	1,936.12	-	1,278.88	785.00	
71400 EMERGENCY RESCUE EQUIPMENT	25,000.00	25,000.00	1,761.39	-	21,479.91	1,758.70	
71414 PHOTOGRAPHIC EQUIPMENT	500.00	500.00	-	-	-	500.00	
71432 FIRE APPARATUS EQUIPMENT	70,000.00	20,000.00	1,519.30	-	8,592.48	9,888.22	
71450 AUDIO VISUAL EQUIPMENT	1,000.00	1,000.00	-	-	-	1,000.00	
71800 FURNITURE & FIXTURES	20,000.00	20,000.00	3,828.99	-	9,004.92	7,166.09	
71999 MISCELLANEOUS EQUIPMENT	25,000.00	20,000.00	5,491.24	-	1,307.54	13,201.22	
	\$ 146,500.00	\$ 91,500.00	\$ 14,537.04	\$ -	\$ 41,663.73	\$ 35,299.23	61.42 %
<b>TOTAL - FIRE</b>	<b>\$ 30,465,047.00</b>	<b>\$ 30,637,473.67</b>	<b>\$ 256,416.61</b>	<b>\$ 541,037.61</b>	<b>\$ 17,949,565.26</b>	<b>\$ 12,431,491.80</b>	<b>59.42 %</b>



CITY OF NASHUA, NEW HAMPSHIRE  
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT  
FISCAL YEAR 2024  
THROUGH FEBRUARY 29, 2024

1000	GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
<b>TOTAL - GENERAL FUND</b>		\$ 30,465,047.00	\$30,637,473.67	\$ 256,416.61	\$ 541,037.61	\$ 17,949,565.26	\$ 12,431,491.80	59.42 %



**Conde, Karen**

---

**From:** Conde, Karen  
**Sent:** Thursday, December 21, 2023 1:52 PM  
**To:** Fire Chiefs; Pouliot, Adam; Haynes, Mark  
**Subject:** FW: Holiday Food Baskets

**Best Regards,  
Karen M. Conde**



**Nashua Fire Rescue  
Executive Assistant/Bus. Coordinator  
70 East Hollis Street  
Nashua, NH 03060  
603-594-3651 Phone  
[condek@nashuanh.gov](mailto:condek@nashuanh.gov)**

**From:** Debbie Richardson <[richardsonde@nashua.edu](mailto:richardsonde@nashua.edu)>  
**Sent:** Thursday, December 21, 2023 10:54 AM  
**To:** Conde, Karen <[CondeK@nashuanh.gov](mailto:CondeK@nashuanh.gov)>  
**Subject:** Holiday Food Baskets

**CAUTION: This email came from outside of the organization. Do not click links/open attachments if source is unknown.**

Thanks so much for the support of our New Searles families. May you all have a blessed holiday and safe season!

Deb Richardson, RN and staff  
New Searles Elementary School



HAPPIEST  
*holidays*  
From New Searles Elementary School



**Nashua Fire Rescue**  
Administrative Office  
177 Lake Street, Nashua, NH 03060  
www.nashuafire.com

24 21

A

Steve M. Buxton  
Chief of Department  
(603) 594-3651  
FAX (603) 594-3654  
BuxtonS@NashuaNH.gov

To: Chairman Kevin Burgess  
From: Chief Steve M. Buxton  
Date: February 1, 2024  
Re: February Commission Meeting Report

**FY24 Update**

- Thirty-One weeks of FY24 have been completed and attached are details.
  - Operating budget is tracking accordingly.
  - Payroll budget is tracking accordingly.
  - Significant increase in the cost of 1582 physicals this year. Working with city hall to secure some additional funding.

**General**

- Updated Organizational Chart (information only).

**Grievances**

- Discipline Grievance. Arbitration held on October 5<sup>th</sup>.
  - Decision extended to February 5, 2024.

**Action Items**

- Captains interview and establish a list.
- Business Manager interview and authorize hiring.
- Authorize conditional job offers for two fire alarm operators.
- 2024 Mission Statement.

**Meetings / Notable Events**

- Staff Meeting
- City Hall meetings (Mayor, BOA, Administrative Services, CFO, Risk)
- NHAFC
- Multiple Meetings with IAFF Local 789 President Wholey

Respectfully submitted,

Steve M. Buxton  
Chief of Department



**Nashua Fire Rescue**  
 Administrative Office  
 177 Lake Street, Nashua, NH 03060  
[www.nashuafire.com](http://www.nashuafire.com)

Mark P. Wholey  
 Assistant Chief  
 Emergency Services  
 (603)5893472  
[MWholey@NashuaNH.gov](mailto:MWholey@NashuaNH.gov)

To: Chief of Department Steve Buxton  
 Chairman Kevin Burgess  
 From: Assistant Fire Chief Mark P. Wholey  
 Date: February 1, 2023  
 Re: January Commission Report

