

**CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, OCTOBER 4, 2023**

THE MEETING CAME TO ORDER AT 5:40 PM

MEMBERS PRESENT:

Kevin Burgess
Gary Lambert
Mary Ann Melizzi-Golja
John Steere

MEMBERS NOT PRESENT:

Paul Garant

STAFF PRESENT:

Chief Steve M. Buxton
Assistant Chief William B. Atkinson

STAFF NOT PRESENT:

OTHERS PRESENT:

Deputy Fire Chief Robert Barrows
Deputy Fire Chief Mark Wholey
Captain Glenn Telgen
Private Cyrus Hebert
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

CONSENT AGENDA

Motion by Commissioner Melizzi-Golja to remove the Minutes from the Wednesday, September 6, 2023 meeting from the Consent Agenda

Seconded by Commissioner Lambert

Vote 4-Yes

Motion Carried

10/06/2023 kmc

Minutes:

23 101 Wednesday, September 6, 2023 Regular Meeting Minutes

Report(s):

23 102 Departmental Detail Expenditures Report
23 103 Accident (1)

Communication(s):

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

23 102 – 104

Approval of Consent Agenda Items

Motion by Commissioner Melizzi-Golja to accept and place on file, as presented, in the Consent Agenda the following items: 1.) The Departmental Detail Expenditures Report FY24 through 09/29/2023, 2.) Accidents (1) and 3.) The Communication(s) (1) from Joe & Amanda Sinicola
Seconded by Commissioner Steere
Vote 4-Yes
Motion Carried

Motion by Commissioner Melizzi-Golja to amend the Minutes from the Wednesday, September 6, 2023 meeting
Seconded by Commissioner Lambert
Vote 4-Yes
Motion Carried

Recommendation by Commissioner Melizzi-Golja to amend the minutes to reflect the correct title for Adam Pouliot, he was incorrectly identified as the Superintendent of Fire Alarm and his title is Fire Marshal so that change should be made to the minutes

Motion by Commissioner Melizzi-Golja to accept the Minutes from the Wednesday, September 6, 2023 meeting as amended with the change in title, which should correctly be Fire Marshal
Seconded by Commissioner Steere
Vote 4-Yes
Motion Carried

REGULAR AGENDA

Staff Reports

23 105 A Chief Buxton

Chief Buxton discussed the following:

- Thank you to the members of Group 1 that had a 3rd Alarm response a couple of weekends ago on West Hollis Street
 - Strong work for our community
 - Large fire, significantly advanced prior to arrival and they pretty much stopped it right where it was
 - Great job
- Thank you to the admin staff who are currently working to implement the newly ratified CBA
 - Lot of language changes
 - A lot of moving parts
 - Working diligently with City Hall to address those changes
- FY24 is tracking appropriately at this point in time
- Action Items
 - Retirement/Resignation Notification
 - Promotion Authorizations
 - Discussion/Action to be taken on Business Manager Position
 - Non-Public Discussion regarding Fire Alarm
- Thanked Assistant Chief Atkinson for his support and dedication through his tenure as the Assistant Chief.
 - Being the number two guy is certainly not easy
 - Always did a good job engaging in conversation no matter how challenging the topic was
 - Whatever the direction was decided on, that's the way he went
 - Efforts the last couple weeks working with Deputy Wholey to help transition the workload to him, the attention to detail he's been putting in to make sure that none of the balls in the air get dropped is very truly appreciated.
 - True professional
 - Greatly appreciate what Assistant Chief Atkinson has done for the organization as a whole as well as Chief Buxton personally

Commissioner Melizzi-Golja had a question asked of her as a representative of the commission about moving some of the homeless population to the new site.

The question asked was what benefits do you think there will be from having them move to a new location

- Chief Buxton addressed the question
 - City has been working on the obstacles with the unhoused population for better part of a year and a half to two years.
 - Many obstacles
 - Population continues to grow
 - They congregate somewhat wherever they want
 - Currently there is an area on Temple Street they have gathered.
 - Do not necessarily encourage or discourage them from landing in these areas.

