

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

**Wednesday, March 1, 2023
177 Lake Street, Nashua, NH**

**Training Classroom
Commission Meeting
5:30 PM**

Roll Call

Pledge of Allegiance

Moment of Silence

Period for Public Comment (RE: Agenda Items)

CONSENT AGENDA:

Minutes:

23 23 February 1, 2023 Regular Meeting Minutes

Reports:

23 24 Departmental Detail Expenditures Report

Communications:

**23 25 From: Nashua Soup Kitchen & Shelter, Inc.
Re: Thank You for the auction item for Raising Hope**

**23 26 From: Hollis Fire Department
Re: Thank you for mutual aid assistance**

**23 27 From: Pepperell Fire Department
Re: Thank you for mutual aid assistance**

REGULAR AGENDA:

Staff Reports:

- 23 28 A. Chief Buxton
- 23 28 B. Assistant Chief Atkinson

Discussion:

- 23 29 Local 789

Old Business:

N/A

New Business:

- 23 30 Article 4 - Grooming
- 23 31 Article 21 – Testing Procedure for Substance Abuse

Remarks by Fire Commission

Period for Public Comment

Date, Time and Location of Next BFC Meeting:

Wednesday, April 5, 2023, 5:30 PM at 177 Lake St Training Classroom

Date, Time and Location of other Events

**Nashua VFW Loyalty Day Ceremony, Nashua Senior Center
Saturday, May 6, 2023 at 10:00 AM**

Adjourn

**CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, FEBRUARY 1, 2023**

THE MEETING CAME TO ORDER AT 5:30 PM

MEMBERS PRESENT:

Kevin Burgess
Paul Garant
Gary Lambert
John Steere

MEMBERS NOT PRESENT:

Mary Ann Melizzi-Golja

STAFF PRESENT:

Chief Steve M. Buxton
Assistant Chief William B. Atkinson

STAFF NOT PRESENT:

OTHERS PRESENT:

Deputy Fire Chief Robert Barrows
Deputy Fire Chief James Kirk
Local 789 President Tom Wholey

All stood as Commissioner Steere 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

CONSENT AGENDA

Minutes:

23 16 Wednesday, January 4, 2023 Regular Meeting Minutes

Report(s):

23 17 Departmental Detail Expenditures Report

02/02/2023 kmc

Communication(s):

- 23 18 From: Sunset Heights Elementary School
 Re: Thank You for food basket donations**
- 23 19 From: Mayor Jim Donchess
 Re: Temporary Policy on Leave due to Coronavirus Disease
 COVID-19**

23 16 – 23 19 Approval of Consent Agenda Items

Motion by Commissioner Steere to accept and place on file, as presented, the Consent Agenda items as follows: 1.) The previous meeting minutes, 2.) The Departmental Detail Expenditures Report and 3.) The Communication(s)

Seconded by Commissioner Garant

Vote: 4-yes

Motion Carries

REGULAR AGENDA

Staff Reports

23 20 A Chief Buxton

Chief Buxton discussed the following:

- **Communications on agenda**
 - Thank You's
 - Mayor communication on COVID-19 leave ending
- **FY23 Budget**
 - Tracking well
 - Organization is being very conservative to accommodate the needs for recruit school
 - Looking to add Recruit School funds for FY24 Budget, as funds have not been dedicated to this in the past and there is a great need for it. Average needed is \$70,000.
- **FY24 Budget**
 - Budget preparation has begun
 - Waiting for direction from the Mayor's office for budget guidance
 - C2 has completed and submitted the CIP requests
 - Presenting Monday, 02/06/2023
 - CERF Schedule has been adjusted
 - Administration is working on operating and payroll budget to get numbers in order.
 - Operational increase due to inflation and changes within the organization
 - Recruit school

- C3 position
- Part Time IT position, under Radio Communications with Bill Mansfield
- Reorganization of administration staff at headquarters
- Two MOAs on agenda
 - Tabled from last meeting
 - Promotional Criteria Committee Work
 - Recruit School Assistance
 - To reinforce the staff of the training division in the delivery of recruit school
 - Common in larger municipalities
 - Instructor/Student Ratio of 1:4
 - More agile and adaptable program
 - End product we deliver will continue to improve
 - Good thing for the organization
- Please see notable dates in report to have them on the radar.

Commissioner Steere inquired about Recruit School Assistance and if it had been done before.

- Chief Buxton addressed the inquiry.
 - Yes, it has been done before.
 - It was common practice in the 70s and 80s because there wasn't a dedicated training division in the past.
 - We now use on duty companies to be involved which then impacts the day to day operations of the fire department.
 - There will still be a need for on duty companies to be involved but the Recruit School Assistance will lesson that need.

Motion by Commissioner Garant to accept Chief Buxton's January report, as presented, and place on file

Seconded by Commissioner Steere

Vote: 4-yes

Motion Carries

23 20 B Assistant Chief Atkinson

Assistant Chief Atkinson discussed the following:

- All eight of the probationary firefighters have completed their final testing and are moving on to become permanent employees of the organization

Commissioner Steere asked how the Member Assistance Team program meetings went.

