

## **Town of New Boston**

### **Board of Fire Wards**

**November 28, 2022**

Fire Wards in attendance at this meeting were Brian Dubreuil, Derek Danis, Wayne Blassberg, Joe Segien, Chief Plourde and Dick Moody. Brandon Merron was present at the meeting on speakerphone.

Also in attendance was NBFD Interim Assistant Administrator Laurel Flax. NBFD Operations Chief Frank Fraitzl joined the meeting at 7:15 pm.

The meeting opened with the Pledge of Allegiance at 7:01 pm.

#### **Old Business**

Item 1. Approval of Public and Non-Public Minutes from November 14 meeting. Wayne Blassberg made a motion to approve the Public and Non-Public minutes from the November 14 meeting. The motion was seconded by Joe Segien. All were in favor. The motion passed.

#### **Other Business**

Brian Dubreuil indicated that we received a letter from the Town Administrator concerning a Town resident who feels that there is a lack of transparency at the Fire Wards meetings.

- The request was to post the meeting minutes and to livestream the meetings.
- Chief Plourde added that our Web Site needs updating.
- Brandon Merron stated that he has access to update the web site and will do it.
- Wayne Blassberg added that the Town should post our minutes.
- We provide our minutes to the Town following our approval of them.
- Derek Danis added that there should be a way to contact the Fire Wards listed on the Web Site and that Frank Fraitzl had indicated that all Fire Wards should get a Town email address.
- Brian Dubreuil added that Frank Fraitzl will be contacting Chris Emerson at Twin Bridge to get Town email addresses for all Fire Wards.

#### **Old Business (Continued)**

Item 2. Review of Warrant Articles for 2023

- Chief Plourde requested a review of the proposed Warrant Articles for 2023 and thanked Brian Dubreuil for the tremendous amount of work he has put into writing the Warrant Articles.
  - Brian Dubreuil added that he has spoken with Retired Chief Dan MacDonald about some of the wording of the articles to get his input.
  - Warrant to reverse the Modification to RSA 159:1 IV by Article 22 from 1994
    - Dan MacDonald wrote a description and an explanation and Brian Dubreuil wrote a slightly different description and explanation.
    - Chief Plourde and Derek Danis agreed that the best option was to use Brian Dubreuil's description and Dan MacDonald's explanation.
  - Warrant to establish Capital Reserve Fund for Fire Department Equipment
    - Requesting \$50,000 to start the fund
    - Brian Dubreuil indicated that Finance had suggested the wording for this article.
- (Frank Fraitzl arrived at 7:15 pm)
- Wording is for purchasing, upgrading and maintaining Fire Department Equipment.

- Not for EMS equipment
- Additional wording names the Fire Wards as the agents to expend from said fund.
- Warrant Article to cover increased dispatch fees if we get a default budget
  - \$3573.56 is to cover the additional cost of Police and Fire Dispatch.
  - Brian Dubreuil indicated that we are combining the Police and Fire Dispatch increase in this Warrant Article.
  - This Warrant Article is null and void if the Town budget passes.
- Warrant Article to Raise and Appropriate funds from the CIP to purchase a replacement for the 2005 Light Duty Rescue Truck
  - Brian Dubreuil asked if we still want to pull \$339,000 out to purchase this vehicle. The \$339,000 represents a mini-pumper that is non-CDL and would carry 300 gallons of water. A light rescue could be purchased for approximately \$275,000.
  - Joe Segien has a committee and is working on what we want.
  - An extra-cab (4-door) was discussed.
    - Chief Plourde emphasized that members should not be going to the scene or to Mutual Aid calls in their personal vehicles.
  - Joe Segien suggested that we keep the \$339,000 to make sure we have enough money to properly equip the vehicle including an air cascade if we decide that is needed on the truck.
  - Brian Dubreuil will leave it at \$339,000.
- Warrant Article to pay for Rent and Utilities at Nan's House Apartment in the case of a default budget
  - This article will be null and void if Town budget passes.
  - Brian Dubreuil indicated that the insurance for the apartment will be a rider on the Town policy with Primex and will incur no additional cost.
  - Frank Fraitzl indicated that we should add detail as to why our employees are staying at the apartment.
  - Derek Danis suggested using Dan MacDonald's explanation for this one,
- Warrant Article for Night and Weekend Per Diem Wages in the case of a default budget.
  - Brian Dubreuil indicated that the Finance Director is putting in a Warrant Article for \$100,000 in unassigned funds to cover wages if there is a default budget.
  - Derek Danis added that the Weekday Day Shift Per Diem is defaulted for 6-Months and the rest of the year will have to be added in to this Warrant Article. Derek Danis will verify with Finance.
  - Brian Dubreuil will work on this warrant article with Frank Fraitzl and Derek Danis and then email to the Board of Fire Wards for review.
- Warrant Article for the Operations Chief's wages and benefits in the case of a default budget.
- Warrant Article for Annual Deposit of \$150,000 into CIP
- The Primex issues at the existing station have been sent back to the Town since the station is a municipal building.
- Derek Danis asked about getting the money for Engine 2 replacement released early. The truck is due to be purchased in 2026. Brian Dubreuil suggested that we request the money in 2024 due to the long lead time to get vehicles.

- Brian Dubreuil will finalize the Warrant Articles, email them to the Board of Fire Wards for review and then send to legal.

