

**Town of Haverhill, NH
FIRE DEPARTMENT COMMITTEE
MEETING MINUTES
June 30, 2020**

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

DRAFT / subject to review by the Committee

Members:

Darwin Clogston, Select Board Chair, Liaison
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, N. Haverhill Precinct Commission Chair
Bob Long, Mountain Lakes Precinct Commission Chair
Jon Bouffard, St. Johnsbury Fire Chief, Resident of Pike

Town Employees Present:

Town Manager: Brigitte Codling
Finance Officer: Jennifer Boucher

Members of the Public Present: None

Jon read the CHECKLIST to Ensure Meetings Are Compliant with the Right-to-Know Law during the COVID-19 State of Emergency.

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

Attendance ROLL CALL:

Brigitte Codling (I am alone)
Darwin Clogston (I am alone)
Keith Charpentier (I am alone)
Jeff Robbins (April is in the other room)
Mike Lavoie (I am alone)
Dennis Fournier (I am alone)
Phil Blanchard (I am alone)
Jennifer Bouchard (Children are with me)
Jon Bouffard (I am alone)

HOUSEKEEPING ITEMS

Agenda Approval

MOTION #1: Brigitte moved to accept the agenda as written and Darwin seconded the motion.

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

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Approval of Minutes from 6-16-20; tabled until the next meeting.

SCHEDULED PUBLIC APPEARANCES: None

PENDING (OLD) BUSINESS

N. Haverhill Fire Station Ownership Update

Brigitte stated that there was a discrepancy between the property records and the deed, which the lawyer has not resolved as yet.

Survey Update

Jon stated that the public survey is still in process and as soon as the survey is generated, it will be forwarded to members. Brigitte stated that after review by the committee members, it will go to the public. Jon stated that there will be no more than 10 questions.

Videoconference Meetings

External Stakeholders

Jon listed the dates and times of the public hearings:

- 7-14 at 7:00 PM [7:00 PM Committee meeting waived]
- 7-21 at 7:00 PM
- 7-28 at 11:00 AM [Regular Committee meeting will be held at 7:00 PM]

Internal Stakeholders

- 7-13 at 11:00 AM and 6:30 PM

Jon and Brigitte agreed to act as co-hosts for the Public Meetings.

Structure

Jon stated that the Public Meetings will begin with a short introduction, which Jon will prepare.

Jon asked about guiding the conversation during the Public Meetings; what would the Questions and Answers be:

- Keith stated: What if response times change?
- Phil suggested: What is it now and how will response times change?
- Brigitte: What does the public expect for the Fire Department to achieve?
- Jennifer: What are the financial concerns and how it would affect taxes?
- Dennis: What changes might come about in house insurance rates?
- Darwin: 515 fire calls in 1 year; what does that represents? Will that change? Brigitte added that the Town is working on breaking those data down as to what calls were made and which station responded.

Discussion continued about ISO rating reports for the various stations.

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- Jennifer suggested: Who's going to show up?
- Keith stated: What type of administration will be created, for example, will the chief be full time or part time or will there be 3 stations?

Discussion of SWOT and Assignments of Process

Jon presented a SWOT analysis template. The members offered inputs:

STRENGTHS

Caring
Training
Mutual Aid
Public Support
Community Involvement
Retention/Commitment/Longevity
Teamwork
Highly Trained Staff/Expertise
Geographic Location of Stations
Recruitment

AREAS OF IMPROVEMENT

Transparency and Accountability
Utilization of Equipment and Staff
More Training
More Uniformity
Build Relationship Among Departments/
Town Administrators
Outward Education
Community Risk Reduction
To Build Trust Among Stakeholders

OPPORTUNITIES

Recruitment
Cross Training
Data Analyses
Town-Level Grant Opportunities
Preplanning
Strategic Financial Planning
Duty Crew Schedule
Work-Life Balance
Creating a Culture
Leadership and Management
Staff Experience
More Certified Staff

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Pride

AREAS OF IMPEDENCE

Ego

Misinformation

Fear

“It’s always done this way”

Lack of Transparency

Videoconferencing

Camaraderie

Readiness/Capacity for Change

Availability of Volunteers

Lack of Committee Participation

Jon suggested to revisit this SWOT analysis in four weeks and if the members want to make any changes to send the Chair an email.

Data Points from Thomas Andross (NH Emergency Dispatchers Association, Grafton County Sheriff Dispatch)

Brigitte presented to the members for their review a draft of the analysis of fire service calls in the Town of Haverhill in the last year.

NEW BUSINESS: None

MEMBER COMMENTS: None

NONPUBLIC SESSION (if necessary): None

NEXT MEETING: July 14, 2020, Public Meeting by videoconferencing at 7:00 PM

ADJOURN MEETING

MOTION #2: Phil made a motion to adjourn the meeting at 8:23 PM, and Jon seconded the motion.

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

Transcribed by Joanna Bligh