- Assistant Chief Atkinson felt that it was well received
 - Got some positive feedback moving forward

Motion by Commissioner Garant to accept Assistant Chief Atkinson's January report, as presented, and place on file

Seconded by Commissioner Steere

Vote: 4-yes

Motion Carries

02/02/2023 kmc

Discussions

23 21 Local 789

- Local 789 President Wholey discussed the following
 - MOAs
 - Recruit School Assistance
 - Very positive and good thing for this to happen
 - Member Assistance Team
 - Being received very well
 - Being utilized
 - Offering whatever they can do to help out
 - Great thing for the fire department and the membership
 - Contract negotiations
 - Reached out to Mayor's office to sit down and negotiate contract
 - Expires 06/30/223.
 - Hoping to not go without
 - Local 789's attorney's office has reached out
 - Optimistic
 - Hoping to work with the chief and have the board's support
 - Working with Deputy Wholey to host the physicals at Union HQ

Motion by Commissioner Steere to accept Item 23 21, as presented, and place on file
Seconded by Commissioner Garant

Vote: 4-yes

Motion Carries

OLD BUSINESS

22 141 Promotional Criteria Review Committee Discussion

Motion by Commissioner Garant to remove Item 22 141 from being tabled.

Seconded by Commissioner Lambert

Vote: 4-yes

Motion carries

Motion by Commissioner Garant to approve Item 22 141, the MOA for the Promotional Criteria Review Committee as presented, and place on file

Seconded by Commissioner Lambert

Vote: 4-yes

Motion carries

NEW BUSINESS

23 22 Memorandum of Agreement – Recruit School Assistance

Commissioner Garant inquired about time frame and number of members to assist.

- Chief Buxton explained that it would be one additional instructor for every four
- 02/02/2023 kmc

recruits.

- The members assisting would do so for six weeks, one week prior to recruit school to get up to speed with the training division, props, etc. then for the full five weeks of recruit school. Upon completion of recruit school, they would go back to their previous assignment.
- Normally it would strictly go by seniority but to the credit of President Wholey and Local 789, President Wholey, Chief Buxton and Captain Glenn Nielsen or the designees will make a collaborative decision of who will participate once they have the list of those who signed up. They will sit down and discuss the candidates and their experience that will benefit the recruit school.
- If it turns out to be as successful as expected it will hopefully be done for every recruit school.

Motion by Commissioner Steere to approve Item 23 22, the Memorandum of Agreement between the BOFC and Union Local 789, RE: Recruit School Assistance

Seconded by Commissioner Garant

Vote: 4-yes

Motion Carries

REMARKS BY FIRE COMMISSION

Negotiations

- Commissioner Burgess wanted to remind the commissioners that a couple of commissioners may need to be available for negotiation meetings and to keep it on the radar for the next coming weeks/months.
 - Usually sessions occur during the day during business hours.
- Local 789 President Wholey said with their new attorney hopefully ground rules will be established prior to the first meeting.
 - The attorney's template will be three meetings then mediation.
 - More structure is planned.
 - The Local's committee has worked on it.
 - The chief is doing his part on his side.
 - Then with the direction of the city as far as what is obtainable.

Commissioner Steere attended the Leading with Compassion seminar presented by Dr. Nicole Sawyer at the NH Fire Academy. He wanted to compliment Chief Buxton and Assistant Chief Atkinson for their representation of the organization. He felt that the chief and assistant chief represented the organization wonderfully. The seminar was widely attended from around the state.

PUBLIC COMMENT

N/A

DATE, TIME AND LOCATION OF NEXT MEETING:

Regular Scheduled Board of Fire Commission Meeting
Wednesday, March 1, 2023, 5:30 pm
at 177 Lake Street, Classroom

02/02/2023 kmc

Date, Time and Location of other Events

N/A

NON-PUBLIC SESSION

MOTION BY COMMISSIONER LAMBERT THAT THE BOARD OF FIRE COMMISSION GO INTO NON-PUBLIC SESSION BY ROLL CALL PURSUANT TO RSA 91-A:3 II (c) MATTERS WHICH, IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF ANY PERSON, OTHER THAN A MAMER 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.

BY ROLL CALL

SECONDED BY COMMISSIONER STEERE

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>X</u>	<u> </u>	
Commissioner Melizzi-Golja	<u> </u>	<u> </u>	Absent
Commissioner Burgess	<u>X</u>	<u> </u>	
TOTAL #	<u>4</u>	<u>0</u>	

MOTION CARRIED

The Board of Fire Commissioners went into non-public session at 5:50 p.m.

MOTION BY COMMISSIONER STEERE TO COME OUT OF THE NON-PUBLIC SESSION AND RETURN TO THE BOARD OF FIRE COMMISSIONERS MEETING BY ROLL CALL

BY ROLL CALL

SECONDED BY COMMISSIONER GARANT

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>X</u>	<u> </u>	
Commissioner Melizzi-Golja	<u> </u>	<u> </u>	Absent
Commissioner Burgess	<u>X</u>	<u> </u>	
TOTAL #	<u>4</u>	<u>0</u>	

MOTION CARRIED

The Board of Fire Commissioners came out of non-public session at 5:56 p.m.

