

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

Minutes of the Regular Monthly Meeting

Date: Tuesday, February 3, 2011

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, James Triantafillou, William Whitmore and Real Pinard. Commissioner Perry was not present. The meeting called to order at 8:30 am.

Also Present: Chief Burkush, Deputies Campasano and Goonan, District Chief O'Reilly, Jody Rivard and Linda Miccio.

A moment of silence was observed.

Minutes of the Previous Meeting:

No minutes to review from previous meeting -- no quorum at November 2010 meeting.

Correspondence:

Division Reports:

Chief Burkush reported on the following:

- FY 2011 is in a deficit of \$585,000.00.
- FY 2012 presenting challenges due to 0% increase, fourth year of flat fund budgeting.
- Mayor Gatsas asking Local 856 to make concessions in health care.
- Budget meeting scheduled for January 25, 2011 at 6 pm.
- Hackett Hill Fire Station Project at a stand still, working out details with contractor.
- Praise to firefighting operations at Oak Street under adverse conditions.
- Changes in legislation will affect the NHRS.

Deputy Campasano reported on the following:

See attached report.

Deputy Chief Goonan reported on the following:

- Wednesday sick leave grievance resolved.
- The union has agreed to language proposal for Haz/Mat Physical, but awaiting report from OSHA.
- Sick leave usage is down.

- Facilities will repair the kitchen at Engine 6.
- Health assessments for all line personnel.

District Chief Ed O'Reilly reported on the following:

See attached report.

Communications Report

See attached.

Old Business: None

New Business: Commissioner Whitmore named the Clerk of the Fire Commission.
Corned Beef and Cabbage Dinner TBA.

Executive Session: Not necessary

Adjournment: 9:18 am on a motion Pinard/Whitmore. Next meeting is scheduled for February 8, 2011 at 8:30 am.

Transcribed by Linda Miccio

Respectfully submitted,

William Whitmore, Clerk

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: Tuesday, January 10, 2011

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

Agenda Items:

- A. Moment of Silence
- B. No minutes to review from previous meeting – no quorum at November 2010 meeting.
- C. Reports for the month (distributed at meeting)
- D. Correspondence:
 - 1. E-mail from District Chief Michael Gamache to Lt. Michael Allard.
 - 2. Letter of appreciation from Deputy Chief Mark Klose, Bedford Fire.
 - 3. Letter of appreciation from Phaneuf Funeral Home.
 - 4. Letter of appreciation from Intown Manchester.
 - 5. Letter of appreciation from Mayor Gatsas.
 - 6. Letter of retirement from Lt. Terence Pfaff.
- 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)

Burkush, James

From: Gamache, Michael
Sent: Thursday, November 04, 2010 9:38 AM
To: Allard, Michael
Cc: Burkush, James; Corbeil, Robert
Subject: citizen thank you

Mike, a Jenn Gendron (603-264-5053) stopped in and wanted to personally thank those who responded to the incident #10-1013846 on 10/6. It was for a young male who attempted suicide by hanging. According to her he had to be revived 3 times. He is currently alive and is expected to live though he does still have some issues pertaining to the incident. She intends to visit you on Sunday 11/7 to personally thank you and the crew who responded. Thanks for another job well done.

District Chief Michael N. Gamache
Manchester Fire Dept.
100 Merrimack St.
Manchester, NH 03101
603-669-2256 office
603-669-7707 fax

Town of Bedford

New Hampshire

Fire Department

(603-472-3219
FAX (603) 472-4565

BEDFORD SAFETY COMPLEX
55 CONSTITUTION DRIVE
BEDFORD, NEW HAMPSHIRE 03110-6008
email: safety@ci.bedford.nh.us

Building Department

Health Department

(603) 472-3838
FAX (603) 472-4565

December 6, 2010

Chief James Burkush
Manchester Fire Department
100 Merrimack Street
Manchester, NH 03103

Dear Chief Burkush,

Bedford Fire Department would like to express to you and the members of the Manchester Fire Department a sincere "thank you" for assisting Bedford Fire Department at our three alarm structure fire at 72 Buttonwood Dr on Tuesday, November 16th. Your department sent an Engine-2, Truck-7 to the fire scene. Engine-2 was active in water supply and interior firefighting and Truck-7 completed ventilation and salvage operations for us. We appreciate all the hard work that your crews did in assisting us.

