

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

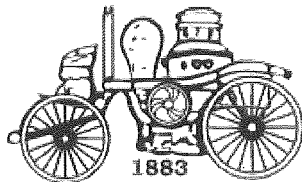
Scheduled Meeting Date: Tuesday, December 13, 2011

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

Agenda Items:

- A. Moment of Silence
- B. Review minutes from previous meeting.
- C. Reports for the month (distributed at meeting)
- D. Correspondence:
 - 1. Letter of appreciation from Derry Fire Department.
 - 2. Letter of appreciation from the Ladies Ancient Order of Hibernians.
- 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)

DERRY FIRE DEPARTMENT



RECEIVED

NOV 17 2011

MANCHESTER FIRE DEPT

George Klauber, Fire Chief

FIRE / AMBULANCE ADMINISTRATION

14 Manning Street
Derry, New Hampshire 03038

Emergency: 9-1-1
Business: 603-432-6751
FAX: 603-537-9216

November 15, 2011

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

Dear Chief,

I would like to take a moment to thank your department for assisting us with a 2nd alarm building fire at 61 Redfield Circle on Sunday, October 30, 2011. Your department's quick response and hard work on arrival assisted us with controlling a fire that had a significant head start. We appreciate your assistance.

Thank you.

Regards,

A handwritten signature in black ink, appearing to read 'M.E. Doyle'.

Michael E. Doyle
Battalion Chief, Battalion 1
Derry Fire Department

Ladies Ancient Order of Hibernians
Manchester, NH Division 1

RECEIVED
NOV 30 2011
MANCHESTER FIRE DEPT

Chief James A. Burkush
Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101
November 28, 2011

Dear Chief Burkush:

Thank you so much for allowing Fireman Mitch Cady and his partner, Wynett, to come and speak with the Ladies Ancient Order of Hibernians tonight. Our group of Irish ladies loved hearing Mitch speak of his job and how he works with Wynett. He seemed very knowledgeable and was very open to all of our questions and comments. We could tell he loved his job.

We were so interested in the training and the work that is accomplished with Fireman Cady's amazing partner. Wynett walked around the room and sniffed everything to check it out. He soon seemed satisfied with the room and then sat down next to Mitch and relaxed.

Our members commented about how lucky the city is to have such a resource in Wynett. We feel very fortunate to have met them both!

Again, thank you for letting Mr. Cady and Wynett come and speak with us.

Sincerely,

Mrs. Anne H. Nichols

Mrs. Anne H. Nichols
Ladies Ancient Order of Hibernians
Manchester, NH Division 1

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

Minutes of the Regular Monthly Meeting

Date: Tuesday, December 13, 2011

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Real Pinard, Colin Manning, Verna Perry and Anthony Puzzo. The meeting was called to order at 8:31 am.

Present: Chief Burkush, Deputy Goonan, District Chief O'Reilly, District Chief Pelletier, and Linda Miccio. Deputy Chief Campasano and Jody Rivard absent.

A moment of silence was observed.

Minutes of the Previous Meeting:

Accepted by Commissioner Real Pinard and Verna Perry.

Correspondence:

Division Reports:

Chief Burkush reported on the following:

- The Mayor directed the Department to submit a level funded budget for FY 2013. Twelve lay-offs are projected with stations closures.
- Discussed the fire on Debbie Street, a civilian was rescued by with a ground ladder. Truck 1 arrived 2 minutes after initial response.
- Report issued by the Matrix Company regarding the merger of all mechanics in the city into one maintenance garage.
- Announced Local 856 and MAFS unions will not merge because both contracts contain no "bumping rights" language.
- Discussion of Station 4 construction is on hold due to financing the project.
- The Department has "adopted" families to purchase Christmas gifts and Christmas dinner for 10 needy families in the city.

Training Division Report:

- Chief Burkush discussed the feasibility study for the replacement of the city's 800 MHz radio system, which is a joint effort between the City of Manchester and the City of Nashua.

See attached report submitted by Deputy Campasano.

Deputy Chief Goonan reported on the following:

- Discussed budget and union concessions for FY 201, which brought on a discussion of a recent Union Leader Editorial.
- No pending grievances.
- The kitchen repairs at Station 6 are complete. When walls were opened during construction, mold was discovered. The Facilities Department will be mitigating the mold issue. Station 10 and Station 3 are next in line for kitchen repairs.
- Wellness equipment updates will cost approximately \$50,000.00, which come out of an existing grant balance.
- Anne Sowa was transferred to the Fire Prevention Bureau after Sandra VanDyne retired on November 30. Clerical staff diminishing leaving two vacancies in Administration.