MOTION BY COMMISSIONER GARANT THAT THE BOARD OF FIRE COMMISSIONERS SEAL THE MINUTES OF THE NON-PUBLIC SESSION OF FEBRUARY 1, 2023, BY ROLL CALL, UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE CONFIDENTIALITY WOULD NO LONGER BE SERVICED, BY ROLL CALL

BY ROLL CALL

SECONDED BY COMMISSIONER STEERE

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>X</u>	<u> </u>	
Commissioner Melizzi-Golja	<u> </u>	<u> </u>	Absent
Commissioner Burgess	<u>X</u>	<u> </u>	
TOTAL #	<u>4</u>	<u>0</u>	

MOTION CARRIED

MOTION TO ADJOURN

Adjourn Meeting

Motion by Commissioner Garant to adjourn the meeting at 5:57 PM

Seconded by Commissioner Steere

Vote: 4-yes

Motion Carries

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH FEBRUARY 28, 2023

23 24



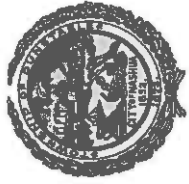
1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
51 SALARIES & WAGES							
51100 WAGES FULL TIME	14,143,490.00	14,143,490.00	-	1,007,656.07	8,687,298.21	5,456,191.79	
51300 OVERTIME	138,850.00	138,850.00	-	6,053.36	74,277.25	64,572.75	
51330 OVERTIME-SHIFT COVERAGE	2,815,150.00	2,815,150.00	-	244,667.43	2,379,337.07	435,812.93	
51500 WAGES ELECTED OFFICIALS	7,500.00	7,500.00	-	-	3,750.00	3,750.00	
51600 LONGEVITY	131,250.00	131,250.00	-	-	115,354.93	15,895.07	
51614 SICK INCENTIVE	40,000.00	40,000.00	-	-	-	40,000.00	
51628 EXTRA HOLIDAY	758,700.00	758,700.00	-	-	475,548.98	283,151.02	
51700 STIPENDS	317,550.00	317,550.00	-	18,458.32	157,631.72	159,918.28	
51712 SPECIAL DETAIL-PENSIONABLE	2,300.00	2,300.00	-	-	-	2,300.00	
51750 RETIREMENT & SEPARATION PAY	-	267,290.27	-	-	273,623.10	(6,332.83)	
51900 SALARY ADJUSTMENTS	88,950.00	88,950.00	-	-	-	88,950.00	
51990 YEAR END PAYROLL PARTIAL WEEK CHARGEBAC	10,000.00	10,000.00	-	-	-	10,000.00	
	\$ 18,453,740.00	\$ 18,721,030.27	\$ -	\$ 1,276,836.18	\$ 12,166,821.26	\$ 6,554,209.01	64.99 %
52 FRINGE BENEFITS							
52100 FICA/MEDICARE	367,189.00	367,189.00	-	23,307.05	224,207.25	142,981.75	
52150 PENSION EXPENSE	5,818,675.00	5,818,675.00	-	401,697.48	3,814,861.83	2,003,813.17	
52300 BENEFITS	3,521,402.00	3,521,402.00	-	252,484.02	2,171,280.79	1,350,121.21	
52800 EDUCATIONAL ASSISTANCE	26,000.00	26,000.00	-	2,180.50	11,305.43	14,694.57	
	\$ 9,733,266.00	\$ 9,733,266.00	\$ -	\$ 679,669.05	\$ 6,221,655.30	\$ 3,511,610.70	63.92 %
53 PROFESSIONAL & TECHNICAL SERVICES							
53135 MEDICAL SERVICES	24,000.00	24,000.00	9,317.30	-	11,782.70	2,900.00	
53142 CONSULTING SERVICES	4,000.00	8,000.00	3,000.00	-	5,000.00	-	
53452 STAFFING SERVICES	-	4,000.00	-	-	3,979.70	20.30	
53455 TESTING SERVICES	4,500.00	9,500.00	255.00	-	3,745.00	5,500.00	
	\$ 32,500.00	\$ 45,500.00	\$ 12,572.30	\$ -	\$ 24,507.40	\$ 8,420.30	81.49 %
54 PROPERTY SERVICES							
54100 ELECTRICITY	116,000.00	116,000.00	-	750.47	80,464.80	35,535.20	
54107 HEATING OIL	2,100.00	2,100.00	-	-	-	2,100.00	
54114 HEATING GAS	71,000.00	71,000.00	-	10,695.92	31,801.06	39,198.94	
54141 WATER	40,000.00	40,000.00	505.75	2,609.20	25,118.37	14,375.88	
54228 PEST CONTROL SERVICES	3,000.00	4,000.00	1,028.00	267.00	2,940.00	32.00	
54243 HVAC MAINTENANCE	55,000.00	45,000.00	12,229.89	(3,362.06)	19,708.05	13,062.06	



**CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH FEBRUARY 28, 2023**

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	18,822.31	(11,395.70)	44,770.52	(3,592.83)	
54414 HARDWARE MAINTENANCE	12,000.00	9,500.00	200.00	-	358.96	8,941.04	
54428 TECHNOLOGY OPERATIONS	20,000.00	17,500.00	204.40	-	16,895.60	400.00	
54487 EQUIPMENT REPAIRS & MAINTENANCE	19,500.00	19,500.00	6,089.86	-	11,472.40	1,937.74	
54600 VEHICLE REPAIRS & MAINTENANCE	30,000.00	30,000.00	11,902.78	1,355.00	17,159.77	937.45	
	\$ 428,600.00	\$ 414,600.00	\$ 50,982.89	\$ 919.83	\$ 250,689.53	\$ 112,927.48	72.76 %
55 OTHER SERVICES							
55118 TELEPHONE-CELLULAR	9,100.00	9,800.00	-	1,468.00	6,572.96	3,227.04	
55200 DUES AND MEMBERSHIPS	1,500.00	2,500.00	1,125.00	25.00	1,335.00	40.00	
55307 MILEAGE REIMBURSEMENTS	300.00	300.00	3.20	-	4.80	292.00	
55400 CONFERENCES AND SEMINARS	8,000.00	2,000.00	-	60.00	1,018.53	981.47	
55421 EMPLOYEE TRAINING & CERTIFICATIONS	7,000.00	6,000.00	1,000.00	-	3,921.00	1,079.00	
55600 PRINTING SERVICES	450.00	750.00	-	36.25	701.13	48.87	
55607 POSTAGE & DELIVERY	1,750.00	750.00	-	-	661.09	88.91	
55699 OTHER CONTRACTED SERVICES	12,500.00	11,500.00	2,029.03	-	8,541.15	929.82	
	\$ 40,600.00	\$ 33,600.00	\$ 4,157.23	\$ 1,589.25	\$ 22,755.66	\$ 6,687.11	80.10 %
61 SUPPLIES & MATERIALS							
61100 OFFICE SUPPLIES	8,000.00	8,000.00	118.82	245.50	4,567.97	3,313.21	
61107 CLOTHING & UNIFORMS	130,000.00	133,000.00	9,735.39	1,914.75	121,950.81	1,313.80	
61110 PROTECTIVE CLOTHING	92,000.00	92,000.00	8,129.16	23,132.80	36,702.86	47,167.98	
61135 EDUCATIONAL SUPPLIES	4,000.00	3,500.00	-	-	3,450.00	50.00	
61142 MEDICAL SUPPLIES	8,000.00	8,000.00	1,849.23	-	9,338.30	(3,187.53)	
61156 CHEMICALS	1,000.00	500.00	32.00	-	468.00	-	
61166 GASES	1,000.00	400.00	186.75	-	213.25	-	
61245 TRAINING MATERIALS	2,000.00	3,500.00	-	-	3,396.51	103.49	
61299 MISCELLANEOUS SUPPLIES	3,300.00	3,300.00	847.82	-	2,128.31	323.87	
61300 FUEL, UNLEADED	20,000.00	20,000.00	135.35	-	10,308.48	9,556.17	
61307 FUEL, DIESEL	55,000.00	55,000.00	188.90	259.04	32,225.39	22,585.71	
61428 CLEANING & JANITORIAL SUPPLIES	21,000.00	21,000.00	2,062.70	1,481.09	13,256.27	5,681.03	
61435 FIRE EXTINGUISHERS	1,600.00	2,500.00	637.28	-	2,362.72	(500.00)	
61499 BUILDING SUPPLIES	4,000.00	0.00	-	-	-	-	
61538 LIME AND FERTILIZER	2,500.00	2,000.00	962.00	-	948.00	90.00	
61650 COPIER SUPPLIES	1,000.00	1,000.00	-	106.63	940.45	59.55	

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH FEBRUARY 28, 2023



1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
61 SUPPLIES & MATERIALS							
61699 EQUIPMENT MAINT SUPPLIES	28,000.00	23,000.00	10,878.97	680.00	10,071.03	2,050.00	
61705 TIRES	33,000.00	18,000.00	413.09	6,254.50	11,843.31	5,743.60	
61709 LUBRICANTS	6,500.00	6,500.00	1,922.85	-	5,782.38	(1,205.23)	
61799 VEHICLE PARTS & SUPPLIES	55,000.00	55,000.00	25,514.99	5,458.43	43,508.26	(14,023.25)	
61807 PUBLICATIONS	4,000.00	0.00	-	-	-	-	
61830 SUBSCRIPTIONS	1,000.00	1,000.00	-	-	189.95	810.05	
61900 MEALS	400.00	400.00	-	-	288.88	111.12	
61910 MEALS - FUNCTIONS	400.00	400.00	-	-	343.69	56.31	
	\$ 482,700.00	\$458,000.00	\$ 63,615.30	\$ 39,532.74	\$ 314,284.82	\$ 80,099.88	82.51 %
68 OTHER EXPENSES							
68335 ARSON INVESTIGATION EXPENSES	4,000.00	3,000.00	154.50	-	1,345.50	1,500.00	
68337 NEW HIRE APPLICATION EXPENSES	1,000.00	79,000.00	53,665.64	13,661.65	14,584.65	10,749.71	
68355 SPECIAL AWARDS	2,000.00	0.00	-	-	-	-	
	\$ 7,000.00	\$82,000.00	\$ 53,820.14	\$ 13,661.65	\$ 15,930.15	\$ 12,249.71	85.06 %
71 EQUIPMENT							
71000 EQUIPMENT	1,000.00	1,000.00	-	-	-	1,000.00	
71025 SMALL TOOLS	4,000.00	4,000.00	1,168.69	-	1,382.11	1,449.20	
71400 EMERGENCY RESCUE EQUIPMENT	25,000.00	25,000.00	2,660.19	1,864.65	22,764.20	(424.39)	
71414 PHOTOGRAPHIC EQUIPMENT	400.00	400.00	-	-	-	400.00	
71432 FIRE APPARATUS EQUIPMENT	66,000.00	35,000.00	8,992.18	1,130.15	20,993.91	5,013.91	
71450 AUDIO VISUAL EQUIPMENT	1,300.00	0.00	-	-	-	-	
71800 FURNITURE & FIXTURES	12,000.00	12,000.00	1,784.92	-	3,444.15	6,770.93	
71999 MISCELLANEOUS EQUIPMENT	25,000.00	15,000.00	2,071.79	-	3,242.21	9,686.00	
	\$ 134,700.00	\$92,400.00	\$ 16,677.77	\$ 2,994.80	\$ 51,826.58	\$ 23,895.65	74.14 %
90 BUDGET ADJUSTMENTS							
90120 MAYORAL BUDGET ADJUSTMENTS	(100,000.00)	(100,000.00)	-	-	-	(100,000.00)	
	\$(100,000.00)	\$(100,000.00)	\$ -	\$ -	\$ -	\$(100,000.00)	-
TOTAL - FIRE	\$ 29,213,106.00	\$29,480,396.27	\$ 201,825.73	\$ 2,015,203.50	\$ 19,068,470.70	\$ 10,210,099.84	65.37 %