So, please pass along to all the crew members a sincere "THANK YOU" from Bedford Fire Department. If there is anything that the Bedford Fire Department can do for you please do not hesitate to contact us. Once again, thanks for your continued support of the Bedford Fire Department.

If you have any questions regarding the fire please feel free to contact me.

Sincerely,



Mark E. Klose, Deputy Chief
Bedford Fire Department
603-792-1372
mklose@bedfordnh.org





Funeral Homes & Crematorium

Honoring Loss ~ Celebrating Life

Pranoff

Dear Chief Burkush,

I wanted to extend my gratitude for the assistance several of your firemen gave us on December 2nd. We responded to an untimely death on Manderson St for Steven Blake who passed away. Mr. Blake was an extremely large man and while two of my staff members were at the scene, we required the assistance of your staff to transfer him from his residence into our vehicle. I know that is not their job but the help was much appreciated.

Buddy Pranoff



Captain Kris Soderberg
Manchester Fire Department
44 Webster Street
Manchester, NH 03104

RE: Annual Christmas Parade – City of Manchester

Captain Soderberg,

I would once again like to extend my heartiest 'thanks' for being Santa's escort down Elm Street in the 2010 Christmas Parade. Making sure Santa is safe & well taken care of so that he can wave & smile at parade spectators is a VERY important job and I am happy to work with you and everyone else from M.F.D each year! Please pass on this message of thanks and gratitude for your participation.

My very best,

Samantha DePrima
Director of Marketing & Public Relations
Intown Manchester
1000 Elm Street, PO Box 659
Manchester, NH 03105-0659
sdeprima@intownmanchester.com



CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

December 15, 2010

Capt. Kris Soderberg
Santa Claus - Courtesy of Manchester Fire Dept.
44 Webster Street
Manchester, NH 03104

Dear Capt. Soderberg *Kris -*

Thank you very much for your participation in the *2010 Spirit of the Season Christmas Parade!* This year's event was truly remarkable thanks to all of your time and effort.

In the days following the parade I have heard over and over how impressed people were with the event and how the parade has become a part of their family holiday tradition. As Mayor it is both heart-warming and humbling to hear that sentiment because it reinforces my belief that Manchester is a community filled with spirit and pride.

Again, thank you for making the 2010 Christmas Parade an event to remember. Merry Christmas and best wishes for a most successful new year.

Warm Regards,

Theodore L. Gatsas
Mayor

James A. Burkush
Chief of Department



City of Manchester

Fire Department

January 4, 2011

Dear Chief Burkush,

I am writing to inform you of my intention to retire from the Manchester Fire Department effective 1 February 2011.

The personal and professional relationships that I've had the privilege of making over my 28 years of service have truly enriched my life.

The satisfaction I've gained from serving the citizens and visitors of Manchester along side the finest first responders in our industry cannot be overstated.

Your support, as well as the support from the previous Chiefs of the Department is something my family and I will be forever grateful for.

We, as Firefighters, are fortunate to be members of two families and have two homes. I will be leaving my Fire home but I'm comforted to know I will always remain a member of our Departments Fire family.

I look forward to embracing the new challenges that the next phase of my life will present and I'm prepared to meet those challenges due to the diverse experiences provided by my service with the Manchester Fire Department.

Please be safe and keep in mind that if you or our Department ever need anything, just give me a call or sound the alarm and you know I'll respond.

As always,

Yours in fire safety,

Lieutenant Terence R. Pfaff
Engine Company # 4

JANUARY 11, 2011

TRAINING DIVISION REPORT

DEPARTMENT PROVIDED TRAINING

The following Department training was provided to department personnel:

▪ Company Inspection	1 class	16 attendees	16.00 contact hours
▪ EMS Equipment Familiarization	16 classes	198 attendees	198.00 contact hours
▪ TEMSIS training	16 classes	198 attendees	444.00 contact hours
▪ Vehicle Rescue.	1 class	8 attendees	20.00 contact hours

EMPLOYEE SELF-DEVELOPMENT

The reading list for the upcoming Captains exam was mutually agreed upon by both the Training Division and Local 856 and posted for all eligible personnel.

Work is proceeding on bringing a Homeland Security radiological class to Manchester. This program will be provided to all on-duty personnel at no cost to the City. The program will be delivered by Homeland Security personnel from the Nevada Test Site.

A Hazardous Materials Technician program is being planned for a spring delivery. 80% of this program will be funded by Homeland Security funding remaining from our AFG SCBA grant.

