

**CITY OF NASHUA
BOARD OF FIRE COMMISSION
AGENDA**

**Monday, August 3, 2020
177 Lake Street, Nashua, NH
Training Classroom
5:30 PM**

Roll Call

Pledge of Allegiance

Moment of Silence

**Out of Order - Promotional Actions – 20 67 Training/Safety Lieutenant
20 68 Assistant Fire Chief**

Period for Public Comment (RE: Agenda Items)

CONSENT AGENDA

Approval of Minutes:

20 69 Monday, July 6, 2020 Regular Meeting Minutes

Communications:

**20 70 From: Town of Dunstable MA
Re: Dive Team Assistance**

**20 71 From: American Heart Association
Re: 2020 Mission Lifeline Gold Plus EMS Recognition**

Reports:

20 72 Departmental Detail Expenditures Report

REGULAR AGENDA

Staff Reports:

**20 73 A. Chief Rhodes
 B. Assistant Chief Walker**

Discussion:

20 74 Local 789

Old Business:

New Business:

**20 75 City of Nashua ~ Temporary Policy on Emergency Leave due to Coronavirus
(COVID-19) as of July 6, 2020**

Remarks by Fire Commission

Period for Public Comment (RE: Non-Agenda Items)

Personnel:

20 76 Personnel Item A

Non Public if required

Date and Location of Next BFC Meeting:

Monday, September 14, 2020, 5:30 PM, 177 Lake Street

Adjourn

Date and Location of other Events

Assistant Chief George A. Walker's last day, Wednesday, 8/26/2020

**CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
JULY 6, 2020**

MEMBERS PRESENT:

Kevin Burgess
Don Davidson
Paul Garant
Ken Marquis

MEMBERS NOT PRESENT:

Anthony Patti

STAFF PRESENT:

Chief Brian D. Rhodes
Assistant Chief George A. Walker

OTHERS PRESENT:

Deputy Fire Chief Steve Buxton
Deputy Fire Chief Kevin Kerrigan
Vice President of Local #789 – Michael O'Brien
Alderman Tencza
Corporate Council
Members of Nashua Fire Rescue

THE MEETING CAME TO ORDER AT 5:30 PM

All stood as Fire Commissioner Burgess lead The Pledge of Allegiance.

A Moment of Silence was held for all recent deaths and all those lost and all of the men and women in the service.

PUBLIC COMMENT (RE: NFR AGENDA ITEMS)

N/A

CONSENT AGENDA**Approval of Minutes**

June 1, 2020 Regular Meeting

20 59

Motion by Commissioner Garant to accept as presented the meeting minutes and place on file
Seconded by Commissioner Burgess
Vote: passed 4-yes

Communications: Thank You(s) (1)

20 60

Motion by Commissioner Burgess to accept as presented the communications and place on file
Seconded by Commissioner Garant

07/08/2020 kmc

Vote: passed 4-yes

Departmental Detail Expenditures Report

20 61

Motion by Commissioner Garant to accept as presented the Departmental Detail Expenditures Report and place on file

Seconded by Commissioner Burgess

Vote: passed 4-yes

REGULAR AGENDA

Staff Reports

A. Chief Rhodes

20 62 A

Chief Rhodes thanked Pvt. John McAllister for his years of service as President of Local 789 and congratulated him on his new position with the Professional Firefighters of New Hampshire. He also welcomed President Elect Wholey.

Motion by Commissioner Garant to accept Chief Rhodes' report as presented and place on file

Seconded by Commissioner Burgess

Vote: passed 4-yes

B. Assistant Chief Walker

20 62 B

Motion by Commissioner Burgess to accept Assistant Chief Walker's report as presented and place on file

Seconded by Commissioner Garant

Vote: passed 4-yes

Discussions

Local 789

20 63

Vice President O'Brien reported there was a recent election.

There is a slightly new board.

Pvt. John McAllister will no longer be the President of Local 789; he is taking on a new role as the Secretary/Treasurer of the Professional Firefighters of New Hampshire, the state union organization.

The new President of Local 789 is Lt. Tom Wholey from Engine Company 1.

President Elect Wholey was unable to attend the meeting but is looking forward to meeting with the board and working together.