District Chief Ed O'Reilly reported on the following:

- Chief Burkush began a discussion about vacant and abandoned buildings and a direct correlation between a rise in graffiti tags and arson fires.

See attached.

Communications Report

- Chief Burkush discussed short-term goal for the communications division is training on fiber optic networks at termination where the copper joins the optic.

See attached report submitted by Jody Rivard.

Old Business:

New Business: Commissioner Harrington thanked the department for sending Chief O'Reilly to the installation of Bishop Libasci.

Next meeting scheduled for January 10, 2012 8:30 am

Executive Session: Not necessary

Adjournment: 9:21 am on a motion Pinard/Manning

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

DECEMBER 13, 2011

TRAINING DIVISION

The following Department training was provided to department personnel:

▪ EMT Makeup Module	1 class	1 attendees	4 contact hours
▪ EMT Practical Skills	4 classes	10 attendees	40 contact hours
▪ Combined Ladder Drills	4 classes	47 attendees	94 contact hours
▪ Company Level Meeting	4 classes	88 attendees	176 contact hours

EMPLOYEE SELF-DEVELOPMENT

Work continues on the two upcoming promotional exams. The exam for Fire Inspector I and Fire Inspector II has been scheduled for Wednesday, April 4, 2012. The Fire Lieutenant's exam has been scheduled for April 18, 2012.

IN-HOUSE COMPANY TRAINING PROGRAM

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

▪ Station 2	07.50 hours
▪ Station 3	14.75 hours
▪ Station 4	06.00 hours
▪ Station 5	07.00 hours
▪ Station 6	14.00 hours
▪ Station 7	00.00 hours
▪ Station 8	18.00 hours
▪ Station 9	04.50 hours
▪ Station 10	15.00 hours
▪ Engine 11	00.00 hours
▪ Truck 1	06.50 hours
▪ Rescue 1	00.00 hours

November Safety Committee Meeting

Member's Present:

Training Officer. Robert Field

Lt. Leo Veilleux, Chairman

Kevin O'Neil

Captain Joe Butts

Captain Rich McGahey

FF Bob Welch

FF Greg Gelinis

Old Business

- All of the new gear is in. Bob is in the process of distributing it.
- Ladder evolutions are underway
- 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

- A discussion was held about the Air Unit. The rear roll out step has come out of its' slide and is not working. Members are riding in the rear crew section with several pieces of large equipment that are not secured. Due to the amount of equipment stacked in front of the seat, the two members riding in the back are forced to ride in a standing position.

Due to the challenge of carrying all of the company equipment in a smaller vehicle and the rear seating positions not meeting the current safety standards the committee discussed requesting that the Department consider running a Utility Truck with the Air Unit when the Rescue is Out of Service.

- A discussion was held about members using eye protection and wearing gloves, especially during the clean-up phase of incidents. Training will add a reminder to the next formal training program.
- The Crosslays on Engine 7 were discussed. It is difficult to remove the hoseload from these particular crosslays. Capt. McGahey is going to work with the shop to look at repositioning the dividers and getting some more space.
- A discussion was held about the need for additional safety equipment on the Utilities. In particular the addition of a large Flashlight.
- A discussion was held about shared crew companies and the fact that when they are out doing public education work they are then reduced in capability to only that piece of apparatus that they are currently occupying. The argument was made that this might impact the overall safety of the members because if it is the Engine that is out then there is one less Truck that is available. The proposed solution from the concerned members was to remove the shared crew companies from these assignments.
- FF Gelinis brought some examples of Rehab policies that deal with temperatures and what levels of work can be performed in what temperatures. Training is working on a policy and this information will be incorporated into a proposed policy.

Other Comm. Div. Notes:

The process of recycling interoperable portable radio batteries stored at the fire stations has been completed with the assistance of our intern.

Lakes Region Community College student Greg Nickerson has successfully completed his internship with the Communications Division.