SAFETY COMMITTEE

A copy of the minutes for the Safety Committee meetings, which were held in November and January, are attached to this report.

IN-HOUSE COMPANY TRAINING PROGRAM

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

▪ Station 2.....	24.00 hours
▪ Station 3.....	17.75 hours
▪ Station 4.....	18.50 hours
▪ Station 5.....	28.00 hours
▪ Station 6.....	27.00 hours

- Station 7 34.75 hours
- Station 8 24.00 hours
- Station 9 21.00 hours
- Station 10 24.50 hours
- Engine 11 32.00 hours
- Truck 1 16.25 hours
- Rescue 1 00.00 hours

The average training hours per company for the month of November were **22.31** hours. The average training hours per company for the month of October were **12.66** hour

December training hours for each company:

- Station 2 13.00 hours
- Station 3 03.50 hours
- Station 4 09.50 hours
- Station 5 13.00 hours
- Station 6 11.50 hours
- Station 7 05.00 hours
- Station 8 16.00 hours
- Station 9 16.00 hours
- Station 10 12.00 hours
- Engine 11 12.50 hours
- Truck 1 04.00 hours
- Rescue 1 05.00 hours

The average training hours per company for the month of December were **10.08** hours. The average training hours per company for the month of November were **22.31** hours

HOMELAND SECURITY GRANTS

The department is still awaiting notification on the status of its 2010 Fire Act Grant (\$175,500.00) grant request for assistance in the replacement of turn-out equipment. The department hopes that, through this request, the department's firefighter personnel protective equipment can be brought into NFPA compliance.

The department is also awaiting notification of the status of its 2010 SAFER grant application, which was submitted in September, requested federal funding assistance for the hiring of eight (8) firefighters.

Work is proceeding on the following grant projects, which have been approved:

✚ High Pressure Breathing Air Maintenance	\$4,609.50 - Completed
✚ Tier II Manager Reporting System Upgrade & Maintenance	\$44,359.00 – In progress
✚ RCI Identifier Maintenance	\$9,500.00 - Completed
✚ Waste Water, Station 6 & 9 Security Upgrades	\$20,920.00 – In Progress

The Communication Division is currently working on our Public Safety Interoperable Communication (PSIC) program grant project. This grant provided the department with \$30,000 for the purchase of “gateway” equipment. 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 2010 State Homeland Security Competitive Local Grant application period has opened. This grant will provide funding to communities for projects which focus on homeland security national priorities and target capabilities. The application period will close on January 20, 2011. The department will be pursuing an interoperable radio grant, in cooperation with the City of Nashua. Additionally, the department will be seeking grant funding for a security access system for the new Station 4.

The 2010 State Homeland Security Hazardous Materials Team Grant application period has opened. This grant will provide funding to regional hazmat teams for projects which focus on homeland security hazmat national priorities and target capabilities. The application period will close in February.

EMERGENCY MEDICAL SERVICES

American Medical Response (AMR) has begun providing 9-1-1 emergency medical services as of December 18th. Due to an issue with the issuance of an occupancy permit, AMR was unable to move into their 35 Pine Street facility. It is anticipated that required building/fire code related compliance work will be completed by February 1st. During the interim period, AMR will be utilizing the drive-through bay at Central Station, as well as, classroom 2 on the second floor. The transition has proceeded in smooth fashion. The Division continues to monitor the change and address issues as they arise.

The Division is continuing to work with the City Information Department, our in-house information technician, Don Rippy, and ImageTrend software to complete the field bridge for our CAD system. This bridge allows for a transfer of dispatch information into the state’s TEMSIS patient care reporting system. While the system is currently operational, there remain several technical issues which we are addressing and hope to resolve in the near future.

MISCELLANEOUS

The re-programming of our Intergraph CAD system to accept the new fire priority dispatch determinants and Medical Priority determinants is completed. This change will allow for more detailed data collection on call-types and calls for service. The January 1st implementation date was moved up due to unforeseen technical issues, which have since been resolved. The final implementation is anticipated to begin shortly.

The Division continues to work with Zoll Medical to correct a date/time stamp issue with department defibrillators. There has been one additional incidence of a date/time change. That unit was placed out of service and returned to Zoll. Zoll has provided a loaner unit to replace it.

