

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

**Wednesday, October 4 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:

23 101 September 6, 2023 Meeting Minutes

Reports:

23 102 Departmental Detail Expenditures Report

23 103 Accidents (1)

Communications:

**23 104 From: Joe and Amanda Sinicola
Re: Thank You**

REGULAR AGENDA:

Staff Reports:

23 105 A Chief Buxton
23 105 B Assistant Chief Atkinson

Discussion:

23 106 Local 789

New Business:

23 107 Business Manager Position – Job Description

23 107 A Authorization for action: Personnel
Approve the Business Manager Position

23 107 B Authorization for action: Personnel
Authorization to post the NFR Business Manager Position

23 108 Retirement Notification: Personnel

23 109 Authorization for action: Personnel
Approval of Promotion for Position of Lieutenant
Private Thomas Lanzara, Effective Date 10/22/2023

23 110 Authorization for action: Personnel
Approval of Promotion for Position of Lieutenant
Private Curtis Buxton, Effective Date 10/22/2023

23 111 Authorization for action: Personnel
Approval of Promotion for Position of Deputy Chief
Captain Glenn Telgen, Effective Date 10/22/2023

23 112 Authorization for action: Personnel
Approval of Promotion for Position of Captain
Lieutenant Nathan Armstrong, Effective Date 10/22/2023

23 113 Authorization for action: Personnel
Approval of Promotion for Position of Lieutenant
Private Cyrus Hebert, Effective Date 10/22/2023

Remarks by Fire Commission

Period for Public Comment

10/02/2023 arb

Date, Time and Location of Next BFC Meeting:

Wednesday, November 1, 2023, 5:30PM at 177 Lake Street Training Classroom

Date, Time and Location of other Events

**Retirement gathering for Lt. Julien Reed, Nashua Fire Union Hall, 19 Elm St. Nashua
Friday, October 6th from 6:30 – 9:30 PM**

Promotional Swearing in, Sunday, October 22nd at 10:00 am, 70 East Hollis St.

Retirement gathering for C2, October 27, 2023, 10:00 – 12:00 at 70 East Hollis St.

**CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, SEPTEMBER 6, 2023**

23 101

THE MEETING CAME TO ORDER AT 5:02 PM

MEMBERS PRESENT:

Kevin Burgess
Paul Garant
Gary Lambert
Mary Ann Melizzi-Golja
John Steere

MEMBERS NOT PRESENT:

STAFF PRESENT:

Chief Steve M. Buxton
Assistant Chief William B. Atkinson

STAFF NOT PRESENT:

OTHERS PRESENT:

Deputy Fire Chief Kevin Kerrigan (joined at 5:44pm)
Deputy Fire Chief James Kirk
Deputy Fire Chief Mark Wholey
President of Local 789 Thomas Wholey (joined at 5:44pm)
Fire Marshal Adam Pouliot
Members of Local 789

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

NON-PUBLIC SESSION

MOTION BY COMMISSIONER MELIZZI-GOLJA THAT THE BOARD OF FIRE COMMISSION 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>X</u>	<u> </u>
Commissioner Melizzi-Golja	<u>X</u>	<u> </u>
Commissioner Burgess	<u>X</u>	<u> </u>
TOTAL #	<u>5</u>	<u>0</u>

MOTION CARRIED

The Board of Fire Commissioners went into non-public session at 5:05 p.m.

MOTION BY COMMISSIONER MELIZZI-GOLJA TO COME OUT OF THE NON-PUBLIC SESSION AND RETURN TO THE BOARD OF FIRE COMMISSIONERS MEETING

BY ROLL CALL

SECONDED BY COMMISSIONER LAMBERT

Vote 5-Yes

MOTION CARRIED

The Board of Fire Commissioners came out of non-public session at 5:44 p.m.

Deputy Fire Chief Wholey and Fire Marshal Pouliot were interviewed for the two Assistant Chief positions in the training room.

CONSENT AGENDA

Minutes:

23 91 Wednesday, July 5, 2023 Regular Meeting Minutes

23 92 Wednesday, August 23, 2023 Special Meeting Minutes

Report(s):

22 93 Departmental Detail Expenditures Report

Communication(s):

**22 94 From: Salem Fire Department
 Re: Mutual Aid Coverage**

23 91 – 94

Approval of Consent Agenda Items

Motion by Commissioner Garant to accept and place on file, as presented, the Consent Agenda items as follows: 1.) The Previous Meeting Minutes, 07/05/2023, The Special Meeting Minutes (08/23/2023 2.) The Departmental Detail Expenditures Report and 3.) The Communication(s),
Seconded by Commissioner Lambert
Vote 5-Yes
Motion Carried

REGULAR AGENDA

Staff Reports

23 95 A Chief Buxton

Chief Buxton discussed the following:

