City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: **Tuesday, May 11, 2010**

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

Agenda Items:

A. Moment of Silence

B. Review of the minutes of the previous meeting

C. Reports for the month (distributed at meeting)

D. Correspondence:

1. Letter of thanks from Theresa Saunders.
2. Letter of appreciation from Patrick Sullivan, Chief of Police Goffstown PD.
3. Letter of appreciation from Frederick Sullivan of Together.
4. Letter of thanks from BJ and Carrie Perry.

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)

City of Manchester, New Hampshire
Board of Fire Commissioners

Minutes of the Regular Monthly Meeting

Date: Tuesday, April 13, 2010

Location: Central Fire Station – 100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Gregg Timbas, James Triantafillou, Robert Haley and William Whitmore. The meeting was called to order at 8:32 am.

Also Present: Chief Burkush, Deputies Campasano, District Chief O'Reilly. Jody Rivard

A moment of silence was observed.

Minutes of the Previous Meeting:

Motion to accept last March Minutes Timbas/Haley

Correspondence:

Reports:

Reports accepted by a motion Timbas /Whitmore

Division Reports:

Chief Burkush reported on the following:

- Chief Burkush honored Deputy Chief Campasano's completion of his Masters Degree. He stressed that very few people are accepted into this accelerated Degree Program
- He stated that the budget will be a challenge this year but we will power through it. The Board of Mayor and Alderman will help if we fall short.
- Chief Burkush reported that the previous RFP for Emergency Ambulance Service had to be thrown away. New specifications will be written as well as new requests for proposals.
- The bid opening will be private and not open to the public as in previous bid openings. This will allow us to negotiate with each Proposer.
- A discussion was made about bringing Fire and EMS together. Some feel it would be very costly and others feel it would be cost effective.
- A graduation ceremony will be held to celebrate the completion of Recruit School for the 6 newly hired firefighters.
- Bob Field who is our Fire Training Instructor will be promoted that evening. He is responsible for much more than just training. He is our safety officer. He responds to fires, and takes on administrative rolls as well. Although he receives Captains pay, he has never held rank. The position will need to be posted and Bob will have to retest for that position.
- Engine 6 will out of service. Will be refurbished and is need of repair.

Deputy Chief Campasano reported on the following:

See attached report.

Deputy Chief Goonan reported on the following:

- Chief Burkush reported in Deputy Goonan's absence
  The only current grievance still pending is in regards to the sick leave deduction on Wednesdays. It was discussed that you cannot grieve an ordinance only a contract.

District Chief Ed O'Reilly reported on the following:

See attached report.

Communications Report

See attached.

Old Business: The department was thanked for a job well done regarding the corn beef and cabbage dinner held in March.

Greg Timbas was thanked for his three years of service. Commissioner Pinard will be taking his place.

Executive Session: Not necessary

Adjournment: 9:00 am. Next meeting is scheduled for May 11, 2010 at 8:30am

Transcribed by Anne Sowa

Respectfully submitted,

Robert Haley, Clerk

City of Manchester, NH
Board of Fire Commissioners
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C. Reports for the month (distributed at meeting)

D. Correspondence:

1. Correspondence from Alderman Joyce Craig.
2. Letter of appreciation from Mr. and Mrs. Robert Dumas.
3. Letter of retirement from William Clayton.
4. Copy of a letter from Mayor Gatsas to Mr. Real Pinard.

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)

Miccio, Linda

From: Blais, Dona
Sent: Monday, March 15, 2010 1:52 PM
To: Blais, Dona; Burkush, James; Foster,Keith; Goonan, Daniel; Lacey,Jay; Miccio, Linda; Rippy, Donald; Wheeler, Susan
Subject: Appreciative Citizen

-----Original Message-----
From: Burkush, James
Sent: Monday, March 15, 2010 2:39 PM

Please send out, thanks

-----Original Message-----
From: Joyce Craig [mailto:joycecraig@comcast.net]
Sent: Monday, March 15, 2010 2:17 PM
To: Burkush, James
Subject:

Chief Burkush,

I would like to thank you and the firemen who worked so diligently this weekend in controlling the water flow of Ray Brook. I am very grateful for your around the clock efforts to ensure safety for the residents who live near Goldfish and Dorrs Pond.