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH FEBRUARY 28, 2023

1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
TOTAL - GENERAL FUND	\$ 29,213,106.00	\$29,480,396.27	\$ 201,825.73	\$ 2,015,203.50	\$ 19,068,470.70	\$ 10,210,099.84	65.37 %



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH FEBRUARY 28, 2023

1001	GENERAL FUND -CAP IMPROVEMENTS	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152	FIRE							
81	CAPITAL OUTLAY/IMPROVEMENTS							
81100	CAPITAL IMPROVEMENTS	50,000.00	68,340.39	3,041.50	17,698.20	23,771.98	41,526.91	
81300	MACHINERY AND EQUIPMENT	-	1,450,000.00	775,083.83	18,446.26	22,842.58	652,073.59	
		\$ 50,000.00	\$1,518,340.39	\$ 778,125.33	\$ 36,144.46	\$ 46,614.56	\$ 693,600.50	54.32 %
	TOTAL - FIRE	\$ 50,000.00	\$1,518,340.39	\$ 778,125.33	\$ 36,144.46	\$ 46,614.56	\$ 693,600.50	54.32 %
	TOTAL - GENERAL FUND -CAP IMPROVEMENTS	\$ 50,000.00	\$1,518,340.39	\$ 778,125.33	\$ 36,144.46	\$ 46,614.56	\$ 693,600.50	54.32 %



**CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH FEBRUARY 28, 2023**

1010 GENERAL FUND PY ESCROWS	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
54 PROPERTY SERVICES		4,532.00			4,532.00		
54280 BUILDING/GROUNDS MAINTENANCE	\$ -	\$4,532.00	\$ -	\$ -	\$ 4,532.00	\$ -	100.00 %
61 SUPPLIES & MATERIALS							
61428 CLEANING & JANITORIAL SUPPLIES	-	2,204.00	-	-	2,204.00	-	
61705 TIRES	-	15,652.00	-	117.50	15,652.00	-	
71 EQUIPMENT							
71432 FIRE APPARATUS EQUIPMENT	\$ -	\$17,856.00	\$ -	\$ 117.50	\$ 17,856.00	\$ -	100.00 %
TOTAL - FIRE	\$ -	\$26,358.00	\$ -	\$ 224.20	\$ 26,358.00	\$ -	100.00 %
TOTAL - GENERAL FUND PY ESCROWS	\$ -	\$26,358.00	\$ -	\$ 224.20	\$ 26,358.00	\$ -	100.00 %
GRAND TOTAL:	\$29,263,106.00	\$31,025,094.66	\$979,951.06	\$2,051,572.16	\$19,141,443.26	\$10,903,700.34	



Nashua Soup Kitchen & Shelter, Inc.

**NSKS
Board of Directors
2022**

Mary Slocum
President

Krishna Mangipudi
Vice President

Michael "Jerry" Ryan
Treasurer

Madeleine LaRose
Clerk

Keith Bagley
Linda Bennett
Tom Bolton
Jane Goodman
Shoshanna Kelly
Iraida Muñoz
Camille Pattison
Janet Polaneczky
Rick Ruo

**NSKS
Dinner Auction
Committee
2022**

Jane Goodman
Chairwoman

Susannah Abbott
Jayne Barnes
Joe Bates
David Forman
Eileen Freedman
Pat Klein
Madeleine LaRose
June Lemen
Brenda McDougald
Camille Pattison
Michael Reinke
Mary Slocum
Carol Weeks

January 30, 2023

Chief Steve Buxton
Nashua Fire Rescue
70 East Hollis Street
Nashua, NH 03060

Dear Chief Buxton,

We want to thank you for your generosity as an Auction item donor for our 22nd Annual **Raising Hope** Dinner Auction, held on Saturday, November 5th, 2022! You helped us raise \$137,424.32 to provide funding for the programs and services at the Nashua Soup Kitchen & Shelter!

There was much excitement generated throughout our silent and live auctions. We would like to thank you for contributing to that excitement with your donation of Fire Chief for a Day, which included:

Meet the City Fire Chief

Meet On Duty members

Take a look at the behind the scenes of the organization

Take a tour of the facilities which includes:

Fire Stations, Fire Alarm/Dispatch Center, Fire Training Grounds

Total time: 3-4 hours

with a stated VALUE of "Priceless". We thought you'd like to know the final bid on your item was \$1500.00!

We are grateful for the investment that you have made in the Nashua Soup Kitchen and Shelter.

