

**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

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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
 - o Thank You's
 - o Mayor communication on COVID-19 leave ending
-) FY23 Budget
 - o Tracking well
 - o 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
 - o Budget preparation has begun
 - o Waiting for direction from the Mayor's office for budget guidance
 - o C2 has completed and submitted the CIP requests
 - Presenting Monday, 02/06/2023
 - o CERF Schedule has been adjusted
 - o 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
 - o Tabled from last meeting
 - Promotional Criteria Committee Work
 - o Recruit School Assistance
 - To reinforce the staff of the training division in the delivery of recruit school
 -) Common in larger municipalities
 - o 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.
 - o Yes, it has been done before.
 - o It was common practice in the 70s and 80s because there wasn't a dedicated training division in the past.
 - o We now use on duty companies to be involved which then impacts the day to day operations of the fire department.
 - o There will still be a need for on duty companies to be involved but the Recruit School Assistance will lessen 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
 - o 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

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Discussions

23 21 Local 789

-) Local 789 President Wholey discussed the following
 - o MOAs
 - Recruit School Assistance
 -) Very positive and good thing for this to happen
 - o 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
 - o Contract negotiations
 - Reached out to Mayor's office to sit down and negotiate contract
 - Expires 06/30/2023.
 - 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
 - o 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

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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

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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