

Town of Newington, NH
Board of Fire Engineers Meeting Minutes
June 5, 2024 1700hrs

CALL TO ORDER:

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

ATTENDANCE:

Chairman John Klanchesser, Engineer Ann Hebert, Engineer Jim Fabrizio, 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 May 1, 2024 meeting. Engineer Fabrizio seconded. Motion carried 3-0. Hebert - Yes. Fabrizio – Yes. Klanchesser – Yes.

Engineer Hebert made a motion to accept minutes from May 1, 2024 Non-Public meeting. Engineer Fabrizio seconded. Motion carried 3-0. Hebert - Yes. Fabrizio – Yes. Klanchesser – Yes.

CHIEF’S REPORT:

Chairman Klanchesser made a motion to accept Chief’s Report for June. Engineer Fabrizio seconded. Motion carried 3-0. Klanchesser – Yes. Fabrizio-Yes. Hebert -Yes.

OLD BUSINESS:

Apparatus:

- Engine 4 is back from being serviced; over charging batteries and AC issues.
- Marine 1 is going out for Annual Service and water pump replacement.

2024 Budget:

- 2024 YTD Salary & OT: \$135,349.54; Overtime (\$67,080.52); Total \$68,269.01.
- 2024 Part-time OT YTD \$858.39.
- 2024 Revenue YTD = \$137,585.59.

Grants:

- Federal DOJ – Waiting on tree work.
- Firehouse Subs Grant – No update yet.

Staffing:

- May:
 - FT was needed 17 times to cover the 3rd position shift (55%).
 - Vacant Hours = 624; FT Covered Hours = 272.
- June:

- FT will be needed to cover 15 shifts.
- Chief 2 will be covering several shifts.
- New Hire – William “Bill” Carey will be joining the C Shift and his first day will be June 18th. One more resume is being reviewed for remaining two positions.

NEW BUSINESS:

Station:

- Jeremy is working on the repainting of yellow lines in front of apparatus bays.
- Bob Champaign should have report this week.
- New kitchen layout is complete with new lockers and old lockers went to PD.
- Flag pole was taken down, painted and replacement parts ordered.

Misc:

- Website is up and running.
- Online Permitting is up and running, able to accept credit card payments.
- Hazard Mitigation Plan Public Hearing is complete, adding Fox Point Road emergency accessway.
- Chairman Klanchesser made a motion to allow the Chief of the Department to enter into an MOU with the START Board for adding Team Members that are employees of Newington Fire. It is also requested that the Department UTV could be used in future Haz-Mat situations. Engineer Fabrizio seconded. Motion carried 3-0. Klanchesser -Yes. Fabrizio - Yes. Hebert - Yes.
- State is providing reimbursement through the NH Works to the Town for cost of attending licensure and Advanced EMT courses. Estimated cost \$2,000.00.
- Chief Hoyt has been working with the Town Hall to confirm Newington’s Hydrant count with Portsmouth.
- START Team Haz-Mat training will be held at Essential Power on June 20th.
- Engineer Hebert made a motion to approve the Newington Fire Department Permit and Fees Schedule Reimbursement Costs and Fines, as of June 5, 2024, as outlined in Fire Department Policy, see document attached. Chairman Klanchesser seconded. Motion carried 3-0. Hebert - Yes. Klanchesser -Yes. Fabrizio - Yes.
- Chairman Klanchesser made a motion to seal minutes from May 1, 2024 Non-Public meeting for a period of 10 years. Engineer Hebert seconded. Motion carried 3-0. Klanchesser -Yes. Hebert - Yes. Fabrizio - Yes.
- Updated Overtime Coverage Policy 1.14: Change made to assign hours in the event that there are two people of the same rank on shift and the covered leave is less than seven days notification. Board Approved.
- Command 1 – Truck Cap is not effective for Department needs. Extensive discussion and BOFE approves to obtain pricing and continue discussions to potentially get the cap replaced or modified.

PAYROLL:

Signed.

PURCHASE ORDERS:

Signed.

GOOD TO THE ORDER:

- On behalf of the Newington Fire Department, Chief E.J. Hoyt, Assistant Chief Patrick Moynihan and the Board of Fire Engineers, we are deeply saddened by the loss of Richard “Dick” Spinney. We will always remember and appreciate his contributions to the community and the Fire Department.

The Board Voted to adjourn at 1755; Motion by Chairman Klanchesser. Seconded by Engineer Hebert. Third by Engineer Fabrizio. 3-0.

NEWINGTON FIRE DEPARTMENT

PERMIT AND FEE SCHEDULE REIMBURSEMENT COSTS AND FINES

June 5, 2019

THE AUTHORITY HAVING JURISDICTION FOR THE ADMINISTRATION AND
ENFORCEMENT OF THE FOLLOWING FEE STRUCTURE SHALL BE THE NEWINGTON
FIRE & RESCUE SERVICE.

NEWINGTON FIRE DEPARTMENT
80 FOX POINT RD
NEWINGTON NH 03801

603-436-9441

FAX: 603-430-2007

NEWINGTON FIRE DEPARTMENT
 PERMIT AND FEE SCHEDULE
 REIMBURSEMENT COSTS AND FINES

New construction or renovation Fire Department Fee's: LIFE SAFETY PERMIT

Commercial: \$7.00 per \$1000.00 of total project cost.