Safety Committee Meeting Minutes
November 30, 2010
Meeting called to order at 9:00am
UNOFFICIAL

Motion to accept last months minutes was made and unanimously approved.

Members Present

Lt. J Couture
FF G Gelinas
Fire Training Officer R Field
Chief J. Burkush
Deputy Chief D. Goonan
Kevin O'Neil

Old Business

Work on the rehab (Carbon Monoxide) policy is ongoing.

Some members are participating in the Operation Stay Alert Study.

There are a number of grants that are in process.

1. Fire Act for 117 sets of Structural PPE.
2. SCBA grant remainder cannot be used for PPE, must be used for wellness/fitness or training. We are attempting to use it to replace Treadmills.
3. SAFER Act application has been submitted.

Chief Burkush has communicated to our Mutual Aid partners the importance of leaving a seat open for an MFD pilot.

Training Division is looking into Environmental SOP's for the purpose of limiting member exposure during training evolutions.

Mask Fit testing for SCBA facepieces and N-95 masks is complete.

New Business

A question was raised about operating multiple active incidents on one TAC. Members are reminded that the IC is able to request a different TAC from Fire Alarm at any time. Fire Alarm can then determine the best TAC and which incident(s) to move.

Date Of Loss

Accident Description

11/9/2010	WHILE LIFTING PATIENT ON A STRETCHER, TWISTED TO THE RIGHT AND INJURED LOW BACK.
11/9/2010	WHILE LIFTING A PATIENT ON A BACKBOARD FROM THE GROUND. CARRIED PATIENT TO AMBULANCE AND STRAINED BACK.
11/16/2010	WHILE LIFTING PATIENT, MEDIC LOST GRIP CAUSING PATIENT TO SHIFT- CAUSING BACK STRAIN.

Recommendations:

Injured Low Back...Review proper lifting techniques and ensure sufficient personnel are assisting in the lifting maneuver.

Strained Back...See above.

Back Strain... See above.

Meeting Adjourned at 09:30a.m.
Robert Field

NEXT MEETING WILL BE HELD AT CENTRAL ON 1/4/2011 at 9:00 AM

Safety Committee Meeting Minutes
January 4, 2011
Meeting called to order at 9:00am
UNOFFICIAL

Motion to accept last months minutes was made and unanimously approved.

Members Present

Lt. J Couture
Lt. L. Veilleux
FF G Gelinas
Fire Training Officer R Field
Chief J. Burkush
Deputy Chief D. Goonan
Deputy Chief N. Campasano
Kevin O'Neil

Old Business

Work on the rehab (Carbon Monoxide) policy is ongoing. Local 856 is researching some of the relevant issues.

Some members are participating in the Operation Stay Alert Study.

There are a number of grants that are in process.

1. Fire Act for 117 sets of Structural PPE.
2. SCBA grant remainder cannot be used for PPE, must be used for wellness/fitness or training. We are attempting to use it to replace Treadmills. The Department is required to provide proof of Entrance Physicals, Immunizations, and Periodic Health Screenings.
3. SAFER Act application has been submitted.

New Business

The Training Division will be replacing the APR cartridges in the truck kits this week. The current cartridges have either expired or are about to expire.

Date Of Loss	Accident Description	
12/29/2010	SLIPPED AND TWISTED/ROLLED LEFT ANKLE ON ICE	SLIPPED AND TWISTED/ROLLED LEFT ANKLE ON ICE DURING CALL AT ELLIOT HOSPITAL.
12/29/2010	LEFT EYE INJURY	ENGAGED IN ROOF OPERATIONS AT A FIRE, FIRE DEBRIS FELL INTO LEFT EYE. EYE WAS FLUSHED, PAIN PERSISTED. SOUGHT FURTHER MEDICAL TREATMENT AT ELLIOT HOSPITAL.
12/30/2010	LEFT KNEE INJURY	WHILE ENGAGED IN A CARDIO WORKOUT TRAUMA WAS RECEIVED BY BEING STRUCK TO THE MEDIAL SIDE OF THE LEFT KNEE WITH A HOCKEY STICK." TREATED WITH MOTRIN AND ICE.



Recommendations:

Slip & Fall Remind members of the change in conditions as we move into winter.

Eye Injury Remind members of the options for eye protection. Defender Eye Shield or Goggles on Helmet, Safety Glasses, or SCBA Facepiece.

Left Knee Injury Members should be aware some Cardio Workouts pose greater risk of injury than others.