- Didn't put up too much of an issue with them being in the Temple Street Area
- Ease of access of NFR to get to it.
- NFR has several responses to the encampments
- Area is easy in easy out
- Can investigate from both ends
- Social Services such as The Soup Kitchen very close by
- CSX, property owner, made it known that they would be evicting them from the area
- Tried to locate a different area to suggest to them or make available
- Area of 25 Crown Street was identified
- NFR involvement was does it meet NFR needs
- NFR doesn't have needs except for the safety of the unhoused as well as the safety of the responders
- Crown Street is a commuter lot with some land behind it.
- Able to respond into the area and get very close and respond out of the area very quickly

Motion by Commissioner Steere to accept Item 23 105 A, Chief Buxton's September report, as presented, and place on file

Seconded by Commissioner Lambert

Vote 4-Yes

Motion Carried

23 105 B Assistant Chief Atkinson

Assistant Chief Atkinson discussed the following:

- A couple of updates since report was submitted
 - Purvis Project is continuing to move along well
 - Currently into writing second fire station
 - Tracking appropriately and on schedule at this point in time
 - Cabling Project should be wrapping up quickly
 - Tracking well
- Building Facilities Study working towards seeking funding for
 - Moving forward
 - At this point in time the scope of work has been well defined and approved by Purchasing
 - The Request to Solicit Bids is in process with Purchasing
 - On track

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

Seconded by Commissioner Steere

Vote 4-Yes

Motion Carried

Discussions

23 106

Local 789

President Thomas Wholey reached out to Chief Buxton to let him know he would be out of town for the meeting

OLD BUSINESS

N/A

NEW BUSINESS

Chief Buxton discussed and explained the need for the Business Manager Position and the reasoning behind it, referencing the Master Plan talking about the administrative staffing and the current year's budget.

23 107

Business Manager Position – Job Description

Motion by Commissioner Melizzi-Golja to accept and place on file the Business Manager - Job Description as presented.

Seconded by Commissioner Lambert

Vote 4-Yes

Motion Carried

23 107 A

Business Manager Position

Motion by Commissioner Lambert to approve the Business Manager position as presented.

Seconded by Commissioner Steere

Vote 4-Yes

Motion Carried

23 107 B

Posting the Business Manager Position

Motion by Commissioner Steere to authorize posting the Business Manager position.

Seconded by Commissioner Lambert

Vote 4-Yes

Motion Carried

23 108

Retirement Notification: Personnel

Motion by Commissioner Melizzi-Golja to accept the notice of retirement from Lt. Julian Reed, Item 23 108, as presented, and place on file and thank him for all of his service

Seconded by Commissioner Lambert

Vote 4-Yes

Motion Carried

23 109

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

Motion by Commissioner Melizzi-Golja to approve and promote Private Thomas Lanzara to the position of Lieutenant, effective 10/22/2023.
Seconded by Commissioner Steere
Vote 4-Yes
Motion Carried

23 110

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

Motion by Commissioner Melizzi-Golja to approve the promotion of Private Curtis Buxton to the position of Lieutenant, effective 10/22/2023.
Seconded by Commissioner Lambert
Vote 4-Yes
Motion Carried

23 111

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

Motion by Commissioner Melizzi-Golja to approve the promotion of Captain Glenn Telgen to the position of Deputy Chief, effective 10/22/2023.
Seconded by Commissioner Steere
Vote 4-Yes
Motion Carried

23 112

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

Motion by Commissioner Melizzi-Golja to approve the promotion of Lieutenant Nathan Armstrong to the position of Captain, effective 10/22/2023.
Seconded by Commissioner Lambert
Vote 4-Yes
Motion Carried

23 113

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

Motion by Commissioner Melizzi-Golja to approve the promotion of Private Cyrus Hebert to the position of Lieutenant, effective 10/22/2023.
Seconded by Commissioner Steere
Vote 4-Yes
Motion Carried

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REMARKS

N/A

REMARKS BY FIRE COMMISSION

Commissioner Melizzi-Golja

- Follow up on Chief Buxton's Thank You to Group 1 for the fire on West Hollis
 - Seeing how close the houses are the fire could have been a major disaster
 - Thank you for all of the efforts
- Thank you to the Relief Association for Memorial Sunday
 - Preparation of the Memorial
 - The flowers look beautiful
 - People very impressed with the grounds
 - Everyone appreciates everything firefighters do and their service to the city
 - The breakfast afterwards was great
- Thanked Chief Atkinson
 - It has been a pleasure
 - Wished him well
 - Thanked for all service, not only this position but everything he has done prior to current position
- Congratulations to all those promoted
 - Testament to the professional development of the organization
 - Organization is constantly moving forward
 - Looking forward to working with those promoted

