

Town of Newington, NH  
Board of Fire Engineers Meeting Minutes  
November 6, 2019 at 1800 hours

Meeting called to order by Chair John Klanchesser at 1803

Present: Chairman John Klanchesser, Engineer Ann Hebert, Acting Chief EJ Hoyt and Laurie Mu

Public Comment: No public present

Meeting Minutes: Engineer Hebert made a motion to accept meeting minutes from October 9, 2019 as written. Chairman Klanchesser seconded. Motion carried 2-0.

Engineer Hebert made a motion to accept the Non-Public meeting minutes from October 9, 2019 as written. Chairman Klanchesser seconded. Motion carried 2-0.

Chiefs Report: Chairman Klanchesser made a motion to accept Chief's Report for October. Engineer Hebert, seconded. Motion Carried 2-0

Non-Public Session: Engineer Hebert made a motion to enter non-public session under RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee at 1822. Chairman Klanchesser seconded. Motion carried 2-0. Roll call vote. Klanchesser – yes, Hebert- yes.

No Decision made.

Chairman Klanchesser made a motion to exit non-public session at 1851. Engineer Hebert seconded. 2-0. Roll call vote. Klanchesser –yes, Hebert - yes.

Chairman Klanchesser made a motion to seal minutes indefinitely. Engineer Hebert seconded. 2-0. Roll call vote. Klanchesser –yes, Hebert - yes.

BOFE meeting adjourned from 1900 until 1924, Board met with Town Attorney via phone. Engineer Fabrizio joined meeting at 1900.

Non-Public Session: Engineer Fabrizio made a motion to enter non-public session under RSA 91-A:3, II (1) Consideration of legal advice provided by legal council at 1925. Engineer Hebert seconded. Motion carried 3-0. Roll call vote. Klanchesser – yes, Hebert- yes. Fabrizio-yes.

Chairman Klanchesser made a motion to exit non-public session at 1932 Engineer Hebert seconded. 3-0. Roll call vote. Klanchesser –yes, Hebert - yes. Fabrizio-yes.

Decision made. Board to draft a letter of response to Union no later than Friday, November 8, 2019.

Chairman Klanchesser made a motion to seal minutes indefinitely. Engineer Hebert seconded. 3-0. Roll call vote. Klanchesser –yes, Hebert - yes. Fabrizio-yes.

Non-Public Session: Engineer Fabrizio made a motion to enter non-public session under RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee at 1933. Engineer Hebert seconded. Motion carried 3-0. Roll call vote. Klanchesser – yes, Hebert- yes. Fabrizio-yes.

Chairman Klanchesser made a motion to exit non-public session at 1943. Engineer Hebert seconded. 3-0. Roll call vote. Klanchesser –yes, Hebert - yes. Fabrizio-yes.

Decision made.

Chairman Klanchesser made a motion to promote Acting Chief EJ Hoyt to the position of Fire Chief. Engineer Fabrizio seconded. Motion carried 3-0. Roll call vote. Klanchesser – yes, Hebert- yes. Fabrizio-yes.

Swearing-In of Chief Hoyt to take place at Fire Station on November 20, 2019 @ 6 pm. Public invited. Light refreshments served.

#### Old Business:

Comstar writeoffs – Final total of Comstar writeoff's will be presented at December6, 2019 BOFE meeting.

Station plans – TMS architects has begun preliminary inquiries for modifications to the station. Chief Hoyt said the status of insulation and the three layers of shingles on roof have been brought to the town's attention to be addressed.

#### New Business:

Ambulance Billing Fee's:\_ Chief Hoyt brought to the board's attention a change to budget and procedure that the auditors have brought forth. Ambulance billing fees will be added back into the department budget as a line item expense in the 2020 budget. The fee's currently come out of the Ambulance Revenue account as an offset to revenue and have been done this was since 2012. Auditors sighted offset to revenue wasn't "GAAP" compliant.

New Gear- Chief Hoyt said the department is in immediate need to purchase seven complete sets of gear to replace expired gear. Complete set includes coat, pant, helmet and hood. Estimate cost is \$32,000. Old gear has been donated to the Dover Fire Department explorer post. (Donated gear will not be used in fire situations but fire explorers can use it to train in).

Keltron Updates – Mammoth Fire is pricing out a cellular backup for the Keltron. No additional costs other than the cellular backup unit. Adding this hardware will allow us to eliminate existing phone line(s) to the Keltron. It will also transmit emergency calls directly to department cell phones within 30 seconds. Currently, our calls come from the radio box to a third party monitoring service and then dispatched by Rockingham County Sherriff's Office.

Job descriptions – Chief Hoyt presented the board with job descriptions for fire fighters. Lieutenant Moynihan created the job descriptions to meet state standards and include 12 total positions. The board signed off on descriptions as presented. The board asked for job descriptions for Chief, Assistant Chief, Administrative Assistant and Fire Inspector to be prepared.

Apparatus Update – E2 is back. It has gone to National Wrecker for repair of a Smeal only type part. No price yet on repair. Tower 3 is still awaiting warranted repairs. The repairs are not immediately needed and the repairs are not a safety issue. Marine 1 will be stored at Pickering Marine. It will be out of the Great Bay Marina by the end of November.

MOU to suspend SOP 100-16 vacation – Chief Hoyt ask the board to approve a Memo Of Understanding to allow members of the department to carry over unused vacation hours over the allowed 240 hours, to use or lose, by July 1, 2020. Chief Hoyt sighted down manning and budget status as the necessity of the MOU. Board unanimously agreed and signed.

Capital Outlay- There are approximately \$4,300 in remaining funds in capital outlay for radio purchase. Chief Hoyt is pricing 100 watt boat radio and will have quote for next meeting.

Chief's Comments: Chief Hoyt acknowledged the hard work Firefighter Nicol has done to organize the attic, inventory gear and manage the uniform/PPE budget lines.

Chief Hoyt said FF Nicol found broken, outdated and unused radio equipment upstairs. The board agreed to let the department donate or discard anything no longer of use.

Chief Hoyt informed the board of the career development classes many department members have been taking. Lieutenant McCooey, Firefighter Connors, Lieutenant Moynihan and Chief Hoyt have all participated in classes/trainings in November. Chief Hoyt said the department as a whole has done an excellent job in attending classes this year.

Good of the Order: None.

The Board voted to adjourn at 2040. Motion by Engineer Hebert, Seconded by Chairman Klanchesser Motion carries 2-0.