Please mark your calendars now so you'll be able to join us for our 23rd Annual Dinner Auction fundraiser! We'll be at The Event Center, at the Courtyard by Marriott, Nashua on Saturday, November 4th, 2023. Many people in the community enjoy working on the NSKS Auction as volunteers, either as a person who joins our Dinner Auction Committee to help us find donations through sponsorships, Live, and Silent Auction Items, or as a member of the Volunteer Team the evening of the auction to help with Registration, selling beads for Heads 'n Tails, or help with other games we play! If you have any interest in assisting with our Dinner Auction, please feel free to contact me. Meetings usually start in June.

Check our website frequently for the latest news and activities of the Nashua Soup Kitchen & Shelter at nksk.org. We also put updates and current events on our Facebook page: **Nashua Soup Kitchen and Shelter, Inc.**

Thank you!

Carol Weeks, Director of Events, Volunteers & Communications

carol@nksk.org

and the NSKS Dinner Auction Committee for 2022

Tax ID 02-0359239

Thank you Chief Buxton!
Carol



Hollis Fire Department

23 26



February 8, 2023

Fire Chief Steve Buxton
70 East Hollis Street
Nashua, NH 03060

Dear Chief Buxton,

On behalf of the Hollis Fire Department, we would like to sincerely thank you and your department for your quick response and assistance at the structure fire at 30 Truell Rd on the evening of February 3rd.

Our communities can feel at ease knowing that the partnership between our mutual aid system is strong providing the highest quality of fire service to all of our citizen's.

We appreciate your quick response and the high level of professionalism shown by your department. We look forward to continuing to work with you and your department in the future.

Sincerely

A handwritten signature in black ink, appearing to read "George R. Boggis".

George R. Boggis
Fire Chief

PEPPERELL FIRE DEPARTMENT

1 Main Street
Pepperell MA 01463
978-433- 2113 ♣ Fax 978-433-0306



February 9, 2023

Chief Steve Buxton
70 East Hollis Street
Nashua, NH 03060

Dear Chief Buxton,

I would like to express my gratitude and offer a sincere thank you, on behalf of the men and woman of the Pepperell Fire Department and the citizens of Pepperell, for your assistance at our recent structure fire on Thursday, February 9, 2023 at 62 Mill Street.

It is gratifying to know we can rely on the assistance from you and the Nashua Fire Rescue when the demand for aid and resources exceeds our capacity. If you should ever need any assistance in the future, please do not hesitate to contact me.

In Service,

Brian L. Borneman

Chief of Department
Pepperell Fire
Office: 978 433-2113
bborneman@town.pepperell.ma.us

"PROFESSIONALISM. RESPECT. INTEGRITY. DEDICATION. EMPATHY"

BB/cf



Nashua Fire Rescue
Administrative Office
70 East Hollis Street, Nashua, NH 03060
www.nashuafire.com

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 24, 2023
Re: February Commission Report

FY23 Update

- Thirty-Four weeks of FY23 have been completed and attached are details.
 - Operating budget is tracking very tight.
 - This is due to the cost related to recruit school.
 - We have a significant motor repair that will be taking place.
 - Payroll budget is tracking normally.
- FY24 Budget has been started.
 - We received budget guidance from City Hall regarding operating budget.
 - 3% increase

Current Projects

- The following items were passed by the Finance Committee and are in process:
 - CERF schedule items:
 - Work has begun on the specification for Engine 1 and Ladder 1
 - ARPA funded projects:
 - FSAS kick off meeting has taken place.
 - Municipal Fire Alarm Infrastructure materials have been received.
 - Opticom System vendor survey being undertaken
- Master Plan tracking
- Training Classroom AV Project completed
- Public Safety Portable Radio Replacement delayed (summer 2023)

Negotiations

- IAFF Local 789 has contacted the City in regards to negotiations.
 - March 31 has been reserved by legal.

Grievances

- Workers Comp Grievance Arbitration postponed

Action Items

- Two Rules and Regulations adjustments
 - Article 4 – Grooming
 - Article 21 – Testing Procedure for Substance Abuse

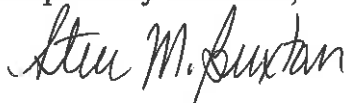
Meetings / Notable Events

- Multiple WF, Mutual aid incidents, significant cold weather event
- Staff Meeting
- City Homeless Task Force
- City Hall meetings (Mayor, BOA, Administrative Services, CFO, Risk)
- NHAFC
- Multiple Meetings with IAFF Local 789 President Wholey

Notable Dates

- Inspector / Investigator test March 27th. Interview prior to the April 5th BOFC meeting (two commissioners needed)
- Deputy Fire Chief / Lieutenants test March 29th. Interviews on April 15th (three commissioners needed)
- Dispatch Supervisor test April 12th. Interviews prior to the May 3rd BOFC meeting (two commissioners needed)

Respectfully submitted,



Steve M. Buxton

Chief of Department



Nashua Fire Rescue
 Administrative Office
 70 East Hollis Street, Nashua, NH 03060
 www.nashuafire.com

William B. Atkinson
 Assistant Chief
 (603) 594-3651
 FAX (603) 594-3654
 AtkinsonW@NashuaNH.gov

To: Chief of Department Steve Buxton
 Chairman Kevin Burgess
 From: Assistant Chief William Atkinson
 Date: February 23, 2023
 Re: February Commission Report

Department Activity Summary Report

- In the month of February, the organization handled 3,328 calls for service of which 714 were NFIRS applicable calls and 347 TEMSIS (EMS) applicable responses (as of 2/23/2023).

