

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

*Minutes of the Regular Monthly Meeting*

**Date:** Tuesday, December 10, 2013

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

**Board Members Present:** Commissioners Paul Harrington, Anthony Puzzo, Verna Perry and Timothy DiVenuti. The meeting was called to order at 8:30 am.

Newly appointed Commissioner Mark Burns was introduced.

**Present:** Chief Burkush, Deputy Chiefs Campasano and Goonan, Inspector Peter Lennon, Jody Rivard and Linda Miccio.

*A moment of silence was observed.*

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

Motion to accept minutes - Puzzo/Perry

***Correspondence:***

***Division Reports:***

**Chief Burkush reported on the following:**

- Discussion about FY 2015 budget with Mayor when he informed us that there was a 10 million dollar deficit and a 1% increase in the tax rate would be within the tax cap. The FY 2015 budget will show a \$400,000.00 deficit, if that budget is adopted.
- Facing a challenge in FY 2014 to maintain 46 on duty each shift, last June the BMA directed the department to maintain 46 on duty. FY 2014 is currently indicating a \$200,000.00 shortfall.
- Anticipating at least one more retirement in FY 2014.
- Signed contract with Emergency One to purchase three pumpers.
- Update the department is in the process of hiring a new administrative person.
- Reporting MFD responded to 20,000 runs, of which, 76% are EMS calls.

Commission Harrington asked about how the Fire Department Mechanics were working at the maintenance garage. Chief Burkush spoke that they exclusively made repairs to fire department apparatus and continued to snowplow all city fire stations.

**Training Division Report:**

See attached report.

Commission Harrington discussed that City is facing a serious problem with over 1,000 children going without food. The conversation continued about the rising crime rate that the city faces daily.

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

- Discussion about the changing demographic in the City, which has seen an increase in crime.
- Discussion about long-term injury, illness and working to get employees back to work.
- There are no issues with AMR.
- Discussion about Haz/Mat physical, the cost is \$18,000.00 annually. Meeting with Dr. Gassert to discuss staying in the Haz/Mat business.
- Discussion about needed repairs at Station 10, 9 and 3, but there is no money for those repairs.
- Donald Rippy has agreed to work 1 day per week.
- Working on a Social Media policy.

**Fire Prevention Bureau Report:**

- Discussion about job works blasting issues.
- Thirty new townhouses are scheduled to be built in the Hackett Hill area this coming spring.
- Reviewing plans for Wiggins for a large hangar to be erected at the airport.
- Discussion about the townhouse conversion at 195 McGregor Street.
- Palace Theatre has been sprinkled.
- One fatal fire death in 2013.

See attached report.

**Communications Report**

See attached report

***Old Business:***

None to discuss.

***New Business:***

Commission Harrington discussed the role that the Commission plays as an advisory board to support and assist the Chief of Department.

Next meeting scheduled for January 14, 2014 8:30 am

*Executive Session:* Not necessary

*Adjournment:* 9:15 am on a motion by Puzzo/Perry

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

Fire Commission Meeting  
Report from the Fire Prevention Bureau  
Tuesday December 10, 2013

**Fire Suppression System Permit Activity:** Some of the more recent activities/projects would involve the Texas Roadhouse Restaurant, 1525 South Willow Street; New Hampshire Job Works, 943 Dunbarton Road; Quirk Auto, 1300 South Porter Street; Palace Theatre, 80 Hanover Street; Pint Public House, 1111 Elm Street, Washington Park Estates on Country Club Drive, etc.; As of the date of this report we have processed 116 sprinkler installations, sprinkler repair/modifications and commercial kitchen suppression systems for 2013. We are not expecting many more large projects before the end of the year. Plan reviews would include application of State fire codes, NFPA 1 & 101 (referenced mostly to NFPA 13, 13R, 13D and 96 systems) along with local rules and regulations for fixed fire protection systems updated to May 2013.

The permit and local rules are posted on the web site for download, and, although a 12 page document, most contractors familiar with the form and design affidavit (page 2 & 3) can quickly exclude pages and questions as not necessary. It does take some experience. Along with the permit we require a stamped plan from a licensed fire protection engineer for all installations and modifications, or if the system modification is less than 12 sprinkler heads, we would then require a shop drawing with a review from a NICET level III (National Institute for Certification in Engineering Technologies) number on page 2. Pre-engineered systems like commercial kitchen protection assemblies (hood coverage) are exempt from NICET or FPE required for permit. The review checklist applied to the plan would cover the yard hydrant within 100' of the fire department connection, outside post indicator valve wired for tamper supervisory, electric bell, backflow prevention device, low pressure set to alarm, floor zones with separate alarm point and low pressure system side, inspectors test valve at the most remote coverage area of the system and all valves wired for tamper to FACP amber and audible trouble signal.

