

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

Minutes of the Regular Monthly Meeting

Date: Tuesday, October 11, 2011

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Real Pinard, Colin Manning and Verna Perry. The meeting was called to order at 8:36 am.

Present: Chief Burkush, Deputy Goonan, District Chief O'Reilly and Linda Miccio.

A moment of silence was observed.

Minutes of the Previous Meeting:

Accepted by Commissioner Real Pinard and Colin Manning.

On a motion by Commissioner Pinard and seconded by Commissioner Manning-Commissioner Paul Harrington will remain Chairman.

On a motion by Commissioner Harrington and seconded Commissioner Pinard-Commissioner Perry will be the Clerk.

Correspondence:

Division Reports:

Chief Burkush reported on the following:

- The Chief discussed on going budget challenges and asked the Commission to lobby Mayor Gatsas for the FY 2013 budget.
- Currently there are thirty vacancies on the line.
- District Chief Pelletier transferred to FPB to assist in arson investigations and school drills.
- Matrix Consulting is conducting a survey of mechanics at Public Works. The new facility is scheduled to be opened in the spring of 2012.
- The new Engine 10 is ready to be placed in service.
- Local 856 is scheduled to discuss concessions to bring back laid-off firefighters.
- Haz/mat physicals are scheduled.
- There was discussion of the live simulated mass casualty drill at the airport conducted every three years and graded by the FAA.
- ISO report is not complete. The current rating for the City is two, expected to go down.

- Discussion regarding the Hackett Hill Fire Station, plan is currently on hold.
- The annual Fire Prevention Parade was held.
- Discussion of recent arson cases was discussed.

Deputy Campasano reported on the following:

See attached report.

Deputy Chief Goonan reported on the following:

- Station 6 kitchen remodeling is underway.
- There is one more year of the collective bargaining agreement with Local 856.

District Chief Ed O'Reilly reported on the following:

See attached.

Communications Report

See attached.

Old Business:

New Business: Commissioner Pinard discussed the conflict of the Fire Prevention Parade and the memorial event in Concord held at the same time of year.

Next meeting scheduled for November 8, 2011 postponed until November 15, 2011 due to municipal election.

Executive Session: Not necessary

Adjournment: 9:28 am on a motion Pinard/Manning

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

OCTOBER 11, 2011

TRAINING DIVISION

The following Department training was provided to department personnel:

- EMT Refresher Module E/F 2 classes 44 attendees 176 contact hours
- Mutual Aid Water Supply 3 classes 9 attendees 18 contact hours
- Combined Ladder Drills 5 classes 32 attendees 164 contact hours

EMPLOYEE SELF-DEVELOPMENT

The final scores have been received from Human Resources for the 2011 Captain's promotional exam. There were three successful candidates out of the eight participating. The eligibility list has been posted and will remain in effect for two years. Work is preceding on an upcoming Fire Inspector I and II promotional exam and a Lieutenant's exam, both of which will be held in early spring 2012.

IN-HOUSE COMPANY TRAINING PROGRAM

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

- Station 2.....25.50 hours
- Station 3.....22.00 hours
- Station 4.....1.00 hours
- Station 5.....22.00 hours
- Station 6.....37.50 hours
- Station 7.....5.50 hours
- Station 8.....4.00 hours
- Station 9.....29.50 hours
- Station 10.....10.50 hours
- Engine 1133.50 hours
- Truck 1.....23.00 hours
- Rescue 1.....00.00 hours

The average training hours per company for the month of September were **16.46** hours. The average training hours per company for the month of August were **11.90** hours.

SAFETY

The Safety Committee met in September. Copies of the meeting minutes are attached to this report.

The Division continues the development of its Air Management Program in compliance with NFPA Standard 1404 *Fire Service Respiratory Protection Training*. Company officers and District Chiefs are encouraged to remind fire ground personnel to track and report the air status of their crews during structure fires. Additional confidence and proficiency training will be delivered to personnel during the fall.