General Reminder to members that using protective clothing and equipment greatly reduces the likelihood of injury.

Meeting Adjourned at 09:15a.m.

Robert Field

NEXT MEETING WILL BE HELD AT CENTRAL ON 1/4/2011 at 9:00 AM

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

Monthly Staff Meeting: Pyrotechnic inspector assignments for the month has been taken care of, ie. hockey, monster trucks, etc.; Night club overcrowding and compliance checks for January set with calendar invitations sent out. Outdoor recreational fires and cooking fire changes discussed with comments regarding inspection process, permitting language and other related detail. We will address issues as they come up. Carbon monoxide detectors or CMDs discussed regarding power source for existing residential properties. Next staff meeting set for Wednesday February 2nd at 3:30pm, Fire Prevention Office.

Pond Hockey: Attended January 5th meeting with the Manchester Monarchs Hockey Club regarding February 12 pond hockey event at the Livingston Park club house facility on Hooksett Road. There is a plan for a hockey tournament with amateur players competing with attending spectators generally having a family winter day in the park. The event promoters want permitting for a beer tent, food vendors and all the other things one would expect. The event is a fund raiser for local charities. The building has a current State of NH Place of Assembly permit with a posted capacity of 85. The tent(s) have to be flame retardant, equipped with exit signage and emergency egress lights. The propane heating appliance must be 10' from combustibles with the warm air forced in through fans. They are also required to submit a scaled drawing of the entire site for our office to review. The final inspection before the event will confirm everything and they should be set to go.

Manchester Partnership for Safe & Healthy Homes: Series of meetings conducted at the Health Department regarding strategic planning goals, objectives and strategies for the implementation of programs designed to enhance safe and healthy homes. Next meeting set for February 9 summarizes the structure into an action template with the final meeting on Feb 28th to formalize what has been arranged. Interesting concepts of multiple agencies involved with residential issues similar to the Neighborhood Enhancement Team (NET) that we have in place today.

Vacant & Abandoned Building Program: Received recent list from Manchester Water Works identifying 23 properties for service termination action (shut offs). Our office will check out each address to verify if they are in fact occupied or vacant. We make every effort to contact those responsible and advise them of their obligation to see that the buildings are secure.

Fire Prevention Committee: Meeting scheduled for this Wednesday has been moved to next week, January 19th. The committee has booked the meeting room at our East Industrial Park Drive facility.

Edward O'Reilly
Chief of Fire Prevention

Communications Division Fire Commission Briefing January , 2011

Next Listed Agent Class is scheduled for January 26, 2011. Active Listed Agents are 670. Applications are being taken at this time. Renewals for 2011 are coming in also.

Approximately 34 fire alarm inspections have been conducted in the past 2 months.

Approximately 84 work orders processed in the past 2 months.

Radio Master Box in service 3 Wire Master Box in service 0 Additional M Zones 6
Central Station in Service

Updates:

Fire Alarm notes:

- 29 Active fire alarm applications
- Elliot at Rivers Edge has two alarms permits, one for the parking garage and one for the ACC.
- 21 W. Auburn St., Manchester Mills, is in the long process of installing an alarm system in the building.
- McIntyre Ski Area fire alarm system is complete, occupancy permits have been issued.
- VA Hospital is planning a campus wide fire alarm system upgrade. VA officials promised to cooperate with the Fire Department with this installation process.
- Billing issues: Tentative agreement may have been reached with the Stanley Monitoring company.

AMR Ambulance

Installation of equipment in the AMR ambulances is nearing completion. The last vehicle is scheduled for completion today.

All radio and Zetron equipment has been installed in the new AMR quarters. An additional test of all equipment will be conducted after remodeling of the building is complete.

NEW Public Works Facility

The Communications Division has been invited to participate in the utility meetings regarding the new Public Works Facility. The Fire Alarm cable and city fiber optics cables all have to be relocated in the surrounding area.

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 Communication Division worked with a private contractor to run fiber optic cable from Station & on Somerville St. to the new AMR quarters on Pine St. Cable installation has been completed.

State Interoperability:

Reprogramming of the State issued interoperable radios will commence in soon. We are presently coordinating the programming process with a vendor.

We have been approved for PSIC grant for our gateway base station, a radio that allows mutual aid companies to communicate with our dispatch center. We are in the process of purchasing this equipment.

Tower Site:

Site work began last week for the new AT&T tower