

Town of Newington, NH
Board of Fire Engineers Meeting Minutes
March 6, 2024 1700hrs

CALL TO ORDER:

Meeting called to order at 1700hrs by Acting Chairman Ann Hebert.

ATTENDANCE:

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

PUBLIC COMMENT:

None.

MINUTES:

Acting Chairman Hebert made a motion to accept minutes from February 7, 2024 meeting. Engineer Fabrizio seconded. Motion carried 2-0. Hebert - Yes. Fabrizio - Yes.

CHIEF'S REPORT:

No motion made to accept Chief's Report for February.

OLD BUSINESS:

Apparatus:

- All in service.

2024 Budget:

- 2024 YTD Salary & OT: \$51,401; Overtime (\$57,775); Total (\$24,692).
- 2024 Part-time OT YTD \$154.17.
- 2024 Revenue YTD = \$22,691.52.

Grants:

- Federal DOJ – \$170k EOC followed up with 2-Way on pricing and lower final cost is within budget. Equipment has been ordered.
- FY23 AFG – Was not submitted in time.
- Fire House Subs Grant – Will be applying for and it is a Quarterly Application.

Staffing:

- February:
 - FT was needed 21 times to cover the 3rd position shift (72%).
 - The 4th position went vacant 25 times in 29 days (86%).
 - January Vacant Hours = 826; FT Covered Hours = 396.
- March:
 - FT is covering 22 shifts, (10 Day, 1 Night and 11-24hr shifts).
 - The 4th position will be vacant 29 of 31 days.
 - March Vacant Hours = 879; FT Covered Hours = 378.

NEW BUSINESS:

Station Study:

- Bob Champaign had a good initial meeting, additional details to be discussed.

IT Updates:

- Credit Monitoring sign ups have ended. Two letters were returned and discussion was had about additional steps if needed. Waiting on response from lawyers.

Cardiac Monitors:

- New monitors are now in service and training has been completed.
- Previous monitors are going to the Old Town Hall and the Meeting House.

Town Hall – Personnel Manual:

- Assistant Chief Moynihan found the following in regards to previous concerns: “In addition to applying all other Town employees, this Manual shall be applicable to the Newington Fire Department and Newington Police Department, to the extent not otherwise determined by the Appointing Authority of such Departments. To the extent a conflict exists between a particular policy in this manual and such a Department’s standard operating procedures (SOP), the Department’s SOP shall control.”

Driving Qualification Policy:

- AC Moynihan presented an updated version removing the requirement for CDL and adding the Driver Qualification Check-off sheets.
- Previously no training was required if CDL certified.
- Everyone currently has CDL and it will be strongly encouraged moving forward.
- Driver Qualification Check-off sheets were reviewed and approved by Primex.
- Engineer Fabrizio and Acting Chairman Hebert approved.

Engine 4

- Custom hose trays are not of proper quality and researching ordering two new ones.
- Acting Chairman Hebert and Chairman Fabrizio approved.

PAYROLL:

Signed.

PURCHASE ORDERS:

Signed.

GOOD TO THE ORDER:

- Department meeting on March 20th to discuss hiring practices.

The Board Voted to adjourn at 1747; Motion by Engineer Fabrizio. Second by Acting Chairman Hebert. 2-0.