When things quiet down, I'd like to get your feedback regarding what worked/didn't work in this process.

Thanks again. Joyce Craig

Sent from my Verizon Wireless BlackBerry

Robert R. Dumas
Michele C. Dumas
120 Pickering Street
Manchester, NH 03104-2746

March 6, 2010

Manchester Fire Department
C/O Station 5
100 Merrimack Street
Manchester, NH 03101

To Manchester Fire Department Engine 5:

On the morning of December 26, 2009 at approximately 7 a.m., my wife called 911 requesting an ambulance due to the fact that I was having chest pains.

Engine 5 was the first to arrive. I was greeted by three firemen. They immediately began assessing the situation by asking me where I was experiencing the pain I was feeling. I explained that I had pain in my chest and pain traveling down my left shoulder.

Since they believed I was having a heart attack, they immediately administered nitroglycerin, oxygen, and gave me a St. Joseph's baby aspirin to help manage the heart attack.

The doctors at Catholic Medical Center said that because of the quick treatment I received, there was minimal damage done to my heart. The doctors praised the Manchester Fire Department Engine 5 for their quick response time in coming to my rescue.

At this time I would like to thank Engine 5 for a job well done.

Thank you from the bottom of my heart!

Sincerely,

RECEIVED
MAR 15 2010
MANCHESTER FIRE DEPT

Robert R. Dumas

RRD/mcd

A

FDID *	State *	Incident Date * (MM)	(DD)	(YYYY)	Station	Incident Number *	Exposure *	Delete / Change	NFIRS - 10 Personnel
51714	NH	12	26	2009	ROC	09-0916657	000		

B

Apparatus or Resource * (Use codes listed below)	Date and Times (Check if same as alarm date)	Month	Day	Year	Hours/mins	Sent X	Number of People *	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken (List up to 4 actions for each apparatus and each personnel.)
1 ID AM1 Type 76	Dispatch X	12	26	2009	07:15	Sent X	1	Suppression / EMS X / Other	
	Arrival X	12	26	2009	07:24				
	Clear X	12	26	2009	09:01				

Personnel ID	Name	Rank or Grade	Attend X	Action Taken	Action Taken	Action Taken	Action Taken
200272	ALS1, Personnel		X				

Apparatus	Date and Times	Month	Day	Year	Hours/mins	Sent X	Number of People	Use	Actions Taken
2 ID E5 Type 11	Dispatch X	12	26	2009	07:15	Sent X	3	Suppression / EMS X / Other	
	Arrival X	12	26	2009	07:19				
	Clear X	12	26	2009	07:35				

Personnel ID	Name	Rank or Grade	Attend X	Action Taken	Action Taken	Action Taken	Action Taken
200084	Goley, Jeffrey	FF	X				
200120	Proulx, Kenneth	LT	X				
200277	Brassard, Scott	FF	X				

Apparatus	Date and Times	Month	Day	Year	Hours/mins	Sent	Number of People	Use	Actions Taken
3 ID Type	Dispatch					Sent		Suppression / EMS / Other	
	Arrival								
	Clear								

Personnel ID	Name	Rank or Grade	Attend X	Action Taken	Action Taken	Action Taken	Action Taken

March 18, 2010

Chief James A. Burkush
Board of Fire Commissioners
100 Merrimack Street
Manchester, NH 03101

Dear Chief Burkush:

I wish to retire from the Manchester Fire Department effective April 1, 2010, due to provisions of the New Hampshire Retirement System.

I want to thank you for courtesies that you have extended to me through the years.

Sincerely,

Bill Clay

William Clayton
Firefighter
Engine and Truck 7

CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

April 7, 2010

RECEIVED
APR 07 2010
MANCHESTER FIRE DEPT

The Hon. Real Pinard
294 Brennan Street
Manchester, NH 03109

Dear Mr. Pinard,

I am pleased to inform you that your appointment a member of the Fire Commission was confirmed at the Board of Mayor and Aldermen Meeting on Tuesday, April 6, 2010. I have no doubt that you will bring a fresh perspective and insight to the Commission; I look forward to working with you as we build a better Manchester.