Typical problems sent back for plan change are usually arrangements that have to be thought out. We would allow a residential system to be zoned to apartment units up and down as opposed to zoned floors as long as the annunciation can be understood by responders. We require low pressure to alarm at 60% of drop in pressure at any location in the system or zone.

Permit becomes invalid if work does not commence within 180 days of permit issue. Permit becomes invalid if work is suspended or abandoned for a period of 180 days after the work has commenced. A new permit has to be obtained if these conditions mentioned above occur. Permit fees are adjusted to one – half the original fee and, although this has not happened often, we do have some examples of construction problems and delays.

Edward O'Reilly  
Chief of Fire Prevention

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

Scheduled Meeting Date: Tuesday, December 10, 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. Letter of thanks from Town of Windham Fire Department.
  - 2. Nomination of Mark Burns to Fire Commission.
  - 3. Letter of thanks from Deborah Crotty.
  - 4. Letter of recognition from Manchester Water Works Commission.
  - 5. E-mail from Lisa Vigneault.
- 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.	ENGINE CO. 2	ENGINE CO. 3	ENGINE CO. 4	ENGINE & TRK. 5	ENGINE & TRK. 6	ENGINE & TRUCK 7	DIST. CHIEFS
No.	Name	Name	Name	Name	Name	Name	Name
1	Katejulis, Lt. Nicholas	Goley, Lt. Jeff	Batley, Lt. Mark	O'Rourke, Lt. Daniel	Plante, Capt. Richard	Fuery, Lt. David	Poulin, Alfred DC
11	Ducei, Mark	Robert, Joseph	Pinard, Brian	Ducharme, Roland	Wong, Kenneth	Provencher, James	
21	Sinotte, David	Starf, Hayden	Brassard, Paul	Provost, L. Christian	Ouellette, Ryan	Grover, Christopher	
31	Lopez, Jon			Brassard, Scott	Ellison, Christopher	Mills, David	
41						Boudreau, Lt. Peter	
51						Charpentier, Joshua	
2	Pieron, 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	Sternska, Robert	Deleault, Matthew	Aposhar, Jeffrey	Pelletier, M. DC
22	Bouthette, Adam	Garon, Michael	Biron, Robert	Morin, Charles	Quick, David	Simmons, Ryan	
32	Roy, Edward			Ducharme, Gary	Shea, Matthew	Lang, David	
42						Jay, Lt. David	
52						Monroe, Todd	
3	Sullivan, Lt. Daniel	Soderberg, Capt. Kris	Jette, Lt. Glenn	O'Neil, Capt. Brian	Ameen, Lt. Ed	Beaudet, Lt. Bob	Gamache, Michael DC
13	Allen, Kelly	Grace, Justin	Garity, Patrick	Boucher, Paul	Garnache, Richard	Janelle, Kirt	
23	Lescatre, Michael	Kellher, Patrick	Brackett, Adam	Fitzgerald, Ryan	Robinson, Gabriel	Morgrage, Timothy	
33	Frangos, Danny			Shelton, Jason	Swirko, Timothy	Ouellette, Jeffrey	
43				Lemay, Lt. Brian		Nelson, Lt. Ken	
53						Principe, TJ	
4	Gosselin, LT Robert	PARISEAU, LT	Brassard, Lt. Michael	Paquette, Lt. Brian	Desruisseaux, Lt. S	McGathey, Capt. Richard	Michael, DC James
14	Biron, Joseph	Georgiana, Wayne	White, William	McCarthy, Joseph	Weich, Robert	Laberge, Dan	
24	Rurnteit, John	Faucier, Tom	Osburn, Matt	King, Paul	Koslowsky, Jay	Parkowski, Gary	
34	Swanson, Michael	Holdredge, Lt. Kevin		Millard, Carl	McCulloch, Nikolos	Maylone, Robert	
44						Proulx, Lt. Ken	
54						Hood, Brad	
ENGINE CO. 8							
ENGINE CO. 9							
ENGINE CO. 10							
ENGINE CO. 11							
TRUCK 1							
RESCUE CO. 1							
No.	Name	Name	Name	Name	Name	Name	
1	Lawrence, Lt. Mark	McLaughlin, Lt. Richard	Vailloux, Lt. Leo	Chouinard, Lt. Gregg	Martineau, Capt. Hank	Chasson, Lt. Max	
11	Robidoux, David	Ferry, Craig	Collins, Dennis	Goupil, Steven	Flynn, Ken	Cote, Paul	
21	Hatfield, Charles	Ludwig, Kurt	Denholm, Kurt	Philboite, Steven	Cote, Jason	Guay, Josh	
31			Russo, Joseph	Wescott, Sean	Poulin, Nick	Wilkinson, Jeff	
41				Knight, Lt. Kevin			
2	Fitzpatrick, Lt. Richard	Burns, Capt. Brendan	Iverson, Lt. Adam	Starr, Lt. Jon	Prince, Lt. Ken	Flanagan, Capt. Joseph	
12	Glickman, Ronald	Seidel, Duane	Meehan, Michael	Knight, Keith	Foley, John	Bagley, Joshua	
22	Duval, Jeff	Parson, Steve	Pinagre, Brennan	Aramini, Timothy	Monroe, Joel	Biron, Andre	
32	Pinard, Lt. Denis		Michael, Joseph	Rouleau, Jason	Gelinas, Gregg	Sheatter, Paul	
42							
3	Butts, Capt. Joseph	Lamothe, Lt. Matt	Morin, Lt. Robert	Merrill, Capt. Scott	Healey, Lt. Kevin	Parent Lt. Andre	
13	Briggs, Jonathan	Beltz, Robert	Senechal, Matt	Leafe, Michael	McNeil, James	Plantier, Robert	
23	Laroche, Stephen	Flanagan, Sean	Skora, Eric	Healy, Ryan	Levasseur, Denis	Langley, James	
33			Bodner, Baron	Burkush, TJ	Garnache, Chad	Monnelly, Andrew	
43			Abosher, Scott				
4	MacDowell, Lt. Jeff	Cashin, Lt. R	Patten, Capt. David	Kelly, Lt. James	Couture, Lt. John	Frangos, Lt. Peter	
14	Povlin, Thomas	DeLahanty, Brian	Beaudin, Joseph	Bolduc, Gregory	Higgins, Mark	Defina, Thomas	
24	Phillibert, Adam	Sullivan, John	Pelletier, Richard	Rheaute, Michael	Joy, Corey	Barton, Steven	
34			Keller, Joseph	Lang, Ryan	French, Brett	Gelinas, Keith	
44					McGaffigan, Michael		



