

RECREATION CITY CLERK DEPT
FEB 2 '24 AM 8:50

NOTICE OF MEETING

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

THE
Board of Fire Commission

WILL MEET ON
February 7, 2024

AT
3:30 PM

LOCATION
177 Lake Street Nashua NH 03060
Training Classroom

The meeting may include a nonpublic session

THIS NOTICE IS POSTED:

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

City Website Nashua Public Library Bulletin Board

Date of Posting
2/2/2024

AFFIDAVIT OF POSTING

I, Anne-Marie Boucher, the Administrative Assistant, of the Nashua Fire Rescue
hereby certify that on this 2 day, of month 2, 2024, the attached Notice of Meeting was posted
in the two places indicated on the notice, including the City's internet website, in accordance
with the requirements of NH RSA 91-A2, II.

**CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, FEBRUARY 7, 2024**

THE MEETING CAME TO ORDER AT 3:30 PM

MEMBERS PRESENT:

Kevin Burgess
Thomas Kelly
Gary Lambert
Mary Ann Melizzi-Golja

MEMBERS NOT PRESENT:

John Steere

STAFF PRESENT:

Chief Steve M. Buxton
Assistant Chief Mark P. Wholey
Assistant Chief Adam M. Pouliot (Joined at 6:13)
Deputy Fire Chief Robert Barrows (Joined at 6:13)
Deputy Fire Chief Michael Curran (Joined at 6:13)
Deputy Fire Chief Glenn Telgen (Joined at 6:13)
Local 789 President Tom Wholey (Joined at 6:13)

STAFF NOT PRESENT:

OTHERS PRESENT:

Members of Local 789
Members of the Public

All stood as Commissioner Kelly lead The Pledge of Allegiance.

A Moment of Silence was held for all those lost in the fire service and also Retired Fire Commissioner Paul Garant.

PUBLIC COMMENT (RE: NFR AGENDA ITEMS)

N/A

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 Kelly	<u>X</u>	<u> </u>	
Commissioner Lambert	<u>X</u>	<u> </u>	
Commissioner Steere	<u> </u>	<u> </u>	Absent
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 3:35 p.m.

Also present Chief Buxton and Nancy Trask HR Manager

Chief Buxton explained that the interviews of the four candidates is to replenish the promotional list for Captain.

Interviewed Lt. Nelson, Lt. Lambert, Lt. Farrell and Lt. Farrar.

The commissioners individually ranked the candidates, with individual rankings given to H.R. HR Manager Nancy Trask left the Non-Public.

The candidate for Business Manager was interviewed.

Motions made in non-public:
N/A

**MOTION BY COMMISSIONER Lambert 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 Kelly**

MOTION CARRIED

The Board of FIRE COMMISSIONERS came out of non-public session at 18:13 p.m.

CONSENT AGENDA

Minutes:

24 17	January 3, 2024	Regular Meeting Minutes
24 18	January 9, 2024	Special Organizational Meeting Minutes

Reports:

24 19 Departmental Detail Expenditures Report

Communications:

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

24 17 thru 24 20

Approval of Consent Agenda Items

Motion by Commissioner Lambert to accept and place on file, as presented, the Consent Agenda items
Seconded by Commissioner Kelly

MOTION CARRIED

REGULAR AGENDA

Staff Reports:

24 21 A **Staff Report: Chief Buxton**

Chief Buxton discussed the following:

- Action Items
 - Captain interviews will establish new promotional list effective until May 1, 2024 to be authorized
 - Business Manager interview and authorize hiring of that position
 - Authorize the conditional job offers for two Fire Alarm Operators
 - Authorize the 2024 Mission Statement
- Copy of updated Organizational Chart for Informational Purposes Only

Motion by Commissioner Melizzi-Golja to accept Item 24 21 A, Chief Buxton's February commission report, as presented, and place on file.

Seconded by Commissioner Lambert

MOTION CARRIED

24 21 B **Staff Report: Assistant Chief Wholey**

Motion by Commissioner Kelly to accept Item 24 21 B, Assistant Chief Wholey's February commission report, as presented, and place on file.