- Thanked members for their service the past month and through the summer
 - Level of professionalism on and off duty of the members pays dividends for the department day in and day out
 - Most members are very humble people and do not like the spotlight
 - Members go out into the community, and they might check the uniform at the door but are ready to serve at any point and time
- FY24 Budget is tracking accordingly at this point and time
- Negotiated and ratified CBA by the Board of Fire Commissioners and Local 789
 - Had first reading on August 28th and was referred to Budget Committee
 - Goes to the Budget Committee on Thursday, 09/07/2023, at 6:30pm
 - Hopeful there will be a positive recommendation and move on to a Final Reading at the full Board of Aldermen on 09/13/2023
 - Final Reading on 09/13/2023

09/08/2023 kmc

- Action Items
 - Retirements
 - Promotional Authorizations

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

Seconded by Commissioner Steere

Vote 5-Yes

Motion Carried

23 95 B Assistant Chief Atkinson

Assistant Chief Atkinson discussed the following:

- Purvis Project
 - Meeting on Thursday, 09/07/2023
 - Highlight installation schedule
 - Anticipate to start installing the component pieces at Station 5 next week
 - Anticipate having project completed in 11 months
- Cabling Project has begun in the city
 - Contractor is CommTract out of Massachusetts
 - Moving forward a little bit slower than originally anticipated
 - Weather issues slowed it down
 - Hopefully can make up for the delays with the weather this week
 - Three to four weeks for installation
 - Then Fire Alarm will make connections

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

Seconded by Commissioner Steere

Vote 5-Yes

Motion Carried

Discussions

23 96 Local 789

President Thomas Wholey discussed the following:

- The contract is the main focus
- Appreciate the board's time with the special meeting to get it to where it's at for budget
- Appreciate the continued support as it makes its way through the process with the city
- Special thanks on behalf of the Executive Board during negotiations to Chief Buxton and Deputy Chief Wholey
 - Tremendous Leadership
 - Understanding what's best for the membership
 - Contract speaks volumes on moving the organization forward, not just operationally and the growth of the department but for the members and how they provide for themselves and their families

- Great experience and hopeful that it will makes its way through budget and then for final passage

Motion by Commissioner Steere to accept Item 23 96, as presented, and place on file
Seconded by Commissioner Lambert
Vote 5-Yes
Motion Carried

OLD BUSINESS

N/A

NEW BUSINESS

23 97 Authorization for action: Personnel
Approval of Promotion for Position of Assistant Fire Chief (C2)
Individual to be determined – Effective date To Be Determined

Motion by Commissioner Garant for the approval to promote Deputy Chief Wholey to Assistant Chief (C2) effective date To Be Determined
Seconded by Commissioner Melizzi-Golja
Vote 5-Yes
Motion Carried

23 98 Authorization for action: Personnel
Approval of Promotion for Position of Assistant Fire Chief (C3)
Individual to be determined – Effective date To Be Determined

Motion by Commissioner Garant for the approval to promote Superintendent of Fire Alarm, interviewee Fire Marshal Adam Pouliot to Assistant Chief (C3) effective date To Be Determined
Seconded by Commissioner Melizzi-Golja
Vote 5-Yes
Motion Carried

23 99 Resignation Notification: Personnel

Motion by Commissioner Garant to accept the notice of retirement from Assistant Chief William Atkinson, Item 23 99, as presented and place on file with regrets
Seconded by Commissioner Melizzi-Golja
Vote 5-Yes
Motion Carried

23 100 Resignation Notification: Personnel

Motion by Commissioner Lambert to accept the notice of retirement from Lt. William Campbell, Item 23 100, as presented and place on file with regrets
Seconded by Commissioner Steere
Vote 5-Yes
Motion Carried

REMARKS

N/A

REMARKS BY FIRE COMMISSION

Commissioner Melizzi-Golja

- Thank you to Assistant Chief Atkinson
- Congratulations to Deputy Chief Wholey and Fire Marshal Pouliot
 - Looking forward to working with them and wish them well
- Nashua Goes Back to School Event on August 24th.
 - Thank you to members of Local 789
 - Fire Marshal Pouliot and other members were there
 - Equipment there
 - Everyone had a good time and kids were grateful
 - Appreciate them being there to engage with the community, share school supplies, and had comfort having trucks parked in critical areas
 - Participation was appreciated.

Commissioner Garant

- Congratulations to Assistant Chief Atkinson for service to the city
- Congratulations to Deputy Wholey and Fire Marshal Pouliot for their service and dedication
- Congratulate President Wholey and the Executive Board for the CBA and hopes everything goes through

Commissioner Burgess

- Thank you and Congratulations to Assistant Chief Atkinson
- Time put in through the ranks and much appreciated
- And looking forward to passing the torch

PUBLIC COMMENT (RE: NFR NON-AGENDA ITEMS)

N/A

MOTION TO ADJOURN

Adjourn Meeting

Motion by Commissioner Lambert to adjourn the meeting at 5:58 PM

Seconded by Commissioner Steere

Vote 5-Yes

Motion Carried

TIME AND LOCATION OF NEXT MEETING:

Wednesday, October 4, 2023, 5:30pm
Regular Scheduled Board of Fire Commission Meeting
at 177 Lake Street, Classroom

Date and Location of other Events

Thursday, September 7, 2023, 6:30 pm
Budget Committee Meeting to discuss Local 789 Contract
City Hall in the Aldermanic Chamber

Wednesday, September 13, 2023, 7:30 pm
Final Reading of Local 789 Contract
City Hall in the Aldermanic Chamber

Friday, September 15, 2023, 9:00am
Habitat for Humanities
Playhouse being built
at Anheuser-Busch
Need assistance
If interested contact Commissioner Melizzi-Golja

Sunday, October 1, 2023, 10:00 am
Memorial Sunday, at Firemen's Memorial
at the intersection of Manchester and Concord Streets
Breakfast to follow at the Courtyard Marriot at Southwood Drive

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2024
THROUGH SEPTEMBER 30, 2023



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	14,341,959.00	14,341,959.00	-	1,021,959.74	3,318,958.22	11,023,000.78	
51300 OVERTIME	161,034.00	161,034.00	-	6,460.50	58,782.14	102,251.86	
51330 OVERTIME-SHIFT COVERAGE	2,928,000.00	2,928,000.00	-	259,598.17	1,024,743.77	1,903,256.23	
51500 WAGES ELECTED OFFICIALS	7,500.00	7,500.00	-	1,875.00	1,875.00	5,625.00	
51600 LONGEVITY	125,000.00	125,000.00	-	-	-	125,000.00	
51614 SICK INCENTIVE	40,000.00	40,000.00	-	-	-	40,000.00	
51628 EXTRA HOLIDAY	767,000.00	767,000.00	-	59,814.89	118,530.46	648,469.54	
51700 STIPENDS	318,400.00	318,400.00	-	20,161.09	65,483.55	252,916.45	
51712 SPECIAL DETAIL-PENSIONABLE	2,300.00	2,300.00	-	-	-	2,300.00	
51750 RETIREMENT & SEPARATION PAY	-	69,156.83	-	10,343.03	79,499.86	(10,343.03)	
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	
	\$ 19,528,178.00	\$ 19,597,334.83	\$ -	\$ 1,380,212.42	\$ 4,667,873.00	\$ 14,929,461.83	23.82 %
52 FRINGE BENEFITS							
52100 FICA/MEDICARE	577,241.00	577,241.00	-	26,857.42	89,115.48	488,125.52	
52150 PENSION EXPENSE	5,280,804.00	5,280,804.00	-	402,565.31	1,351,926.18	3,928,877.82	
52300 BENEFITS	3,780,524.00	3,780,524.00	-	264,850.60	860,935.73	2,919,588.27	
52800 EDUCATIONAL ASSISTANCE	27,000.00	27,000.00	-	1,379.00	2,215.50	24,784.50	
	\$ 9,665,569.00	\$ 9,665,569.00	\$ -	\$ 695,652.33	\$ 2,304,192.89	\$ 7,361,376.11	23.84 %
53 PROFESSIONAL & TECHNICAL SERVICES							
53135 MEDICAL SERVICES	25,000.00	25,000.00	9,668.00	332.00	332.00	15,000.00	
53142 CONSULTING SERVICES	20,000.00	20,000.00	5,001.00	-	-	14,999.00	
53455 TESTING SERVICES	10,000.00	10,000.00	5,000.00	-	-	5,000.00	
	\$ 55,000.00	\$ 55,000.00	\$ 19,669.00	\$ 332.00	\$ 332.00	\$ 34,999.00	36.37 %
54 PROPERTY SERVICES							
54100 ELECTRICITY	120,000.00	120,000.00	-	678.35	27,930.37	92,069.63	
54107 HEATING OIL	2,100.00	2,100.00	-	-	-	2,100.00	
54114 HEATING GAS	75,000.00	75,000.00	-	1,596.24	3,697.76	71,302.24	
54141 WATER	45,000.00	45,000.00	100.00	3,239.06	7,981.53	36,918.47	
54225 INSPECTION SERVICES	20,000.00	20,000.00	8,559.50	-	7,805.00	3,635.50	
54228 PEST CONTROL SERVICES	3,000.00	3,000.00	2,165.00	247.00	603.00	232.00	
54243 HVAC MAINTENANCE	55,000.00	55,000.00	18,299.94	1,204.81	3,700.06	33,000.00	

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2024
THROUGH SEPTEMBER 30, 2023



