

Town of Newington, NH
Board of Fire Engineers Meeting Minutes
November 4, 2020 at 1730 hrs

Meeting called to order by Chair John Klanchesser at 1727 hrs.

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

Public Comment: None

Minutes: Engineer Hebert made a motion to accept minutes from October 7 2020 meeting as written. Chairman Klanchesser seconded. Motion carried 3-0.

Chiefs Report: Chairman Klanchesser made a motion to accept Chief's report for October as written. Engineer Hebert seconded, motion carried 3-0.

Payroll Review: Board reviewed and approved department payroll for October.

Old Business:

Budget Review – Budget is 33.04% remaining. Typically should be at 17% at this point. Chief Hoyt reviewed overages to budget lines. Chief Hoyt said department training was misclassified as regular OT line. Anticipates \$6000 training line to be depleted to close at or near zero. Revenues - \$125,586.71 as of November 1.

Apparatus Update– UL performed Aerial test on Tower 1. Tower needs waterway kit to be serviceable. Adjuster from Primex will take over management of claim/repairs to Tower truck. Tower is out of service until resolved.

Ambulance 1 remains in service. Needs cosmetic work at body shop. Replacement lights ordered for ambulance.

Inspections – Engine 2, Engine 5, Forestry and Car 1 have been inspected. Some vehicles needed minor repairs to pass inspection.

Station Renovation – Hole dug, footings poured. There is a load bearing wall where a previous. FD requesting copy of plans from architect. Department is relying heavily on building inspector to remedy issues as they go.

Part time Staffing –Top three candidates from oral boards started skills review. Two candidates have completed the 40 hour review. Third candidate did not meet the requirements.

IT- PS Trax and EOS getting ready to go live next month. Final stages of modifications. Staff training to be held prior to switch. New training program software will track alongside within EOS software to send state. New programs will help resolve issues addressed in MRI Assessment.

Town looking to bundle IT needs between town hall, FD and PD. NFD is happy with our IT service provider and not interested in bundle especially if cost increases.

Station addition – Walls are mostly framed. Minor adjustment made to plans to allow gear racks to be moved into/out of space more easily. Wrong window ordered – will not be installed. Heavy rain caused leaking in the bathrooms and Lieutenant's bunkroom where addition meets building. Building inspector Kelley is monitoring construction process.

Decontamination Sprayer: The department received a new disinfecting sprayer from State of NH. A local vendor was able to mix the required solution for the sprayer and offer it to the department at no cost.

New Business:

MRI Assessment: Chief Hoyt is working on 48 responses to MRI assessment. Grant writing discussed and board unanimously voted 3-0 not to pursue funding for grant writer. Billing for automobile accidents and extra revenue

suggestions taken under advisement. BOFE would like to meet with the Selectmen to discuss MRI Assessment, Fire Department Capital Improvement Plan.

Capital Outlay 2021 – Department was informed of Selectmen’s plan to fund \$20,000 in a capital outlay account to design a second floor addition to the fire department.

Holiday Pay- Board voted unanimously to uphold holiday pay clause in the contracts of both Chief Hoyt and Assistant Chief Moynihan. Both Chiefs will be paid 88 hours of holiday pay to coincide with department next holiday disbursement. Chairman Klanchesser motion. Engineer Hebert second. Motion carried 3-0.

Vacation MOU – Brief discussion held about vacation pay for Chief Hoyt and Assistant Chief Moynihan. Chief Hoyt to prepare MOU to present to the BOFE at next meeting.

Ambulance fee write-off’s – BOFE unanimously voted to write-off \$48,881.39 (forty eight thousand eight hundred eighty one dollars and 39/100) of 2019 and partial revenue of 2020 as UNCOLLECTABLE REVENUE. Engineer Hebert motioned. Engineer Fabrizio second. Motion carried 3-0. Signed letter to MBS, LLC.

Equipment Purchase requests: Chairman Klanchesser made a motion to authorize purchases of 4 sets of fire gear, 20 forestry shirts, 20 protective vests, 3 uniform coats, 70 uniform shirts, fire alarm upgrades, and fire pump for Marine 1 . Engineer Fabrizio second. 3-0

REQUESTED ITEM(S):	QUANTITY:	PRICE:	VOTE:
FIRE GEAR	4 SETS	12026.66	3-0, NO OBJECTIONS
FORESTRY SHIRTS	20	2200.00	3-0, NO OBJECTIONS
PROTECTIVE VESTS	20	10832.50	3-0, NO OBJECTIONS
RED/REFLECTIVE YELLOW UNIFORM COATS	3	970.00	3-0, NO OBJECTIONS
UNIFORM SHIRTS W/ EMBROIDERY	70	3290.00	3-0, NO OBJECTIONS
FIRE ALARM UPGRADES		15000.00	3-0, NO OBJECTIONS
MARINE 1 FIRE PUMP	1	14220.00	3-0, NO OBJECTIONS

REQUESTED PURCHASE USING CAPITAL RESERVE COMMUNICATION FUNDS:

14 Department radios are out of date. No longer able to program. Chief Hoyt proposed 2 year phased purchase. Requested 6 radios and 4 chargers. Chairman Klanchesser made a motion to authorize purchase. Engineer Fabrizio seconded. 3-0

PORTABLE RADIOS & VEHICLE CHARGERS	6 RADIOS, 4 CHARGERS	16152.00	3-0, NO OBJECTIONS
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PURCHASES TABLED until DECEMBER:

AIRBAGS	6	6345.00	TABLED
CAR 2 – REPLACEMENT	1	50000.00	TABLED
E-HYDRAULIC RAM W/ EXTENSIONS	To complete existing set	9072.00	TABLED

The Board signed purchase orders.

Accreditation and Community Risk Assessment: Chief Hoyt led discussion on department accreditation. The department plans on working closely with industry leaders to develop a Community Risk Assessment Committee.

Chief's Comments: Chief Hoyt informed the board that Newington Fire Association, a 501 (c3) non-profit, is currently in the process of reactivating their status with the IRS. Newington Fire Association has been inactive for several years. Chief Hoyt credits Assistant Chief Moynihan for his efforts to reactivate the Association.

Good to The Order: None.

Non- Public Session: None

The Board Voted to adjourn at 2045 Motion by Engineer Fabrizio. Second by Chairman Klanchesser. 3-0.