

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: Tuesday, March 12, 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 Merit from the Committee of Merit-Firefighter Christian Provost
 - 2. Letter of Merit from the Committee of Merit-Lieutenant Dan O'Rourke
 - 3. Letter of retirement from Dona Blais.
- 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)



New Hampshire Fire &
Emergency Medical Services
Committee of Merit
Division of Fire Standards and Training
33 Hazen Drive
Concord, New Hampshire 03305-0002

August 8, 2012

LETTER OF MERIT

**Firefighter Christian Provost
Manchester Fire Department**

You have been nominated for an award for your actions at the car in a sinkhole at Beech St/North St on December 12, 2011.

Your actions and ingenuity at this incident are responsible for the safe recovery of the accident victim, and are in the best traditions of the Fire Service. You are a credit to the Manchester Fire Department and the Fire Service in the State of New Hampshire.

The New Hampshire Fire Service Committee of Merit commends you for your actions at this incident, and awards you this "letter of merit" in recognition of your actions.

Yours in Safety,

A handwritten signature in black ink, appearing to read "Perry E. Plummer".

Perry E. Plummer
Chairman, Committee of Merit



New Hampshire Fire &
Emergency Medical Services
Committee of Merit
Division of Fire Standards and Training
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August 8, 2012

LETTER OF MERIT

Lt. Dan O'Rourke
Manchester Fire Department

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Yours in Safety,

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Perry E. Plummer
Chairman, Committee of Merit

Dona J. Blais
314 Riverdale Ave
Manchester, NH 03103

February 20, 2013

Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101

Dear Chief Burkush,

It is with great anticipation and yet with solemn regret that I write this letter informing you of my intent to retire from the City of Manchester, NH as of April 1, 2013. These last 20 ½ years have been a wonderful rollercoaster ride – enjoyable and full of surprises!

Seven jobs within three departments over the 39 years of employment with the City of Manchester have given me a unique view of how the inner cogs work. It has also given me the chance to see things change so very drastically while many aspects of the City workings stay just the same!

I have thoroughly enjoyed these last years with you at the helm of the Fire Department, Linda Miccio as my supervisor, and Susan Wheeler as my co-worker in the administration office. I will miss the day to day interaction and comradeship but look forward to free time to spend with my grandsons and my new great grandson.

My last day of work will be Friday, March 29, 2013 with my retirement date as April 1st. It has been a delightful pleasure to work with the various fire personnel that I have come in contact with these 20 + years and I leave with enchanting memories!

Sincerely,


Dona J. Blais

Miccio, Linda

From: Burkush, James
Sent: Tuesday, March 05, 2013 3:08 PM
To: Miccio, Linda
Subject: FW: Thanks!

From: Girard, David [mailto:David.Girard@alliedbarton.com]
Sent: Monday, March 04, 2013 4:40 PM
To: Burkush, James
Cc: Campasano, Nicholas; Soderberg, Kris; Field, Robert; Costello, Matthew; jtoscana@simon.com
Subject: Thanks!

Chief Burkush,

On behalf of the Management Team at the Mall of New Hampshire, I would like to extend our thanks and appreciation, to Deputy Chief Campasano, Captain Soderberg, and Lt. Field for assisting us with a HazMat training exercise. Every member of our team benefited from the training, and we feel better prepared to handle a future situation, should one arise.

The partnership displayed between Fire, Police, and Private Sector during this exercise was exemplary. Thanks again, and we look forward to working with you in the future.

Dave Girard
Security Director - Mall of NH
603-669-0433

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3/6/2013

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

Minutes of the Regular Monthly Meeting

Date: Monday, March 11, 2013

Location: Central Fire Station-100 Merrimack Street

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

Present: Chief Burkush, Deputy Chief Campasano, District Chief O'Reilly, Jody Rivard and Training Officer Robert Field.

A moment of silence was observed.