1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
34 PROPERTY SERVICES							
54280 BUILDING/GROUNDS MAINTENANCE	60,000.00	60,000.00	19,854.24	9,731.50	16,327.50	23,818.26	
54400 SOFTWARE LICENSING	25,000.00	25,000.00	29.00	584.00	18,655.00	6,316.00	
54407 SOFTWARE MAINTENANCE	5,000.00	5,000.00	-	-	-	5,000.00	
54414 HARDWARE MAINTENANCE	15,000.00	15,000.00	-	-	-	15,000.00	
54487 EQUIPMENT REPAIRS & MAINTENANCE	20,000.00	20,000.00	8,801.00	57.50	2,707.50	8,491.50	
54600 VEHICLE REPAIRS & MAINTENANCE	35,000.00	35,000.00	14,305.63	2,059.37	29,350.98	(8,656.61)	
54821 EQUIPMENT RENTAL	2,000.00	2,000.00	1,800.00	-	-	200.00	
	\$ 482,100.00	\$ 482,100.00	\$ 73,914.31	\$ 19,397.83	\$ 118,758.70	\$ 289,426.99	39.97 %
35 OTHER SERVICES							
55118 TELEPHONE-CELLULAR	12,500.00	12,500.00	1,799.62	973.42	2,441.42	8,258.96	
55200 DUES AND MEMBERSHIPS	2,500.00	2,500.00	1,967.00	-	175.00	358.00	
55307 MILEAGE REIMBURSEMENTS	200.00	200.00	6.85	3.15	3.15	190.00	
55400 CONFERENCES AND SEMINARS	5,000.00	5,000.00	-	16.00	204.00	4,796.00	
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	-	-	266.40	733.60	
55699 OTHER CONTRACTED SERVICES	2,000.00	2,000.00	2,400.00	500.00	500.00	(900.00)	
	\$ 33,700.00	\$ 33,700.00	\$ 6,223.47	\$ 1,492.57	\$ 4,839.97	\$ 22,636.56	32.83 %
31 SUPPLIES & MATERIALS							
61100 OFFICE SUPPLIES	8,000.00	8,000.00	569.09	1,161.78	1,846.05	5,584.86	
61107 CLOTHING & UNIFORMS	155,000.00	155,000.00	12,274.25	1,971.15	107,976.55	34,749.20	
61110 PROTECTIVE CLOTHING	95,000.00	95,000.00	80,212.33	764.67	1,052.80	13,734.87	
61135 EDUCATIONAL SUPPLIES	4,000.00	4,000.00	-	-	-	4,000.00	
61142 MEDICAL SUPPLIES	10,000.00	10,000.00	4,118.89	(2,383.57)	2,565.02	3,316.09	
61156 CHEMICALS	1,000.00	1,000.00	200.00	-	-	800.00	
61166 GASES	1,000.00	1,000.00	300.00	-	-	700.00	
61245 TRAINING MATERIALS	4,000.00	4,000.00	841.47	287.21	378.96	2,779.57	
61299 MISCELLANEOUS SUPPLIES	3,000.00	3,000.00	1,207.95	918.05	1,458.10	333.95	
61300 FUEL, UNLEADED	22,000.00	22,000.00	585.00	-	3,960.97	17,454.03	
61307 FUEL, DIESEL	60,000.00	60,000.00	2,368.13	188.52	9,158.83	48,473.04	
61428 CLEANING & JANITORIAL SUPPLIES	22,000.00	22,000.00	972.39	989.61	6,815.17	14,212.44	
61435 FIRE EXTINGUISHERS	3,000.00	3,000.00	2,000.00	-	-	1,000.00	
61499 BUILDING SUPPLIES	3,000.00	3,000.00	-	-	-	3,000.00	

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2024
THROUGH SEPTEMBER 30, 2023



1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
31 SUPPLIES & MATERIALS							
61538 LIME AND FERTILIZER	2,000.00	2,000.00	1,160.00	250.00	750.00	90.00	
61650 COPIER SUPPLIES	1,000.00	1,000.00	-	-	449.90	550.10	
61699 EQUIPMENT MAINT SUPPLIES	25,000.00	25,000.00	2,375.00	6,525.00	6,525.00	16,100.00	
61705 TIRES	35,000.00	35,000.00	13,709.60	20,468.80	20,468.80	821.60	
61709 LUBRICANTS	8,000.00	8,000.00	8,564.02	35.98	35.98	(600.00)	
61799 VEHICLE PARTS & SUPPLIES	60,000.00	60,000.00	38,346.13	1,663.43	14,514.14	7,139.73	
61807 PUBLICATIONS	4,000.00	4,000.00	-	-	-	4,000.00	
61830 SUBSCRIPTIONS	1,000.00	1,000.00	-	-	-	1,000.00	
61900 MEALS	500.00	500.00	-	81.06	2,006.99	(1,506.99)	
61910 MEALS - FUNCTIONS	500.00	500.00	-	-	-	500.00	
	\$ 528,000.00	\$ 528,000.00	\$ 169,804.25	\$ 32,921.69	\$ 179,963.26	\$ 178,232.49	66.24 %
38 OTHER EXPENSES							
68335 ARSON INVESTIGATION EXPENSES	4,000.00	4,000.00	0.50	1,552.30	1,890.14	2,109.36	
68337 NEW HIRE APPLICATION EXPENSES	20,000.00	20,000.00	3,398.15	1,054.89	2,550.72	14,051.13	
68355 SPECIAL AWARDS	2,000.00	2,000.00	-	-	-	2,000.00	
	\$ 26,000.00	\$ 26,000.00	\$ 3,398.65	\$ 2,607.19	\$ 4,440.86	\$ 18,160.49	30.15 %
71 EQUIPMENT							
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	4,759.74	3,125.49	5,328.74	14,911.52	
71414 PHOTOGRAPHIC EQUIPMENT	500.00	500.00	-	-	-	500.00	
71432 FIRE APPARATUS EQUIPMENT	70,000.00	70,000.00	3,073.70	1,936.96	3,282.96	63,643.34	
71450 AUDIO VISUAL EQUIPMENT	1,000.00	1,000.00	-	-	-	1,000.00	
71800 FURNITURE & FIXTURES	20,000.00	20,000.00	4,000.00	189.99	552.01	15,447.99	
71999 MISCELLANEOUS EQUIPMENT	25,000.00	25,000.00	6,578.03	191.92	201.87	18,220.10	
	\$ 146,500.00	\$ 146,500.00	\$ 20,347.59	\$ 5,444.36	\$ 10,644.46	\$ 115,507.95	21.15 %
TOTAL - FIRE	\$ 30,465,047.00	\$ 30,534,203.83	\$ 293,357.27	\$ 2,138,060.39	\$ 7,291,045.14	\$ 22,949,801.42	24.84 %