Vice President O'Brien expressed that Local 789 is obviously disappointed with the way things went with contract at the Board of Alderman meeting but willing to get this done and ready to go back to work.

Commissioner Garant congratulated John McAllister on his new position and thanked him for his time as President of Local 789. He expressed that John McAllister represented Local 789 as he should.

OLD BUSINESS

Grievance discussed in Non-Public

20 54

Motion by Commissioner Garant to reconsider the actions taken on item 20 54 as passed at the June 1, 2020 meeting.

Seconded by Commissioner Burgess

Vote: passed 4-yes

Motion by Commissioner Garant, based upon the memo from Corporate Council’s office, to rescind the action made on June 1, 2020 and deny the substance of the grievance concerned in item 20 54

Seconded by Commissioner Burgess

Vote: passed 4-yes – roll call

NEW BUSINESS

N/A

REMARKS

Alderman Tencza commented regarding the Local 789 contract that it would be best to keep the Board of Aldermen in the loop, as much as possible, in regards to what the Board of Fire Commission is working on. The Board of Alderman cannot make any final decisions until they see the final contract but it would be helpful to many of the members to know what is coming up.

REMARKS BY FIRE COMMISSION

Commissioner Garant expressed that a revision of the bylaws of the organization needs to be done. Commissioner Garant will take the lead on this project.

PUBLIC COMMENT (RE: NER NON-AGENDA ITEMS)

N/A

PERSONNEL ITEMS

Personnel Item

20 64 A

Motion by Commissioner Garant to accept and place on file

Seconded by Commissioner Burgess

Vote: passed 4-yes

Personnel Item (Non-Public)

20 64 B

Motion by Commissioner Garant to authorize the restructuring of the chiefs’ administrative staff

Seconded by Commissioner Burgess

Vote: passed 4-yes - by roll call

Personnel Item (Non-Public) 20 64 C

Discussion in Non-Public

Personnel Item (Non-Public) 20 64 D

Discussion in Non-Public

ITEMS NOT ON AGENDA – Introduced at Meeting

N/A

NON-PUBLIC SESSION 20 65

Motion by Commissioner Marquis at 17:55 PM to enter into non-public session in accordance pursuant to N.H. RSA 91-A:3, subsection 2C by roll call, which is required, to discuss matters which, if discussed in public, could adversely affect the reputation of any person other than a member of this public body itself, unless that person requests an open meeting.

Vote: passed 4-yes – by roll call

Motion by Commissioner Marquis that the Board comes out of non-public session at 19:32 PM

Seconded by Commissioner Garant

Vote: passed 4-yes

MOTION TO ADJOURN 20 66

Motion by Commissioner Burgess to adjourn the meeting at 19:44 PM

Seconded by Commissioner Marquis

Vote: passed 4-yes

TIME AND LOCATION OF NEXT MEETING:

Monday, August 3, 2020, 5:30 pm
at 177 Lake Street, Classroom

Dates and Locations of Other Events/Meetings:



**OFFICE OF THE FIRE CHIEF
TOWN OF DUNSTABLE
Shawn P. Murray
P.O Box 96
DUNSTABLE, MA 01827**

**TEL: (978) 649-6661
FAX: (978) 649-6072
Firedept@dunstable-ma.gov**

Chief Brian Rhodes
Nashua Fire Rescue
70 East Hollis Street
Nashua, NH 03060

Dear Chief,

On Friday July 10th the Dunstable Fire Department was dispatched to a pond for a missing 15 year old swimmer. Our request for mutual aid went out and we were able to request the Nashua Dive Team. Within a short period of time the Dive Team was on scene, set up, and began search operations. After a short search pattern the victim was located and turned over to Emergency Medical Services. Unfortunately the victim did not survive, however the efforts made by the team were exemplary.

I want to express my sincere appreciation for the work done by the Nashua Dive Rescue Team under the command of Deputy Chief Karl Gerhard. I was most impressed by their focus on task and methodical steps they took to assure a safe dive operations.

Please express my Thanks and Appreciation from the Dunstable Fire Department to the Dive Rescue Team.

A handwritten signature in cursive script that reads "Shawn Murray".

