

**City of Manchester, New Hampshire  
Board of Fire Commissioners**

***Minutes of the Regular Monthly Meeting***

**Date:** Tuesday, October 7, 2013

**Location:** Central Fire Station-100 Merrimack Street

**Board Members Present:** Commissioners Paul Harrington, Anthony Puzzo and Timothy DiVenuti. Commissioner Verna Perry absent. The meeting was called to order at 8:35 am.

**Present:** Chief Burkush, District Chief O'Reilly, Jody Rivard and Linda Miccio. Deputy Chiefs Daniel Goonan and Nicholas Campasano attending other meetings.

***A moment of silence was observed.***

***Minutes of the Previous Meeting:***

Motion to accept minutes - DiVenuti/Puzzo

***Correspondence:***

***Division Reports:***

**Chief Burkush reported on the following:**

- Discussion regarding \$200,000.00 shortfall in the FY 2014 budget.
- Discussion regarding AMR personnel and hostile patients.
- Discussion regarding ladder truck grant.
- FY 2014 projection due to Finance on October 11, 2013.
- Generator is operating on full emergency power.
- Discussion about the drain system project on Merrimack and Chestnut Streets.
- Discussion regarding the Old Police Station-more work involved removing antenna and fiber optic. Further issues with a reverter right with Amoskeag Industries and the land that old station occupies.
- Bids were opened for the command vehicle.
- Issues with ambulance billing have been resolved.
- Lengthy discussion about declining spectators at the annual Fire Prevention Parade. Fire Prevention Week annual Parade has been changed to include an annual 9-11 Memorial Star Climb, Fire Prevention and Safety demonstration and static displays of old and new apparatus. It is the goal to build up the event at the Brady Sullivan Tower in years to come.
- Chief Burkush reported that the members of the department volunteer at the annual Junior Fire Muster, which is well attended by children, parents and the public. Further, members volunteer in the annual St. Patrick's Parade, Boot Drive, CASA, Caregivers, Make a Wish, to name a few.

**Training Division Report:**

See attached report.

**Deputy Chief Goonan reported on the following:**

Not present.

**Fire Prevention Bureau Report:**

See attached report.

**Communications Report**

See attached report

***Old Business:***

None to discuss.

***New Business:***

No new business.

Next meeting scheduled for November 12, 2013 8:30 am

***Executive Session:*** Not necessary

***Adjournment:*** 9:20 am on a motion by Puzzo/DiVenuti

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

**City of Manchester, NH**  
**Board of Fire Commissioners**  
**Meeting Agenda**

Scheduled Meeting Date: Tuesday, October 7, 2013

Scheduled Time & Place: 8:30 am – Central Fire Station

**Agenda Items:**

- A. Moment of Silence
- B. Minutes of Previous Meeting
- C. Reports for the month (distributed at meeting)
  - 1. Current Roster
- D. Correspondence:
  - 1. Note of appreciation from Paul Bolieau's family.
  - 2. Note of appreciation from William Stearn's family.
  - 3. Thank you note from Crystal Bramante-Rite Aid.
  - 4. Note of appreciation from Jeffrey Humphrey, President Bedford Firefighters Local 3639.
- E. Division Reports:
  - 1. Report from Chief James Burkush.
  - 2. Report from Deputy Chief Nicholas Campasano.
  - 3. Report from Deputy Chief Daniel Goonan.
  - 4. Report from District Chief Ed O'Reilly.
  - 5. Report of the Communications Division.
- F. Local #856 and/or MAFS business:
- G. Old Business
- H. New Business
- I. Executive Session (if warranted)

