

Town of Newington, NH  
Board of Fire Engineers Meeting Minutes  
October 9, 2019 at 1800 hours

Meeting called to order by Chair John Klanchesser at 1750

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

Public Comment: No public present

Meeting Minutes: Engineer Fabrizio made a motion to accept meeting minutes from September 4, 2019 as written. Engineer Hebert seconded. Motion carried 3-0.

Chiefs Report: Engineer Hebert made a motion to accept Chief's Report for September. Engineer Fabrizio, seconded. Motion Carried 3-0

Old Business:

Comstar writeoffs –Acting Chief Hoyt met with the town financial officer and town administrator on Friday, September 6, 2019 and all outstanding balances reported by Comstar will be written off as uncollectable in December. A standard time frame for writeoffs was also established.

Apparatus Status:

Engine 2 – went back to Greenwood for engine brake/compressor issues. Pump rebuild is complete and came in under budget by \$4k. Unknown cost for new repairs.

Engine 5 – still plugging away. Knock on wood.

Tower 3 – A punch list has been compiled and needed parts have been ordered. Just waiting for E2 to be completely done.

Ambulance 1 – Doing good

Forestry 1 – Needs new tires at a cost of \$7600. I believe this is not a fiscally good choice to fix. It will not be inspected and will be parked at the end of the season. Going forward I would like to use the existing utility as the forestry next year.

Car 1 – plugging along as well.

Car 2 – would like to replace due to age and safety issues.

Marine 1 – Winter docking at Pickering Marine is being explored. Still waiting to hear back. Invoice for adding windows to side openings, \$748. Also, looking to add a canvass enclosure around the pilot's area for during inclement weather.

New Business:

Updated Job Descriptions - These have been updated to reflect current relative duties at their respected levels. Verbiage, minimum qualifications, and responsibilities have been updated.

Budget Comm & BOS Meeting -Wednesday Oct 2 : Reviewed state of existing budget and overages. Reviewed plan on how we were going to handle it with the BOS and Budget Comm support. Needs to be taken care of this year. John Lamson stated that the boat needed to be taken care of this year and asked the BOS if

they could find the funds. He also agreed that the Forestry should be replaced. Reached out to both Brindlee and Silver Ships.

IT Upgrades to Daily Tasks – Using old IPADs for Vehicle check-ins & Controlled drug/Nitrox tracking. At this time, no cost to department

Station Updates:

BOS has approved Shannon Alther with TMS Architects for the station addition design. Group meeting Oct 16 @ 12:00

Parking lot is paved. Still waiting for shoulder work and striping to be finished. Crews added a concrete pad for the dumpster. Will be adding recycled material to area where old roof prop was. Plan on parking trailer/s there.

Received the blast cabinet and regulator for filling SCBA bottles, \$300. Will start working on that after bill has been paid.

Looking into prices to add the 4<sup>th</sup> bedroom to the bunk room side. Kevin has stated that he has \$3k in his budget for the station. Also, looking into adding French style doors to the training/meeting room for privacy during non-public portion of meetings.

Tree removal and bush trimming has finally been done.

2020 Budget Update:

Planning on going forward with most of last year's budget without the BOS cuts.

Add monies for Vehicle Maintenance. Typically, been \$8k-\$10 over budget every year. BOS cut from \$35k to \$33k. will be requesting \$40k

Add monies for Vehicle Fuel. Add \$2k back in to \$15k

Add monies back to Radio Maintenance. Need to replace old style with current. Add more vehicle chargers and batteries. BOS cut \$5800 down to \$3500. Will be requesting \$5500.

Add monies back to Equipment Purchases. BOS cut from \$8k to \$6k. will be requesting \$8500. One valve can cost upwards of \$3300.

Add monies back to Public Education. BOS cut from \$1500 to \$1300. Will be requesting to go back to \$1500.

Add monies back to Engineers Fund. BOS cut from \$1k to \$700. Will be requesting back to \$1k.

Add monies back to Plans Review. BOS cut this from \$1k to \$1.00. Will be requesting \$500 to cover misc. items that the Fire Inspector needs to perform duties.

Adding monies back to Legal. BOS cut this from \$6k to \$100. Will be requesting back to \$6k due to ongoing conflict of interests with personnel issues.

Add monies to Professional Training. Will be requesting additional funds to send one person to Paramedic school, \$11,500. Can make this into warrant article instead.

Add monies for Protective Clothing. Department currently is in need of at least 7 complete sets of gear, 4 helmets, 12 hoods and replace nearly all forestry shirts. This need is due to expiration of equipment. It either has already or soon will be. Cost will be around \$27k.

Add monies to the Telephone line. This will be needed to cover the monthly/annual costs of upgrading our phone system. This year is \$8900 will be closer to \$14k. this will cover all cell phones, IPads along with new phone upgrades.

Add monies to Dues & Subscriptions. This will be to cover the costs of the station security upgrade. Cost will be additional \$432 per year.

## 2020 Capitol Requests

Replace Forestry 1 with a new Utility vehicle. Estimated cost \$35k off state bid. This vehicle would be a ¾ ton Ford, 4 door, short bed with a back rack. The mobile radio would be used from the current F1. It would need a new light package as the lights on F1 would not work correctly.

Replace Car 2 with new pickup truck with a cap. Estimated cost \$40k off state bid. This vehicle would be a ¾ ton Ford, 4 door, short bed with a fiberglass cap and slide out command box. The mobile radio and most of the lights out of Car 2 would be used.

## 2020 Warrant Articles

### Replace Engine 5

E5 is soon to be 24 years old.

Was going to be requested last year.

Cost estimates are \$635k.

Turn around is anywhere from 12-18 months

Would want to do a lease/purchase.

Add \$100k to FD Vehicle Replacement & Repair Fund

Add \$100k to Ambulance & Major Medical Equipment Fund

Request \$25k for a full department needs assessment from a third-party company.

### Chief's Comments:

Chief Hoyt had a meeting with Chief Todd Germain of Portsmouth Fire. It was the first of hopefully many meetings to work out how best the departments can help each other. Chief Hoyt noted due to lack of candidates, PFD has lowered their minimum requirements to basic EMT.

The Board signed Purchase Orders.

Fire Chief Job Posting: Board instructed Acting Chief Hoyt to prepare and post internally the job description and requirements for the vacant Fire Chief's position. Position shall be posted no later than October 15, 2019 with applications being accepted through October 31, 2019. Applications will be reviewed by Engineers at November 3, 2019 BOFE meeting.

Engineer Fabrizio left meeting not to return at 1945.

Good of the Order: None.

Non-Public Session: Engineer Hebert made a motion to enter non-public session under NH RSA 91 A - 3: (e) Consideration or negotiation of pending claims or litigation at 1948. Chairman Klanchesser seconded. Motion carried 2-0. Roll call vote. Klanchesser – yes, Hebert- yes.

No decisions made.

Chairman Klanchesser made a motion to exit non-public session at 2045. Engineer Hebert seconded. 2-0. Roll call vote. Klanchesser –yes, Hebert - yes.

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

The Board voted to adjourn at 2048. Motion by Engineer Hebert, Seconded by Chairman Klanchesser Motion carries 2-0.