HOMELAND SECURITY

The department completed the issuing of new protective clothing. This project, which was funded by a \$175,000 Fire Act Grant, provided replacement gear to firefighters with “aged out” equipment. NFPA requires that no protective equipment be more than ten years old. Moving forward, the department will utilize its existing protective equipment budget to replace a portion of older equipment each year, in order to maintain compliance.

The Public Safety Interoperable Communication (PSIC) program grant project is complete. All equipment has been installed and programming has been completed. This equipment will provide mutual-aid responders from outside the city with the ability to communicate over the city’s 800 MHz trucking radio system. The department has submitted all required paperwork and is awaiting reimbursement of the federal 80% share.

The Hazard Mitigation grant, which will fund a security access system, emergency generator, phone system and other station improvements for the new Station 4, is currently on hold until work begins on the building construction.

The 2010 State Homeland Security Grant Review Committee met on September 27th. The department was awarded a joint interoperable radio grant request, with the City of Nashua, for \$300,000. This grant is 100% federally funded and does not require a local match. The grant will be used to fund a feasibility study and design plan for the replacement of the two cities’ 800 MHz trunked radio system.

The department submitted three grant applications to the Assistance to Firefighters Grant program. A request for a replacement engine was submitted, with the assistance of Deputy Chief Dan Goonan, and if awarded, will provide 80% of the funding (up to \$550,000) for a new engine. Requests were submitted for a replacement air compressor system at Station 10 (\$37,000) and a new backup generator for Headquarters (\$360,000). It will be several months before grant awards begin to be announced.

EMERGENCY MANAGEMENT OPERATIONS

EMERGENCY SHELTERING

Meetings continue to be held with city stakeholders to update and develop a comprehensive emergency sheltering plan. This month the shelter committee toured Parkside Junior High School and based on that visit, will be developing a shelter plan. This site will provide an ideal location for a west side shelter. Once completed, these plans will serve as a template for shelters at Southside and Hillside Junior High Schools. The committee will begin exploring how to provide back-up emergency power to shelter locations.

EMERGENCY MEDICAL SERVICES

The 2012 EMT refresher training program has been completed. The program was delivered on a monthly basis and began in February. Captain Kris Soderberg will now be coordinating makeup modules for those individuals requiring them. EMT-Intermediate and Paramedic refresher training modules begin on October 11th and will end on October 26th. This training is being provided by instructors from American Medical Response

AMBULANCE CONTRACT

Meetings continue with our Resource Hospital medical Director; Dr. Tom D'Aprix and American Medical Response (AMR) shift commanders to review contract requirements and quality control. These meetings are held on the second Thursday of each month. Identified operational issues are discussed and corrective action developed. The issue of response times continues to be addressed. In addition to our dispatchers using a verbal "EMD Pending" message as a pre-emption signal, they have begun identifying the general street location of the event. AMR personnel have reported that this additional information is greatly assisting them in meeting response time requirements.

INFORMATION TECHNOLOGY

INTERGRAPH

The "shared staffing" feature of our Intergraph dispatch system is continuing and appears to be successful. Personnel at Stations 5, 6, 7 and 10 are dynamically assigned to either the engine or ladder truck on any given call. Actual fire call experience has indicated that the system is functioning as planned and assigning the most appropriate apparatus to the calls. This has allowed the department to better utilize its available apparatus.

CARDIAC DEFIBRILLATORS

The Division continues to work with Zoll Medical to correct the date/time stamp issue with department defibrillators. All service loaners have been returned to Zoll and the department is now utilizing its own equipment. Zoll engineers are attempting to recreate a winter-like testing atmosphere (low temperature / low humidity) in which to test their defibrillators against static charges. The current thinking is that stray static charges may be the cause of the date/time resetting.