Training / Safety Division

- EMS recertification continues and is winding down.
- Recruit Class begins April 3rd.

Fire Marshal

- Continue to handle inspections and permitting
 - 365 inspections completed since January 1st.
 - 147 permits administered
 - 63 online applications for burn permits
 - 27 online seasonal permit holder requests to burn

New Site plan reviews

- Development team met to review a conceptual design for redevelopment of the site at 103 Temple Street. Idea is to demo all of the existing buildings and construct (3) Six story buildings with a total of 420 new apartments.
- Development team met to discuss merging the properties at 589 and 591 West Hollis Street. The Micro Society Charter School is considering purchasing the neighboring property and expanding the school.
- Development team met to discuss the proposed structure to replace the fire damaged plaza at 495 Amherst Street. New structure will utilize the same footprint.
- Development team met to look at a conceptual site design for the former Holiday Inn Site on Northeastern Blvd. The plan is to build an approximately 40,000 square foot building to be used as an auto dealership.

Fire Investigations

- 10 Colonial Ave: Garage fire caused by flammable/ combustible items located too close to a propane wall heater.

Fire Alarm

- Purvis kickoff meeting held. Station installation prints are being finalized. Completion anticipated 12 months or less.
- Ordered cable has been received and is staged at DPW.

Mechanical

- Engine 9 out of service for mechanical repairs.

Facilities

- The Classroom and Library AV upgrade project has been installed. Awaiting a couple identified punch list items.
- Presentation delivered February 6th to the Capital Improvement Committee for consideration.
 - Slab Repair at Station 1, estimated \$556,000
 - Building Conditions Assessment all facilities, estimated \$210,000
 - Increase Deferred Maintenance Fund from \$65,000 to \$175,000.
 - New Fire Station, estimated 9 million.
 - Replace rubber roof station 6, Estimated \$381,000
 - Renovation/Expansion of Station 5 Estimated \$635,000.

Apparatus

- Awaiting ordered components to complete up fit of new C4 and R2 vehicles.

Behavioral Health

- Three month trial - Yoga classes are being held three evenings a month with three different instructors in the safety Training Classroom.
- A meeting has been scheduled for discussions with a possible department chaplain.

Meeting/Notable Events

- Recent extreme weather event - caused no damage to facilities; with only a couple frozen pressure gauges on apparatus.

Respectfully Submitted,

William Atkinson

William Atkinson
Assistant Fire Chief



City of Nashua Fire Rescue Nashua, New Hampshire Rules and Regulations

Article 4 - Grooming

Effective Date: August 1, 2021

Origin: Administration

Revision Date: March 19, 2023

Section 4.01 – General:

It is the responsibility of the company officers, division superintendents, and dispatch supervisors to review and monitor members to ensure their grooming presents a neat, clean, and professional appearance, appropriate for this department. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and, ultimately, working relationships.

Section 4.02 – Hair Grooming:

Members' hair shall present a neat and professional appearance under all reasonable conditions.

- a. **Suppression Division Members:** Length of hair at neckline shall not exceed the bottom of the shirt collar when the employee is standing erect. Hair length and grooming will be such that the employee's hair shall not extend below the bottom of the ear. Hair may be worn up providing it does not interfere with the proper use of safety equipment.
- b. **Support Division Members who are not required to use safety equipment:** Hair length below the top of the collared uniform shirt will be permitted for members of Support Services, who are not required to wear an SCBA.
- c. **Hair coloring** shall be within the range of natural hair colors.
- d. **The bulk or length of hair** shall not interfere with the wearing of all standard Department headgear and safety equipment.

- e. The wearing of a wig or hairpiece, while on duty, is only permitted when the wig or hairpiece conforms to the haircut standards and does not interfere with the wearing of safety equipment

Section 4.03 – Facial Hair:

Facial hair is allowed as long as it does not protrude under the respirator seal, or extend far enough to interfere with the devices valve function.

- a. Mustaches:
 - a. Mustaches shall be neatly trimmed, tapered, and shall not protrude more than two inches above or below the corner of the mouth.
 - b. Mustaches will not appear chopped off, overly bushy, or unkempt.
 - c. Mustaches shall be maintained so that no facial hair comes between the sealing surface of the face piece and the face or that interferes with valve function.
 - d. Facial hair shall not interfere with the proper wear and operation of Department breathing apparatus as described in 29 CFR 1910.134 – Respiratory Protection.
- b. Sideburns will be neatly trimmed and shall not extend beyond the bottom of the earlobe.
 - a. Sideburns will be maintained so that no hair extends or protrudes under the seal of the SCBA mask and/or respirator.
- c. Beards and goatees are not permitted for members of the department who are members of the State of New Hampshire Group II Retirement System.
 - a. Neatly trimmed beards and goatees will be permitted for department members who are not required to meet the requirements of 29 CFR 1910.134 and who are also members of the State of New Hampshire Group I Retirement System.
 - b. Neatly trimmed is defined as a maximum of ½ inch.

Section 4.04 – Jewelry:

- a. Suppression Division Members: No earrings of any type shall be allowed to be worn while on duty.
- b. Support Division Members not required to wear SCBA shall be allowed to wear earrings provided they are not overly large and ornate.
- c. Rings may be worn if they are not overly large and ornate.
- d. Body piercings shall not be visible to the public at any time.
- e. Necklaces shall be tucked under a members shirt “out of sight” at all times.

