

**Town of Haverhill, NH
FIRE DEPARTMENT COMMITTEE
MEETING MINUTES
September 1, 2020**

(All members participated by videoconference because of the COVID-19 pandemic)

DRAFT / subject to review by the Committee

Fire Department Committee Members:

Jon Bouffard, St. Johnsbury Fire Chief, Resident of Pike (Committee Chair)
Darwin Clogston, Select Board Chair
Keith Charpentier, Deputy Chief, Haverhill Corner Fire Dept.
Jeff Robbins, Woodsville Fire Chief
Phil Blanchard, N. Haverhill Fire Chief
Michael Lavoie, Haverhill Corner Precinct Commission Chair
Paul Kidder, Woodsville Precinct Commission Chair
Dennis Fournier, No. Haverhill Precinct Commission Chair
Bob Long, Mountain Lakes Precinct Commission Chair
Brigitte Codling, Haverhill Town Manager
Jennifer Boucher, Haverhill Finance Director

Members of the Public Present: Kaylee Heathe, April Hutchinson-James, Josh Aldrich, Ed Ballam, Albion Estes, Anthony Smith, Sara Lang.

Jon Bouffard asked for a moment of silence for Captain Steven Tower, a dedicated member of the Goffstown Fire Department since 1985, who passed away this week.

CALL to ORDER: The meeting was **Called to Order** at 7:00 PM.

Attendance ROLL CALL:

Brigitte Codling (Here and alone)
Darwin Clogston (Here and alone)
Keith Charpentier (Here and alone)
Jeff Robbins (I'm here and alone)
Phil Blanchard (Here and alone)
Jennifer Bouchard (Here with my son and youngest daughter)
Dennis Fournier (Here and alone)
Jeff Robbins (Here and alone)
Jon Bouffard (Here and alone)

HOUSEKEEPING ITEMS

Agenda modifications: None.

Agenda Approval

MOTION #1: Clogston moved to accept the Agenda as written, and Codling seconded the motion.

Roll Call Vote: Brigitte Codling (Aye), Darwin Clogston (Aye), Keith Charpentier (Aye), Jeff Robbins (Aye), Phil Blanchard (Aye), Dennis Fournier (Aye), Jennifer Bouchard (Aye), Jon Bouffard (Aye). The vote was unanimous. The motion passes.

**Town of Haverhill, NH
FIRE DEPARTMENT COMMITTEE
MEETING MINUTES
September 1, 2020**

SCHEDULED PUBLIC APPEARANCES: None.

PENDING (OLD) BUSINESS

Survey

Update

Codling stated that the Survey is posted on the Town's website under the Fire Department web page. It's also on Facebook and in hard copy around Town. Postcards have also been sent to every address in Town with a web link to access and a QR code. Codling noted that after the Committee looks at those results in detail, the results will be published for the community to see. With a first look at some responses, Codling noted that the respondents want certified firefighters and want to know how long the fire truck will take to get to their residence, if needed. The local newspapers are interested in the survey, as well.

Discussion of Assignments

Station Ownership

Codling accessed the deeds to the Haverhill Corner and North Haverhill fire stations. She has not yet accessed the Woodville Fire Department deed. On the North Haverhill Fire Station deed, there is a discrepancy with the Town records related to the amount of land owned. Codling will forward all documents to the Committee members.

Vehicle Ownership

Codling stated that she assessed whether the 47 Town vehicles are owned by the precincts or the Town. She found that all vehicles that need to be registered to go on the road are owned by the Town of Haverhill. There are other vehicles that are owned by the Woodsville Fire District or listed under Woodsville Fire and Light ownership. The next step is to take each of the 47 and track down the purchase and sales agreements.

Budgets, ISO Reports, and Run Numbers

Bouffard asked the chiefs if they collected the data for the following items: budgets, ISO reports, and run numbers. Most were unable to access the five years of data requested and suggested that the information come for the Town Reports. Those can be copied and scanned for the Committee. Blanchard noted that he did an ISO report recently and will locate it. And, the Run Reports can be accessed from the dispatcher, and Blanchard volunteered to communicate with the dispatch office for those data. Bouffard requested an Excel spreadsheet for the information. Robbins is in the process of researching the ISO work reports.

Bouffard introduced one additional topic on the Agenda: jobs that are done in fire departments. The members were asked to come up with a list of job activities from which an organization chart and job descriptions will be developed. Discussion ensued.

1. Clogston brought up the issue of maintenance on equipment that is infrequently used. Discussion continued.

**Town of Haverhill, NH
FIRE DEPARTMENT COMMITTEE
MEETING MINUTES
September 1, 2020**

2. Charpentier stated Station Clean-Up, Air Pack/Batteries set up, Generator checklist, and Truck checklist. Robbins stated that there is the same process in Woodsville Fire Department, except that all members participate. Members added the Hydrant back flushing drills.
3. Boucher asked if there is someone to check the Fire Ponds.
4. Codling noted that building and school inspections are done by fire departments.
5. Blanchard added personnel, maintenance, training, creating rosters for the State, inventory, building maintenance, and administrative duties.
6. The chiefs stated that they do have job descriptions and will forward them to Bouffard.
7. Lavoie stated the hydrant systems are owned and maintained by the precincts, and discussion on that topic is needed.

MEMBER COMMENTS

Robbins stated that he received comments that the last Internal Stakeholders meeting minutes have not been published and that he felt that was wrong. He also stated he felt that the Internal Stakeholders meetings were not good, and the process for the fire department merging seems to be happening without listening to the public.

After the Internal Stakeholders meeting, Lavoie noted that there were questions that were not answered.

Codling stated that at the last meeting the questions brought up were added to the list of work to do by the Town Fire Department Committee, that was the purpose of the Stakeholder Meetings, to gather input, not to answer questions; because the Committee cannot answer questions before they do the work to know how to answer the questions. Public input by internal and external stakeholders is meant to help guide the work of the committee, and it will.

Codling then added that all minutes, to all meetings, have been posted to the Town Fire Department web page on the Town's website; anyone looking for the minutes can find them there. The process has been completely transparent. Additionally, all meetings have been open to the public, and (pending technical difficulties) have been offered over Zoom and/or broadcast live on Facebook.

ACTION ITEMS

1. Job descriptions from HC and NH (Blanchard and Charpentier).
2. Budgets and reports (Boucher).
3. Research on buildings and purchase and sales on vehicles (Codling).
4. Chiefs to locate ISO reports (Charpentier).
5. Run data from dispatch (Blanchard).
6. Reach out to Woodville Commissioners (Bouffard).
7. Survey data to review for next meeting (Codling).

**Town of Haverhill, NH
FIRE DEPARTMENT COMMITTEE
MEETING MINUTES
September 1, 2020**

NEXT MEETING: TBD

ADJOURN MEETING

MOTION #2: Boucher made a motion to adjourn the meeting at 8:00 PM, and Codling seconded the motion.

Roll Call Vote: Brigitte Codling (Aye), Darwin Clogston (Aye), Keith Charpentier (Aye), Jeff Robbins (Aye), Phil Blanchard (Aye), Dennis Fournier (Aye), Mike Lavoie (Aye), Jennifer Bouchard (Aye), Jon Bouffard (Aye). The vote was unanimous. The motion passes.

Transcribed by Joanna Bligh