

# **NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION**

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## **MINUTES OF MEETING January 7, 2016 (Approved)**

### **Voting Members Present:**

#### **Commissioners:**

Robert M. Buxton, Stephen Carrier (Chair), Justin Cutting, Kerry LeBlanc, Peter Lennon, Richard McGahey, Kevin Pratt, Nancy J. Smith, Esq., and Jeremy Thibeault (Vice Chair)

### **Voting Members Absent:**

#### **Commissioners:**

William Campbell, William J. Degnan, Michael J. Joyal, and Brad Simpkins

### **NHFSTEMS Staff:**

Deborah Pendergast, Executive Office and Director of the Division of Fire Standards and Training & Emergency Medical Services (NH FST&EMS); Jeffrey Phillips, Bureau Chief of the Bureau of Fire Standards and Training (BFTA); Nick Mercuri, Bureau Chief of the Bureau of EMS (BEMS); and June Connor, Administrative Assistant (minutes)

**Guests:** Ryan Chase, Thomas LaMontagne, and Terri LaMontagne

## **I. CALL TO ORDER**

**Item 1. Call to Order** The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair Carrier at 9:15AM on Thursday, January 7, 2016 at the Richard M. Flynn Fire Academy, 98 Smokey Bear Blvd., Concord, NH. A quorum was present with 8 voting members in attendance at the start of the meeting. Commissioner Smith arrived at 9:30AM, increasing the voting member count to 9.

The Pledge of Allegiance was led by Commissioner Lennon. The Commission members remained standing for a moment of silence in honor of Captain Robert Pragoff, a member of the Fire Academy staff, who passed away unexpectedly on December 18, 2015.

Chair Carrier spoke about the blessings and curses of social media; we often criticize Facebook and other social media, but there is no doubt that it is beneficial in spreading news quickly when a member of the fire service passes away. Chair Carrier was grateful that at least we were spared news of line-of-duty deaths from the recent incident in Saugus, MA.

## **II. APPROVAL OF MINUTES**

Chair Carrier pointed out that the minutes from the past two FST Commission meetings needed to be approved. He pointed out a spelling correction that needed to be made in the September minutes and also stated that future minutes should identify the names of commissioners who ask questions during meetings.

*A motion was made by Commissioner Thibeault; seconded by Commissioner McGahey - to approve the minutes from the meetings on September 3, 2015, as amended, and those from the November 5, 2015. Commissioner Cutting abstained for both sets of minutes. The motion was passed unanimously.*

## **IX. NON PUBLIC SESSION (out of order on the agenda)**

The Commission voted to go into a non-public session in order to discuss a medical issue.

## **III. CHAIR'S REMARKS**

Chair Carrier made his opening remarks after the moment of silence was held for Bob Pragoff (see above).

## **IV. COMMITTEE REPORTS**

**Item 1. Emergency Medical Services** (BEMS Bureau Chief, Nick Mercuri)

- Specifications are in process for an ambulance being purchased with AFG grant money.
- Simulation program coordinator, Michael Kennard, has resigned; his part time position will be posted.
- The User Management/Licensing module is going forward; it is being funded with highway funds grant money. In preparation, the Bureau of

EMS (BEMS) staff is doing a lot of “process mapping”; analyzing operations so that the new version will provide the bureau with an efficient system. A lot of contract work is also being finalized. This program will not go live publicly for at least a year due to all of the legacy data that needs to be put into the new system from both bureaus in the Division.

