

Town of Newington, NH
Board of Fire Engineers Meeting Minutes
August 2, 2023 1700hrs

CALL TO ORDER:

Meeting called to order at 1700hrs by Chairman John Klanchesser.

ATTENDANCE:

Engineer Ann Hebert, Engineer Jim Fabrizio, Chairman John Klanchesser, Chief E.J. Hoyt, Assistant Chief Patrick Moynihan and Administrative Assistant Crystal Ruhland.

PUBLIC COMMENT:

None

MINUTES:

Engineer Hebert made a motion to accept minutes from July 5, 2023 meeting. Engineer Fabrizio seconded. Motion carried 3-0. Hebert- Yes. Klanchesser-Yes. Fabrizio-Yes

CHIEF'S REPORT:

Chief E.J. Hoyt presented Chief's Report. Follow up at September 6th, 2023 meeting to make a motion to accept.

OLD BUSINESS:

Apparatus:

- Ambulance 1 – Rear suspension issue has been improved, however, is still not complete. Awaiting confirmation of service date.
- New Engine – Received new updated pictures last week. Build out status is progressing and now has a chassis and an un-painted body, prepping for paint.
- Car 2 – Cap has arrived; however, rear emergency lights are currently in the back window and will need to be moved. Awaiting installation confirmation from NEVO.
- UTV- All emergency lighting, outfitting and roof is complete. AC Moynihan is working on stokes carrier basket bracket for the rear, consisting of an elevated box to ensure occupants are secured and belted under the roll cage. Red Trailer, previously supplied by Newington Energy, has been overhauled so UTV is inside for hauling and storage and can be driven in and out. Future work to be completed is interior LED lighting, new battery and a roof mounted solar charger. Trailer can be utilized on the roadways, while the UTV cannot, so it can now be used for Mutual Aid to other Departments.

2023 Budget:

- 2023 YTD Salary& OT savings +/- \$105,580
- 2023 Part-time OT year to date +/- \$7,000
- 2023 Revenue YTD = \$99,590.39, which does not include upcoming permitting fees for large building projects or additions.

Grants:

- Federal DOJ for communications – Not yet updated. New feature released for a new Multi-factor Authentication for sign-ins so funds can be direct deposit to the town. This information has been given to Tracy at Town Hall.
- Safer Grants – First round of awards will be sent out in the next two weeks; Highest scoring applications will be awarded first.

Staffing:

- July: FT needed 8 times to cover the 3rd position shift (26%). The 4th position went vacant 17 times in 30 days (55%).
- PT hiring update – No new applications.
- Fabrizio questioned if another FT position should be filled since the 4th position is rarely filled and not enough PT is filling in. Hebert's recommendation, if the Safer Grant is not approved, filling the 1st-3rd positions with FT and 4th with a PT. AC Moynihan's recommendation is that a smaller, more consistent group would work more efficiently than a larger, less consistent group. The Department currently has 4 or 5 consistently active PT and opinion is that it would be better to move PT to FT to ensure more efficient training and staffing, as well as, saving funds on OT and gear expenses.

Permit Software:

- AC Moynihan and Building Inspector (BI) Boston are still waiting to obtain a 3rd quote. 2 out of 3 Select Board members are already aware of it and willing to move it forward at this point.

NEW BUSINESS:

- Station Study - BI is continuing follow up with this going forward and has two proposals. There was extensive conversation with conclusion that Chief Hoyt and AC Moynihan will prepare a report in the following month for presentation regarding this issue.
- Temporary Alternative Duty – Updated TAD policy presented. Board has approved.
- Recalling Off Duty Staff Policy – Updated Recalling Off Duty Staff Policy presented. Board has approved.
- Overtime Coverage Policy – Updated Overtime Coverage Policy presented. Board has approved.
- Old Personnel Files – Board has approved to destroy personnel documentation that has exceeded the 7-year retention requirements. This is with the exception of medical records to be retained indefinitely. Board has also approved to allow Chief Hoyt to give past service records to Service Members and family, if wanted.
- Fire Alarm Cards – Complete.
- New Ambulance Deposit Account – Currently on hold with TD Bank with review of level of number of accounts held by the town.

PURCHASE ORDERS:

Signed.

CHIEF'S COMMENTS:

- AC Moynihan joined in Storytime at the library. Photo proof is in the monthly Newsletter.
- Chief Hoyt was involved with the NH Fire Academy Committee of Merit Awards meeting last week.
- The Newington Fire Department now has a Notary Public on staff, Crystal Ruhland.
- Still working on updating the Town's Hazard Mitigation Plan with HSEM and stakeholders.

GOOD TO THE ORDER:

- Cisco Bikes & Beers Ride occurred on July 22nd. There were several issues, Fire Department involvement was not required.
- Sabine Strong Road Race is planned for August 13th.
- Autism Touch-a-Truck event at Fox Point Recreation Department will be on August 15th. The Tower and Side by Side will be presented.

PAYROLL:

Signed.

Chairman Klanchesser expressed concerns regarding communication issues with the radios on a district wide scale. Extensive conversation. This is a known issue that has been pushed to be addressed and will be continued. Newington will support as needed to resolve this issue.

Engineer Hebert discussed the unfortunate passing of Atkinson Fire Chief Brian Murray.

The Board Voted to adjourn at 1813; Motion by Engineer Hebert. Second by Engineer Fabrizio. Third by Chairman Klanchesser. 3-0.