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2024
THROUGH SEPTEMBER 30, 2023



1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
TOTAL - GENERAL FUND	\$ 30,465,047.00	\$30,534,203.83	\$ 293,357.27	\$ 2,138,060.39	\$ 7,291,045.14	\$ 22,949,801.42	24.84 %



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2024
THROUGH SEPTEMBER 30, 2023

1001	GENERAL FUND -CAP IMPROVEMENTS	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152	FIRE							
31	CAPITAL OUTLAY/IMPROVEMENTS							
81100	CAPITAL IMPROVEMENTS	50,000.00	59,692.50	14,376.00	7,094.00	8,534.00	36,782.50	
81300	MACHINERY AND EQUIPMENT		90,398.80	1,127,117.06	35,242.32	39,885.79	(1,076,604.05)	
		\$ 50,000.00	\$150,091.30	\$ 1,141,493.06	\$ 42,336.32	\$ 48,419.79	\$(1,039,821.55)	792.79 %
	TOTAL - FIRE	\$ 50,000.00	\$150,091.30	\$ 1,141,493.06	\$ 42,336.32	\$ 48,419.79	\$(1,039,821.55)	792.79 %
	TOTAL - GENERAL FUND -CAP IMPROVEMENTS	\$ 50,000.00	\$150,091.30	\$ 1,141,493.06	\$ 42,336.32	\$ 48,419.79	\$(1,039,821.55)	792.79 %
	GRAND TOTAL:	\$30,515,047.00	\$30,684,295.13	\$ 1,434,850.33	\$2,180,396.71	\$7,339,464.93	\$21,909,979.87	

Joe and Amanda Sinicola

75 Cortland Dr
Bedford, NH 03110
401-486-1738

**Chief Steve Buxton
70 E. Hollis St
Nashua, NH 03060**

**CC'd Deputy Chief James Kirk; Assistant Chief
William Atkinson; Lieutenant Mike and Lindsey
McGovern**

September 6, 2023

Dear Chief Buxton,

I am writing you today to give thanks for one of your bravest and his equally brave wife. Lieutenant Michael McGovern and his wife Lindsey are my in-laws, and now forever my heroes.

Over the Labor Day weekend, our families were enjoying the nice weather on Lake Sunapee where we often gather as a large extended family. My wife and I were monitoring the kids in the water from the boat that was docked next to where all of our children, nieces, and nephews were swimming. We had our 13mo old son on board with us. Mike, being the fun uncle he's always been, was swimming with some of the children. He was accompanying our 5.5 year old and his 5.5 year old daughter as they strengthened their swimming skills, proceeding further out to the raft. While my wife and I proudly watched them show us how far they could swim on their own, the previously latched door to the bow of the boat somehow opened and our son ended up in the water. Shortly after, my wife and I found him floating in the lake face up. I jumped in and pulled him out of the water. Lindsey grabbed him from me, assessing and supporting him until Mike swam in from the raft. Mike calmly performed CPR, regained a pulse, and revived him while we waited for an ambulance to arrive. He then quickly communicated to the ambulance first responders what occurred so they could best take over supporting his care en route to the hospital. He kept us as calm as can reasonably be expected. Lindsey supervised and reassured our other 3 children after they witnessed the traumatic event.

After being treated and observed at Dartmouth-Hitchcock hospital, and a post hospitalization assessment by his pediatrician, it appears that our son will make a full recovery. This is directly and entirely attributable to the knowledge, training, and bravery of Mike and Lindsey. The hospital was very clear that our outcome would have been entirely different if we did not have a trained first responder on site.