# Town of Windham Fire Department

*Old Values ~ New Horizons*

3 Fellows Road • P.O. Box 120 • Windham, NH 03087-0120  
(603) 434-4907 • Fax (603) 437-6715

Manchester Fire Department  
Chief James A. Burkush  
100 Merrimack Street  
Manchester, NH 03101

October 25, 2013

Dear Chief Burkush:

On behalf of the Windham Fire Department, I would like to thank you for participating in our Annual Fire Prevention Open House, on October 5, 2013.

The success of this event relies on organizations such as yours and the time you are willing to give to participate. The Citizens of Windham thoroughly enjoy participating as they learn to keep their families safe with the education they are offered.

For this, the Windham Fire Department is sincerely grateful for all that you have done to make this possible. Our hope is to continue our community development with you in the years to come.

Sincerely,

Chief Thomas L. McPherson  
Windham Fire Department



## CITY OF MANCHESTER

*Theodore L. Gatsas*  
*Mayor*

November 19, 2013

The Honorable Board of Aldermen  
One City Hall Plaza  
Manchester, NH 03101

**RE: Nominations**

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1) Edward Doyle to fulfill a vacancy as a member of the Arts Commission term to expire December 1, 2016;
- (2) Rebecca O'Neil to succeed herself as a member of the Arts Commission term to expire December 1, 2016;
- (3) Carolina Chauvette to fulfill a vacancy as a member of the Arts Commission term to expire December 1, 2016;
- (4) Raymond Clement to fulfill a vacancy as a member of the Board of Adjustment (Zoning Board) term to expire March 1, 2014;
- (5) Mark Burns to fulfill a vacancy as a member of the Fire Commission term to expire May 1, 2015;
- (6) Richard Rothwell to succeed himself as a member of the Highway Commission term to expire January 15, 2017;
- (7) Vasilios Skouteris to succeed himself as a member of the Highway Commission term to expire January 15, 2017;
- (8) Kim Griswold to succeed herself as a member of the Water Commission term to expire January 1, 2017;
- (9) Phillip Sapienza to succeed himself as a member of the Water Commission term to expire January 1, 2017.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

Regards,

A handwritten signature in cursive script that reads "Theodore L. Gatsas". The signature is written in black ink and is positioned above the printed name.