- American College of Surgeons (ACS) – This group will be evaluating the NH Trauma System in February. The pre-review questionnaire has been completed and submitted to the ACS.
- Active Shooter curriculum – This is being developed based on trainings done in Texas and observed by some NH Dept. of Safety staff. Integration training is also being developed between police, fire, and EMS. Hopefully by early spring, there will be an awareness-level roll out.
- A grant has been received for 4 sets of video conferencing equipment; a master system for the Division in Concord and then 3 other sets around the state, including the 45<sup>th</sup> Parallel, the Gorham office, and eventually, Bethlehem, provided internet connection challenges can be overcome.
- We are in receipt of 2 grants from the Dept. of Health and Human Services (DHHS) – training for law enforcement officers and Narcan train-the-trainers, and just over \$200,000 was received to work on an infection control officer program and infection control equipment and training around the state; this is a 5-year grant.
- Elite, the new and improved TEMSIS system (an electronic medical records for patient care reporting system), is moving forward but has been pushed off for 60-90 days as some “bugs” are worked out. The bureau is in the process of looking for 4 – 5 departments to help do beta testing. Elite will be a major overhaul of the current TEMSIS system that will be significantly different and able to run on any platform.
- Legislation – Representative Andy White assisted the Bureau of EMS in making some changes, including the following:
  - widening the definition of “patient”; better reflecting the patients we serve; and
  - adding “healthcare facility” to the locations that EMS can work; currently, the RSA only refers to hospitals ; and
  - instituting the use of background checks for licensed EMS providers who come into NH, especially from other states; this will affect initial licenses, those whose licenses have expired, and anyone who has been under investigation with a positive finding.

- (The wording for this was taken almost verbatim from the nursing RSA and the medical RSA for physicians.)
- False reporting was also added in now that anonymous complaints are now accepted; filing a false complaint during an investigation may result in a misdemeanor charge.
  - Finally, 2 years ago, the Division's exemption through post-secondary education in the state was removed inadvertently; both the Police and Fire Academies had exemptions because we provide education, and this line will be put back in so that we are not trying to serve two masters – ProBoard as well as the Dept. of Education.
  - Hopefully, the full set of EMS rules will be filed with JLCAR this month. This has taken 3 to 4 years to complete.
  - Chair Carrier asked if the background check process was in place and how it is going to work. Bureau Chief Mercuri explained that he has the wording for it, but we are still very early in the process. Once the RSA actually gets passed, operational policies will have to be created to determine how it will get implemented. This is being done in an effort to match what other healthcare professions are doing.
  - Comment by Commissioner Smith: JLCAR will soon be rewriting their manual outlining how to do the rule process. Both Marta Modigliani and David Hilts should be informed.

**Item 2. Fire Marshal's Office** (Fire Marshal J. William Degnan)  
Commissioner Degnan was not present, and no report was submitted.

**Item 3. Forest Protection Bureau** (Chief Brad Simpkins)  
Commissioner Simpkins was not present, and no report was submitted.

**Item 4. Curriculum Review** (Bureau Chief Jeffrey Phillips)  
Spring programs coming soon include the following:  
Instructor I:

starting January 27, 2016 at the Academy  
starting April 5, 2016 at the North Country Training Facility  
starting May 3, 2016 at the Academy

Instructor II and III:

starting March 2, 2016 in Dover

Fire Inspector I:

starting January 12, 2016 at the Academy  
starting February 6, 2016 at the Academy

Firefighter I:

starting January 21, 2016 at the Academy  
starting January 25, 2016 at the Manchester School of Technology  
(non-funded)  
starting January 31, 2016 in Fitzwilliam (non-funded)  
starting February 1, 2016 in Epping (funded)  
starting February 18, 2016 at the Academy

Firefighter II:

starting January 20, 2016 at the Academy  
starting March 14, 2016 in Moultonborough (funded)

Firefighter III Ice Rescue Technician:

not yet posted, but coming up in February/March, depending on  
the weather and ice conditions.