I found on your website that your Department's core values are driven by accountability, compassion, dedication, ethics, honesty, and integrity. Mike is the embodiment of these values. Nashua should be incredibly proud having him serve its community.

I have always considered myself incredibly lucky to have the in-laws I do - genuinely kind, fun, engaging, and welcoming. I am now adding heroic to the list of attributes I love most about them.

Eternally grateful,


Joe and Amanda Sinicola





Nashua Fire Rescue
Administrative Office
70 East Hollis Street, Nashua, NH 03060
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Steve M. Buxton
Chief of Department
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FAX (603)594-3654
BuxtonS@NashuaNH.gov

To: Chairman Kevin Burgess
From: Chief Steve M. Buxton
Date: September 29, 2023
Re: October Commission Report

FY23 Update

- Thirteen weeks of FY24 have been completed and attached are details.
 - Operating budget is tracking accordingly
 - Payroll budget is tracking accordingly

Current Projects

- ARPA funded projects:
 - FSAS install work has begun
 - Municipal Fire Alarm Infrastructure is moving along well
 - Once completed there will be significant work for W1 / W2 to complete the build out. This work will be completed as time allows and should be wrapped up in 3-4 months
 - Traffic Preemption System work has begun.
 - Expected to be completed by late fall
- Master Plan tracking.
- Public Safety Portable Radio Replacement (Fall 2023).
 - Units have been issued to Chiefs, Deputies, and Shift Management techs so we can work with Radio Communications to fine tune the setups.
- Inflatable boat/ motor and trailer replacement expected to arrive in November.
- Apparatus delivery update:
 - Engine 2 November 2025
 - Engine 1 September 2025
 - Ladder 1 April 2025

Grievances

- Discipline Grievance. Arbitration is set for October 5th.

Action Items

- Retirement / Resignation
- Promotional actions
- Business Manager position

Meetings / Notable Events

- 3rd Alarm West Hollis Street
- Multiple WF and Mutual aid incidents
- Staff Meeting
- City Hall meetings (Mayor, BOA, Administrative Services, CFO, Risk)
- NHAFC
- Homeless Task Force
- Multiple Meetings with IAFF Local 789 President Wholey

Notable Dates

- October 22, 2023 Promotional Ceremony 10:00 at Headquarters.
- October 27, 2023 Retirement gathering for C-2 10:00 – 12:00 at Headquarters.

Respectfully submitted,



Steve M. Buxton
Chief of Department



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William B. Atkinson
 Assistant Chief
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 AtkinsonW@NashuaNH.gov

To: Chief of Department Steve Buxton
 Chairman Kevin Burgess
 From: Assistant Chief William Atkinson
 Date: September 28, 2023
 Re: September Commission Report

Department Activity Summary Report

- In the month of September, the organization handled 3,881 calls for service of which 779 were NFIRS applicable calls and 407 TEMSIS (EMS) applicable responses as of September 28, 2023.

Training / Safety Division

- All recruits continuing to perform as expected to this point.

Fire Marshal

Inspections and permitting:

- 80 Inspections completed.
- 62 permits administered
- 36 online applications for burn permits
- 305 online seasonal permit holder requests to burn

Ongoing Construction Projects:

- Bronstein Housing Project: Certificate of Occupancy has been issued for the first building. Leasing begins on Oct. 1. Information from the Housing Authority is that they are going to stagger the move in to 10 -15 units per week.
- High Street Flats:
- 72 Lake Street (5 Story). Interior rough- ins are complete. Still waiting for building to get permanent power and water before systems can be tested.
- New Middle School: Building is almost weather tight. Rough inspections are ongoing. The heating system for the building will be going on line this month and the temporary fire alarm system will be going in soon.
- 3 new apartment buildings on Sanders Street. The wood panel walls are starting to go up.
- Addition to the Hunt Home. Project is moving along quickly. Rough inspections are complete and the upper floors are installing finishes.
- Addition to Coliseum Seniors Residence. Concrete work (foundation /footings) are complete and steel is going up.

- New State Liquor Store on Northwest Plaza.
- Birch Hill and Main Dunstable School: Renovations ongoing. First phase should be complete around Thanksgiving.
- 9 Townsend West, The new location for The Academy of Science and Design. The work is complete and the school is now open. The school has a student population of 650 kids.
- World Academy. Construction continuing on the 2-story addition.
- 249 Main Street 6 Story Building: Wood framing of the upper floors have started. A manual standpipe has been installed in the stairwell. The standpipe will extend up as the floors are added.
- Construction will be starting at 495 Amherst Street to replace the fire damaged

New Site Plans/ Proposed projects:

Nothing new

Fires:

- 167 West Hollis Street: Juveniles set fire to the side of the building.
- 41 Monica Drive: Water mixed with pool chemicals causing a chemical reaction and fire. It was caught on security camera.
- 185 West Hollis Street: Still under investigation.

