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**Candia Public Meeting Minutes
Thursday, December 11, 2008**

Attendance: Chairman Fred Kelley, Vice-Chair Richard Lazott, Selectman Carleton Robie, Selectman Joe Duarte and Administrative Assistant Dawn Chabot. Unable to attend due to daytime commitment Selectman Tom Giffen.

Also in Attendance: Fire Chief Cartier, Members of the Candia Fire Department: Bob Panit, Matt Richter, Chuck Wojcik, Jeff Gagnon, Bob Coreletto, and citizens Laura Beebe and Mark Hardy.

1:25 p.m. Chairman Kelley opened the Public Meeting and yielded the meeting to Dave Witham of Primex.

The Board to meet with Dave Witham, Senior Risk Management Consultant of Primex Insurance and with Fire Chief Cartier to conduct a Risk Assessment Walk Through of the Candia Fire Station: Dave Witham introduced himself to attendees and explained he was there as a member of the risk management team of Primex Insurance to conduct a physical hazard survey of the Candia Fire Department based upon a requested call received from the Selectmen's Office. He further explained that these types of inspections are done routinely and further noted he had done a similar inspection at the Moore Park playground with Selectman Robie this past summer. Dave Witham stated during a physical hazard inspection he considers two items: 1) occupational exposure with possible injuries of firefighters in which could produce workers compensation claims and 2) Public Exposure. Dave Witham provided history on Primex and explained how the Company works for its clients. He also provided information on his background.

Selectman Duarte asked Dave Witham if he had conducted an inspection of the Police Department. Dave Witham stated his last inspection of the Police Department was conducted many years ago under former Chief Agrafiotis. Selectman Duarte asked if the Transfer Station was recently inspected. Dave Witham stated the only recent inspection for the Town was at the Playground. Chairman Kelley thought Primex was contacted to inspect the new Transfer Station. Assistant Chabot stated they were going to have the inspection but at the time it was under construction and Selectman Robie did not think it was a good idea to inspect while it was under construction. Selectman Robie asked Dave Witham if he had ever inspected the Fire Station. Dave Witham answered no, noting prior to that the department was not a town entity. Selectman Duarte asked how the call was made to Primex. Assistant Chabot stated on Tuesday after the Monday meeting she was asked by Selectman Lazott to contact Primex and before making the call she asked Selectman Lazott and Secretary Hansen if the contact request came up at the Public Meeting and if there was opposition made to the call being placed. The answer was no to the opposition. Selectman Lazott stated Chair Kelley was aware of the call being made and was in support of the call. Chair Kelley agreed. Selectman Lazott noted the PD and the Recycling Center were done and felt now that the fire department was under the Town the fire station should be done. Selectman Duarte felt they should not just single out the fire department and should inspect other departments as well. Selectman Robie stated they did inquire about the new Transfer Station. Dave Witham stated that Primex was here on behalf of the Town, they could conduct future inspections if need be and would simply generate recommendations. He said based upon the recommendations they would set a course of action for the Town. He noted if the Town chooses not to

follow through with their recommendations they would not be fined, it would only come in to play when reviewing losses if the Town is responsive. Chuck Wojcik asked Dave Witham if he was aware that the Firemen do allow the Public in when they hold fundraising breakfasts. He indicated he was not surprised as many fire departments hold breakfasts. Dave Witham stated he was aware of the recent Department of Labor inspection as he assisted the Town with some questions.

Dave Witham commenced the inspection with a guided tour provided by Fire Chief Cartier in the following order: Parking Lot, Apparatus Bay, Rear of the Apparatus Bay, Main Apparatus Bay, New Dispatch Area, Old Dispatch Area, back closet, Hose Tower, Boiler Room in lower level, Back Storage Closet, Bathrooms, Back Stairwell, Kitchen, Storage area under the eaves, Fire Prevention Storage Area, Audio Visual Storage Area, EMS Storage Area, Clothing Room, and Meeting Area.

Dave Witham asked Chief Cartier several procedural questions. Dave Witham further discussed with Chief Cartier training, biohazard disposal procedures, driving requirements, and shots provided to firefighters. He also viewed the Fire Apparatus and asked several questions.