Theodore L. Gatsas  
Mayor

cc: Matthew Normand, City Clerk  
TLG/swp

Manchester Fire Department

November 7, 2013

100 Merrimack St.

Manchester, NH 03101

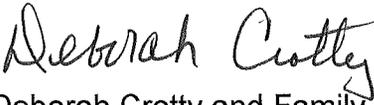
Chief Burkish,

I just wanted to thank you and the entire department for the splendid job that was done during my time of sorrow. From the very beginning Charlie Pierson was there for me and my family. He had taken the time to see Dick when he was sick and continued to help me right through the wake and funeral. The outpouring of support for our family was tremendous and we really appreciated it.

As you know, Dick spent 25 years with the department and when it came time to make his arrangements it was the fire department and the Sheriff's department that he wanted to take part in it. While racing and classic cars played a part in his life, it was his work that he was most proud of.

Please let the men know that I was honored and most grateful for all that they did.

Sincerely,

  
Deborah Crotty and Family



# MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

## BOARD OF WATER COMMISSIONERS

PAUL G. LESSARD  
President

KIMBERLEY L. GRISWOLD  
Clerk

BERNARD G. GARRITY, JR.  
PHILLIP SAPIENZA  
MATTHEW GREENWOOD  
CLIFF HURST

Ex Officio  
HON. THEODORE L. GATSAS  
Mayor

DAVID PARIS  
Director

November 18, 2013

Fire Chief James Burkish  
Manchester Fire Department  
100 Merrimack Street  
Manchester, NH 03101

Dear Chief Burkish:

Regarding the matter of the stolen and subsequently incinerated water works vehicle, we have recently become aware of the deep involvement and support that Manchester Fire Department has provided to the investigation. Specifically, I have been informed that Deputy Fire Marshall Mitchell Cady provided critical information and expertise to this matter and through his efforts over the past two months working directly with MPD Detective Paul Fraitzl, developed the case which recently resulted in an arrest.

This combination of effort and expertise is admirable and further reinforces our highest regard for both Manchester's Police and Fire Departments as among the finest to be found. On behalf of all of us here at Manchester Water Works, our customers and constituents, thank you for your good work.

Regards,

Paul G. Lessard  
President, Board of Water Commissioners

David Paris  
Director

DP:cd

cc: Mayor Theodore Gatsas  
Aldermen  
Board of Water Commissioners

## Miccio, Linda

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**From:** Burkush, James  
**Sent:** Tuesday, November 26, 2013 9:53 AM  
**To:** Miccio, Linda; Poulin, Alfred  
**Subject:** FW: Cat Rescue

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**From:** mamalisa619@comcast.net [mailto:mamalisa619@comcast.net]  
**Sent:** Tuesday, November 26, 2013 8:05 AM  
**To:** Burkush, James  
**Subject:** Cat Rescue

I am writing in regards to the wonderful gesture you made on my behalf earlier last week. My kitten, only 5 months old, decided to climb a tree in our yard and later realized he could not get down on his own. I want to thank you from the biggest part of my heart for giving permission for your men to come and get him down. He had already been up there almost 24 hours and the weather was going to get worse in the next couple of days. I didn't want to call your dept. but I had already exhausted all avenues within my reach.

My landlord's son, Kurt Ludwig gave me a phone number to call and the woman on the phone was so very sweet and caring. Deputy Chief Poulin came to my house and scoped the situation and called in to have a truck come down and help.

This is one of those things people don't realize is a part of who your dept. is and how caring and helpful you all are. I am so thankful to all who participated in his rescue. You all deserve recognition for even the small things you do.

gratitude,

Vigneault and "Strat"

With my deepest

Lisa

# DIVISION REPORT

DEPUTY CHIEF CAMPASANO

DECEMBER 10, 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      1 classes    4 attendees    16 contact hours
- 2013 EMT Refresher – Mod 6      1 classes    6 attendees    24 contact hours.

### IN-HOUSE COMPANY TRAINING PROGRAM

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

- Station 2.....24.00 hours
- Station 3.....21.00 hours
- Station 4.....00.00 hours
- Station 5.....16.50 hours
- Station 6.....29.00 hours
- Station 7.....00.00 hours
- Station 8.....00.00 hours
- Station 9.....15.00 hours
- Station 10 .....17.00 hours
- Engine 11 .....00.00 hours
- Truck 1 .....31.50 hours
- Rescue 1.....00.00 hours

The average training hours per company for the month of **November** were **12.83** hours. The average training hours per company for the month of October were 16.58 hours.