Pending Actions

- The Railroad (CSX) will be “evicting residents out of the homeless encampments along the Temple Street rail bed starting October 2nd. Contractors will be clearcutting the area and removing the trash. The residents at this encampment (approx. 55 people) will be directed to the City owned property behind the parking lot at 25 Crown Street. It’s not likely that they will all relocate here; we expect they may disperse to other areas of the City.

Fire Alarm

- Purvis – Installation has begun. Completion anticipated first qtr. 2024.
- Cabling project – 4 of 6 phases complete. Anticipated 2 week completion for contractor.

Mechanical

- Nothing to report.

Facilities

- Funding for Building Facilities Study moving forward. Next budget hearing October 19th

Apparatus

- Supply chain issues continue as we await ordered components to complete up fit of new R2 vehicles

Behavioral Health

- Nothing to report

Respectfully Submitted,

William Atkinson

William Atkinson
Assistant Fire Chief



City of Nashua, New Hampshire Position Description

Position Title: Business Manager
 Position Code: 170NFRMGRBUS
 Reports To: Chief of Department

Department: Nashua Fire Rescue
 FLSA: Exempt
 Date: 09/18/2023
 Affiliation: Unaffiliated

GENERAL SUMMARY:

Under the direct supervision of the Fire Chief, the Business Manager shall be responsible for the sound fiscal management of a multi-million dollar budget to include budget preparation performing in-depth analysis with reporting related to fiscal and financial projects; timely and accurate accounting and reporting of all department funds, authorizing and monitoring expenditures; management of Commission authorized employee payroll; grant management disbursement of funds, submittals for reimbursements, submitting reports as specified in grant documents, submitting performance progress reports in FEMAGO; monitoring, controlling and advising on all financial matters of the Fire Department; ensuring compliance with Department, City, State and Federal standards pertaining to fiscal management.

The Business Manager also manages all Fire Department's purchasing according to City of Nashua Ordinances to include utilizing the formal bid process and obtaining Finance Committee approval as required. The incumbent provides key input to the Fire Chief and Assistant Fire Chiefs for planning and administrative activities to include business support to the management, analysis, funding, and contracts of each project and/or initiative. Researches, develops and delivers fiscal reports with multiple levels of forecasting for contingencies; oversees and monitors compliance with citywide accounting policies and procedures. Manages the accounts payable and receivable processes. Coordinates the annual NFR review of the CERF vehicle process. Exercises overall responsibility for the management of personnel assigned to the Fire Department Administrative Support Services. Manages all NFR administrative office functions.

ESSENTIAL JOB FUNCTIONS:

- Acts as Fire Department Representative regarding budget and budget questions
- Assist the Fire Chief in union contract analysis and costing for purpose of negotiation strategy development
- Approves procurement in the Lawson System and liaison for all financial matters between the Fire Department and City Departments

- Signatory representative as Financial Officer for NFR Grant Administration
- Supervises the Administrative Assistant, Training Safety Administrative Assistant and Fire Marshal Administrative Assistant positions
- Responsible for the coordination and review of the annual CERF vehicle process for recommendations to the Fire Chief and Fire Commissioners and funding approval by the Mayor and Board of Alderman during the annual budget process
- Participate as the Financial Officer of the Project Management Team during the evaluation and implementation of projects i.e. Capital Improvement Committee Funded Projects
- Authorizes all expenditures of all NFR funds
- Prepares financial reports using appropriate accounting language, symbols, and mathematical computations via a personal computer utilizing the following software: Microsoft Software Suite and the City's Financial System
- Exercises discretion, independent judgment and prudent decision making in the daily financial management activities and administrative work within NFR
- Prepares, analyzes, and forecasts statistical information
- Assures that a monthly status report is generated showing: Initial appropriation for each account; Balances at the commencement of the monthly period; Expenditures and encumbrances made during the period; and unencumbered balance
- Calculates, prepares and presents monthly budget status reports for monthly meeting with the Fire Chief and BOFC
- Monitors City's Department Line Item Detail Report to verify approved resolution transfers have been added to the available Appropriations or credited to the year-to-date Expenditures as anticipated (i.e., funds paid for raises and retirements)
- Responsible for supervision of assigned personnel, orientation, professional development and corrective action if appropriate; handles complaints/grievances
- Promotes management philosophy; motivate employees; develop a positive work atmosphere and team concept
- Identifies problems and recommends corrective course of action