Minutes of the Previous Meeting:

- Accepted as Presented

Correspondence:

- Notice of intent to retire from Dona Blais
- Letter of Merit for Firefighter C. Provost
- Letter of Merit for Lt. D. O'Rourke

Division Reports:

Chief Burkush reported on the following:

- Tracking FY 2013 Budget, extended sick leave and injury has been challenging.
- Mayor Gatsas will submit the FY 2014 Budget to the BMA.
 - Responsibility for severance pay has been shifted back to the Department level in this budget.
- Construction of Station 4 is ongoing and anticipated move the week of April 8th.
 - Formal Opening Ceremony in Mid May.
- The replacement Engine for Engine 3 has been ordered.
- The replacement of the Stand-by Generator for the Central Station is progressing.
- AMR has been realigning their personnel and there are a number of former Rockingham employees assuming management responsibilities.
- The Ambulance Committee is moving forward with an RFP. It is expected that this will be presented at the Committee level on the 19th of April. Once approved it will move to the full board.
 - The RFP calls for potential vendors to offer three plans for service.
 - The City will have the right to mix and match plans and vendors.

- The contract will run for 5 ½ years, but the City has a number of “opt out” opportunities after 2 ½ years.
- There has been no news about the potential replacement of Stations 3 and 9.
- The Grant for replacement of the Station Alerting System is moving along.
- The City has received a Grant for a Regional Command Vehicle.

Training Division Report:

See attached report.

Fire Prevention Bureau Report:

See attached report.

Communications Report

See attached report

Old Business:

New Business:

The Board wished Chief Campasano Good Luck in his race for Selectman in Goffstown.

Next meeting scheduled for April 9th, 2013 at 8:30 am.

Executive Session: Not necessary

Adjournment: 9:30 am

Transcribed by Lt. Robert H. Field

Respectfully submitted,

Verna Perry, Commissioner

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

MARCH 12, 2013

TRAINING DIVISION

EMPLOYEE SELF-DEVELOPMENT

Department personnel took advantage of the following training programs offered through Department of Homeland Security grant funding:

■ Ice Rescue Class	1 class	1 attendees	16 contact hours
■ LVAD Review	1 class	4 attendees	4 contact hours
■ Hospice Review	1 class	3 attendees	3 contact hours
■ EMT Refresher	3	9 attendees	72 contact hours
■ 2013 EMT Refresher	8 classes	189 attendees	652 contact hours
■ Advanced EMT conversion	3 class	28 attendees	224 contact hours

IN-HOUSE COMPANY TRAINING PROGRAM

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

■ Station 2.....	9.00 hours
■ Station 3.....	14.50 hours
■ Station 4.....	12.00 hours
■ Station 5.....	06.00 hours
■ Station 6.....	10.00 hours
■ Station 7.....	03.00 hours
■ Station 8.....	12.00 hours
■ Station 9.....	09.50 hours
■ Station 10.....	08.00 hours
■ Engine 11	10.00 hours
■ Truck 1.....	13.50 hours
■ Rescue 1.....	00.00 hours

The average training hours per company for the month of **February** were **08.96** hours. The average training hours per company for the month of January were 23.70 hours.

SAFETY

The Safety Committee did not meet on March 8th, due to scheduling conflicts with the Chairman. The next meeting has been scheduled for April 2nd.

HOMELAND SECURITY

The department has received word from FEMA that its environmental and historic study was approved for the department's AFG "station alerting" grant. The Communication Division, in consultation with the Information System Department and IT specialist Don Rippey, will be developing the specifications for a request for information. The presentation received from the RFI will form the basis of the eventual RFP.

EMERGENCY MANAGEMENT OPERATIONS

EMERGENCY SHELTERING

The shelter committee met on Friday, March 8. Discussion was held regarding the preparation of the formal written shelter plan. The plan layout and required information was discussed and agreed upon. The committee will now begin the process of creating a written shelter plan, which will be added as an appendix to the City's Emergency Operations Plan.

COMMUNITY PREPAREDNESS COMMITTEE

The next meeting of the Community Preparedness Committee is scheduled for March 28th at 10:00 AM at SNHPC's offices on Rimmon Street.

LOCAL EMERGENCY PLANNING COMMITTEE

The LEPC met on February 21, 2013 for its annual meeting (minutes attached). The committee's goals and rules of procedure were updated. On March 5th, a presentation was provided to the Committee on Public Safety and a recommendation for formal recognition of the LEPC by the Board of Mayor and Alderman was sought. Len Wallace of the EPA was in attendance to provide information to the committee. The committee voted unanimously to recommend acceptance to the full board.

EMERGENCY MEDICAL SERVICES

Recertification paperwork continues to be processed for the department's Nationally Registered EMT's due to expire in March 2013. Paperwork for the department's remaining EMT's, I's and Paramedics are being submitted. Provider licenses will be processed upon completion of the National Registry recertification.

