

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

Minutes of the Regular Monthly Meeting

Date: Tuesday, November 15, 2011

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Real Pinard, Colin Manning and Anthony Puzzo. Commissioner Verna Perry absent. The meeting was called to order at 8:33 am.

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

A moment of silence was observed.

Minutes of the Previous Meeting:

Accepted by Commissioner Real Pinard and Colin Manning.

Correspondence:

Division Reports:

Chief Burkush reported on the following:

- Welcome to newly appointed Fire Commissioner Anthony Puzzo.
- FY 2013 Budget has been submitted level funded which is another \$600,000.00 cut and will result in 12 positions laid off.
- The Department will meet with the Mayor on November 21, 2011.
- The City is awaiting a report conducted by Matrix about the merging of all city mechanics. The collective bargaining agreement, which Fire Department mechanics are covered under, states, "They must remain Fire Department employee."
- The Labor Management Commission meet bi-weekly to discuss health care, compass, etc. and reports to the BMA.
- Due to budget constraints, FY 2013 CIP will be zero funded despite outdated, ancient equipment in need of repairs.
- Arson Task Force has been formed between AFT, MFD and MPD, but due to budget constraints, the State Fire Marshall's office will assist on a limited basis. City arson fires are not contained to one area of the city. Commissioner Pinard spoke of the lack of citizen involvement spotting and reporting suspicious persons that may be in the act of committing arson fires. In addition, perhaps WMUR would consider community access by making the public more aware of this dangerous situation.

Deputy Campasano reported on the following:

See attached report.

Chief Burkush read Deputy Chief Goonan report:

- Chief Burkush reports that Chief Campasano and Chief Goonan have resolved the long negotiated process of Hazardous Materials Physicals.
- District Chief Pelletier has been reassigned to the Fire Prevention Bureau

District Chief Ed O'Reilly reported on the following:

See attached.

Communications Report

See attached.

Old Business: Commissioner Harrington stated the discussion regarding Hackett Hill is on going.

New Business:

Next meeting scheduled for December 13, 2011.

Executive Session: Not necessary

Adjournment: 9:16 am on a motion Pinard/Puzzo

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

NOVEMBER 8, 2011

TRAINING DIVISION

The following Department training was provided to department personnel:

▪ EMT Makeup Module	11 classes	62 attendees	248 contact hours
▪ EMT Practical Skills	9 classes	208 attendees	832 contact hours
▪ Combined Ladder Drills	7 classes	70 attendees	132 contact hours

EMPLOYEE SELF-DEVELOPMENT

Work has begun to prepare for two upcoming promotional exams. A combined exam will be given in the spring of 2012 for the positions of Fire Inspector I and Fire Inspector II. A fire lieutenant exam is also scheduled for early April 2012.

IN-HOUSE COMPANY TRAINING PROGRAM

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

▪ Station 2	12.00 hours
▪ Station 3	14.75 hours
▪ Station 4	1.00 hours
▪ Station 5	11.00 hours
▪ Station 6	09.00 hours
▪ Station 7	00.00 hours
▪ Station 8	15.50 hours
▪ Station 9	19.50 hours
▪ Station 10	28.00 hours
▪ Engine 11	20.00 hours
▪ Truck 1	15.00 hours
▪ Rescue 1	00.00 hours

The average training hours per company for the month of September were **11.21** hours. The average training hours per company for the month of August were **16.46** hours.

SAFETY

The Safety Committee met during the first week of November. Copies of the meeting minutes are attached to this report.

Department engines are currently being measured for hose bed netting. These devices are designed to provide positive securing of hose during road travel. Several pedestrian fatalities have occurred around the country as a result of hose becoming dislodged from apparatus. The net restraints are designed to prevent these types of accidents.

HOMELAND SECURITY

The department has received a six month extension in which to utilize excess grant funds remaining from a \$175,000 Fire Act Grant, which provided replacement gear. It is the department's hope to use these remaining funds towards fire prevention and wellness-fitness projects. This grant requires an 80/20 match.

The department has received reimbursement (\$30,000) for its share in the Public Safety Interoperable Communication (PSIC) program grant gateway project. The city's match was achieved through personnel costs and in-house equipment used in the project.

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

The department will be submitting a Homeland Security Grant application on behalf of the Manchester Water Works for identified facility upgrades. The treatment plant recently underwent a critical infrastructure assessment, which identified several areas where security needed to be upgraded.

EMERGENCY MANAGEMENT OPERATIONS

EOC OPERATIONS

The emergency operations center was opened and used during the recent city-wide power outages. Most city department heads meet regularly during the multi-day event to coordinate restoration efforts and emergency sheltering. A post-event review meeting will be scheduled in the upcoming weeks to examine the emergency operations effort and provide an after-action analysis.