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## HOMELAND SECURITY

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The Zetron configuration class was completed during the week of Nov. 11<sup>th</sup>. The Communications Division has begun the process of moving the new units into each station and connecting them to the network. The cutover process to the new system will begin this week.

Lt. Bob Field and Maintenance Supervisor Keith Foster traveled to Ohio to work with Accelerated Media Technologies' engineers in finalizing the command vehicle design. The vehicle is still scheduled to be completed and delivered in late May 2014.

Work continues on both the east and west-side fiber optic projects. The fiber link to Stations 2 and 6 will be down on Friday, December 13, due to the west-side fiber work.

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## EMERGENCY MANAGEMENT OPERATIONS

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### LOCAL EMERGENCY PLANNING COMMITTEE

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The LEPC met on November 21<sup>st</sup>. The agenda for that meeting are attached to this report. The minutes will be provided with the January Division report. The committee discussed the continued outreach to city businesses. A representative from OSHA, as well as, EPA attended the meeting and provided suggestions to the committee on increasing private sector participation.

### SOUTHERN NEW HAMPSHIRE REGION COMMUNITY PREPAREDNESS PROGRAM

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The SNHR CPP committee met on November 18<sup>th</sup>. The agenda and minutes for that meeting are attached to this report. The committee continues to work on the production of a home preparedness video for residents. This video, which can be shown on local community access stations, will highlight how residents can prepare themselves for emergencies.

### MANCHESTER EMERGENCY SHELTER COMMITTEE

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The Emergency Shelter Committee is scheduled to meet on December 18<sup>th</sup>. The committee met with the Elliot Hospital's CERT team leader Donna Wright and Volunteer NH's Domenic DiNatale regarding incorporating the CERT volunteers into Manchester Sheltering program. It was decided that a basic shelter familiarization program be held for the volunteers, so that they can be utilized if an emergency shelter was opened this winter.

### CHILD CARE EMERGENCY MANAGEMENT

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The department met with representatives of Easter Seals New Hampshire and NH Emergency Management to discuss increasing the preparedness of child care providers for emergency events. A basic Incident Command for Schools program was held on Saturday, December 7<sup>th</sup> at Manchester Fire for day care providers. Following the program, the attendees had the opportunity to complete the on-line exam and receive their FEMA certification. An Emergency Preparedness program will be offered on January 16<sup>th</sup>, at the public library, for day care centers.

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**EMERGENCY MEDICAL SERVICES**

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Work continues on completing required state and nation EMT registration paperwork.. Paperwork for our State EMTs is due by the end of December, while National Registry is due by March 31<sup>st</sup>.

**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 December 12<sup>th</sup>, here at Manchester Fire.

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

**Agenda**

**November 21, 2013  
3:00 PM**

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

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- I. Welcome and Minutes
  - Deputy Chief Nick Campasano, Chair
- II. Outreach Coordination
  - Jillian Harris, SNHPC
- III. Vulnerability Assessment Mapping
  - Jillian Harris and Amy Kizak, SNHPC
- IV. Next Steps, New Business and Events
  - Jillian Harris, SNHPC
- 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) ~*



# **Southern New Hampshire Region Community Preparedness Program**

November 18, 2013  
10:00 am

Southern New Hampshire Planning Commission Offices  
438 Dubuque St.  
Manchester, NH 03102

## **AGENDA**

- 1. Welcome and Minutes – Chief Scott Wiggin, Chair**
- 2. Emergency Message Boards Update – Deputy Chief Nick Campasano, Manchester Fire Dept.**
- 3. Draft Rules of Procedure – Chief Scott Wiggin, Chair**
- 4. SNHRCPP Action Plan Review and Status Update – Jillian Harris, SNHPC**
- 5. Preparedness Video Coordination – Jillian Harris, SNHPC**
- 6. Next Steps**



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

Held on November 18, 2013

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

**MEMBERS PRESENT**

Scott Wiggin	-	Chief, Bedford Fire Dept., Chair
Richard O'Brien	-	Chief, Goffstown Fire Dept., Vice Chair
Jillian Harris	-	SNHPC, Secretary
Fred Heinrich	-	Londonderry Fire Dept.
Al Raymond	-	Goffstown CERT
R. H. Snow	-	Selectman, Town of Candia
Nick Campasano	-	Deputy Chief, Manchester Fire Dept., EMD
Bruce Phillips	-	Chief, Auburn Fire Dept.
Ray Brown	-	Assistant EMD, Town of Derry
James Hazlett	-	ARC
Marsha Haines	-	ARC

**1. WELCOME AND MINUTES**

Chief Wiggin welcomed everyone to the Southern New Hampshire Region Community Preparedness Program meeting at 10:00 AM. A motion was made by Chief Bruce Phillips to approve the minutes of the August 26, 2013 meeting, Mr. Snow seconded, the motion passes.