Shawn Murray, Fire Chief
Dunstable Fire Department



American Heart Association
Mission: Lifeline
EMS

2020 Mission: Lifeline EMS Recognition

The American Heart Association proudly recognizes

AMR of New Hampshire - Nashua & Nashua Fire Rescue Nashua, NH

Mission: Lifeline - EMS - GOLD PLUS
Joint Achievement Award - EMS Agency

The American Heart Association/American Stroke Associations recognizes these EMS provider organizations that jointly serve their community as part of an integrated EMS team. This joint effort has demonstrated continued success in using the **Mission Lifeline** program. Thank you for applying the most up-to-date evidence-based treatment guidelines to improve patient care and outcomes in the community you serve.*

Nancy A Brown

Nancy Brown
Chief Executive Officer
American Heart Association

John Warner

John Warner, MD
Chairperson, Quality Oversight Committee

Robert A. Harrington

Robert A. Harrington, MD
President American Heart Association



*For more information, please visit Heart.org/MissionLifeline



**CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2021
THROUGH JULY 31, 2020**

20 72

1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
51 SALARIES & WAGES							
51100 WAGES FULL TIME	12,535,398.00	12,535,398.00	-	1,141,037.73	1,141,037.73	11,394,360.27	
51300 OVERTIME	117,040.00	117,040.00	-	1,433.00	1,433.00	115,607.00	
51330 OVERTIME-COVERAGE	725,778.00	725,778.00	-	103,397.05	103,397.05	622,380.95	
51500 WAGES ELECTED OFFICIALS	7,500.00	7,500.00	-	-	-	7,500.00	
51600 LONGEVITY	140,000.00	140,000.00	-	-	-	140,000.00	
51614 SICK INCENTIVE	32,212.00	32,212.00	-	-	-	32,212.00	
51628 EXTRA HOLIDAY	672,417.00	672,417.00	-	53,768.08	53,768.08	618,648.92	
51650 ADDITIONAL HOURS	1,569,014.00	1,569,014.00	-	238,716.24	238,716.24	1,330,297.76	
51700 STIPENDS	254,500.00	254,500.00	-	22,200.53	22,200.53	232,299.47	
51712 SPECIAL DETAIL-PENSIONABLE	2,300.00	2,300.00	-	-	-	2,300.00	
	\$ 16,056,159.00	\$ 16,056,159.00	\$ -	\$ 1,560,552.63	\$ 1,560,552.63	\$ 14,495,606.37	9.72 %
52 FRINGE BENEFITS							
52100 FICA/MEDICARE	335,780.00	335,780.00	-	30,301.35	30,301.35	305,478.65	
52150 PENSION EXPENSE	4,800,000.00	4,800,000.00	-	449,533.78	449,533.78	4,350,466.22	
52300 BENEFITS	3,288,632.00	3,288,632.00	-	315,902.20	315,902.20	2,972,729.80	
52800 EDUCATIONAL ASSISTANCE	24,000.00	24,000.00	-	-	-	24,000.00	
	\$ 8,448,412.00	\$ 8,448,412.00	\$ -	\$ 795,737.33	\$ 795,737.33	\$ 7,652,674.67	9.42 %
53 PROFESSIONAL & TECHNICAL SERVICES							
53135 MEDICAL SERVICES	24,000.00	24,000.00	500.00	-	-	23,500.00	
53142 CONSULTING SERVICES	4,000.00	4,000.00	-	-	-	4,000.00	
53455 TESTING SERVICES	4,500.00	4,500.00	500.00	-	-	4,000.00	
	\$ 32,500.00	\$ 32,500.00	\$ 1,000.00	\$ -	\$ -	\$ 31,500.00	3.08 %
54 PROPERTY SERVICES							
54100 ELECTRICITY	115,402.00	115,402.00	-	-	-	115,402.00	
54107 HEATING OIL	2,098.00	2,098.00	-	-	-	2,098.00	
54114 HEATING GAS	67,065.00	67,065.00	-	474.52	474.52	66,590.48	
54141 WATER	33,575.00	33,575.00	-	-	-	33,575.00	
54228 PEST CONTROL SERVICES	2,800.00	2,800.00	2,768.00	-	-	32.00	
54243 HVAC MAINTENANCE	23,000.00	23,000.00	12,905.75	3,635.25	3,635.25	6,459.00	
54280 BUILDING/GROUNDS MAINTENANCE	62,000.00	62,000.00	2,265.26	2,194.74	2,194.74	57,540.00	
54414 HARDWARE MAINTENANCE	12,750.00	12,750.00	100.00	-	-	12,650.00	
54487 EQUIPMENT REPAIRS & MAINTENANCE	18,930.00	18,930.00	2,447.65	432.35	432.35	16,050.00	