During the inspection the fact that Firefighters fall asleep on the couches in the Meeting area came up. Fire Chief Cartier noted members stay at all hours of the night to provide station coverage. Dave Witham noted in some cases Mutual Aid Companies would provide station coverage as well and that departments often provide storm coverage. Dave Witham stated he was not surprised as many other departments operate this way as well. He stated he did not have a concern from a liability standpoint after conducting the inspection and stated it was a matter of Town policy on the practice. He did state because of it they should install additional smoke detectors and should tap them into the existing system.

Favorable Comments made during inspection: Dave Witham noted he was glad to see that the station had a second form of egress in which many older departments do not have. Dave Witham stated he was pleased to see that there was a CO detector in the basement as well as one upstairs. Dave Witham was pleased by some of the equipment and noted that the Town has been generous to the Fire Department providing them with the proper funding to purchase reliable, safe equipment. Dave Witham provided kudos to the department for having the shore power lines coming from the ceiling and not on the floor.

Dave Witham's recap of the Visit: Dave Witham stated he would provide a letter to the Board and a copy to Fire Chief Cartier outlining recommendations on the visit. Dave Witham stated during his visit he looked at the fire station for potential physical hazards for the firefighters and the public. Dave Witham stated the operational areas covered traffic safety, driver training, bio hazards, breathing apparatus and review of NFPA 1500 standards to gauge overall risks. Dave Witham stated that the Chief and his Staff overall are doing a very good job. He stated overall if the department seemed to have a plan in place to move forward on a couple of items. He stated one area was the testing of hoses and ladders in which the resources are limited but the Chief has a plan in place to pool other Municipalities to accomplish this task. Dave Witham noted the following physical hazards: 1) lack of exit sign by the back door of the first Apparatus Bay. Dave Witham noted it would not need to be illuminated due to the back up power at the building. 2) label GFI outlets. 3) Get the ceiling area fixed up in the Old Dispatch Area. 4) Paint the step up platform of the dispatch area and the old maintenance area. 5) Put a long term goal in place for the future within a year or two for full

containment of breathing apparatus. 6) Get safety mechanisms in place for the hose tower. Mr. Witham suggested a retractable lifeline or some type of cage area as the ladder is at least 20 feet in height. 7) Install a mid-rail on the catwalk area at the top of the hose tower. 8) Work towards cleaning up the old paints and thinners in the boiler room. 9) Install more smoke detectors upstairs and tie them into the building in the current system. Dave Witham mentioned on a couple of occasions his concerns for the site gage for the Old Storage Tank located underground. He wanted everyone to be aware that there is a Pollution Liability Exclusion Clause in the Town's Policy and in the event of leakage it would not be covered. He noted there was very little product remaining in the Tank but encouraged the Town to take care of it in the future.

Dave Witham stated overall he was pleased with the inspection. Fire Chief Cartier asked how they compared to other departments. Dave Witham stated he would not lose sleep over the Candia Fire Department and noted he has lost sleep over other departments. He extended kudos to the Chief for having an operational manual in place noting many volunteer departments do not have one. Dave Witham also noted that the building was in nice shape considering the age of the building. Fire Chief Cartier advised he budgets approx. \$10,000 a year for the upkeep of the building. Dave Witham stated he would also take photos for his report. Selectman Duarte thought in fairness all departments should be inspected every 3-4 years. Dave Witham stated he would email potential dates to Assistant Chabot to inspect the Recycling Center on one-day and the Police Department and Town Office on another day. Lieutenant Wilson asked Dave Witham if in his opinion if there was an issue having firefighters hang out at the Station. Dave Witham felt it would be an appropriate use of the space but noted it was a matter of local policy. Selectman Lazott noted policy in which the Board is responsible for and ultimately responsible for the control over the Building as they are a Town department. Fire Chief Cartier asked from a safety standpoint if there was an issue. Dave Witham stated there was not an issue. Chuck Wojcik asked Dave Witham if he would feel safe sleeping at the Station. He stated yes he would feel safe. Responding from Private Vehicles to the station was brought up and the risk associated with the response was discussed. Dave Witham agreed. Fire Chief Cartier asked from a risk management concern, would there be a concern having personnel at the fire station and not having them respond to the station in their POVs. Dave Witham stated it would be an advantage to have personnel at the Station ready to respond. He said you manage your risks best if you can respond directly from the fire station. Lieutenant Wilson noted if we have people here then the risk goes away. Dave Witham stated that was correct. Selectman Robie stated part of the concern was having people here when there is no one there to supervise them. Selectman Robie felt if there was no emergency and no inclement weather then why would they need to hang out. Lieutenant Wilson stated even if there was not inclement weather the risks associated with responding to the fire station for emergency calls was still there and noted there would be less risks if responding directly from the fire station. Selectman Duarte stated the point he wanted to make is if by responding from the fire station it saves one life he felt the practice would be beneficial to the Community by saving time in the response. Selectman Duarte commented if his house was burning down, he would be happy to have them there quicker and responding directly from the station. He stated he would be happy to have a youngster "young firemen" sleeping on the couch to quicken the response as long as there are no inappropriate activities going on. The Board and attendees carried on a heated discussion over concerns regarding the occupying the station during evening hours. Selectman Robie stated unfortunately there were concerns raised over this practice due to a recent non-related personnel matter involving department members that was brought before the Board which made them question good judgment. Selectman Robie stated he could not discuss the matter further but noted Fire Chief Cartier was aware of their