**2. EMERGENCY MESSAGE BOARD UPDATE**

Mr. Campasano gave an update on the status of the emergency message boards. September trainings were canceled after it was discovered that the boards had serious flaws in the software. Mr. Campasano has been coordinating with the sign manufacturer to figure out the problem and the signs were sent back to them on November 6, 2013. When the signs are replaced or fixed, Mr. Campasano will notify the committee and reschedule the trainings and distribute the signs.

### **3. DRAFT RULES OF PROCEDURE**

Chief Wiggin explained that the draft rules of procedure were distributed to the committee via email in between meetings for review. Items such as officer positions and duties, meeting schedules, quorum and official business were clarified for the committee in the draft rules of procedure and Mr. Wiggin would like everyone to give them a thorough review, send any comments to Ms. Harris and hold an official vote on them at the next meeting.

### **4. SNHRCPP ACTION PLAN REVIEW AND STATUS**

Ms. Harris reviewed the Action Plan Status (Appendix D of the plan) with the committee and asked for discussion on priorities and updates for the upcoming year. Items that were focused on over the past year included:

- 1) Plan update
- 2) Community Survey template development/distribution
- 3) Articles/press releases/general outreach
- 4) National Preparedness Month activities/coordination
- 5) Educational video coordination and development
- 6) Website updates
- 7) STEP program coordination

Going forward the committee will work on the following action items over the next year:

- 1) Complete educational video development
- 2) Follow-up on PSA's developed previously, update as necessary and confirm that they are running on local access TV stations – disseminate to other media sources
- 3) Town Hall/office displays
- 4) More press releases/media push
- 5) Coordinate more activities for National Preparedness Month
- 6) Plan update in 2014

### **5. PREPAREDNESS VIDEO COORDINATION**

Ms. Harris gave an update on the preparedness video coordination. Representatives from the Bedford Fire Department and the Manchester Fire Department have agreed to participate in the video. Sterling Homes has offered their model home in Chester for the location and Manchester Public Television has offered to do the taping and editing. Next steps are to coordinate a date to go through the home and do a run-through of the video and a second date to do the actual taping.

**6. NEXT STEPS**

Ms. Harris will send a follow-up email going over action items that need coordination. She will also follow-up with the educational video coordination and planning for dates/times.

**NEXT MEETING**

The next meeting of the SNHRCPP committee will be held on February 25, 2014.

**ADJOURNMENT**

The meeting was adjourned at 10:23 AM.

**Southern New Hampshire Region  
Community Preparedness Program  
(SNHRCPP)**

**SNHRCPP Committee**

**Mission, Goals and Rules of Procedure**

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**I. Mission**

The Southern New Hampshire Region Community Preparedness Program (SNHRCPP) committee aims to increase community preparedness by implementing outreach strategies that will increase residents' knowledge of preparedness activities, sources of information, and resources within their communities and within their region.

**II. Goals**

The Southern New Hampshire Region Community Preparedness Program (SNHRCPP) is a regional effort by all of the municipalities in the Southern New Hampshire Planning Commission Region to increase citizen preparedness.

- Goal 1:** Improve the percentage of the population who is prepared to be self-reliant for a minimum of 72 hours following an emergency or disaster.
- Goal 2:** Increase awareness in each town in the region so that a majority of the population knows the sources of information in times of emergency and disaster.
- Goal 3:** Improve the percentage of the population that implements preparedness activities for all types of hazards, emergencies and disaster situations.