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2021
THROUGH JULY 31, 2020



1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
54 PROPERTY SERVICES							
54600 VEHICLE REPAIRS & MAINTENANCE	28,000.00	28,000.00	4,547.38	1,274.84	1,274.84	22,177.78	
	\$ 365,620.00	\$ 365,620.00	\$ 25,034.04	\$ 8,011.70	\$ 8,011.70	\$ 332,574.26	9.04 %
55 OTHER SERVICES							
55118 TELEPHONE-CELLULAR	8,400.00	8,400.00	-	667.00	667.00	7,733.00	
55200 DUES AND MEMBERSHIPS	800.00	800.00	25.00	175.00	175.00	600.00	
55307 MILEAGE REIMBURSEMENTS	300.00	300.00	-	-	-	300.00	
55400 CONFERENCES AND SEMINARS	8,000.00	8,000.00	-	-	-	8,000.00	
55421 EMPLOYEE TRAINING & CERTIFICATIONS	8,000.00	8,000.00	-	-	-	8,000.00	
55600 PRINTING SERVICES	600.00	600.00	-	-	-	600.00	
55607 POSTAGE & DELIVERY	1,583.00	1,583.00	-	-	-	1,583.00	
55699 OTHER CONTRACTED SERVICES	12,050.00	12,050.00	1,360.70	139.30	139.30	10,550.00	
	\$ 39,733.00	\$ 39,733.00	\$ 1,385.70	\$ 981.30	\$ 981.30	\$ 37,366.00	5.96 %
61 SUPPLIES & MATERIALS							
61100 OFFICE SUPPLIES	8,000.00	8,000.00	-	51.88	51.88	7,948.12	
61107 CLOTHING & UNIFORMS	110,150.00	110,150.00	500.00	96,000.00	96,000.00	13,650.00	
61110 PROTECTIVE CLOTHING	71,200.00	71,200.00	20,000.00	-	-	51,200.00	
61135 EDUCATIONAL SUPPLIES	4,000.00	4,000.00	-	-	-	4,000.00	
61142 MEDICAL SUPPLIES	8,000.00	8,000.00	1,555.00	-	-	6,445.00	
61156 CHEMICALS	1,810.00	1,810.00	100.00	-	-	1,710.00	
61166 GASES	1,900.00	1,900.00	70.00	80.00	80.00	1,750.00	
61245 TRAINING MATERIALS	200.00	200.00	-	-	-	200.00	
61299 MISCELLANEOUS SUPPLIES	3,325.00	3,325.00	-	-	-	3,325.00	
61300 FUEL, UNLEADED	14,805.00	14,805.00	-	-	-	14,805.00	
61307 FUEL, DIESEL	45,000.00	45,000.00	546.00	54.00	54.00	44,400.00	
61428 CLEANING & JANITORIAL SUPPLIES	19,200.00	19,200.00	1,141.47	154.94	154.94	17,903.59	
61435 FIRE EXTINGUISHERS	1,000.00	1,000.00	100.00	-	-	900.00	
61499 BUILDING SUPPLIES	4,100.00	4,100.00	150.00	-	-	3,950.00	
61538 LIME AND FERTILIZER	2,500.00	2,500.00	1,500.00	-	-	1,000.00	
61650 COPIER SUPPLIES	2,000.00	2,000.00	-	-	-	2,000.00	
61699 EQUIPMENT MAINT SUPPLIES	28,550.00	28,550.00	1,935.55	314.45	314.45	26,300.00	
61705 TIRES	36,700.00	36,700.00	3,592.00	1,408.00	1,408.00	31,700.00	
61709 LUBRICANTS	6,158.00	6,158.00	200.00	-	-	5,958.00	
61799 VEHICLE PARTS & SUPPLIES	53,642.00	53,642.00	5,168.46	4,711.54	4,711.54	43,762.00	