MANCHESTER FIRE DEPARTMENT Line Personnel Roster

No.	Name	ENGINE CO. 2	ENGINE CO. 3	ENGINE CO. 4	ENGINE & TRK 5	ENGINE & TRK 6	ENGINE & TRUCK 7	DIST. CHIEFS	
1	Katzeffs, Lt. Nicholas	Goley, Lt. Jeff	Battery, Lt. Mark	O'Rourke, Lt. Daniel	Planté, Capt. Richard	Figuery, Lt. David	Poulin, Alfred DC		
11	Doucet, Mark	Flynn, Ken	Pinard, Brian	Ducharme, Roland	Wong, Kenneth	Provencher, James			
21	Simotte, David	Robert, Joseph	Bressard, Paul	Provost, L. Christian	Quellette, Ryan	Grover, Christopher			
31	Lopez, Jon			Bressard, Scott	Ellison, Christopher	Mills, David			
41				Knights, Lt. Kevin	Boudreau, Lt. Peter	Charpentier, Joshua			
51									
2	Pierson, Capt. Charles	Fosher, Lt. Jon	Burkush, Capt. John	Smith, Lt. Mike	Allard, Lt. Michael	Roy, Lt. Leo	Corbett, R. DC		
12	Devan, William	Paradis, Normand	Lawrence, Peter	Spenzka, Robert	Delaunoy, Matthew	Aboshar, Jeffrey	Pelletier, M. DC		
22	Boudhette, Adam	Garon, Michael	Bron, Robert	Morin, Charles	Quick, David	Simmons, Ryan			
32	Roy, Edward			Ducharme, Gary	Shea, Matthew	Lang, David			
42	L. Denis Pinard					Jay, Lt. David			
52						Monroe, Todd			
3	Sullivan, Lt. Daniel	Soderberg, Capt. Krs	Jette, Lt. Glenn	O'Neil, Capt. Brian	Ameen, Lt. Ed	Beaudet, Lt. Bob	Gamache, Michael DC		
13	Allen, Kelly	Grace, Justin	Garry, Patrick	Boucher, Paul	Gamache, Richard	Janelle, Kit			
23	Lescatre, Michael	Kellner, Patrick	Brackett, Adam	Fitzgerald, Ryan	Robinson, Gabriel	Morjrage, Timothy			
33	Frangos, Danny			Sheldon, Jason	Swirko, Timothy	Ouellette, Jeffrey			
43						Nelson, Lt. Ken			
53						Parolpe, TJ			
4	Gosselin, LT Robert	PARISEAU, LT	Bressard, Lt. Michael	Paquette, Lt. Brian	Desruisseaux, Lt. S	McGathey, Capt. Richard	Michael, DC James		
14	Bron, Joseph	Gaoglam, Wayne	White, William	McCarthy, Joseph	Welch, Robert	Laberge, Dan			
24	Rumbelt, John	Falcher, Tom	Osburn, Matt	King, Paul	Koslovsky, Jay	Perkowski, Gary			
34	Swanson, Michael	Holdredge, Lt. Kevin		Millard, Carl	McGulloch, Nikolas	Mayhew, Robert			
44						Prout, Lt. Ken			
54						Hood, Brad			
ENGINE CO. 8		ENGINE CO. 9		ENGINE 10		TRUCK 1		RESCUE CO. 1	
No.	Name	Name	Name	Name	Name	Name	Name	Name	Name
1	Lawrence, Lt. Mark	McLaughlin, Lt. Richard	Veilieux, Lt. Leo	Chouinard, Lt. Gregg	Martineau, Capt. Hank	Chisson, Lt. Max			
11	Robitoux, David	Ferry, Craig	Phelps, Willy	Goupil, Steven	Higgins, Mark	Cote, Paul			
21	Hatfield, Charles	Ludwig, Kurt	Collins, Dennis	Phillipote, Steven	Cole, Jason	Guay, Josh			
31			Dentholm, Kurt	Wescott, Sean	Poulin, Nick	Wilkinson, Jeff			
41			Russo, Joseph						
2	Fitzpatrick, Lt. Richard	Burns, Capt. Brendan	Narson, Lt. Adam	Star, Lt. Jon	Prince, Lt. Ken	Flanagan, Capt. Joseph			
12	Glickman, Ronald	Seidel, Duane	Meehan, Michael	Knight, Keith	Foley, John	Bagley, Joshua			
22	Duval, Jeff	Pearson, Steve	Pingree, Brennan	Aramini, Timothy	Monroe, Joel	Biron, Andre			
32			Michael, Joseph	Rouleau, Jason	Gellinas, Gregg	Shealer, Paul			
42									
3	Burks, Capt. Joseph	Lamothe, Lt. Matt	Morin, Lt. Robert	Merrill, Capt. Scott	Healey, Lt. Kevin	Parent, Lt. Andre			
13	Briggs, Jonathan	Beltz, Robert	Senecal, Matt	Lea, Michael	McNeil, James	Plantier, Robert			
23	Laroché, Stephen	Flanagan, Sean	Skora, Eric	Healy, Kevin	Levasseur, Denis	Langley, Robert			
33			Bodner, Daron	Burkush, TJ	Garnache, Chad	McNelly, Andrew			
43						Lemay, Lt. Brian			
4	MacDowell, Lt. Jeff	Cashin, Lt. R	Patten, Capt. David	Kelly, Lt. James	Couture, Lt. John	Frangos, Lt. Peter			
14	Parkin, Thomas	Delabanty, Brian	Beaulin, Joseph	Bolduc, Gregory	French, Brett	Defina, Thomas			
24	Phillibert, Adam	Sullivan, John	Pelletier, Richard	Rieault, Michael	Joy, Corey	Barton, Steven			
34			Keller, Joseph	Lang, Ryan	McGaffigan, Michael	Gellinas, Keith			
44									

TO OUR WONDERFUL  
FIRE FIGHTERS, OFFIC STAFF,  
OUR FAMILY WOULD LIKE TO  
THANK YOU ALL FOR THE FLOWERS  
AND THE AMAZING TURNOUT FOR  
PAUL AND OUR FAMILY. I CAN  
ONLY TELL YOU DURING THIS  
VERY DIFFICULT TIME, LOOKING  
BACK TO YOUR SUPPORT IT SUSTAINED  
US KNOWING YOU WERE THERE.  
GOD BLESS YOU ALL.