**Southern New Hampshire Region  
Community Preparedness Program  
(SNHRCPP)**

**SNHRCPP Committee**

**Mission, Goals and Rules of Procedure**

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**III. Rules of Procedure**

**A. Purpose**

The Southern New Hampshire Region Community Preparedness Program (SNHRCPP) has been established in response to the overwhelming need for community preparedness in our region and in our State. The purpose of the SNHRCPP is to:

- I. Establish a plan for increasing community preparedness in the Southern New Hampshire Region.
- II. Establish inter-municipal coordination for community preparedness activities in the Southern New Hampshire Region

**B. Membership**

- I. The SNHRCPP committee shall include at minimum, at least one representative from each of the fourteen (14) communities in the region:

1. Auburn
2. Bedford
3. Candia
4. Chester
5. Deerfield
6. Derry
7. Goffstown
8. Hooksett
9. Londonderry
10. Manchester
11. New Boston
12. Raymond
13. Weare
14. Windham

- II. **Officers**

- a. **Named**

The officers of the SNHRCPP committee shall consist of a  
Chairperson, Vice Chairperson, and Secretary

**Southern New Hampshire Region  
Community Preparedness Program  
(SNHRCPP)**

**SNHRCPP Committee**

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to the committee. In the absence of both the Chairperson and the Vice Chairperson, he/she shall perform the duties of the Chairperson, and when so acting, shall have the powers of the Chairperson.

**III. Meetings**

**a. Regular Meetings**

The SNHRCPP committee shall meet at least once a calendar quarter for regular meetings. (Fourth Tuesday of the second month of each quarter: February, May, August, November)

**b. Special Meetings**

The Chairperson may call such special meetings as may be deemed necessary to carry out the duties of the SNHRCPP committee.

**c. Quorum**

A quorum shall consist of voting members present at a regular meeting, but should be no fewer than a simple majority, or eight voting members, including the Chairperson. A quorum shall be required to transact business.

**d. Agenda**

Any member may request the Chairperson to place an item on the agenda. If the Chairperson should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the Chairperson with supporting signatures of three members. The public may request to place an item on the agenda through the Secretary.

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**b. Election and Term**

At the first meeting of every other calendar year, the SNHRCPP committee shall elect from its own membership a Chair, Vice Chair, and Secretary who will serve a two-year term or until his/her death, resignation, retirement, removal, disqualification, or until a successor has been elected and qualified.

**c. Vacancies**

The SNHRCPP committee shall fill vacant officer positions to serve the remainder of the unexpired terms by special election.

**II. Duties of the Officers**

**a. Duties of the Chairperson**

The SNHRCPP committee Chairperson shall preside at all meetings of the SNHRCPP, preserve order during its meetings, appoint all subcommittees, serve as an ex-officio member of such committees, and sign all documents connected with the work of the SNHRCPP requiring signatures.

**b. Duties of the Vice Chairperson**

In the absence of the Chairperson, the Vice Chairperson shall perform duties of the Chairperson, and when so acting, shall have the powers of the Chairperson. He/she shall exercise such duties as from time to time may be assigned to him by the Chairperson or the SNHRCPP committee.

**c. Duties of the Secretary**

The secretary shall have charge of all books, paper, records, and other documents of the SNHRCPP and keep a summary of all meetings of the SNHRCPP. The secretary shall post all meetings and make reports available to the public as required by State and local laws. The secretary shall also report on any financial matters

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**e. Rules of Order**

Robert's Rules of Order shall govern the deliberations of all meetings of the SNHRCPP and its various subcommittees.

**f. Notice of Meetings**

Notice of the time, place and agenda items to be considered at each meeting as well as the meeting summary of the previous SNHRCPP meeting shall be given in writing and sent to all members prior to each meeting.

Any matters not appearing on the agenda may be considered upon a favorable vote of a majority of the members present to do so. Notice of special meetings and intended agenda items shall be sent to all SNHRCPP members in writing or by phone at least seven days in advance of any special meeting. Notice to the public shall be in accordance with New Hampshire State Law.

**IV. Reports and Recommendations**

**a. Bi-Annual Plan Review and Update**

The SNHRCPP committee shall review and update the SNHRCPP plan every other calendar year. A plan review subcommittee may be appointed by the chairperson in order to carry out the plan update.

**b. Review of Draft Reports**

A draft of any proposed report shall be circulated to all the SNHRCPP members prior to consideration by the members at a regular scheduled meeting.

**c. Issuance of Reports**

No reports of any kind shall be released in the name of the SNHRCPP unless and until it has been duly adopted by a favorable vote of the majority of the members of the SNHRCPP committee.

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**V. Amendments**

The SNHRCPP committee may make suggestions or recommendations for Amendments to the SNHRCPP Rules by a vote of a simple majority of the members present at a duly called meeting, where there has been advertisement that the rules would be discussed for amendments.

**VI. Ratification Provisions**

These Rules are duly adopted by the SNHRCPP Committee this \_\_\_\_\_ day of \_\_\_\_\_, 2013 in Manchester, New Hampshire.