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FISCAL YEAR 2021
THROUGH JULY 31, 2020**

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152 FIRE							
61 SUPPLIES & MATERIALS							
61807 PUBLICATIONS	4,400.00	4,400.00	-	-	-	4,400.00	
61830 SUBSCRIPTIONS	1,000.00	1,000.00	-	-	-	1,000.00	
61900 MEALS	400.00	400.00	-	-	-	400.00	
61910 MEALS - FUNCTIONS	400.00	400.00	-	-	-	400.00	
	\$ 428,440.00	\$ 428,440.00	\$ 36,558.48	\$ 102,774.81	\$ 102,774.81	\$ 289,106.71	32.52 %
68 OTHER EXPENSES							
68335 ARSON INVESTIGATION EXPENSES	4,000.00	4,000.00	-	-	-	4,000.00	
68337 NEW HIRE APPLICATION EXPENSES	1,000.00	1,000.00	100.00	-	-	900.00	
68355 SPECIAL AWARDS	2,000.00	2,000.00	-	-	-	2,000.00	
	\$ 7,000.00	\$ 7,000.00	\$ 100.00	\$ -	\$ -	\$ 6,900.00	1.43 %
71 EQUIPMENT							
71000 EQUIPMENT	1,100.00	1,100.00	-	-	-	1,100.00	
71025 SMALL TOOLS	4,850.00	4,850.00	-	-	-	4,850.00	
71400 EMERGENCY RESCUE EQUIPMENT	24,600.00	24,600.00	600.00	-	-	24,000.00	
71414 PHOTOGRAPHIC EQUIPMENT	400.00	400.00	-	218.00	218.00	182.00	
71432 FIRE APPARATUS EQUIPMENT	67,016.00	67,016.00	1,556.90	857.08	857.08	64,602.02	
71450 AUDIO VISUAL EQUIPMENT	1,300.00	1,300.00	-	-	-	1,300.00	
71800 FURNITURE & FIXTURES	11,100.00	11,100.00	500.00	-	-	10,600.00	
71999 MISCELLANEOUS EQUIPMENT	25,500.00	25,500.00	-	195.68	195.68	25,304.32	
	\$ 135,866.00	\$ 135,866.00	\$ 2,656.90	\$ 1,270.76	\$ 1,270.76	\$ 131,938.34	2.89 %
90 BUDGET ADJUSTMENTS							
90120 MAYORAL BUDGET ADJUSTMENTS	(621.00)	(621.00)	-	-	-	(621.00)	
	\$(621.00)	\$(621.00)	\$ -	\$ -	\$ -	\$(621.00)	-
TOTAL - FIRE	\$ 25,513,109.00	\$ 25,513,109.00	\$ 66,735.12	\$ 2,469,328.53	\$ 2,469,328.53	\$ 22,977,045.35	9.94 %



CITY OF NASHUA, NEW HAMPSHIRE
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FISCAL YEAR 2021
THROUGH JULY 31, 2020

1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
TOTAL - GENERAL FUND	\$ 25,513,109.00	\$25,513,109.00	\$ 66,735.12	\$ 2,469,328.53	\$ 2,469,328.53	\$ 22,977,045.35	9.94 %



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2021
THROUGH JULY 31, 2020

1001	GF-CAPITAL IMPROVEMENTS	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152	FIRE							
81	MAJOR CAPITAL OUTLAY/IMPROVEMENTS							
81100	CAPITAL IMPROVEMENTS	40,000.00	40,000.00	-	-	-	40,000.00	0.00 %
		\$ 40,000.00	\$40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00 %
TOTAL - FIRE		\$ 40,000.00	\$40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00 %
TOTAL - GF-CAPITAL IMPROVEMENTS		\$ 40,000.00	\$40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	0.00 %
GRAND TOTAL:		\$25,553,109.00	\$25,553,109.00	\$66,735.12	\$2,469,328.53	\$2,469,328.53	\$23,017,045.35	