DIANE BOLIGAN  
& FAMILY

We would like to thank the  
Fire Department for their overwhelming  
support during this difficult time.  
A special thank you to all the  
Firemen who took their time to be  
with us to show their support.

Sincerely  
Ann, Gen & Laura

We shall always remember  
with deep gratitude  
your comforting expression  
of sympathy

Dear Manchester Fire Dept,

We would like to Thank you for your generosity. We greatly appreciate your Fire Fighters taking time out to participate in our Wellness Event/ Grand Re-opening! The children loved having the fire truck here!

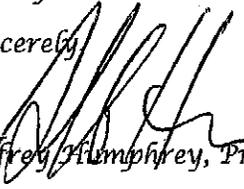
Thank you for  
your kindness,  
Rite Aid (Elm St. Manchester)  
Crystal Bramante

'9-2013'

*The members of the Bedford Fire Department  
would like to wish you a belated but sincere and heartfelt  
Thank You for all of your kindness following the death of  
Lt. Jim Clark.*

*Words can not express our appreciation for all the  
support that you and the community provided during our  
time of loss.*

*Sincerely,*

  
*Jeffrey Humphrey, President*

*Bedford Firefighters Local 3639*

# DIVISION REPORT

DEPUTY CHIEF CAMPASANO

OCTOBER 8, 2013

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## TRAINING DIVISION

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### EMPLOYEE SELF-DEVELOPMENT

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Department personnel participated in the following training programs offered through the Training Division:

- 2013 EMT Refresher – Mod 5      8 classes    177 attendees    708 contact hours

A promotional exam for the position of Fire Prevention Inspector I is scheduled to be held on December 4<sup>th</sup>. This promotional process will consist of a written and practical exam. It is anticipated that the results of the exam will be posted by December 13<sup>th</sup>.

### IN-HOUSE COMPANY TRAINING PROGRAM

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Companies continue to formally document their company level in-house training. **September** training hours for each company:

▪ Station 2.....	23.00 hours
▪ Station 3.....	18.00 hours
▪ Station 4.....	23.00 hours
▪ Station 5.....	20.50 hours
▪ Station 6.....	23.50 hours
▪ Station 7.....	00.00 hours
▪ Station 8.....	00.00 hours
▪ Station 9.....	20.00 hours
▪ Station 10 .....	22.00 hours
▪ Engine 11 .....	23.50 hours
▪ Truck 1 .....	19.50 hours
▪ Rescue 1.....	20.00 hours

The average training hours per company for the month of **September** were 17.75 hours. The average training hours per company for the month of August were 22.81 hours.

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## HOMELAND SECURITY

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The department has received the Zetron Station Alerting equipment. The units have been set up in classroom 1, which will be utilized as a set-up lab until the final configuration is completed. Zetron representatives are scheduled to come in to Manchester on November 12<sup>th</sup> to assist the Communication Division with the final configuration and installation.

The department received three sealed bids for the grant funded command vehicle, which were opened on October 4<sup>th</sup>. A list of the three proposals is attached to this report. The bid packages are currently under review.

Work continues on the east and west-side fiber optic projects. An amendment to our east-side EPA approval was sought and received, as the intended fiber route was changed, which necessitated a small excavated conduit run. The route change was due to a utility pole, used in the original fiber route, being permanently removed by Fairpoint Communications. Fairpoint has completed the associated rerouted manhole survey and is currently getting us quotes for the excavation work. The west-side fiber project is proceeding without problem.

Intertech Associates is continuing its work on the joint radio feasibility study for the cities of Manchester and Nashua. An updated draft "Findings and Recommendations" report was sent out on September 23<sup>rd</sup> and is currently being reviewed. A budgetary estimate was recently submitted by Harris Radio, which will be used to provide final cost estimates for radio replacement options. (Copy of draft report provided)

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## EMERGENCY MANAGEMENT OPERATIONS

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### LOCAL EMERGENCY PLANNING COMMITTEE

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The LEPC met on September 26<sup>th</sup>. The agenda for that meeting, as well as, the minutes for the August 22<sup>nd</sup> meeting are attached to this report. The committee began developing vulnerability analyses for Tier II reporters and their transportation routes. The committee will be utilizing the Hazardous Material Commodity Flow Study report, as a guide to analyzing major transportation routes within the city. Once completed, these vulnerability studies will be incorporated into an updated hazardous material annex. An informational flyer, inviting area businesses to participate on the LEPC, has been developed and will be distributed at various city functions (copy attached).