Commissioner Burgess

- Echoed all of Commissioner Melizzi-Golja's comments
- Congratulated all those promoted
- Thanked Assistant Chief Atkinson for all of his service
 - Wished him a long and healthy retirement

Commissioner Steere

- Congratulated all those promoted
- Thanked Chairman Burgess for the opportunity to speak at Memorial Sunday
- Congratulated Assistant Chief Atkinson on his retirement
 - Grateful for the time worked together
 - Thanked for service to the community of Nashua

Commissioner Lambert

- Thanked Assistant Chief Atkinson for everything he has done
 - Will be missed

PUBLIC COMMENT (RE: NFR NON-AGENDA ITEMS)

Chief Buxton

- Flowers at the Memorial and the care given to the grounds was and efforts put forth by the Parks & Rec Department

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- There is a new Superintendent of Parks & Rec, Bryan Conant, and he reached out about a month ahead of time to get the date and time and said he had plans for the grounds.
- He did not disappoint.
- Chief Buxton and Relief President Phillips paid Parks & Rec a visit with coffee and donuts and a Thank You to start their work day off and show them their work was appreciated.
- Nice to meet the two people responsible for the flowers throughout the city and see the pride they had to get thanked for their work.

TIME AND LOCATION OF NEXT MEETING:

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

Date and Location of other Events

Friday, October 6, 2023, 6:30 pm – 9:30 pm
 Retirement Gathering for Lt. Julien Reed
 Nashua Fire Union Hall
 19 Elm Street

Sunday, October 22, 2023, 10:00 am
 Promotional Swearing-In Ceremony
 70 East Hollis Street

Friday, October 27, 2023, 10:00 am – 12:00 pm
 Retirement Gathering for Assistant Chief Atkinson
 70 East Hollis Street

NON-PUBLIC SESSION

Motion by Commissioner Melizzi-Golja to go in to Non-Public session according to RSA 91-A:3 II (c) MATTERS WHICH, IF DISCUSSED IN PUBLIC, WOULD LIKELY ADVERSELY AFFECT THE REPUTATION OF ANY PERSON, OTHER THAN A MEMBER 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 Lambert

A viva voce roll call was taken, which resulted as follows:

	<u>Yea</u>	<u>Nay</u>	
Commissioner Garant	<u> </u>	<u> </u>	Absent
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> 4 </u>	<u> 0 </u>	

MOTION CARRIED

The Board of Fire Commissioners went into non-public session at 6:10 p.m.

OTHERS PRESENT

- Chief Buxton
- Assistant Chief Atkinson
- Deputy Fire Chief Wholey

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

Seconded by Commissioner Lambert

Vote 4-Yes

MOTION CARRIED

The Board of FIRE COMMISSIONERS came out of non-public session at 6:28 p.m.

MOTION BY COMMISSIONER Melizzi-Golja THAT THE BOARD OF FIRE COMMISSIONERS SEAL THE MINUTES OF THE NON-PUBLIC SESSION BY ROLL CALL UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE CONFIDENTIALITY WOULD NO LONGER BE SERVED, 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> </u>	<u> </u>	Absent
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> 4 </u>	<u> 0 </u>	

MOTION CARRIED

23 114

Authorization for action: Personnel

Motion by Commissioner Lambert for action to authorize the Fire Chief to move forward with a termination

Seconded by Commissioner Steere

Vote 4-Yes

Motion Carries

MOTION TO ADJOURN

Adjourn Meeting

Motion by Commissioner Steere to adjourn the meeting at 6:30 PM

Seconded by Commissioner Lambert

Vote 4-Yes

Motion Carried

**CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, SEPTEMBER 6, 2023
AMENDED AT THE OCTOBER 4, 2023 MEETING
Amendment is in Item 23-98**

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

09/08/2023 kmc

- 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
- 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 **Fire Marshal**, 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

09/08/2023 kmc

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

09/08/2023 kmc

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