Seconded by Commissioner Lambert

MOTION CARRIED

24 21 C Staff Report: Assistant Chief Pouliot

Assistant Chief Pouliot discussed the following

- Eight days in the new position
- Next month report will be longer

Motion by Commissioner Lambert to accept Item 24 21 B, Assistant Chief Pouliot's February commission report, as presented, and place on file.

Seconded by Commissioner Kelly

MOTION CARRIED

Discussion:

24 22 Local 789

Local 789 President Wholey discussed the following:

- Union Leadership is working on a 2024 goal to make comprehensive medical screenings, for early detection, obtainable for all members
 - Contract currently covers team member comprehensive physicals
 - United Diagnostic Services partnered with IAFF
 - UDS aggressively getting in to municipalities, towns, providing comprehensive cancer screenings
 - Has been in touch with UDS's CEO
 - Working with him
 - With the city being self-insured, has a great program to work with municipalities to take Anthem and adopt into what is considered the annual wellness exam and have it be comprehensive
 - Optimistic about the opportunity to make comprehensive physicals be part of the annual wellness exam
 - Meeting set up with City Administration on March 4, 2024 to bring in UDS to discuss further
 - Excited about the opportunity
 - Mayor has been notified

Motion by Commissioner Kelly to accept Item 24 22, as presented and placed on file.

Seconded by Commissioner Lambert

MOTION CARRIED

Old Business:

23 124 Administration/FMO Location Change

Chief Buxton discussed the following.

- Last time on the agenda
- Move took place
- Things being organized to make it home
- Phased Plan
- Next Phase is for a door to be cut in hallway, depending on budget
- Grateful for all the work done during the move week

New Business:

24 23 Retirement Notification: Personnel

Motion by Commissioner Lambert to accept the notice of retirement from Deputy Fire Chief Robert Barrows, Item 24 23, as presented, and place on file with regrets
Seconded by Commissioner Melizzi-Golja

MOTION CARRIED

24 24 NFR Mission Statement for 2024

Motion by Commissioner Lambert to accept as presented the Mission Statement of Nashua Fire Rescue and place on file
Seconded by Commissioner Kelly

MOTION CARRIED

**24 25 Informational Only
2023 Nashua Fire Rescue Organizational Chart Revised 01/28/2024**

Commissioner Melizzi-Golja suggested to take “2023” off and move the revision date to the bottom right hand corner.

**24 26 Authorization for action: Personnel
Approval of Appointment for Position of Business Manager
Effective Date to be determined**

Motion by Commissioner Lambert to accept and approve appointment of Karen Conde to the position of Business Manager, Effective Date to be determined
Seconded by Commissioner Melizzi-Golja

MOTION CARRIED

**24 27 Authorization for action: Personnel ~ Expires May 1, 2024
Approval of Promotional List for Captain**

Chairman Burgess read the list from HR as follows:

1. Patrick Nelson
2. Timothy Farrar
3. Jason Lambert
4. William Farrell

Motion by Commissioner Melizzi-Golja to approve the Captains promotional list, as read by Chairman Burgess, which the expiration date of May 1, 2024
Seconded by Commissioner Kelly

MOTION CARRIED

24 28 Authorization for action: Personnel
Approval of Fire Alarm Operators hire list for conditional job offers

Motion by Commissioner Lambert to accept the list for Fire Alarm Operator Candidates as indicated on Item 24 28 - Approve giving Conditional Offer letters for the position of Fire Alarm Operator to Shayna Beaulieu and Raymond DeRusha
Seconded by Commissioner Kelly

MOTION CARRIED

REMARKS

N/A

REMARKS BY FIRE COMMISSION

Commissioner Melizzi-Golja

- Wanted to publicly express regrets regarding the sad news received yesterday on Retired Commissioner Garant's passing
- He was certainly invested in the City and Fire Department
- His insight and humor will be missed
- Much sympathy to his family

PUBLIC COMMENT (RE: NFR NON-AGENDA ITEMS)

- N/A

Date, Time and Location of Next BOFC Meeting:

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

Date, Time and Location of other Events

Adjourn

Motion by Commissioner Lambert to adjourn the meeting at 6:28 PM

Seconded by Commissioner Kelly

MOTION CARRIED