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### SOUTHERN NEW HAMPSHIRE REGION COMMUNITY PREPAREDNESS PROGRAM

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The SNHRCPP committee did not meet in September. The minutes of the August 26 meeting are attached to this report. The department, in conjunction with the city's Information Systems Department, is working on configuring the new LED message boards to work wirelessly within the city's network. Once properly configured, the department will start deploying the message boards to the stations.

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### EMERGENCY PREPAREDNESS - MANCHESTER CHILD CARE

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A meeting was held on September 30 at Easter Seals to discuss emergency preparedness in child care centers. An agenda for that meeting is attached to this report. Gregg Champlin of the Department of Safety and Paul Rondeau of the Manchester Police Department was also present. A draft training program was proposed, which included basic incident command and emergency planning. An incident command class for child care providers will be held at the Manchester Fire Department on December 7<sup>th</sup>. This program will allow child care providers to participate in the FEMA IS100 program and receive their certification in incident command for schools. Following this program, an emergency preparedness program will be offered

to child care providers, which will provide the information necessary to adequately plan for "all hazards" emergencies.

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#### EMERGENCY MEDICAL SERVICES

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The department is completing the 2013 EMT refresher training program this month. Make-up classes will be held during the last week of October and the first week of November, for those members who may have missed a regularly scheduled class. A paramedic and EMT-Intermediate refresher training program has been scheduled for the week of October 21<sup>st</sup>. All refresher programs will be completed before the end of the year, with all paperwork processed and filed before the 2013 National Registry recertification cycle ends (3/30/2014). An Advance-EMT refresher, as well as, a full Advanced-EMT training program is being planned for the beginning of the New Year.

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#### AMBULANCE CONTRACT

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The department continues to meet with AMR and the medical resource hospitals for monthly quality review meetings. The next meeting is scheduled for October 10<sup>th</sup>. In addition to reviewing current issues, attention will start to focus on the new upcoming contract and the performance related changes within it.

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#### ZOLL CARDIAC DEFIBRILLATORS

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The department continues to work with Zoll Medical to resolve a date/time resetting issue. We have had engineering teams visiting our stations and have had all of the circuit boards in our units replaced in an attempt to find a solution. We will be switching the download method from a USB memory stick to an infrared port system to eliminate the possibility of static discharges during the winter months. It is thought that static shocks may be causing the date and time to reset. Medically, the units work flawlessly and have not malfunctioned. As the date/time stamp resetting happens intermittently and does not follow any pattern, tracking down the cause has been very difficult. Zoll has been very responsive to this issue and have been working diligently to resolve it.

Company Name	Location	Web Site	Bottom Line Price
Farber Specialty Vehicles	Columbus, Ohio	<a href="http://www.fsvcc.com/">http://www.fsvcc.com/</a>	\$ 549,001.00
Emergency Vehicles, Inc	Lake Park, Florida	<a href="http://www.evi-fl.com/">http://www.evi-fl.com/</a>	\$ 525,765.00
Accelerated Media Technologies	Auburn, Massachusetts	<a href="http://www.acceleratedmt.com/">http://www.acceleratedmt.com/</a>	\$ 491,904.00

**City of Manchester  
Local Emergency Planning Committee  
(MLEPC)**

**Agenda**

**September 26, 2013  
3:00 PM**

**Manchester Fire Department  
100 Merrimack St.  
Manchester, NH 03101**

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- I. Welcome and Minutes
  - Jillian Harris, Acting Chair
- II. Vacant Chair Position
  - Jillian Harris, Acting Chair
- III. Vulnerability Assessment Scenarios
  - Jillian Harris, SNHPC
- IV. Next Steps, New Business and Events
- V. Conclusion
  - Date for Next Meeting
- VI. Adjourn

*~All MLEPC Meetings are open to the public. For questions, special accommodations or directions, please call Jillian Harris, SNHPC 669-4664, [jharris@snhpc.org](mailto:jharris@snhpc.org) ~*

**City of Manchester  
Local Emergency Planning Committee**

**Meeting Minutes**

**August 22, 2013  
3:00 PM**

**Manchester Fire Department  
Manchester, NH 03101**

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**Manchester Local Emergency Planning Committee (MLEPC) members present:**

- Nick Campasano – MFD
- Phil Alexakos - Manchester Health Department, Secretary
- Shawn Bolduc – Dartmouth Hitchcock
- Bob Goldthwaite – Comcast
- Rick Plourde - PSNH
- Leo Roy – MFD
- Susan Brown - Nycoa
- Jillian Harris – SNHPC

