

Town of Newington, NH
Board of Fire Engineers Meeting Minutes
May 3, 2023 1700 pm

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

Present: BOFE John Klanchesser, BOFE Ann Hebert, BOFE Jim Fabrizio, Chief Hoyt, Assistant Chief Moynihan and Department Secretary Laurie Mu

Public Comment: None

Minutes: Engineer Fabrizio made a motion to accept minutes from April 5, 2023 meeting. Engineer Hebert seconded. Motion carried 3-0. Roll call vote. Hebert- Yes. Klanchesser-Yes. Fabrizio-Yes

Chiefs Report: Engineer Hebert made a motion to accept Chief's report for April 2023. Chairman Klanchesser seconded, motion carried 3-0. Roll call vote. Hebert- Yes. Klanchesser-Yes Engineer Fabrizio-Yes.

2023 YTD Salary& OT savings +/--\$80,175; Part-time OT year to date - \$5,112.00

2023 Revenue YTD = \$75,407.60; revenue for same period May 2022 YTD: \$48,719.98

Old Business:

Engine 2: Rear tires being swapped from Engine 5 to Engine 2.

New Engine: No new updates from vendor.

Car 2 – Command Suburban was turned into Selectmen. Suburban was towed and pushed to town hall parking lot.

New Car 2 – Still waiting for radios and equipment to outfit truck. Some of the equipment is scheduled to ship on 5/19.

Boat- Marine 1 will have electronic software updated this week or next.

UTV- TC Energy awarded FD \$10,000, PD awarded \$2,500 but waiting for check. UTV has been picked up but is not in service. Department is working on outfitting new UTV. FD is working cooperatively with PD on policy, procedures and training for use of new rescue UTV.

Annual hose testing and ladder testing was completed May 2, 2023. Only one small piece of hose failed.

Staffing Shortage– April- Full time personnel covered third position shifts 12 times (40%) The 4th position went vacant 18 times in 30 days (60%).

2022 ytd- YTD thru April: Vacant 21% (1030 hours) - FT covered 3% (138 hours (12 shifts)), Left uncovered 18% (892 hours)

2023 ytd- YTD thru April: Vacant 31% (1518 hours) - FT covered 11% (528 hours (39 shifts)), Left uncovered 20% (990 hours)

Staffing Updates – 2 of our PT firefighters have passed CPAT recently.

PT hiring update – No new applications received.

Temporary Alternative Duty – Board was provided a draft copy of TAD policy for review. Copy of draft to be sent to Union for review.

Job description Administrative Assistant – Board reviewed and accepted new job description for Administrative Assistant position. Board also approved job posting for position as written. Administrative Assistant/Department Secretary Laurie Mu will be leaving department in June to move to South Carolina with her family.

Promotional Process – Assistant Chief Moynihan asked and received permission for creating a list of eligible candidates for promotion to Lieutenant.

Station items -SCBA compressor service agreement to roll into grant, \$4,500 remaining.

Status of the station study to be discussed with building inspector.

Sam.Gov Grants- Board discussed Town use of the Fire Department's (exclusively assigned) Sam.gov account to apply for grant for \$1.7 million in road funding. Engineer Hebert raised concerns about potential of FD's Safer Grant application being compromised because of the additional grant application for non-department funds. Hebert also noted that Chief Hoyt had given Town Hall four weeks advanced notice to get the Town's (exclusive) Sam.gov account restored. Hebert noted that Chief Hoyt dedicated a good amount of time to helping submit the Town's grant application including after business hours and in a rush of hours before the deadline. The matter has been addressed with the BOS (Board of Selectmen) so that it will not happen again.

New Business:

Road Detail - Board updated road detail costs for 2023. Chairman Klanchesser made a motion that going forward and to include any detail as not yet billed, the Newington Fire Department will match the Newington Police Department wage rates, administration fees and vehicle costs for road agent details. Engineer Fabrizio seconded. Motion carried 3-0. Hebert- Yes. Klanchesser-Yes; Engineer Fabrizio-Yes.

Run cards – Department will be making changes to existing run cards for our mutual aid partners.

Purchase Orders & Payroll: Signed.

Good to The Order: Thank you note received from Sheryl thanking department for bereavement flowers sent.

Upcoming Meeting/Training:

NFD hosting Seacoast Chiefs in June.

Old Navy Safety Event – NFD to attend

Recreation Dept. Senior Dinner – 5/21/23 NFD to help

USCG Training – Upcoming training scheduled, NFD will not participate due to lack of staff.

USCG Training – Firefighter Corcoran to attend class in Portland ME

Chief Hoyt at NE Fire Investigation seminar @ St. Anselm College May 22-26.

NFD hosting NH Fire Marshal's training @ Newington Town Hall on April 19th

The Board Voted to adjourn at 1715 Motion by Engineer Fabrizio. Second by Engineer Hebert. 3-0. Roll call vote. Hebert- Yes. Klanchesser-Yes. Fabrizio-Yes.