AMBULANCE CONTRACT

A review meeting with AMR and the department's medical resource hospital continue to be held monthly at the Elliot Hospital. These meetings serve to review quality of care issues, response times, and other operational concerns.

A meeting of the Ambulance Contract Committee was held on March 7th. The Committee discussed a draft request for proposal language. The draft was submitted to the Committee on Administration and will be reviewed at their meeting on March 19th. It is the committee's hope to receive approval to move forward with release of the RFP from the full BMA.

Fire Commission Meeting
Report from the Fire Prevention Bureau
Tuesday Morning, March 12, 2013, 8:30am

Yearbook: The Fire Department has decided to publish a historical account of the past 20 + years in a very similar format as was done back in 1994. We had great success with our 'Yearbook' then, and since, it has been used as reference in settling questions, confirming remembrances of personnel, apparatus, fires, things like that. Under the leadership of Fire Captain Rich McGahey, the Fire Prevention Bureau has been assigned 4 pages to fill with photographs, stories and items of interest documenting our contribution to Manchester public safety. We are looking forward to this historical challenge in a way that will bridge the past to our time now.

Fixed Suppression System Permitting Update: As of the date of this report, our office has processed 26 permits for sprinkler installation, modification and pre-engineered suppression systems throughout the City. Some of the larger projects include the Odd Fellows Building on 434 Lake Avenue by John Carter Sprinkler Company; 82,900 square foot Mount Carmel Nursing Home sprinkler head ceiling relocation on Myrtle Street and Dynamic Networks at 150 Dow Street. This activity has accounted for about \$2,000 in permitting fees for the first quarter.

International Institute Center of New Hampshire: In conjunction with the Northern New England Poison Center's Health Educator, we have conducted a fire safety and awareness presentation at the International Institute of NH. There were 30 women from Nepal, Iraq, Africa and other places, who attended the class and, through interpreters, asked questions of us in understanding life safety as managed here in Manchester. Smoke and carbon monoxide detectors, unattended cooking, unattended candles, extension cords, space heaters, alarm systems, sprinklers, evacuation plan and other areas of importance were discussed in as good a detail as the interpreters could articulate. The attendees were able to share experiences from their former homes overseas. It was interesting to say the least.

Recreational Fire Permit Site Inspections: We have received several requests for site inspections this winter. Due to the snow cover and lack of back yard access, we may have to go out again this spring to make sure these sites are compliant.

Edward O'Reilly
Chief of Fire Prevention
Manchester NH

Communications Division Fire Commission Briefing March, 2013

The Next Listed Agent Class has been scheduled for March 27, 2013. Active Listed Agents are 606. Applications are being taken at this time for the upcoming class. Renewals for 2013 have been sent out.

Approximately 21 fire alarm inspections have been conducted in the past month.

Approximately 30 work orders have been conducted in the past month.

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

Fire Alarm notes:

- 48 active fire alarm applications, larger projects include:

VA Hospital:

Fire Alarm system is nearing completion. A meeting was held last week to identify the radio box zones and locations. Up to 10 buildings will be monitored. Radio boxes have been delivered to Communications and have been tested.

Radisson Hotel

The Radisson is upgrading the fire alarm system in the hotel function halls. The panel has been replaced, function halls have been updated and now they are renovating the hotel, one floor at a time.

The Lofts, 300 Bedford St, was inspected this past week with a few deficiencies found. This is the first building in Manchester to have a radio amplification system installed to assist emergency personnel with radio communications.

Station 4:

Plans are underway to install the 40 ft. communications tower at station 4. This will be accomplished by the Communications Division and is scheduled to be completed for the first week of April.

Line work:

Communications will be working with Info Systems to connect the MTA offices to the cities fiber network. This work is scheduled for this Wednesday.

Fire alarm and Fiber optic cables transfers are ongoing as PSNH and Verizon continue with their utility pole replacement program through the city.

Radio:

The dispatch UPS has been ordered. An approximate six week delivery time was promised.

RFP's have been reviewed for the Public Safety Radio Communications Consulting Services and should be awarded in the near future. 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.

Communications technicians will be reprogramming all Parks & Recs radios to have the capability to communicate with Highway dispatch and their work crews.

We are currently writing the bid specifications for the replacement of our station alerting system. The present system is outdated and parts/service is no longer available.