**I. Approval of the Minutes from the July 18, 2013 meeting**

Motion to accept- Phil A  
2<sup>nd</sup>—Nick C.  
Unanimous Approval

**II. Vacancy-**

Jillian will fill in as the 'acting chair' but that the Chair position should be filled. Phil made a motion to have Jillian serve as acting chair for the next meeting and at that next meeting the Committee will act upon the vacancy with elections. Seconded by Nick. Unanimous Approved

**III. Recruitment-**

2011 tier II-- many letters returned

Strategies

1. Positive reinforcement (in the media)
2. Committee recognition (media)
3. Mayor's Office recognition
4. Chamber of Commerce

Subcommittee formed: Phil, Susan, Bob, Nick, Shawn and Jillian  
Meeting date: TBD (9/16-rescheduled)

**IV. Review of CTS--**

Jillian made decisions about the high risk chemicals: Truck -inhalation  
Rail- inhalation using 90% estimates

Top risks are found on Page 32

City of Manchester  
Local Emergency Planning Committee

Meeting Minutes

August 22, 2013  
3:00 PM

Manchester Fire Department  
Manchester, NH 03101

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The group approved these through unanimous consent\*

NYCOA receives/reports the rail supplies (under Tier II) but "Pan Am Rail" is exempt from reporting as it is not a fixed location. Jillian used a surrogate measure to estimate flow and impacts.

All agreed that we run "worst case scenarios" and then "realistic scenarios" for hazards Question posed: Aside from inhalation, what else should be included? Explosive

What % of businesses are missing from Tier II? Estimated 66%

\*Note: this document (CTS) is subject to revision as additional commodities/ hazards are identified, vulnerabilities----subject to annual review? What is the appropriate frequency?

**IV. Outreach to increase reporting-- \*\*subcommittee \*\* to outreach to other businesses (See III. Recruitment above)**

1. Engage the Chamber of Commerce- info about Tier 2 and then outreach
2. Standard letter but need to update contacts
  - a. Nick will reach out to Len Wallace, Chamber, and OSHA round table, Shawn Bolduc offered to assist with mailing letters
  - b. Other avenues--- Hazard Waste Generators, AST, UST from DES ONESTOP
3. Media --outreach in September? Also a good opportunity to recruit new members

**V. Next Steps**

1. Jillian suggests that if your company has a chemical of concern then run the scenarios in CAMEO and export and send the files to MFD By Sept 12\*\*
2. Also if there are certain conditions specific to a facility send them...containment etc.
3. Risk assessment should start as "Facility based", and then include routes
4. Come back together to discuss nuances

\*\*Note: Nick offers the use of MFD to coach on running scenarios as will SNHPC

**City of Manchester  
Local Emergency Planning Committee**

**Meeting Minutes**

**August 22, 2013  
3:00 PM**

**Manchester Fire Department  
Manchester, NH 03101**

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**VI. Member Updates:**

Nick---Tier 2 update coming to MFD this Fall-- all due in March

1) MFD reminder notices

2) "Manager interface" with industry which can upload data

3) This data can be sent to:

- a. LEPC for approval (complete or not)--routes are often missing, incomplete and nonsensical—an opportunity to see and address gaps!
- b. Rescue one for inspections

**VII. Next meeting September 26 @300pm**

Meeting Adjourned @3:58pm

James Burkush  
Chief of Department



**CITY OF MANCHESTER**  
**Fire Department**  
**Local Emergency Planning Commission**

*In accordance with the Emergency Planning and Community Right to Know Act (EPCRA), The Manchester Local Emergency Planning Committee (MLEPC) will encourage and support emergency planning for responding to all hazards and provide local governments and the public with information to use for planning and response.*

The City of Manchester's Local Emergency Planning Committee (LEPC), established under the Emergency Planning and Community Right-to-Know Act (EPCRA), is responsible for identifying chemical hazards in the community, developing emergency plans in case of an accidental release, and identifying ways to prevent chemical accidents. Southern New Hampshire Planning Commission (SNHPC), in partnership with the Manchester Fire Department, is coordinating and facilitating monthly meetings of the LEPC which will guide the city's development of a Hazardous Materials Commodity Flow Study and the update of its Hazardous Materials Response Plan. Additionally, this study will provide updated information and analysis, which will aid the City when developing coordinated hazardous materials response efforts and help to minimize the adverse effects resulting from an uncontrolled release of or exposure to hazardous materials.

The goal of the LEPC is to encourage and support the emergency planning for responding to all hazards and provide local governments and the public with information to use for planning and response. Information and updates for the Manchester LEPC can be found at:

<http://www.manchesternh.gov/Departments/Fire/EmergencyCenter/LEPC.aspx>

The LEPC meets at 3:00 PM on the third Thursday of every month at the Manchester Fire Department, 100 Merrimack Street, Manchester, NH. Manchester businesses are encouraged to attend and participate in this important emergency planning process.

