

**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>	Arrived at 3:39
Commissioner Melizzi-Golja	<u>X</u>	<u> </u>	
Commissioner Burgess	<u>X</u>	<u> </u>	
TOTAL #	<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 they 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, 01/03/204
 - 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

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-A:2, II.