Southern New Hampshire Region Community Preparedness Program  
Committee

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Date**

Fire Commission Meeting  
Report from the Fire Prevention Bureau  
Tuesday December 10, 2013

**Fire Suppression System Permit Activity:** Some of the more recent activities/projects would involve the Texas Roadhouse Restaurant, 1525 South Willow Street; New Hampshire Job Works, 943 Dunbarton Road; Quirk Auto, 1300 South Porter Street; Palace Theatre, 80 Hanover Street; Pint Public House, 1111 Elm Street, Washington Park Estates on Country Club Drive, etc.; As of the date of this report we have processed 116 sprinkler installations, sprinkler repair/modifications and commercial kitchen suppression systems for 2013. We are not expecting many more large projects before the end of the year. Plan reviews would include application of State fire codes, NFPA 1 & 101 (referenced mostly to NFPA 13, 13R, 13D and 96 systems) along with local rules and regulations for fixed fire protection systems updated to May 2013.

The permit and local rules are posted on the web site for download, and, although a 12 page document, most contractors familiar with the form and design affidavit (page 2 & 3) can quickly exclude pages and questions as not necessary. It does take some experience. Along with the permit we require a stamped plan from a licensed fire protection engineer for all installations and modifications, or if the system modification is less than 12 sprinkler heads, we would then require a shop drawing with a review from a NICET level III (National Institute for Certification in Engineering Technologies) number on page 2. Pre-engineered systems like commercial kitchen protection assemblies (hood coverage) are exempt from NICET or FPE required for permit. The review checklist applied to the plan would cover the yard hydrant within 100' of the fire department connection, outside post indicator valve wired for tamper supervisory, electric bell, backflow prevention device, low pressure set to alarm, floor zones with separate alarm point and low pressure system side, inspectors test valve at the most remote coverage area of the system and all valves wired for tamper to FACP amber and audible trouble signal.

Typical problems sent back for plan change are usually arrangements that have to be thought out. We would allow a residential system to be zoned to apartment units up and down as opposed to zoned floors as long as the annunciation can be understood by responders. We require low pressure to alarm at 60% of drop in pressure at any location in the system or zone.

Permit becomes invalid if work does not commence within 180 days of permit issue. Permit becomes invalid if work is suspended or abandoned for a period of 180 days after the work has commenced. A new permit has to be obtained if these conditions mentioned above occur. Permit fees are adjusted to one – half the original fee and, although this has not happened often, we do have some examples of construction problems and delays.

Edward O'Reilly  
Chief of Fire Prevention

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

The Next Listed Agent Class is scheduled for December 11, 2013. This class is for 2014. Active Listed Agents are 676. Applications are being taken at this time for the upcoming class.

Approximately 10 Fire alarm inspections have been conducted in the past month.

Approximately 15 work orders have been conducted in the past month.

Radio Master Box in 1 Wire Master Box in service 1 Additional M Zones 0  
1 Central Station accounts in Service

## **Fire Alarm notes:**

- 38 active fire alarm applications, larger projects include:

195 McGregor St.; Electrician and alarm installer have finally made contact with us; deficiencies from plans review were discussed

1 Garside Way; There were many discrepancies with the plans submitted were submitted in October for the Wiggins hanger construction. We are working with all parties involved to correct the issues so installation permits may be obtained

700 Elm St.; Plans for the final phase of the Radison Hotel remodeling project have been submitted, work has begun on floors 8 through 11.

## **Old Police Building:**

The technicians relocated the four fire alarm circuits that ran through the old police station. The only cabling left in there is the fiber optic cables, which we are working with info systems to resolve that issue.

An engineer has been contacted by the Facilities Division regarding the antenna guy wire. The fire department's radio tower has a guy wire that is attached to the PD building. This guy wire is for structural support of the tower and the new location for attachment has to be reengineered.

**Line work:**

A contract has been awarded to Henkels and McCoy Inc., for the East Side Fiber Project. Work is to begin this week.

A contractor has been awarded the West Side Fiber project. This work will complete the fiber ring on the west side of Manchester. This project is also scheduled to begin this week.

Fire alarm and Fiber optic cables transfers are ongoing as PSNH and Fairpoint continue with their utility pole replacement program through the city. Another 12 request for transfers have been received this past week.

**Radio:**

Station Alerting:

The new Zetron station alerting system has been delivered. All technicians have attended factory training program held at fire headquarters. Installation of the new Zetron will begin this week.

Intertech Associates has been selected for the Public Safety Radio Communications Consulting Services. The first phase of this study is has been received by Manchester and Nashua Fire Departments and is under review.