For more information please contact:

Jillian Harris, Senior Planner  
Southern New Hampshire Planning Commission  
(603-669-4664)  
[jharris@snhpc.org](mailto:jharris@snhpc.org)



**Minutes of the Southern New Hampshire Region  
Community Preparedness Program Committee Meeting**

Held on August 26, 2013

At the Southern New Hampshire Planning Commission Offices,  
438 Dubuque Street, Manchester, New Hampshire

**MEMBERS PRESENT**

Jillian Harris	-	Southern New Hampshire Planning Commission
Fred Heinrich	-	Londonderry Fire Dept.
Al Raymond	-	Goffstown CERT
Kevin Pratt	-	Chief, Raymond Fire Dept. /OEM
R. H. Snow	-	Selectman, Town of Candia
Janet Chamberlain	-	New Boston Fire Dept.
Scott Wiggin	-	Chief, Bedford Fire Dept.
Nick Campasano	-	Deputy Chief, Manchester Fire Dept., EMD
Richard O'Brien	-	Goffstown Fire Dept.
Ray Brown	-	Assistant EMD, Town of Derry
Daniel Snyder	-	Southern New Hampshire Planning Commission

**1. WELCOME AND MINUTES**

Jillian Harris welcomed everyone to the Southern New Hampshire Region Community Preparedness Program meeting. The minutes from the June 28, 2013 meeting were unanimously approved.

**2. ANNUAL ELECTION OF OFFICERS**

Rob Browne has served as Chairman of the SNHRCPP this past year and will be unable to fill the role this coming year. A new Chairman is needed, as well as a new Vice-Chairman. Chief Scott Wiggin of Bedford was nominated as Chairman of SNHRCPP. Nick Campasano made a motion to approve Chief Wiggin as the SNHRCPP Committee Chair, seconded by Al Raymond and unanimously approved. Chief O'Brien of Goffstown nominated himself as Vice-Chairman. A motion was made by Fred Heinrich to approve Chief O'Brien as the Vice Chair of the SNHRCPP Committee, seconded by Al Raymond and unanimously approved. Ms. Harris nominated herself to resume as Secretary for the group. A motion was made by Nick Campasano to approve Ms. Harris as the Secretary for the SNHRCPP Committee, seconded by Al Raymond and unanimously approved.

Ms. Harris brought up the fact that SNHRCPP does not have rules of procedure for governing their meetings and that she will draft these up for the next meeting, including a brief summary of responsibilities for the Chairman and Vice-Chairman. Elected officers will serve for 2 year terms. A quorum will likely be a simple majority or 8 members present, on the assumption that there will be a representative from each of the 14 communities. Ms. Harris brought up that the EMPG grant will be expiring at the end of September and that she will research additional funding sources to continue the coordination and facilitation of the SNHRCPP's work.

### **3. EMERGENCY MESSAGE BOARDS UPDATE**

Nick Campasano, Chief of the Manchester Fire Dept. provided an update to the committee on the LED emergency message boards project. As of right now MFD has received all of the message boards, components and weatherproof housing. Copies of the Memorandum of Understanding were handed out to each attendee to bring back to their respective local governing bodies to review the proposed agreement. The local officials do not need to sign the MOU, but only to declare if they wish to participate in the project. After the local officials make a decision, each community's FD and IT staff will attend a training session with the Manchester Fire Dept.'s IT Director to be trained on how to set up and use the message boards. Towns will receive their message boards at the training workshops and can bring them back to their communities afterwards. Each message board is reported to weigh 50 lbs., so using transportation to the training that is capable of being loaded up with this equipment is recommended. Three dates will be scheduled for small group training sessions in September, dates and times will be finalized and shared by Chief Campasano. Message boards will have a mounting bracket and can be controlled via an Ethernet connection or Wi-Fi. Chief Campasano's Powerpoint presentation will be made available on [www.snhrcpp.org](http://www.snhrcpp.org) and he will be available to give presentations on the message boards to any local governing body if they have any concerns or questions. Each community is eligible to have 3 message boards, however a town may decide if they prefer to have less than that amount. A message board is capable of saving 64 different "pages" (or messages) to allow communities to have messages ready in the event of a particular disaster.

### **4. PREPAREDNESS VIDEO COORDINATION**

Ms. Harris will be meeting this week with Mitch Cady from the Manchester Fire Prevention department. She will also be contacting Manchester Public Television to begin coordinating the video production of the Preparedness PSA that will be made available to all 14 SNHRCPP communities. Ms. Harris will need a couple of volunteers from the committee to help participate in the video, specifically as the person providing tips and advice on preparedness to a homeowner as they walk through a house. Interested parties are encouraged to contact Jillian Harris at: [jharris@snhpc.org](mailto:jharris@snhpc.org).