Nashua Fire Rescue
Administrative Office
70 East Hollis Street, Nashua, NH 03060
www.nashuafire.com

Brian D. Rhodes
Chief of Department
(603) 594-3651
FAX (603) 594-3654
Rhodesb@NashuaNH.gov

To: Chairman Donald C. Davidson / BoFC
From: Brian D. Rhodes, Chief of Department
Date: July 31, 2020
Re: July 2020 Chief's Report

Administrative Meetings/Activities: NHAFC monthly meeting (virtual) 9th, met with Local 789 President T. Wholey 15th, MOTF meeting (virtual) and NHAFC BoD meeting (virtual) 16th, met with C2, 02, Thomas Yager (ISO) (virtual) 22nd, guest of Nashua Chamber of Commerce virtual meeting about NFR and what we do 22nd, received approval from city to purchase the CERF planned replacement pickup for the Motor Squad 23rd, Covid situation calls on the 6th, 13th, 20th and 27th, R2 interview on the 28th and Met with Mayor and Staff re contract negotiations on the 30th.

FY 20 Budget Update: 5 weeks of FY 21 have been completed and the copy in your packet details our status.

NFR Activity Summary: 4462 Calls for Service in July of which 805 NFIRS applicable calls.

Good of the Department: FF Joseph Hebert was awarded VFW FF of the Year 2020.

Project Updates: Master Plan Project Site Visit was completed July 28th-31st.

Personnel Items: Yes

Grievance Status:

Next Meeting: September 14, 2020

Respectfully submitted,

Brian D. Rhodes
Chief of Department



Nashua Fire Rescue
Fire Headquarters
70 East Hollis Street, Nashua, NH 03060
www.nashuafire.com

George A. Walker
Assistant Fire Chief
(603) 594-3651
FAX (603) 594-3654
Walkerg@NashuaNH.gov

To: Chief of Department Rhodes
Chairman Donald Davidson/ BFC
From: Assistant Chief Walker
Date: August 3, 2020
Re: July 2020 Fire Commission Report

TRAINING / SAFETY DIVISION

Conducted the interviews for the Training/Safety Lieutenant (R2) position.
Promotion expected this evening. Division put the new R1 Pick up in service.

FIRE MARSHAL

The Fire Marshal division continues to handle inspections and permitting.
The fire marshal office continues review new construction plans. Work load is increasing, compounded by vacation schedules. Several new housing projects are proposed throughout the city.

FIRE ALARM

Call volume is back to normal range. New Division Bucket truck is nearing completion.

MECHANICAL

Mechanical division continues on repairs and preventative maintenance. No major issues.

FACILITIES

HVAC Project at Station 2 is in the final stages. Amherst Street Gym A/C replacement project is completed.
Small bathroom project at station 6 is completed. AC Station 5 Project is in the design stage.

MEETING / NOTABLE Events

- NHRS Board of Trustee Meeting
- NHRS Benefits and PPCC Meetings
- Meetings with City Officials
- Daily City Conference Meetings
- Training/Safety Interviews

Respectfully Submitted,

George A. Walker
George A. Walker
Assistant Fire Chief



Nashua Fire Rescue

Fire Headquarters
70 East Hollis Street, Nashua, NH 03060
www.nashuafire.com

George A. Walker
Assistant Fire Chief
(603) 594-3651
FAX (603) 594-3654
Walkerg@NashuaNH.gov

To: Chief of Department Rhodes
Chairman Donald Davidson/ BFC
From: Assistant Chief Walker
Date: August 3, 2020

Honorable board for Fire Commissioners:

As this is my last Official Board of Fire Commission meeting, I wanted to take a moment to say good bye. I do this with mixed emotion. For the past 33 years Nashua Fire Rescue has been my second home. Walking out of a firehouse for the last time is going to be tough, as you can imagine, but certainly for an individual that gave this organization everything I have. I have been passionate in every role I have served in. I care deeply for this institution and those that I have worked with over my career and am thankful for the opportunities I have had.

I wish nothing but the best for Nashua Fire Rescue, the rank and file who give their all each day, and all of the staff.

Stay healthy and be safe out there.