### Item 3. Operations Updates

- Chief Plourde
  - Need to schedule meeting with C2 and C3
- Frank Fraitzl
  - Nan's House Lease has been approved by legal.
  - We need furnishings. Beds are purchased.
  - Brian Dubreuil indicated that the apartment is still being painted and the plan is to be done by December 1,
    - Brian Dubreuil added that the night and weekend shifts are available.
  - Frank Fraitzl reported that the Town Finance committee has concerns about our budget and suggested a 20% cut in coverage.
    - If we filled all Night & Weekend Shifts, it would be 118-hours per week for each of 2-positions.
    - We could cut each of the 2-positions back by 24 hours to 94-hours per week.
    - This assumes that we will not fill all the shifts and/or we will have less than a FF/AEMT for some of the shifts that are filled.
    - This would drop the amount we are requesting by \$64,272 (48 Hours x 25.75/hour x 52 Weeks) to \$250,000.
    - If we did fill all the shifts, we could apply to backfill our budget from the Town Contingency Fund
    - Brian Dubreuil and Frank Fraitzl added that this is a conservative budget and it is in the best interests of the Taxpayers.
- Brian Dubreuil
  - Year End purchases need to be invoiced or the funds encumbered before the end of the year
    - Captain Little is looking into needs for PPE.
    - We are looking at pricing for 3-Season Jackets.
    - Joe Segien suggested purchasing another Thermal Imaging Camera since the one meant for Forestry 1 is currently on the Tanker.
    - Frank Fraitzl is looking at small Seek Thermal Imaging Cameras that can be attached to Pacs.
    - Laptop
    - Forestry 1 Refurb – we need to get invoices or encumber funds for the remaining items.
      - Brandon Merron indicated that the work to be done at Brazecom will be completed and invoiced prior to the end of the year.
      - There was a discussion of equipment needed for the Forestry.
      - Mobile Radios were ordered but portables may not have been. Chief Plourde will check with Two-way for our outstanding orders.
      - Chief Plourde indicated that we have received a Forestry Grant that is a 50% match.

- We will use the funds to purchase Gloves, Headlamps, 4-Stroke pump and floating pump.
  - Chief Plourde added that there is about \$500 in the Forest Fire Warden Fund that he can add to the grant money.
- Brian Dubreuil reported on the Lease for Nan's House.
  - We got an insurance binder for the property from Primex
  - Legal had an issue with one paragraph in the lease concerning liability for damages.
    - The wording was that anything happening to building would be our fault and it should have been limited to our apartment and our people. This was fixed.
  - The Town Administrator said that Frank Fraitzl can sign the lease, which would bypass Chief Plourde and Brian Dubreuil, who had a proxy from the Fire Wards.
  - Derek Danis made a motion for Frank Fraitzl as Operations Chief to sign the lease and negotiate in good faith any other items that arise concerning the Nan's House Apartment. The motion was seconded by Brian Dubreuil. All were in favor. The motion passed.
  - Frank Fraitzl reported that the beds are purchased for Nan's House.
- Chief Plourde asked if anyone had thought about the Fire Wards' gifts to members
  - Wayne Blassberg suggested Koozie Tumblers in a fire or rescue motif
- Brian Dubreuil reported that the Town Administrator and the Finance Director are concerned with our Cybersecurity and will be looking into what we have and what we need to do to improve our security.
  - Currently, we are on our own for IT.
  - In the future IT will be done by Chris Emerson at Twin Bridge.
  - Chris Kelleher will not have the access to our systems that he currently has.
  - Twin Bridge will be doing an inventory and updates to our equipment.
  - If there are problems, call Twin Bridge and they will get fixed.

### **Round Table**

- Wayne Blassberg brought Blow-Up drawings of the new fire station. These are the same ones Brandon Merron emailed to all Fire Wards. He left them at the station.
- Derek Danis reported on the Fire Station Committee Meeting on Sunday night (11/17/2022).
  - David Litwinovich stepped down as Chairperson.
  - The meeting was not streamed due to technical difficulties and will be considered a work session.
  - Brandon Merron and Jennifer Brown will be the Co-Chair people for the committee.
  - Discussion at the meeting was around ideas on how to promote the station.
  - Derek Danis stepped down as Secretary. Cassie will be the new Secretary.
  - Checking on whether this group needs to be a committee or if it is just a Staff Meeting.
  - The Town will be writing the Warrant Article for the Station. We do not have pricing yet.
  - The main focus for the Town is promotional – How to sell the Station to the Town.
  - We will run with the current version of the design.
  - Frank Fraitzl was also at the meeting and talked to Donna Mombourquette about our needs and how much can be cut from the design.

- There is radiant heat in the floor.
- The drawings were circulated in the meeting and it was noted that the cistern size is an estimate
  - Wayne Blassberg suggested over sizing the cistern and putting in a suction pipe part way down to fill the truck tanks, but not touch the required amount of water for the sprinkler system.

Derek Danis made a motion for Non-Public per RSA 91-A: 3.II (a),(b),(c) Personnel and Legal. The Motion was seconded by Wayne Blassberg. All Fire Wards were in favor by Roll Call Vote. The motion passed.

The Board entered Non-Public Session at 8:54 pm.

The Board reconvened the Public Session at 9:21 pm

Derek Danis made a motion to seal the minutes indefinitely per RSA 93. Wayne Blassberg seconded the motion. All Fire Wards were in favor by Roll Call Vote. The motion passed.

Brandon Merron made a motion to adjourn the meeting at 9:22 pm. The motion was seconded by Derek Danis. All were in favor. The motion passed.

Minutes recorded by Laurel Flax