## 5. NATIONAL PREPAREDNESS MONTH ACTIVITIES

A National Preparedness Month press release was sent out last week (8/20) and several news outlets have picked it up. Members are encouraged to email event details to Ms. Harris so that the event can be posted to the [www.snhrepp.org](http://www.snhrepp.org) website. There was mention of New Boston possibly hosting an event and details are needed for the website update.

## 6. EMERGENCY PREPAREDNESS SURVEY QUESTIONS

On behalf of all nine Regional Planning Commissions (RPC) in the state, the University of New Hampshire (UNH) conducted a statewide survey of residents and included questions on community preparedness. Between May 9 and July 6, 2013, a total of 2,013 adults were surveyed by telephone. Results are currently being oversampled to better represent the state's demographics. Some preliminary responses include:

- Nearly three in four (73%) residents are concerned (32% "very concerned" and 41% "somewhat concerned") with snow or ice storms in their community followed by power outages (69%), wind damage (55%), flooding (41%), drought (34%) and wildfires (32%).
- Only 12% of residents are very concerned about their community's level of preparedness in weather-related situations, while 35% are somewhat concerned, 32% are not very concerned, 20% are not at all concerned and 1% said they don't know.
- Only 6% of residents said that Preparedness for Weather is their top priority for investing public dollars.

## 7. NEXT STEPS

Several items will be sent out to committee members, such as message board IT training information and copies of the NPM press release. Committee members are encouraged to volunteer for the Preparedness PSA and submit details of NPM events to Jillian Harris.

## 8. ADJOURNMENT

The meeting was adjourned at 10:36 AM.

## NEXT MEETING

It was decided that the 4<sup>th</sup> Monday of a month at 10 AM on a quarterly basis works well and will continue to be used to schedule SNHRCPP meetings.

The next meeting of the SNHRCPP committee will be held in November 2013. Date TBD.

DRAFT

AGENDA- September 30, 2013 at 1:00-2:30 PM  
Easter Seals NH Child Care Resource and Referral (CCR&R)  
555 Auburn St., Manchester

**Child Care Programs Emergency Preparedness (EP) for Greater Manchester Area (Auburn, Bedford, Chester, Goffstown, Weare, Manchester and New Boston)**

- I. Introductions (All)
- II. How well prepared is Manchester's Child Care programs for emergencies? (Gregg and Glenda)
  - A. EP Training- Incident Command System/Response Drills (Gregg); Family Child Care and Center Base training on Response Action Drills and EP Child Care Guides (Glenda)
  - B. Pilot Program Evaluation – Little Frogs and Polliwogs
  - C. Potential Issues or important points to address to all child care programs:
    - 1) Classroom doors not able to be locked (all outside doors secure, except front door)
    - 2) Locating areas of refuge for evacuation (distant or other side of town) for some programs and obtain a written agreement from both parties.
    - 3) Guidance for evacuating (Wee Play School) from rear of Mill building (dangerous steep stairs and elevators?)...recent lightning strike to roof of building.
    - 4) Large Centers...understanding and implementing ICS (population about 100 -350 children enrolled in programs-ages 6 weeks- 5years, plus some afterschool programs after 2pm.)
    - 5) Incident Commander, Team Leaders or essential personnel need to understand they must remain on duty during an emergency situation. All employees need to ensure their families are also ready for emergencies.
  - C. Technical Assistance- CCR&R
- III. Alerting community partners to keep licensed child care programs (center base and family child care) in loop for notification of emergencies as necessary. It is the child care program's responsibility to contact partners.
- IV. Review of EP plans for child care programs. (Police Department and/or Fire Department and the Child Care Licensing Unit.) Gregg (FEMA) and Glenda or Cindy (CCR&R) currently review EP plans upon request, as well as licensing.
- V. What can we do in the future for assisting child care programs in the area of EP? Trainings include PD and Fire Dept? Visit Child Care Director's Group to discuss EP. CCR&R will continue to provide annual Emergency Preparedness training. (All)
- VI. Wrap –Up...Thanks for coming!

Manchester Fire Department, Fire Prevention Bureau  
Report to the Fire Commission  
Tuesday Morning, October 8, 2013

**Fire Prevention Week:** As of this past Sunday, October 6, 2013, the annual national Fire Prevention Week is now underway. As an alternative to the parade, municipalities and apparatus owners with show emergency vehicles were invited to participate in a static display of fire equipment. Many of the fire trucks were recognizable as they have been here many times before. The vehicle competition is the same and trophies were awarded for appropriate classification, again, similar to prior years. All indications are that the September 11, 2001 memorial stair climb at the 1000 Elm Street high rise was a success. Unfortunately, the weather did not cooperate and it rained for most of the morning. Old antique style fire apparatus stayed away from this years event as the rain in an open cab can reverse years of restoration work.