- Coordinates the implementation of projects/job assignments and monitor same for adjustments
- Remains current and assure compliance with City of Nashua financial and personnel policies and Federal guidelines
- Compiles data, conducts research/analysis, and develops solutions/recommendations regarding financial/personnel matters and ensures approved solutions are implemented and achieve desired outcomes
- Prepares an annual presentation on the NFR proposed budget inclusive of supporting documentation provided by Divisions to include, but not limited to Annual Report, Organization Chart, Goals and Objectives Progress, the New Year Objectives, Capital Improvements, and the Proposed Budget
- Develops the Nashua Fire Rescue's annual budget
- Reviews budget requests submitted by Chiefs or Divisions for any significant program changes and makes budget recommendations to the Chief of Department based on previous year's expenditures, new or recent developments (i.e., new programs, contract settlements); Gives consideration to the Department's goals, needs, and the City spending cap
- Reports and advises the Fire Chief of major changes to the proposed budget and calculates the percentage of change from the previous fiscal year's budget
- Compiles a detailed report and analysis of the budget calculations by the two-digit account; provides and calculates a comprehensive analysis of forecasted expenses
- Presents the detailed proposed budget for the Commissioner's meeting, Mayor's department budget meeting, the Aldermen of the Budget Review Committee; Board of Aldermen as required
- Forecasts for contingency requests for City share of grant funds
- Attends BOFC meetings as needed to address all financial issues
- Performs any other such duties as determined by the Fire Chief or designee

WORKING RELATIONSHIPS:

Members of the Board of Fire Commissioners.

Nashua Fire Rescue Suppression Officers, Division heads, and chief officers.

Nashua Fire Rescue vendors

Numerous City of Nashua Departments within the Financial Services Division and the Administrative Services Division, as well as the Legal Department

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Must successfully complete a minimum 6-month probationary period (up to a year)

Be of good moral character

Possess a Bachelor's Degree in Business Administration or Accounting; plus other schooling (MBA) (MPA) or equivalent experience in municipal environment

Possess five to eight years' experience in the accounting field or equivalent education

Knowledge of accepted principles of supervision and management

Meeting other such requirements as determined by the Nashua Board of Fire Commissioners and/or Fire Chief

Demonstrated proficiency using Personal computers, Microsoft Windows, MS Professional Office Suite or higher (MS Word, Outlook, Excel, Access, and PowerPoint), Lawson Smart Office/Workforce (ERP) Software, Kronos Telestaff, printers, fax machines, copy machines, telephones and standard office equipment.

Working knowledge of Alpine Red NMX and Vector LMS Target Solutions software platforms.

Working knowledge of the departmental rules, regulations, standard operating procedures, written policies, and union contracts as they relate to the duties and responsibilities of the position.

Thorough knowledge of the City's and department's accounting principles, practices, and procedures and the ability to implement same.

Working knowledge of the Department of Labor Laws regarding FLSA, FMLA, WC, USERRA, and HIPAA

Thorough knowledge of contemporary office practices, procedure and equipment, business management; business administration; accounting practices and principles, functions, terminology, and regulations of Nashua Fire Rescue

Effectively communicates with people by giving and receiving information, mediating disputes, receiving verbal and written work assignments, and by preparing routine correspondence

Read and comprehend accounting reports

Ability to:

- Communicate effectively in oral and written form
- Prioritize job duties in order to meet time constraints
- Use a word processor and various software platforms on a personal computer with high proficiency
- Set up and maintain operating controls, filing and record-keeping systems
- Attend work regularly and predictably

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extremes in temperature, noise, odors, etc. Regularly uses computer keyboards, calculators, and other office equipment requiring hand-eye coordination, and finger dexterity. Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively. Sufficient vision or other powers of observation which permits the employee to review a wide variety of written material in electronic or hardcopy form. Position requires ability to lift and carry up to 10 pounds. Position requires ability to occasionally lift and carry 11 to 25 pounds.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Fire Chief Signature: _____ Date: _____

Admin. Services Director Signature: _____ Date: _____

Employee Signature: _____ Date: _____

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **October 4, 2023**

ISSUE: **Authorization for Personnel Job Description**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Approve the Business Manager Position.

Chairman

Clerk

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **October 4, 2023**

ISSUE: **Authorization to Post Business Manager Position**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Authorization to post the NFR Business Manager position

Chairman

Clerk

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **October 4, 2023**

ISSUE: **Authorization for Promotion**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Effective: 10-22-2023

Private Thomas Lanzara will be promoted to the position of Lieutenant.

Chairman

Clerk

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **October 4, 2023**

ISSUE: **Authorization for Promotion**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Effective: 10-22-2023

Private Curtis Buxton will be promoted to the position of Lieutenant.

Chairman

Clerk

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **October 4, 2023**

ISSUE: **Authorization for Promotion**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Effective: 10-22-2023

Captain Glenn Telgen will be promoted to the position of Deputy Chief.

Chairman

Clerk

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **October 4, 2023**

ISSUE: **Authorization for Promotion**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Effective: 10-22-2023

Lieutenant Nathan Armstrong will be promoted to the position of Captain.

Chairman

Clerk

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **October 4, 2023**

ISSUE: **Authorization for Promotion**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Effective: 10-22-2023

Private Cyrus Hebert will be promoted to the position of Lieutenant.

Chairman

Clerk