September Safety Committee Meeting

Member's Present:

Chief Burkush
Chief Campasano
Lt. Leo Veilleux
Lt. Robert Field

Old Business

- The rehab policy will be tabled until fall.
- All of the new gear is in. Bob is in the process of distributing it.
- We are looking into a place where ladder drill evolutions can be held. We are working on a building at YDC.
- AMR received their bariatric stretcher but no vehicle yet.
- Par Accountability is still open for suggestions
- Training for the Air Management Program is under way.
- CO/Rehab policystill waiting for Local to provide some example programs to work with.

New Business

- During the preparations for Irene the IAFC guidelines for severe weather were reviewed and the recommendations of 35 mph and 50 mph were given to the District Chiefs as a guide for shutting down Ariel operations and all emergency response respectively. The final determination would be made by the D.C. on-duty.

NEXT MEETING November 1, 2011

Fire Commission Meeting
Tuesday October 11, 2011
Report from the Fire Prevention Bureau

Fire Prevention Parade and Events: Preparation for this report was completed and typed on Friday October 7, 2011 and, therefore, does not include comments regarding the Fire Prevention Parade and Events. A written report will be forthcoming and presented at the Commission meeting next month.

District Fire Chief Mark Pelletier: DC Mark Pelletier has been assigned to the Fire Prevention Office and is currently residing in retired Senior Inspector Paul Allards' desk in the Bureau. Mark will be responsible for inspections, plan reviews, fire education, fire investigations and all other matters consistent with our operational directives and mission statement. Mark is a welcomed addition to our office and we appreciate his interest.

300 Bedford Street: The old Elbes Associates (Mill Tower East) 300 Bedford Street is proposing a plan to develop a residential property in this historic mill building. The planners and builders in 1874 did not have the advantages of engineered life safety and building codes as we enjoy today. A preliminary meeting was conducted on October 7th to work out some understandings regarding issues that we believe are challenging but not overpowering for the occupancy success of this project. Again, this meeting was very preliminary and there is a lot more work to be done.

Plan Reviews: Joint plan reviews are now being conducted at the Planning & Community Development office conference room on Market Street. Karl Franck sits down with current site and building plans so that we are able to speak freely without confusing e-mails and voice messages.

Health Department Seminar: September 27 meeting with the immigrant community of Nepal and Bhutan. Our Fire Department contribution here was a basic understanding of smoke alarms and home safety. Speaking through an interpreter was interesting to say the least. The audience was attentive and their questions direct and with concern for the importance this subject represents.

Neighbor Enhancement Team: NET assembled and deployed on September 28th to investigate complaints involving 9 problematic sites around town. Usual stuff, homeless camps, accumulating trash, vacant buildings, etc.; Correspondence prepared and sent to those responsible for overseeing offending properties.

Edward O'Reilly
Chief of Fire Prevention

Communications Division Fire Commission Briefing October, 2011

Next Listed Agent Class has not been scheduled yet. Active Listed Agents are 680.
Applications are being taken at this time.

Approximately 22 fire alarm inspections have been conducted in the past month.

Approximately 36 work orders processed in the past month.

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

Fire Alarm notes:

- 35 active fire alarm applications

- VA Hospital campus wide fire alarm system is in the process of being upgraded. Plans and application for each building have been submitted. VA officials promised to cooperate with the Fire Department with this installation process.
- 6 multi unit garden style apartment buildings are under construction in the Beech Hill neighborhood.
- County Courthouse is nearing completion
- Manchester Fire Department met with Hooksett Fire Department to discuss fire alarm monitoring of campus buildings. Discussion is ongoing.

- the second multi unit building at Hayward St. Elderly Housing has been inspected and the fire box has been put in service.

NEW Public Works Facility:

Construction is ongoing with the Department of Public Works new facility.

Line work:

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

State Interoperability:

The Gateway radio, which allows out of town fire departments to communicate with Manchester Fire when entering the city, has been installed.

Other Comm. Div. Notes:

Communication Division supplied utility radios to assist with Chile Fest held last weekend.

Presently completing installation of radios in the new Engine 10