Minimum \$500.00 Included in the fee will be the following: - Fire alarm permit -
 Sprinkler/suppression system permit - Plans review - Required inspections
 PERMIT TO INSTALL FEES

ALL NEW COMMERCIAL CONSTRUCTION PLANS MUST BE STAMPED BY A NH FIRE
 PROTECTION ENGINEER. RENOVATIONS WILL BE AT THE DISCRETION OF THE FIRE

FIRE SUPPRESSION SYSTEMS:

**Modification including moving or change of head to existing
 suppression system**

1-4 heads	\$75.00
5-19	\$200.00*
20 or more heads	\$500.00* *When five (5) or more heads are changed or replaced a 200psi Sprinkler test will be required. The Fire Department fee to witness this test is included in the permitting fee.

FIRE ALARM SYSTEMS:

**Modification including moving or changing devices to an existing Automatic
 fire detection system:**

<u>Automatic fire detection system:</u>	
New system	\$300.00
Renewal (yearly monitoring fee)	\$350.00

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Fire alarm panel replacement	\$175.00
1-9 devices	\$75.00
10-25 devices	\$200.00**
26-100 devices	\$500.00** When twenty six (10) or more devices are changed or replaced a witnessed fire alarm system test will be required. The Fire Department fee to witness this test is included in the permitting fee.
Add for each device beyond 100	\$3.00*

<u>Commercial cooking ventilation systems:</u>	
Including suppression systems	\$200.00
Not including suppression system	\$150.00

<u>Fire pump installation</u>	\$275.00
<u>Fire water tanks/cisterns:</u>	
Aboveground	\$200.00
Underground	\$300.00

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 PERMIT AND FEE SCHEDULE
 REIMBURSEMENT COSTS AND FINES

PERMIT FEES (MISC):

New tenant/occupant fire safety inspection fee:	\$125.00
Permit of Assembly/Initial Annual Inspection:	\$75.00
Re-Inspection Fee for Permit of Assembly	\$125.00
Permit of Assembly – TENT	\$125.00
Hot Work (per day)	\$100.00
Hot Work (per week)	\$500.00
Hot Work (One year permit)	\$1500.00
Explosive/blasting (per site) Up to 7 days	\$200.00
Add for each additional day beyond 7	\$25.00
Oil burner installation:	(Residential – No Fee)
Commercial	\$125.00
<u>Storage tanks (other than water):</u>	(up to 1000 gallons)
Above ground –Installation only	\$150.00

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Underground - Removal only	\$55.00
Underground - Installation only	\$165.00
Underground -Removal and reinstallation	\$200.00
Above Ground- Removal only	\$55.00
Above Ground – Repair	\$250.00
<u>Plans review (fire dept)</u>	
Small project:	\$125.00

Reimbursement Costs:

In the event that the cost for fire department apparatus and/or equipment use is reimbursable under town or state statute, the following rates for the use of apparatus and equipment shall Apply:

- Aerial Apparatus: \$450 per hour/ four hour minimum
- Pumper Apparatus: \$350 per hour/ four hour minimum
- Forestry Apparatus: \$150 per hour/ four hour minimum
- Rescue boat \$200 per hour/ four hour minimum
- Medical Unit \$225 per hour/ four hour minimum
- Staff Car: \$20.00 per hour/ four hour minimum

Personnel costs shall be billed at the rate of \$64.00 per hour/four hour minimum. An administration fee of 20% shall be added to all costs that require reimbursement bill procedures.

Road Detail

In the event that fire department personnel are assigned as a road detail agent, the fire department shall be reimbursed as follows:

Personnel rate billed at \$56 per hour (4 hour minimum), administration fee of \$14 per hour and utility vehicle \$10 per hour.

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PERMIT AND FEE SCHEDULE
REIMBURSEMENT COSTS AND FINES

FINES

Any person, firm, corporation, or partnership who fails to comply with any requirements imposed by the Newington Fire & Rescue shall be fined as follows.

- **FAILURE TO CORRECT AN ISSUE.** Failure to correct an issue after the stated deadline, by authority having jurisdiction, will be no less than one-hundred dollars (\$100) or not more than five-hundred dollars (\$500) per offense. Each day that a violation continues to exist shall constitute a separate offense.
- **FAILURE TO PULL A LIFE SAFETY PERMIT.** Failure to pull a Life Safety Permit will result in a fine that will be equal to double the life safety permit; minimum of \$1500.00 for each violation.
- **FAILURE TO PULL A PERMIT FOR WORK.** Failure to pull a permit for work requiring a permit will be not less than one-hundred dollars(\$100) or not more than five- hundred dollars(\$500) for each day that a violation continues.

The responsibility of obtaining a permit falls on the party performing the work.

Approved by Board of Fire Engineers on 04/13/2004

Amended Reimbursement Costs Approved by Board of Fire Engineers 07/08/08

Revisions approved by Board of Fire Engineers – October 12, 2016

Fee Schedule Amended and Fines Added by Board of Fire Engineers – June 7, 2017

Revisions to Annual Fire Alarm monitoring approved by Board of Fire Engineers – May 1, 2019

Revisions to Reimbursement Costs/ Tank Fees approved by Board of Fire Engineers – June 5, 2019

NEWINGTON FIRE DEPARTMENT
PERMIT AND FEE SCHEDULE
REIMBURSEMENT COSTS AND FINES

**Fee Schedule Amended to add Road Detail Reimbursement Costs
approved by Board of Fire Engineers – May 4, 2022; rate change, 4 hour
minimum 5/3/23**