Section 4.05 – Make-up

The use of make-up shall be conservative.

- a. Fingernails will be inconspicuous, neither too long nor too dark or flashily colored and shall not present a safety danger to the employee during the course of their daily assignment.

Section 4.06 - Tattoos / Body Art / Scarifications & Brandings:

- (a) Members and Employees are prohibited from displaying any tattoo, scarification or brandings above the collar line.
- (b) Tattoos / Body Art / Brands shall not be allowed on a members head or neck. Visible tattoos on the head and/or neck may be waived if they existed prior to September 1, 2021.
- (c) Visible tattoos / Body Art shall not be of a harassing nature.
- (d) Employees are prohibited from displaying any tattoo, scarification or brand that can be considered offensive, inappropriate, or detracts from the professional appearance of the Nashua Fire Rescue. Examples include but are not limited to: depictions of nudity or violence, sexually explicit or vulgar art, profane words or phrases, symbols likely to incite a strong reaction in the workplace, initials, acronyms or numbers that represent criminal, racist or historically oppressive organizations.
- (e) Final authority for deciding violation of this regulation will rest with the Fire Chief or an appointed designee.



City of Nashua Fire Rescue Nashua, New Hampshire Rules and Regulations

**Article 21 - Testing Procedure for
Substance Abuse**

Effective Date: August 1, 2021

Origin: Administration

Revision Date: March 1, 2023

Section 21.01 Purpose:

The intent of this policy is to clearly identify procedures necessary to document a testing procedure to verify intoxication or use of illegal substances (drugs), as specified in Article 9 B of the collective bargaining agreement.

Section 21.02 Procedure:

- (a) All suspected members are to be reported to the on duty Deputy Chief or Supervisor immediately.
- (b) The member should be advised that he/she is suspected of being under the influence of intoxicating liquor or illegal substances (drugs) and he/she is entitled to union representation.
- (c) Upon receiving a report, the on duty Deputy Chief or Supervisor shall notify the Chief of Department or the Assistant Chief. In addition, the event is to be documented in writing including but not limited to date, time and events by the Deputy Chief or the Supervisor.

A split sample blood test will be performed at St. Joseph Business and Health office if the need arises during normal business hours. If after hours, DISA 1-800-967-3135 is the testing agency of record. The following information is needed when contacting DISA; Requestor Name, Phone number and location.

The member must sign a release form for the testing agency to release the result to employer (Nashua Fire Rescue), failure to sign the form is the same as refusing the test. Procedures and chain of custody will be made available to the union and the employee.

For drug related tests, a release form must be signed or it will be considered refusal to test.

These tests may either be urine or blood or both as determined by the testing agency with appropriate confirming tests if the initial test yields a positive outcome. The testing agency shall make available split samples for the employer.

Suspected employees will not be allowed to remain on duty for that shift, but will be relieved with pay until the test results are made available. Verification is the best policy; however, lab tests results may not be available immediately. Remember we are talking a safety issue for the member involved, other members and those we serve. The member shall not self-transport themselves when discharged from the testing process and placed off-duty from the Fire Department. The member is to return to duty on next scheduled shift.

Section 21.03 Attachment:

Federal – Substance abuse testing

Wilcher V. City of Wilmington, Delaware, 924 F. Supp. 613 (D. Del. 1996)

A class action suit was filed against the city on behalf of all firefighters who were subject to the city's random drug testing program. A three day trial was held concerning the issue of whether direct observation of urine collection, the method used for the drug screening, was an unconstitutional invasion of the firefighters' privacy rights under the Fourth Amendment. Trial court decided this was a legal issue, not a factual issue, and dismissed the jury. Subsequently, the court determined as a matter of law that the direct observation method of urine sample collection did not violate the Constitution. Firefighters file a motion for a new trial, claiming that such a question should have been decided by the jury.

HELD: The constitutional question of whether the direct observation method of urine collection is reasonable under the Fourth Amendment is a question of law to be decided by the court. The sole purpose of the jury in such cases is to decide questions of fact, which do not include the question of reasonableness. There is no doubt the distinction between questions of law, mixed questions of law and fact, and a question of fact is blurry. Questions of fact should always be jury issues; questions of law are for the court. Testimony from the contractor who provided the urine screen indicated that the purpose of the procedure was not to observe the genitals of firefighters. Rather, the monitor was in the same room to determine if the person providing the

sample made any moves that would indicate they were altering the sample. The purpose of the observation was to ensure the integrity of the urine specimens. This necessitates going into the room with the person and observing them, usually off to the side. Although there may have been some cases where there was observation of genitals, this observation was only a by-product of the general observation of the donor. Because the conditions of collection are nearly identical to those encountered in an athletic locker room and restroom, the Supreme Court has found that the privacy interests impacted by those types of collection procedures are negligible. The direct observation procedures used in collecting the urine specimens are narrowly tailored to serve a compelling governmental interest. The presence of the monitors in the rest rooms with the firefighters is no more intrusive than other circumstances, which have been approved by the Supreme Court. Direct observation method of urine collection is constitutional.

24-Hour Drug & Alcohol Testing On-Site

POST ACCIDENT • REASONABLE SUSPICION

1-800-967-3135

TOLL-FREE EMERGENCY LINE

BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:

**YOUR NAME • PHONE NUMBER • LOCATION OF INCIDENT
REASON FOR CALL (POST ACCIDENT OR REASONABLE SUSPICION)**

