



## **NEW HAMPSHIRE ASSOCIATION OF FIRE CHIEFS, INC.**

*Working Together to Make a Difference*

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### ***Minutes of the Annual Meeting of the NH Association of Fire Chiefs***

Mike Matros of Redline Company has sponsored this meeting and made a presentation on his company's products.

Thursday, June 11, 2020 – Meeting held virtually due to Corona Virus restrictions.

The meeting was called to order at 1600 hours by Chief Buxton.

After a salute to the flag, a moment of silence was requested for departed members.

A quorum call was made and affirmed.

Chief Buxton welcomed all to the new format.

Advocate Members present –

Special Guests present – n/a

**Minutes** of the March 13 meeting: MOTION (Clark/Howard) to approve the minutes carried unanimously.

**Financial Report** – n/a

**Communications:** n/a

**Applications for membership:** Chief George Kramlinger of Somersworth; Chief William Gould of Swanzey were welcomed as Active members and Michael Matros was welcomed as our newest Advocate member.

**Life Membership:** Chief Brian Comeau, retired from Exeter.

**President's Report: (Buxton) –**

- Thank you to all the attendees at today's seminar and special thanks to the presenters.
- As this is his last meeting, he expressed his appreciation to all of the members and board and summarized the highlights of his two years as President.
- He will be nominating Chief Jones

### **Executive Director's Report (Lemire) –**

- The final paperwork for our IRS non-profit status was filed today. Hopefully it works this time.
- Reminding everyone that dues notices are sent via the email you signed up with on our website. Please remit dues in a timely manner.
- Board members will be participating in a conference call with Senator Hassan on July 6. Members had a similar call with Senator Shaheen two weeks ago.
- The board has conferred Life Membership status on Chief Brian Comeau of Exeter, who recently retired.
- Proposed by-law changes are intended to update our Active member eligibility; provide for virtual meetings and add a section to comply with IRS regulations regarding non-profits. They will be read later in the meeting.

**1<sup>st</sup> Vice President Report (Jones)** – He had no report by welcomed everyone to the meeting and is happy to see faces and hear the voices. He is ecstatic to be nominated to serve as NEAFC Div of IAFC director.

**2<sup>nd</sup> Vice President Report (Sitar)** – He reported that they are still working on the CFO program and is waiting for Ty Gagne and Margaret Byrnes to meet.

### **Committee Reports –**

- **Scholarship Committee** – Chief Toomey reported that the notice is out for this year's grants

### **Division Reports –**

**State Fire Marshal** – Marshal Parisi reported on several bills of importance being followed and will keep everyone posted.

He also presented the new rules for Oil Burners, etc. as now incorporated into the State Fire Code.

**Fire Standards/Training/EMS** – Director Pendergast

### Logistics-

We are working with the business office to move the A Building Project forward before the 2018 Grant period of performance expires. (All projects not listed as Mission critical were put on hold)

### Programs-

We have submitted our written plan to the Commissioner for reintroducing classes and programs as we look to reopening operations at our Division. We worked through some of our challenges for both on and off campus programs. As part of this plan we are putting together a needs assessment for up front and burn through PPE.

We have prioritized the FFI and FF II programs currently underway (postponed) as well as the EMR class that was partially completed. The first classes to be brought back will be those off campus classes that started in the late winter and early spring. We are also planning out the ARFF refresher programs as those airport departments do have a current refresher training waiver with an end date. Update: All of these are on the schedule beginning June 24 and throughout the rest of the summer.

Finally, we are planning a summer “modified” offering of the CPAT exam, with fewer candidates per day. This is scheduled beginning July 7 and 8 and continuing the following week, July 10, 14 and 16.

We are planning a virtual Curriculum Committee meeting to continue to move the FFI and FF II curriculum recommendations from the Visiting Committee forward. Update: This was postponed by the Chair.

#### Communications-

We continue to take part in weekly update conference calls with members of the NHAFC, the FMO, HSEM and the Commissioner’s office.

The 2020 annual Roster project (602.01) letters are going out this week. There is a new process where the form can be easily accessed online by each department.

#### Challenges-

We are currently still the host site for several phone banks and call centers both in the Administration building and the dorm building as well as the Press Conference host site for Governor Sununu.

A few of our full time staff are teleworking from home or are out on Covid leave with small children.

## **EMS Division (Chief Romanello) –**

### COVID-19 Summary

- **Emergency Protocols**
  - COVID-19 Version 1 – **Released 17 March 2020**
  - COVID-19 Version 2 – **Released 17 April 2020**
  - COVID-19 Version 3 – **Released TBD**
  - COVID-19 Testing – **Released 26 March 2020**
  - COVID-19 Destination Determination – **Released 26 March 2020**
  - COVID-19 Temporary MIH – **Released 17 April 2020**
  
- **Emergency Rules**
  1. # of Providers Required for Patient Transport – **Released 19 March 2020 (Expires 19 September 2020)**

- 2. Expiration Extension of Currently Licensed EMS Providers – **Released 19 March 2020 (Expires 19 September 2020)**
- **Waivers**
  - Provisional Certification and Partial Background Checks - **Released 7 April 2020 (Expires 1 October 2020)**
- **Executive Orders**
  - Alternate Vehicle Use and Waiver of Required Equipment – **Drafted NOT Issued**

### EMS Operations

- **2,500 provider renewals this cycle - Still have 700 left**
- Open Positions -
  - Licensing Coordinator – **Full-Time – Offer Extended/Accepted – ON HOLD**
  - Ambulance Inspector – **Part-Time – Position Posted – ON HOLD**
  - NREMT Remote Testing Coordinator– **Part-Time – Position Posted – ON HOLD**
- **EMS Operations - COVID-19**
  - NREMT Remote Testing Site for Cognitive Exam – **ON HOLD**
  - Practical Exam Program – **Exploring options for future support**
  - Ambulance Inspections Program – **Exploring options for future support**
  - EMS Training Programs and I/C Program – **Exploring options for future support**
  - Waivers
    - Vehicle Inspections
    - Provider Licensing – Background checks and provisional licensing (10/20)