concerns. Lieutenant Wilson stated they should not punish the rest for the incident. Laura Beebe felt discouraging occupancy of the Fire Station was a very bad idea, noting minutes save lives. Some attendees took offense over the fact that a couple of the Board members made mention of concerns over young firefighters not being supervisor. Attendees responded by saying they were all professionals. Selectman Robie reiterated the fact that there was a situation that occurred in which he unfortunately could not go into details on. The Board, the Fire Chief and Firefighters continued to have a heated discussion on the matter. After much discussion the Board thanked Dave Witham for his time. Dave Witham departed at 3:37 p.m. The Board and Fire Chief Cartier agreed that the meeting was beneficial and hoped that they could move forward with a united front to benefit the Community. Fire Chief Cartier felt he could have handled things a little differently and felt the concerns came about because the Board was upset with him. Chairman Kelley took exception to the fact that Fire Chief Cartier had stated that he and Selectman Lazott were against the Fire Department. Chair Kelley stated he had a problem with the fact that the Board was not aware of the overnight stays at the fire station and felt they should have been looped in. Chair Kelley also reiterated a concern he had mentioned earlier in the inspection regarding a firefighter responding from Manchester and stopped at a scene with his wife and children in the car. Fire Chief Cartier stated he was unaware of the concerns until he sat down with the Board at a recent Non-Public Meeting. Chairman Kelley stated Fire Chief Cartier would have more cooperation from the Board if he starts running more things past them. Fire Chief Cartier stated at the meeting he said he would contact the insurance company and the Department of Labor but was not given the opportunity and found out about the call a couple days after the meeting. Selectman Lazott mentioned that he asked that the notification go through Selectman Duarte and that he be copied on the email. Assistant Chabot stated to Selectman Lazott that he asked her to email Selectman Duarte on the meeting and that he could notify Fire Chief Cartier if he felt it was necessary. Selectman Lazott noted he felt the Chief was taking too much time from when the initial concern was mentioned. Selectman Robie felt Chief Cariter responds sometimes by implying the message that he is the Chief and he will run the department the way he wants to. Selectman Robie stated he had four weeks and nothing had been done. Fire Chief Cartier felt there was blame on both sides but apologized for the lack of communication on his part. There was mention by Lieutenant Wilson of the Supervisor rotation. Selectman Lazott mentioned that he would like to see a sign in log. Selectman Duarte stated he had a meeting with Chief Cartier on some of the concerns but did not have time to report back to the Board because he then found out about the phone call and the scheduled visit. Selectman Duarte did not feel the appropriate channels were utilized. Fire Chief Cartier asked the Board to give him respect as Fire Chief and Selectman Duarte respect as liaison to the Department. He apologized for lack of communication on his part.

4:00 p.m. After some further discussion between the Board and Firefighters on the subject, Selectman Robie stated he felt progress had been made between the Board and the Fire Department and motioned to adjourn. Seconded by Chairman Kelley. All in favor. Motion carried.