Respectfully Submitted,

George A. Walker
Assistant Fire Chief

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|--|--|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)





Temporary Policy on Emergency Leave due to Coronavirus (COVID-19) – July 6, 2020

Starting Monday, July 6th, new workplace safety policies enable the City to begin a phased approach to reoccupying City Hall and other administrative buildings. The Temporary Policy approved by the Board of Aldermen on March 16 is discontinued effective Sunday, July 5th.

Quarantine

Effective July 6th, any employee who should quarantine in accordance with the Families First Coronavirus guidelines "(pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis" should do so; the City will continue to pay that employee regular wages without requiring them to use any personal leave time. Quarantined employees may be required to perform work remotely as directed by their supervisor to the extent they are able to do so.

Child Care

Effective July 6th, the City of Nashua will comply with the Families First Coronavirus Response Act (FFCRA), which provides "two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor."

Further, for employees that the City has employed for at least 30 days, the City will provide "up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19."

Effective Date

This policy will be effective July 6th, 2020 regardless of contractual obligations or lack thereof. City administration will work towards approval by each employer board and union. The Mayor is authorized to set an end date for this temporary policy.

Effective Date: July 6, 2020

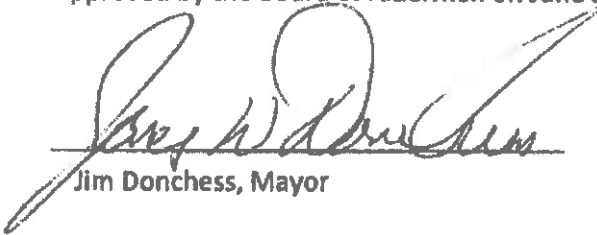
Policy: Temporary Policy on Emergency Leave due to Coronavirus (COVID-19) – July 6, 2020

Revision Date: N/A

Supersedes: Temporary Policy on Shutdowns and Emergency Leave due to Coronavirus Disease COVID-19 – March 16, 2020

Policy #: COVID19-2

Approved by the Board of Aldermen on June 23, 2020,



Jim Donchess, Mayor



Date



City of Nashua
 Human Resources Department
 229 Main Street - Nashua, NH 03060

(603) 589-3230
 Fax (603) 589-3244

Emergency Paid Sick Leave or Emergency FMLA Request

(TO BE COMPLETED BY EMPLOYEE)

Employee Name:	_____	Employee ID:	_____
Title:	_____	Supervisor:	_____
Leave Start Date:	_____	Leave End Date:	_____
Total Hours Requested:	_____	Department:	_____

I CERTIFY THAT AM UNABLE TO WORK (OR TELEWORK) FOR THE FOLLOWING REASON:

- I am subject to a federal, state, or local quarantine or isolation order related to COVID-19 that specifically prevents me from working. *(Reason #1)*

Name of the government entity issuing the order:

- I have been advised by a health care provider to self-quarantine because of concerns related to COVID-19. *(Reason #2)*

Name and telephone number of the advising healthcare provider:

- I have symptoms of COVID-19 and I am seeking (or have sought) a diagnosis. *(Reason #3)*
- I am caring for another individual who is subject to quarantine or has been advised by a health care provider to self-quarantine related to COVID-19. *(Reason #4)*

Name of person I am caring for and our relationship:

Name of the government entity issuing the order:

OR

Name & telephone number of the advising healthcare provider:



City of Nashua
Human Resources Department
229 Main Street - Nashua, NH 03060

(603) 589-3230
Fax (603) 589-3244

Employee Name _____

- I need to care for my child(ren) because their school or childcare provider is closed or unavailable because of COVID-19. I certify that no other suitable person is available to care for the child(ren) during the period of requested leave. If listed child is over 14, I further certify that there are special circumstances that require me to provide care for them. *(Reason #5)*

Name(s) and age(s) of child(ren):

Name and telephone number(s) of closed school(s) or place(s) of care:

- I am experiencing other conditions substantially similar to COVID-19 as specified by the Department of Health and Human Services. *(Reason #6)*

Describe:

I certify that the above information is truthful and understand that misrepresenting my need for leave is grounds for discipline, up to and including termination of employment.

Employee Signature: _____ Date _____