I wish you the best of luck in your service and thank you for volunteering your time. If I can ever be of any assistance please do not hesitate to contact me.

Warm Regards,

Ted

Theodore L. Gatsas
Mayor

cc: Chief James Burkush

TLG/swp

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6500
www.manchesternh.gov

Manchester Fire Department
Report from the Fire Prevention Bureau
Tuesday April 13, 2010

April 7th Staff Meeting: Agenda completed which included, carbon monoxide directive through informational bulletin 2009.07. We realize that this document is starting to become dated and we are still left with many questions. Example would be a phone call from the 'Residences of Manchester' building 1200 Elm Street. They are asking us how or where to install CO detectors. Requirements for powering, alarm initiation and monitoring are questions consistent with the installation of smoke detection. Problem is we do not know how to advise armed with an informational bulletin. It would be difficult for property owners to plan expenditures, i.e. adjust condo fees, without understanding what is required.

Fire Investigation Trailer: We have received notice that our grant request for funding a fire investigation trailer has been denied. The notice explained some of the arithmetic of the many grant requests received with limited grant funds available to satisfy those requests. They invited us to resubmit the next time grant opportunities are offered and they advised us to an on-line tutorial for grant writing specifics. We will be looking forward to this.

B. A. E. Systems Seminar, Nashua: April 28, 2010 B.A.E. systems of Nashua is offering a one day seminar on NFPA 101, 2009 edition, at their facility on Spit Brook Road. Senior Inspector Paul Allard has been assigned.

Permitting: Streamlining permitting is always on the agenda and discussed monthly. Properties at 63-65 Malvern, 310 East High (same building) and 224 Spruce Street, we know to be renovated at greater than 51% of total building. This is not necessarily a value standard as it is a percentage of building. If a three unit residential property is gutting 2 apartments for example, it would now be considered new construction and therefore subject to NFPA 101 chapter 30. The system is that should we become aware of such projects, we would contact Planning & Community Development (building dept.) through e-mail and advise as to our interest in securing plans needed for our office to review.

City of Manchester NH School Department: April 8th meeting at 286 Commercial Street was well received to our request for a time line format for life safety concerns at the 23 public school buildings. Some of the properties are in more need than others, and with the costs associated there was great interest in prioritizing or pushing back less pressing issues, making the whole thing more budget friendly. What this plan does is cement, through time sensitive documentation, a consistent approach that can be used to manage life safety issues in all schools.

Edward O'Reilly
Chief of Fire Prevention

Safety Committee Meeting Minutes
April 7, 2010
Meeting called to order at 9:00am
OFFICIAL

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

Members Present:
Chief Burkush
Chief Campasano
Kevin O'Neil
Lt. Adam Iverson
Lt. John Couture
Lt. Leo Veilleux

Old Business

Rescue 1: The final inspection was April 6th and we are hoping that by May 1st it will be in service.

No word yet on the Safer Act.

SOP for Foul Weather is still being worked on.

We were not awarded the Fire Prevention Grant

The Training Division is still currently taking inventory of PPE. They are replacing gear as needed within the confines of the budget as previously stated. They are going to concentrate on those who use QUEST for Structural PPE first.

The speaker coverage in the dorm area of Truck 1 has been adjusted and there have been no more complaints.

New Business

When Opticom is running, more time is needed to give cars a chance to pull over when the light is green.

Members operating at the recent arson fires agree that more FF Training and Survival Skills need to be conducted. The department has been given a building to train in. Once recruit school is over, the Training Division will be concentrating on this next.

Truck 7 has been put out of service due to a water problem.

It was discussed about a buildings' integrity after a fire due to so much water. This has always been a concern due to the fact there have been a lot of fatalities during overhaul. Chief Burkush stated that we need to stay diligent.

There is no suspect yet in the recent Arson Fires. We are still waiting on the fingerprint results from the state.

A reminder to be very careful of live boxes during a fire even in vacant buildings.

The 5 injuries were reviewed and discussed. There were no recommendations.