EMERGENCY SHELTERING

The city opened and operated an emergency shelter at Memorial High School during the October snow storm power outage. This event allowed us to review the shelter plans developed to date and provided real-life experience in managing a shelter without Red Cross assistance. Goffstown's CERT team provided volunteers during the operation, which was coordinated by the Health Department. The committee will take the lessons learned from this event and incorporate them into future planning efforts.

EMERGENCY MEDICAL SERVICES

The 2012 EMT, EMT-Intermediate and Paramedic refresher training modules have been completed. All personnel have completed their training and are currently completing their 2011 NH State Protocol examinations.

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. An intensive review has been initiated and the results will be presented to the ambulance contract review committee. This process will result in a one year performance report, which will be presented to the Board of Mayor and Aldermen.

INFORMATION TECHNOLOGY

CARDIAC DEFIBRILLATORS

The Division continues to work with Zoll Medical to monitor the date/time stamp issue with department defibrillators. All department defibrillators continue to operate without a reverting of date back to 01/01/2000. Companies have returned to the process of downloading their units when used and leaving the data thumb drive in a preset receptacle outside of the training office.

HAZARDOUS MATERIALS

The Department has contracted with Southern New Hampshire Planning Commission to perform a commodity flow study. This study will determine the types and amounts of hazardous materials moving through the city via truck, rail and air transportation. This information will be utilized to update the city's hazardous materials response plan. Additionally, the Commission will be re-establishing the Local Emergency Planning committee, which will consist of representatives from public safety, the public and business community. This committee will be scheduled to meet quarterly and will be charged with reviewing compliance with SARA Title III requirements. Both of these initiatives will be funded through a Hazardous Materials Emergency Planning grant. This grant requires a 20% local match, which will be met through a soft match of personnel time during hazardous materials training.

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.

- 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.

Fire Commission Meeting
Report from the Fire Prevention Bureau
Tuesday November 15, 2011

Fire Prevention Parade and Events: Sunday October 9th 2011, the Fire Prevention breakfast, parade, flea market and muster which included the burn rooms which graphically demonstrated the value of fire sprinklers for the community to observe. Other than the weather, a very warm 84 degrees, it was a great day to show our Department and reflect on the service provided here. Awards were given and muster teams congratulated for participation and practiced firefighting skills. We would like to acknowledge everyone involved, especially the Manchester Fire Prevention Committee for their continued support.

Pyrotechnic Shows: Trans-Siberian-Orchestra concert at the Verizon Wireless Arena this past weekend is the most pyrotechnic effect before a proximate audience permitted through our office. There were no problems reported except for a change in choreograph which eliminated one of the shoots. Communication of show alteration was managed and noted by the inspectors on site. Everything went well. Permit for the December 31 (New Years Eve) proximate audience show with the Manchester Monarchs has been reviewed and that should go as scheduled.

Blasting: Current blasting jobs include Dunbarton Road, Hillcrest Avenue, Lindstrom Lane and Sylvan Lane/Alliance Way project. We have received many phone calls regarding lack of horn/siren notification, vibration, cracks, damage to homes, blast noise and a general uncomfortable feeling towards this necessary construction activity. Carbon monoxide is also discussed as accumulating levels are concerning especially with the experience we have had on Proctor Road. We field these questions and respond appropriately, including one instance, where we shut down the job at Hillcrest Avenue.

Operation Mattress: Ongoing effort to put an end to this string of problematic fires. These incendiary fires have been determined to be arson and with the cooperation of the New Hampshire State Fire Marshal, Manchester Police and other agencies, our office continues a proactive approach to this issue. Persons of interest have been identified and interviews have produced information applied to these investigations.

Safety Committees: New England Document, 750 East Industrial Park Drive and McDevitt Trucks, 1 Mack Avenue, among others, have active safety committees requesting information through meetings with our office. Basic knowledge of general fire safety, egress, protection systems and other interests are offered through these meetings.

Edward O'Reilly
Chief of Fire Prevention

Communications Division Fire Commission Briefing November, 2011

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

Approximately 30 fire alarm inspections have been conducted in the past month.

Approximately 34 work orders processed in the past month.

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

Fire Alarm notes:

- 42 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 has been inspected and opened two weeks ago
- 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.

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.

Other Comm. Div. Notes:

The new Engine 10 radio/computer installation is complete.

Communications tech Chris Blue worked 24 hours of overtime during the past storm. Power was lost to our radio site, back up power transferred and operated properly for approximately 72 hours until Public Service restored electricity to the area

We are on the process of recycling portable radio batteries stored at the fire stations with the assistance of our intern.