

**CITY OF NASHUA  
BOARD OF FIRE COMMISSIONERS  
MEETING MINUTES  
WEDNESDAY, NOVEMBER 1, 2023**

**THE MEETING CAME TO ORDER AT 5:30 PM**

**MEMBERS PRESENT:**

Kevin Burgess  
Paul Garant  
Mary Ann Melizzi-Golja  
John Steere

**MEMBERS NOT PRESENT:**

Gary Lambert

**STAFF PRESENT:**

Chief Steve M. Buxton  
Assistant Chief Mark P. Wholey

**STAFF NOT PRESENT:**

**OTHERS PRESENT:**

Deputy Fire Chief Kevin Kerrigan  
Deputy Fire Chief James Kirk  
Local 789 President Thomas Wholey  
Private Derek Franzek  
Members of the public

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:**

**23 115                      Wednesday, October 4, 2023 Regular Meeting Minutes**

**Report(s):**

**23 116                      Departmental Detail Expenditures Report**

## Communication(s):

- 23 117**                    **From: Desai Family**  
                                 **Re: Thank You**
- 23 118**                    **From: Greater Nashua Habitat for Humanity**  
                                 **Re: Thank You**
- 23 119**                    **From: The Salvation Army**  
                                 **Re: Thank You**
- 23 120**                    **From: Pelham Fire Department**  
                                 **Re: Thank You**

**23 115 – 120**

## 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 regular meeting minutes, 10/04/2023; 2.) The Departmental Detail Expenditures Report FY24 thru 10/26/2023 and 4) The Communication(s) – Four Thank Yous  
Seconded by Commissioner Steere  
Vote 4-Yes  
Motion Carried

## REGULAR AGENDA

### Staff Reports

#### **23 121 A Chief Buxton**

Chief Buxton

- No further comments this month
- Report provided
- Will address any questions

**Motion** by Commissioner Steere to accept Item 23 121 A, Chief Buxton's October report, as presented, and place on file  
Seconded by Commissioner Garant  
Vote 4-Yes  
Motion Carried

### Discussions

#### **23 122                    Local 789**

President Thomas Wholey had nothing to report at this time.

## **OLD BUSINESS**

N/A

## **NEW BUSINESS**

**23 123**

### **Authorization for action: Personnel**

**Authorization to Hire Kimberly L'Etoile as a Fire Alarm Operator  
Effective Date to be determined**

**Motion** by Commissioner Garant to authorize hiring Kimberly L'Etoile as a Fire Alarm Operator with a hire date to be determined

Seconded by Commissioner Steere

Vote 4-Yes

Motion Carried

**23 124**

### **Administration/Fire Marshal Office Location Change**

Chief Buxton discussed the need for the move.

- Item of priority in Master Plan Study was to increase the administrative staff at the fire department
  - Steps have begun with this.
  - In January Fire Marshal Pouliot will be promoted to Assistant Chief.
  - Need office space at current location at 70 East Hollis Street
    - A little short
  - Business Manager Position has been discussed with the board and potentially a clerk level type position eventually
- Need more space to grow the administration to properly support the fire department
- Former Assistant Chief Atkinson did a lot of work in this area and passed the plan off to Assistant Chief Wholey to continue moving it forward.
- A little bit of renovation at 177 Lake Street will get things up and running to make the move.
- Administration will move to 177 Lake Street and the Fire Marshal Division will move to 70 East Hollis Street.
- Initially when 177 Lake Street was opened that was the staffing level.
  - Chiefs, two Assistant Chiefs, Deputy Chiefs
  - The Fire Marshal Division at that point in time was at City Hall, then moved to 2 Conant Road then eventually to 177 Lake Street.
- As the fire department continues to grow to keep up with the growth of the city there are hopes to achieve a new fire station in the north west quadrant, which might involve some apparatus relocation, the move is a step to help facilitate that.

Chairman Burgess asked if there was a time frame.

- Chief Buxton said hopeful the renovation work can be done by mid-January so when the C3 position is in place will be ready at the new location
- Mid to late January

**Motion** by Commissioner Melizzi-Golja to accept the Chief's oral report regarding the change in Administration and Fire Marshal offices and place on file

Seconded by Commissioner Garant

Vote 4-Yes

Motion Carried

11/03/2023 kmc

**Authorization for action**  
**Commissioner Garant Memorabilia Gifting**

**Motion** by Commissioner Melizzi-Golja for Nashua Fire Rescue to accept the fire memorabilia from Commissioner Garant with much appreciation and gratitude  
Seconded by Commissioner Steere

Commissioner Garant discussed the memorabilia

- Collected over a period of 5-10 years
- Held for a while
- Thought of himself as a custodian and not an owner
- As a custodian felt it was important to pass it on.
- Memorabilia
  - 3 Parade Belts
  - Uniform Shirt
  - Helmet
    - Protector
    - Housed at Lowell Street in the early 1800s
      - Disbanded in roughly 1874
    - Goes back to 1860s
- The Hunt Memorial Room of the Library has a book published by Gary Ledoux that has a photo of the protector hand tub company with the tub and hose carriage which is believed to be the oldest photo of a group of firefighters in Nashua, it is dated 1857. Another picture in the book is of two old hand tubs.

Vote 4-Yes

Motion Carried

**REMARKS**

N/A

**REMARKS BY FIRE COMMISSION**

Commissioner Burgess

- Thanked Commissioner Garant for the gifts
  - Tremendous pieces
  - Feels they are in the right spot
  - Thanked for the descriptions

Commissioner Garant will document the information

Commissioner Melizzi-Golja

- Thanked Commissioner Garant
- When Commissioner Garant started his career as a Fire Commissioner they campaigned together.
- Pleasure working with Commissioner Garant both in her role as alderman and now as fire commissioners

- Always appreciated his love, care and concern for NFR
- Thanked him again for the gifts

Commissioner Steere

- Thanked Commissioner Garant
- Connection to the past, seeing the pieces donated once again paints a wonderful picture of the history of the fire department in Nashua
- Helmet - certainly summarizes so well how strong the department is and how resilient it has been over the years.
- Wonderful gift he has given to the City of Nashua/Fire Department

### **PUBLIC COMMENT (RE: NFR NON-AGENDA ITEMS)**

- N/A

### **Date, Time and Location of Next Two BOFC Meetings:**

Wednesday, December 6, 2023, 5:30PM at 177 Lake Street Training Classroom

Wednesday, January 3, 2024, 4:00PM at 177 Lake Street Training Classroom to begin with FMO Fire Marshal and Inspector/Investigator Interviews

### **Date, Time and Location of other Events**

Sunday, January 7, 2024, Inauguration, Nashua North High School, time to be determined with BOFC Organizational Meeting immediately following

### **MOTION TO ADJOURN**

#### **Adjourn Meeting**

**Motion** by Commissioner Garant to adjourn the meeting at 5:45 PM

Seconded by Commissioner Steere

Vote 4-Yes

Motion Carried