### Clinical Systems

- Protocols 8.0 estimated to be released after certification/licensing cycle complete
  - Estimated August?
- Open Positions -
  - PIFT/Critical Care Program Coordinator – **Part-Time – ON HOLD**
  - MIH Program Coordinator – **Part-Time – ON HOLD**
- **Clinical Systems - COVID-19**
  - Trauma Program – Site Visits – Extension for all programs 1-year

## **Data Systems**

- Respond NH – User Management System
  - Moving along, on schedule.
    - Services - Entered
    - Vehicles – In-Process
    - Personnel – In-Process
- Open Positions -
  - Records Management Coordinator – **Full-Time – ON HOLD**

## **EMS Training**

- Continuing Education
  - Remote Delivery – Teleconferencing – **ON HOLD**
  - Weekend Quarterly Training – **ON HOLD**
- Initial Programs
  - EMR Course – North Country (Bethlehem) – 3/4 to 4/4 Wed and Sat
    - 16 Current Students – **ON HOLD**
  - EMR Course – West (Cheshire Medical Center) – 4/25 to 6/6 Saturdays
    - 3 Students Registered 3/9 – **ON HOLD**
- Open Positions
  - Staff Instructor – Ongoing Hiring – **ON HOLD**
- **EMS Training - COVID-19**
  - Continuing Education – **Exploring options to increase virtual offerings.**
  - EMR Programs – **Exploring options to finish the Winter North Country program.**
  - EMR Programs – **Exploring options for future programs.**

## **Special Projects**

- Educational Training Agencies – Planning on virtual meeting June?

**EMS Trauma and Medical Services Coordinating Board (Chief Allard) – No report**

**Trauma Medical Review Board ( ) – No report**

**LOSAP and NVFC (Dep. Carrier) – No report**

**Advisory Council on Emergency Preparedness and Security (ACEPS) – No report.**

**Homeland Security and Emergency Management (Director Harper) – No report.**

**Forests and Lands – (Chief Sherman) – No report**

**Board of Fire Control/Building Code Review Board (Chiefs Skantze/Gagnon) – No report**

**Manufactured Housing Standards Board (Chief Powers) – no report**

**Division of Emergency Services and Communications – (Director Doyle) –**

He reported on new protocols and their work with DHHS and the National Guard with communications and links to NHEOC.

**NEAFC – A Division of the IAFC** – Chief Carrier deferred his report to Chief Jones. Chief Jones described the process of the merger and thanked Chief Carrier for all of his work. They expo has been cancelled for this year but they will try to hold the annual meeting in October in Mystic, CT.

**IAFC** – Chief Christopoulos reported on efforts being taken in response to COVID-19 and the financial situation facing them. FRI in Phoenix (August) has not been cancelled as of yet, but members should stay tuned.

**New Business –**

Chief Buxton asked the Executive Director to report out on the **by-law change proposals**.

The report of the **Nominating Committee** was presented by Executive Director and is as follows:

**The following will require a vote of the membership:**

- President – Chief Ken Jones, (Meredith)
- 1<sup>st</sup> Voice President – Chief Michael Sitar (Tilton-Northfield)
- 2<sup>nd</sup> Vice President – Chief Kirk Beattie (Laconia)
- Sgt. at Arms – Chief Dave Emanuel (Durham)
- Executive Director/Secretary - (retired) Chief Brent Lemire (Litchfield)
- Treasurer – Chief Chris Christopolous, (Lebanon) 1 year term
  
- Fulltime Chief Director - Assistant Chief Brendan Burns ( Manchester)  
2 year term
- Combination Chief Director – Chief Hank Thomas (Newbury)  
2 year term
- Voting Member Director – Chief Brian Rhodes (Nashua)  
2 year term

**BELOW ARE NOT UP FOR RE-ELECTION UNTIL 2021**

- Fulltime Chief Director - Chief Mark Howard (Keene) **expiring 4/2021**
- Combination Chief Director – Chief Sean Toomey (Warner) **expiring 4/2021**
- Immediate Past President – Chief Robert Buxton, (Hudson)

A MOTION (Carrier/Thomas) to ask the Executive Director to cast one ballot for the slate of officers carried unanimously, and the Executive Director complied.

Chief Buxton thanked all the members of the board and the membership for their support and effort throughout the year. He stated that it was an honor to have served as President. He is proud of the accomplishments throughout the year.

Chief Jones thanked Chief Buxton for all of his efforts of the past 20 months. He thanked the membership for giving him a chance to participate and for their friendship. He looks forward to the challenge and hopes to walk in Chief Buxton's footsteps.

Chief Jones stated that the **2020-21 Budget** was approved by the Board and Directors and needs approval today by the body. Chief Christopoulos illustrated several of important issues including revenue diversification. A MOTION (Sitar/Parisi) to approve the budget carried unanimously.

**Old Business** – n/a

**Good and Welfare:**

Chief Buxton mentioned that the contract for the fundraiser for this year.

Chief Carrier suggested and moved that the Association forward a letter to the Commissioner (Carrier/Klose) suggesting that the vacancy occurring with the Asst. Commissioner position be filled by a fire service professional from NH. Motion carried unanimously

The meeting adjourned at 1716 hours.

Respectfully submitted,  
 Chief Brent T. Lemire, Ret.  
 Executive Director, NHAFC

June 11, 2020