

**Town of Haverhill, NH  
FIRE DEPARTMENT COMMITTEE  
MEETING MINUTES  
June 16, 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, Liason  
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  
Jon Bouffard, St. Johnsbury Fire Chief, Resident of Pike

**Town Employees Present:**

**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 7:06 PM.

**Attendance ROLL CALL:**

Brigitte Codling (Absent)  
Darwin Clogston (I am alone)  
Keith Charpentier (I am alone)  
Jeff Robbins (April is in the other room)  
Phil Blanchard (I am alone)  
Albion Estes (No one in the room)  
Dennis Fournier (Arrive late to meeting)  
Bob Long (I am alone)  
Jennifer Bouchard (Children are with me)  
Jon Bouffard (I am alone)

**HOUSEKEEPING ITEMS**

**Agenda Approval**

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

**Roll Call Vote:** Darwin Clogston (Aye), Keith Charpentier (Aye), Jeff Robbins (Aye), Phil Blanchard (Aye), Albion Estes (Aye), Bob Long (Aye), Jennifer Bouchard (Aye), Jon Bouffard (Aye). The vote was unanimous. The motion passes.

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**Approval of Minutes from 6-2-20**

Jennifer changed p. 3 under “Fire Station Ownership” from “...transferred to the Town of Haverhill” to “...transferred to the NH Water and Light.”

**MOTION #2:** Jennifer moved to accept the Minutes as amended from 6-2-20, and Keith seconded the motion.

**Roll Call Vote:** Darwin Clogston (Aye), Keith Charpentier (Aye), Jeff Robbins (Aye), Phil Blanchard (Aye), Albion Estes (Abstain), Dennis Fournier (Aye), Bob Long (Aye), Jennifer Bouchard (Aye), Jon Bouffard (Aye). The vote was unanimous. The motion passes.

**SCHEDULED PUBLIC APPEARANCES:** None

**PENDING (OLD) BUSINESS**

**Pros and Cons from Fire Chiefs** (brought forward from last meeting)

Jon asked the members if there was any further discussion of Pros and Cons from Chiefs. There were no further comments or discussion.

**N. Haverhill Fire Station Ownership**

Jennifer stated that the deed is in review by the Town’s attorney.

Darwin stated that at the last meeting he asked about the ownerships of other fire stations. Keith stated that Bob and Carol Young built the Haverhill Corner Fire Station for the precinct as long as it would be used as a fire station; otherwise, it will be deeded back to Dartmouth College. Jennifer stated that she will check the property records files.

**Next Steps**

**Survey:** Jon opened the discussion of Next Steps including meetings for the public and a survey. Jon stated that the CPSE [Center for Public Safety Excellence] does department assessments for accreditation with external stakeholder input, which can be used for sample questions. As soon as a questionnaire is generated, it will be forwarded to members.

**Timeframes**

**External Stakeholders**

Jon suggested the members discuss timing of public hearings and committee goals:

- June to July: External stakeholder findings from meetings and strategic planning
  - Public panel discussions should include what the public expects from the Fire Department; discussion ensued; Jon suggested when they are at a meeting driving the public discussion they provide a short introduction, such as What is a fire department?
  - Then they would present the Committee’s Mission and Purpose Statements

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- Phil suggested that because ZOOM meetings create a barrier to communication, a survey may be best for public input at this time, but face-to-face is best to answer any questions
- Jon suggested holding dates open now for ZOOM meetings because gatherings are still on hold
- July to August: External stakeholder findings and SWOT analysis
  - Suggested beginning the SWOT analysis discussion tonight
- August: Presentation to community from SWOT analysis
- Consensus from members for scheduling public meetings: July 14 (11:00 AM), July 21 (6:30 PM [Amended to 7:00 PM]), and July 28 (6:30 PM [Amended to 7:00 PM]) by ZOOM

**Internal Stakeholders**

Consensus for Committee plus fire department staff meetings: July 13 (11:00 AM and 6:30 PM [Amended to 7:00 PM]) on site

**NEW BUSINESS**

**SWOT Analysis**

Jon introduced the SWOT (strengths, weaknesses, opportunities, and threats) process; a discussion will be held at the next meeting.

**Marketing of the Process**

Jon asked the members if social media is a direction for marketing. Jennifer stated that marketing output should be broad—print and online.

**MEMBER COMMENTS**

Mike and Jeff suggested the meetings begin at 7:00 PM rather than 6:30 PM.

Consensus of the members: to meet at 7:00 PM rather than 6:30 PM.

Jon will reach out to new Precinct Commissioners and invite them to attend.

**NEXT MEETING:** Tuesday, June 30 at 7:00 PM

**ADJOURN MEETING**

**MOTION #3:** Darwin made a motion to adjourn the meeting at 8:40 PM, and Keith seconded the motion.

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

*Transcribed by Joanna Bligh*