NEXT MEETING WILL BE HELD AT CENTRAL ON TUESDAY MAY 4th AT 9:00 AM.

Communications Division
Fire Commission Briefing
April, 2010

Next Listed Agent Class is on May 26, 2010. Active Listed Agents are 603. Applications are being taken at this time.

Approximately 28 fire alarm inspections have been conducted in the past month.

Approximately 50 work orders processed in the past month.

Radio Boxes in Service	1 Wire Master, 2 Radio Master, 1 with 5 M zones
Central Station in Service	5

Updates:

King Fisher representatives have forwarded us an agreement that they will donate two radio box receivers and two box printers. Our application for a radio license has been received by the FCC and is under review.

Fire Alarm notes:

- Home Depot alarm system replacement is complete.

- 15 Active fire alarm applications

- No application has been received yet for the Elliot at Rivers Edge project, though many phone calls have been fielded regarding the project as well as on site meetings

- Ongoing monitor installation of apartment buildings

- Billing issues: We are presently working with a Central Station Company on outstanding invoices. There rep states he has a check and will mail it out ASAP, but is questioning the $1000.00 a year permit fee.

-Two Ordinance changes approved this past month. The first is an additional fee for added M zones on a radio box. The second was a change in wording for fire alarm inspection fees, changing to read per hour only and removing 'per hour, per inspector'.

State Interoperability

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The State Interop. Committee finally gave us a verbal approval for the Fire and Police gateway frequencies, allowing us to continue the order process for the base stations needed to operate on these frequencies.
Gateway frequencies are radio channels that "out of town" emergency personal can contact police or fire via the Interoperability Radio.
Still waiting on funding to purchase the gateway radios.

The state has received funding to reprogram over 13,000 interoperability radios with updated frequencies. A list of the 282 radios maintained by the Communications Division has been forwarded to the Department of Safety for review. No date has been set for this reprogramming process.
STILL WAITING

Tower Site.

AT&T received Zoning Board Approval for variances last week
We are working with AT&T representatives regarding the transfer of our existing antennas to their proposed tower.

APRIL 13, 2010

TRAINING DIVISION REPORT

DEPARTMENT PROVIDED TRAINING

The following Department training was provided to department personnel:

▪ Smiths Detection HazMat ID	1 class	13 attendees	104.00 contact hours
▪ New Mexico Tech	4 classes	91 attendees	227.50 contact hours

The department hosted a second training program through New Mexico Tech on April 1st and 2nd. This program, Response to Terrorist Bombings, was offered to all department personnel. Overtime and backfill expenses for this program were funded by state Homeland Security grant funds.

The Training Division began a recruit school for six new hires. This program began on March 22 and will be completed on April 16th. A graduation ceremony will be held at the Manchester Public Library, at 6:00 PM on the 16th. All Commissioners are invited to attend the ceremony.

EMPLOYEE SELF-DEVELOPMENT

The following programs were or are being utilized by Department members for employee development:

- New Mexico Institute of Mining & Technology – 32-hour Incident Response to Terrorist Bombings, Energetics Materials Research and Testing Center– 2 members committed to attend the program 4/13/2010 through 4/17/2010.

- One member of Station 10 attended the MSA C.A.R.E. program and became a certified SCBA technician. He joins the ranks of department SCBA technicians who service and maintain the department's SCBA.

SAFETY COMMITTEE

A copy of the minutes for the Safety Committee meeting, which were held on March 2nd are attached to this report.

IN-HOUSE COMPANY TRAINING PROGRAM

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

- Station 2 ..... 30.00 hours
- Station 3 ..... 19.25 hours
- Station 4 ..... 20.50 hours
- Station 5 ..... 33.50 hours
- Station 6 ..... 33.00 hours
- Station 7 ..... 41.25 hours
- Station 8 ..... 31.75 hours
- Station 9 ..... 28.00 hours
- Station 10 ..... 29.00 hours
- Engine 11 ..... 12.50 hours
- Truck 1 ..... 15.50 hours
- Rescue 1 ..... 41.00 hours

The average training hours per company for the month of March were **27.94** hours

The average training hours per company for the month of February were **21.86** hours

HOMELAND SECURITY

ASSISTANCE TO FIREFIGHTER GRANTS

The Department was notified that it will be receiving a retroactive award for the purchase of SCBAs. Details of the award are being worked out with a FEMA representative.