However, for Fire Prevention we were able to provide fire education materials to about 20 kids who braved the elements to meet Sparky. We are now in the process of assessing what can be improved on for next year. We are also in the process of extending thank you correspondence or cards to those who contributed to the event. It was a good day. As far as the rest of the week is concerned, our office has administered to over a dozen school and day care visits, all in the name of Fire Prevention. Feedback has been very positive as it always is for these educational visits. Firefighters are role models for school age children. They look up to our responders with great admiration and respect. We feel that when we visit, teach, and especially, when we answer alarms.

**Hanover Street Explosion & Fire:** On September 9<sup>th</sup> 2013 units from our Department responded to the Mobil fuel station, 1095 Hanover Street, near the Southbound on-ramp to Interstate 93. There was a reported explosion and resulting fire that severely injured (burns) contractors working in an underground fuel storage tank. Our office investigated the incident and determined the cause to be accidental.

It has just been learned, and sadly, that one of the contractors working at the site on Hanover Street has died. Not forgotten are those injured and recovering as of the date of this report.

We recognize the deceased individual as one who died on the job with all of the similarities and feelings we experience in our profession. He was working to earn a living for himself and his family.

Edward O'Reilly  
Chief of Fire Prevention  
Manchester NH

## **Communications Division Fire Commission Briefing October, 2013**

The Next Listed Agent Class has not been scheduled. Active Listed Agents are 672. Applications are being taken at this time for the upcoming class.

Approximately 104 fire alarm inspections have been conducted in the past month.

Approximately 28 work orders have been conducted in the past month.

Radio Master Box in 0 Wire Master Box in service 0 Additional M Zones 0  
4 Central Station accounts in Service

### **Fire Alarm notes:**

- 28 active fire alarm applications, larger projects include:

#### **VA Hospital:**

Fire Alarm system is nearing completion. The federal inspectors have been conducting their test of the fire alarm system. We are waiting on the installation of the radio boxes that will monitor most buildings on campus

#### **Mt. Carmel Nursing Home**

Building interior renovation and fire alarm system upgrades of the property have begun. The first three phases of construction are complete. Total renovation is scheduled for completion in the fall of 2013.

#### **300 Bedford St.**

The Loft at Mill One still has completed all outstanding issues with fire alarm. A few life safe issues are still being addresses.

#### **195 McGregor St.**

The electrical contractor for Millwest still has not delivered a complete fire alarm submittal to this office. Original plans were submitted to the fire department in July, 2013. Many deficiencies were found in the review. Contractor was notified and a partial submittal has since been received.

### **Old Police Building:**

10/7/2013

Information is being collected and reviewed for the removal/relocation of city communications cables that run through the old police building. Another issue, the fire department radio tower, is guyed to the PD building. Information from a structural engineer regarding the removal of this guy wire has been sent to the Facilities Division for review.

**Line work:**

We are presently interviewing and checking references of the low bid contractor for the East Side fiber project. A small section of conduit has to be installed by Fairpoint and that is being scheduled.

Hackett Hill Rd. and Front St. The Communications Division along with a contractor had to relocate fire alarm and fiber optic cables at this intersection to make way for road widening. Both cables had to be extended with splicing enclosures installed in the manhole on Hackett Hill Rd and on the utility pole on Front St. This project was funded by the Walmart Corp, who is responsible for the road work.

River Rd. We have had issues the past couple of months with the fire alarm cable that connects Southern New Hampshire University to the fire dispatch center. After many hours of trouble shooting, it is believed that the cable going across the I93 bridge is damaged. 1300' of fire alarm cable has been ordered and we have tentatively scheduled it to be installed this Wednesday.

Fire alarm and Fiber optic cables transfers are ongoing as PSNH and Fairpoint continue with their utility pole replacement program through the city. Approximately 20 of the pole change request included school department cable along with fire cables, have been transferred last month.

Discussions and the research of other cable routes are ongoing for the relocations of fire alarm and fiber optic cables that currently run through the old police building.

**Radio:**

**Station Alerting:**

The new Zetron station alerting system has been delivered. It will be set up in the one of the training classroom and tested prior to installation in the fire stations. All Communications Technicians are schedule to attend training (to be held at HQ) to be factory certified on the Zetron Equipment.

Intertech Associates has been selected for the Public Safety Radio Communications Consulting Services. This study is to review the radio systems for the City of Manchester and the City of Nashua; with the possibility of a combined radio system. The Findings and Recommendations report has been received and is under review.