Fire Commission Meeting
Report from the Fire Prevention Bureau
Tuesday December 13, 2011

Office Retirement: As this commission is most likely aware of, our office administrative assistant, Sandra Van Dyne has retired after more than 10 years of faithful and dedicated service. During that time, Sandy represented our Department at the Pine Street window where, in many cases, this was our customers first interaction not only with the Fire Department but with a City of Manchester NH employee. The permitting process can be daunting at best where frustration rules the day and it shows. Sandy had a sense of calm resolve, skillfully answering questions and addressing concerns when presented. We wish Sandy a long, happy and healthy retirement with her family and friends.

Administrative Assistant Position: On Monday December 5, our now vacant administrative assistant position was filled by Anne Sowa, who served with Deputy Chief Dick Martel and Deputy Chief Nick Campasano as their administrative assistant in the Training Division. Anne comes to us with the experience of managing multiple responsibilities, maintaining training records, scheduling and related assignments. We appreciate Anne's interest in this new challenge and welcome her to our team.

Vacant & Abandoned Buildings: Monthly inspections continue for placarded properties which have extraordinary hazards created by abandonment, weather, neglect and neighborhood abuse. Unauthorized occupants are entering through open doors, windows or break-ins. We have noticed a pronounced uptick in fresh and in some cases heavy graffiti tags in and around these buildings. Examples would include 250 South Willow (boarded up Mobil/Exxon gas station) and 335 Somerville (old Colony Supply). Meeting with the graffiti removal team at 66 Union Street (Golumbs Market), offered some re-active plan for managing this problematic issue. We believe this to be not only a cosmetic blight on our community but an increased risk to our responders charged with operating in these placarded properties.

High School Inspections: Manchester High Schools West and Memorial have had their annual fire inspections completed with reports forwarded to the respective Principals for review. There were no major issues regarding these facilities and all other points listed are being taken care of. Central High is still outstanding and we will schedule that as soon as possible.

On-going items: 300 Bedford Street, 55 River Road, after hours joint task force, etc.; are all independent issues, open and active. Attorneys, property reps, law enforcement, State officials, and others are in the office frequently. Meetings take place, documentation is generated and managed accordingly. This is our last report for the Fire Commission for 2011 and it was a very busy year.

Edward O'Reilly
Chief of Fire Prevention

Communications Division Fire Commission Briefing December, 2011

Next Listed Agent Class has been scheduled for January 11, 2012. Active Listed Agents are 679. Applications are being taken at this time. Renewals for 2012 have also been sent out.

Approximately 19 fire alarm inspections have been conducted in the past month.

Approximately 11 work orders processed in the past month.

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

Fire Alarm notes:

- 42 active fire alarm applications

- Market Basket plans have been submitted and are in the process of being reviewed. A site visit to the project revealed discrepancies from what has been submitted. A new plan submittal has been requested.
- 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. Work is ongoing.
- 6 multi unit garden style apartment buildings are under construction in the Beech Hill neighborhood. Inspections for this project are starting this week.
- Manchester Fire Department met with Hooksett Fire Department to discuss fire alarm monitoring of campus buildings. Discussion is ongoing.

NEW Public Works Facility:

Construction is ongoing with the Department of Public Works new facility. No fire alarm plans have been received to date.

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.

The Communications Division is currently evaluating a large cable relocation request on Valley St., between Maple St. and Lincoln St.

- A question was asked about the bays in the Central Station and at what temperature they will be kept this winter. It was noted that there is a new central temperature control system being installed in the Station. The concern was raised due to the experience with Station 8 and the challenge of keeping the bays there at a reasonable temperature. With higher level of activity at Central members are concerned that too low a setting may not allow the system to keep up. The committee asked for continued feedback once some actual experience is developed.
- A discussion was held about the general level of stress in the workforce. Concern was raised about this especially in light of the increased number of suicides experienced nationwide in Fire Departments and EMS Agencies. The committee is going to continue this discussion and look for creative ideas to offer assistance to members.

The following injury/accidents were discussed:

Pulled muscle in back while reloading ground ladder on Engine.....Be sure to use two members for reloading. If necessary, wait for a second member to assist. Regardless of the number members always use good lifting technique.

Transferring heavy equipment from the Utility Vehicle to the Air Unit a member experienced a strain in the neck and shoulder.....Members are reminded to get help, use mechanical advantage and good lifting technique.

While lifting a roof ladder during a training exercise, a member experienced pain in the right elbow.....Be sure to report potential injuries during training evolutions. Instructors will halt training evolutions to ensure member safety.