The Department was notified that our Assistance to Firefighters grant application (Fire Prevention section) was denied. The grant request was for a fire investigation support trailer, at a cost of $22,000. The application will be resubmitted in the 2010 grant cycle.

The Department was notified that our Fiscal Year (FY) 2009 American Recovery and Reinvestment Act (ARRA, P.L. 111-5) Station Construction Grant (SCG). was denied. The grant request was for a combined Hooksett, Manchester Station. The department has requested a detailed account of how our grant was rated.

The Department's Assistance to Firefighters grant application (SAFER section), which was submitted in December is still pending. The grant request was for federal assistance in hiring eight (8) firefighters.

Safety Committee Meeting Minutes
March 2, 2010
Meeting called to order at 9:00am
UNOFFICIAL

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

Members Present
District Chief Pelletier
Lt. A. Parent
Lt. L. Veilleux
Fire Training Instructor B. Field
Chief J. Burkush
Deputy Chief N. Campasano
Deputy Chief D. Goonan
Lt. J. Couture
Kevin O'Neil
FF L Forcier
FF A Philbert
FF J Keller
Capt. J Butts
Capt. J Bukush

Old Business

Station 8 roof issues are ongoing. They have been exacerbated by the recent wind storm's damage. Lt. Pariseau presented an argument for increasing the temperature in the apparatus bays. He presented a copy of the International Building Code that might apply. (See Attachments file)

Rescue 1: On schedule for a mid to late March delivery.

Truck 3 is due back from Greenwood within the week. It will be at the shop for about a week. Truck 6 is having its' PTO repaired and then will be heading to Appleton, WI for work to be performed at the Pierce factory.

Waiting to hear about Safer Act. still

Station 3 painting project is nearing completion.

The foul weather safety SOP is still under development.

A lengthy discussion was held about the leather helmet program. Chiefs Burkush, Campasano, and Goonan reviewed the steps that have brought the Department to its' current position. The committee was reminded that an agreement was reached with Local 856 allowing members to wear personal helmets that met current NFPA standards. Those helmets must display an MFD issued front shield and not have Bourque eye shields.

The question was raised "What about Structural PPE?" The response was given that the Training Division has been actively working on getting a complete inventory while also replacing gear on an as needed basis. This is being performed within the confines of the

existing budget. Any member with concerns about the condition of their PPE is strongly encouraged to see their Company Officer who can contact the Training Division.

The SCBA seats on Engines 4 and 11 were discussed. Bob Field reported that he worked with Engine 11 and learned that the SCBA must be properly seated and the lock must be engaged. If the SCBA is wedged in, it will be difficult to release. If the lock is not engaged the SCBA will fall out. The committee recommended training with the affected members to reinforce the need for proper placement of the SCBA and engagement of the lock.

New Business

A concern about Radio coverage in the Southeast section of the City was raised. Jody Rivard has reviewed the areas of concern and reported there is good coverage in the areas of concern. However there was a problem with an Engine 8 portable radio that has been addressed.

Lt. Pariseau requested that the committee consider recommending the purchase of a hose roller for 5" hose. The intent would be to reduce the exposure to potential back injury for members performing hose testing at Engine 8.

A request from the members of Truck 1 to increase the speaker coverage in the Truck 1 dorm area was referred to Chief Campasano to pass along to Communications.

The committee reviewed and discussed the one vehicle accident report for the prior month.

SAFETY REVIEW

Engine 9 drove out of the Station removing an open high side compartment door in the process. It is recommended that Officers and Drivers examine their need for storing driver PPE in the high side compartments.

Four accidents were reported for Workman's Compensation purposes during the prior month. The review of these incidents did not lead to any recommendations.

Meeting Adjourned at 10:30a.m.
Robert Field

NEXT MEETING WILL BE HELD AT CENTRAL ON TUESDAY, April 6, 2010 AT 9:00 AM