**2023 Year in Review Report**

- Total calls for service: **52,137**
- NFIRS (Fire): **10,273**
  - Fire – 100 Category: **201** (45 Building Fires, 26 Cooking Fires, 20 Vehicle Fires)
  - Rupture/Explosion – 200 Category: **14** (12 Excessive Heat, No Ignition)
  - Rescue/EMS – 300 Series: **5,791** (NEMSIS Generating Responses)
  - Hazardous Conditions – 400 Series: **310** (53 Carbon Monoxide Incidents)
  - Service Calls – 500 Category: **1,530** (797 Lift Assist)
  - Good Intent – 600 Category: **782** (450 Nothing Found)
  - False Alarm – 700 Category: **1,540** (Fire Alarm System Activations)
  - Severe Weather/Natural Disasters – 800 Category: **14** (Flood Assessments)
  - Special Incident – 900 Category: **1** (Citizen Complaint)
- Property Loss Reported **\$2,279,179**
- Apparatus Run Totals
  - Engine 1: 2,014
  - Engine 2: 1,960
  - Engine 3: 1,248
  - **Engine 4: 2,421**
  - Engine 5: 1,838
  - Engine 6: 1,616
  - **Ladder 1: 1,540**
  - Ladder 2: 1,311
  - Ladder 3: 912
  - Deputy Chief: 1,545

**Monthly Activity Summary Report**

- In January 2024, Fire Alarm Communications handled 3,975 calls for service, of which 851 were NFIRS (Fire) applicable calls and 573 were NEMSIS (EMS) applicable responses.

**Emergency Services**

- Transitional planning with Lieutenant Perault as he prepares to assume operations of the SMART Hazmat Team, effective February 11, 2024.



- Transitional planning with Lieutenant Parzych as he prepares to assume operations of the Dive Team, effective February 11, 2024.
- Current Shift Management Technicians are working to transition the incoming Lieutenants as Shift Management Technicians, effective February 11, 2024.
- Deputy Chief Telgen is coordinating annual wellness exams for the Hazmat/Dive Team, scheduled for March/April 2024.

### **Training / Safety**

- AFC Wholey, Captain Neilson, and Lieutenant Dodge presented the proposed 2024 Training Program at the January Staff Meeting. We are creating a program that meets the needs of all members and ensures progress and competency. The new program will not be quarterly-based; rather, it will focus on continued growth with one topic leading to another.
- Annual EMS RTP continues and will be completed in February 2024.
- Working on finalizing all aspects of the 2024 Recruit School
  - Orientation is scheduled for February 13, 2024.
  - Recruit school is scheduled to start on April 18, 2024.
- Active threat training continues. Uniformed Command meetings with Nashua Police, EMD, and Schools continue. We are close to finalizing classroom/practical drill dates.

### **Fire Alarm Supervisory**

- Fire Alarm Supervisors met with W1/W2 for a work session to ensure fire alarm operations were prepared for the promotion of Fire Alarm Supervisor Cormier, effective February 11, 2024. The work session covered Telestaff Operations, Supervisory Procedures, and Responsibilities.

### **Meetings Attended**

- Monthly staff meeting
- Meeting with Emergency Management Director on Genesis Alerting
- Awards/Recognition Committee Meeting
- Meeting with each of the AMR Operational Groups
- Multiple meetings with City IT preparing for Admin/FMO move

Thank you for your continued support of the organization and our members.

Respectfully Submitted,



Mark P. Wholey  
Assistant Fire Chief



**Nashua Fire Rescue**  
Administrative Office  
177 Lake Street, Nashua, NH 03060  
[www.nashuafire.com](http://www.nashuafire.com)

Adam Pouliot  
Assistant Chief  
Emergency Services  
(603) 594-3651  
[AdamP@NashuaNH.gov](mailto:AdamP@NashuaNH.gov)

To: Chief of Department Steve Buxton  
Chairman Kevin Burgess  
From: Assistant Fire Chief Adam Pouliot  
Date: February 2, 2024  
Re: February Commission Report

### Fire Marshal

- 44 High Street (High Street Flats) are done
- McCarthy Middle School nearing completion, final inspections scheduled for March, CO expected in April.
- Working Fire at 189 West Hollis Street was determined to be accidental, caused by a failure of an electrical wire.

### Fire Alarm

- Fire Alarm Operator hiring process is on-going. We received 23 applications. Seeking approval for conditional job offers for two candidates.
- Purvis Alert System installation continues with conduit being hung, data cable being run, and hardware components installation is underway in all stations. Station 6 installation is complete and is serving as the testing portal. Project is trending for completion by March / April.

### Mechanical

- Ladder 2 is back in-service after having the weld on the torque box repaired by Allegiance Trucks.

### Facilities

- A Request for Qualification (RFQ) for Nashua Fire Rescue's Facility / Building Assessment Plan Study has been released. A pre-bid meeting was held on December 11, 2023 which was attended by C1, C2, K1. Bid proposals have been received from 7 firms. We have narrowed the list to four for interview purposes

Thank you for your continued support of the organization and our members.

# NASHUA FIRE RESCUE 2024

***MISSION:***

To provide fire suppression, emergency medical care and education to save lives and protect property.

***VISION:***

To be the premier emergency services provider in our region that is constantly striving for excellence in service delivery through education, innovation, teamwork and collaboration.

We place extreme value on continually evaluating NFR's policies, procedures and training guidelines in order to provide our customers and personnel with the safest environment possible.

***VALUES:***

Integrity	Sound moral principles
Professionalism	Proficiency, Knowledge and Courteous
Dedication	Loyalty to the community and to each other
Compassion	Care about those we serve.

Approved (02/07/2024): City of Nashua, Board of Fire Commissioners

---

Kevin Burgess  
Chairman

---

Gary Lambert  
Vice Chairman

---

Mary Ann Melizzi-Golja  
Clerk

---

John Steere

---

Thomas Kelly

# 2023 Nashua Fire Rescue Organizational Chart Revised 01/28/2024

24.25