- ProBoard site visit – This occurred in December; some paperwork deficiencies were noted and have already been corrected. Fire Officer III and IV have been pulled off of the Academy's portfolio of offered certification programs; much work needs to be done to get these ready for ProBoard approval, so rather than hold up our re-accreditation, it was decided to pull them until such time as they can be improved. Certifications have not been issued in these programs for nearly 7 years. Also, the FST Commission has approved the formation of a visiting committee for a Fire Officer III program (not a portfolio process) which should be convening shortly.
- Industrial training (defined as anything that is not fire training related) – John Hill has been hired to work part time to promote industrial training in the hopes of increasing revenues for the Academy. We will be allowed to make a profit with this type of training, charging as much as two times what it costs to put on the programs. These profits will enable us to be able to then offer more Officer training programs.
- Stephen LaRoche, with the Academy for over 15 years running our promotional exams, has resigned and is now a Deputy Chief for the Goffstown Fire Department; a posting has been put out for his position.
- Bureau Chief Phillips just reviewed the online "Building Construction" class, a Firefighter I module, so the spring programs will have a new online module. "Fire Service Communication" is up next, but this will take some time to complete.
  - Commissioner Pratt asked about the results of online training. Bureau Chief Phillips answered that the testing results are the same, and pass rates are all good. As to student reviews of the program, the results are mixed. As the BFTA staff continues to

work on these online programs, improvements are being made in online program quality.

- Chair Carrier asked about the status of the EVDT/DOAV visiting committee. Please see Item 2 under VI. Old Business for a summary of the discussion.

#### **Item 5. Academy Awards**

**Chair Carrier has not yet reached out to the Committee of Merit to see if they would like to incorporate the Academy Awards into their award ceremony. He will do this and be ready for a discussion for the March FST Commission meeting.**

### **V. REPORT OF THE DIRECTOR**

Director Pendergast was present and submitted the following report:

#### **Facilities**

- Members of Regional FAA came to the Academy last month and met with FSTEMS staff and NH DOT Aeronautical staff and discussed the grant funding request for repairs and upgrades to the ARFF prop and site. They will put together a report from this meeting and get back to us.

#### **Apparatus**

- We recently took delivery of our grant funded mini pumper. It was put into use on the drill yard very shortly after. This will fill the needs for many of our programs
- There is a committee working on the specs for our new grant funded mobile simulation training ambulance. That is expected to be complete in the next two weeks.
- We are also in the process of putting a spec together for our new full size pumper which is a capital budget item. This will be complete in the next 30 days or so.
- We are currently performing some major repairs to our CPAT trailer. It is 12 years old and needs some work to continue to be road worthy.

#### **Budget**

- Purchases from the 2013 AFG Grant are complete (PPE and mini pumper)
- Projects from the 2014 AFG are in the process of being purchased
- Both bureaus met on several occasions to discuss equipment and logistical needs as we go forward and we will be applying for a 2015 AFG Grant.
  - This will include EMS equipment to enhance our mobile simulation training, new gas-fired props for our drill yard and finalizing our inventory upgrade of all of our structural firefighter protective clothing.

#### **Programs**

- We are in the process of a FF I program in Keene currently and will be beginning a FF I class in Epping in the coming weeks and here in Concord in the next two months.

- Bureau Chief Phillips and I met with Dave Lang of PFFNH and he has requested that we have a conversation about the medical requirement for strenuous classes. He is requesting that we put a hold on this requirement for any classes other than FF I and FF II. **(See below.)**

A discussion ensued about the Student Medical Release form, per the request of Dave Lang of PFFNH. Here is a summary of the discussion:

- Commissioner McGahey started off by asking if this was a required physical. Director Pendergast explained that the student medical release form requires that a licensed healthcare provider sign off that the 13 basic job functions of a firefighter can be performed. Fire chiefs also have the option of signing the form and attaching documentation from a licensed healthcare provider; this documentation should be in the form of a “Fit for Duty” letter or a letter from the healthcare provider. Copies of actual physicals are **not** required.
- Commissioner Pratt asked if insurance could cover the cost of a physical. Director Pendergast answered that this is an option, though David Lang has recommended that career departments not use their private insurance.
- Commissioner Cutting stated that he understood there might have been a rules question when this matter was being discussed by the commission, and Director Pendergast then expressed David Lang’s concern that because this was such a significant change, perhaps there should have been a public hearing. Chair Carrier stated that because this was not a curriculum change, the FST Commission felt that a public hearing was not necessary. Commissioner Smith added that because this was not a rule change, there was no legal requirement to have a public hearing; furthermore, the Student Medical Release form was on the FST Commission meeting agenda, and the form was approved at a meeting which was considered to be public.
- Commissioner Buxton commented that this was not something that just happened quickly and that PFFNH had a representative sitting on the commission when this matter was being discussed and finalized over the course of several meetings. He then wondered why the question was being raised now.
- Commissioner Cutting referred to rule 402.02, regarding Public Review: Fire 402.02 Public Review. Pursuant to RSA 21-P:29, III, the commission, prior to any final vote regarding minimum standards, selection procedures, or certification, shall:

- (a) Provide notice of the proposed action to members of the fire service through a direct mailing to all fire departments at least 2 times prior to holding any public hearings on the proposal;
- (b) Allow a 60-day period for the receipt of written comments on the proposal; and
- (c) Hold public hearings on the proposal, one in the daytime hours and another during the evening hours.

He asked why a public review did not happen. Commissioner Thibeault explained that this issue was brought forward by the Firefighter I and II Visiting Committee as one of their recommendations. The FST Commission took it up within that hearing; though there was not a public hearing for that particular item alone, it was still part of a larger topic covered in a public hearing. Furthermore, the FST Commission realized that the student medical release topic was too big of an issue for the FFI and II Visiting Committee to take on and decided to take it on separately. Chair Carrier said that the matter was then handed over to the staff of NHFSTEMS so that they could create the student medical release form and develop an accompanying administrative process.

- Director Pendergast referred to legal counsel, asking whether or not a public hearing should have taken place. Commissioner Smith clarified that a requirement was not being changed; i.e. there was not a requirement to have a medical sign-off to be accepted into these trainings. Commissioner McGahey stated that we added the medical requirement as a change.
- Commissioner Cutting clarified that his concern was not about eliminating the student medical release form, but rather about process and time concerns, wanting to be sure that proper procedure was adhered to when making this significant change.
- Chair Carrier commented that the focus of the FST Commission is on curriculum and that in his mind, the student medical release form did not necessarily fall under the category of a major curriculum change.
- Commissioner Smith, in referring to the rules, stated that minimum standards were about firefighter entrance requirements, which, in this case, were not being changed.
- Commissioner Cutting asked for the FST Commission to refer to the rules, particularly 402.03:

Fire 402.03 Minimum Information Required for Approval.

- (a) For approval, training outlines shall include, as a minimum, the following information:
  - (12) **Prerequisites**, if any;

He questioned if a medical sign off could be considered a prerequisite. Chair Carrier stated that this was not a prerequisite, but rather a part of the application process for taking a class. Commissioner McGahey agreed, stating that he considers prerequisites to be courses. He then asked if requiring a medical sign-off was more of an Academy policy rather than a course requirement, i.e. is it a staff issue or a commission issue? Commissioner Thibeault answered that this was a commission issue, with the commission serving in an advisory role. Director Pendergast agreed, stating that working on this issue at the commission level meant that different agencies would have a chance to give their input.

- Bureau Chief Phillips clarified that in conversations with David Lang, it was made clear that PFFNH was not opposed to the requirement, but was concerned about the implementation process for courses other than Firefighter I and II.
- Clarification was requested regarding what David Lang wants to have happen. Director Pendergast answered that he is asking that student medical release forms for programs other than Firefighter I and II be put on hold for 12 months or longer. Chair Carrier stated that this issue had already been voted on, so that if the commission was going to act now, it would be to change the existing procedure.
- Chair Carrier asked if anyone had not gotten into a class because of this issue, and Bureau Chief Phillips answered in the affirmative.

***A motion was made by Commissioner Cutting; seconded by Commissioner Pratt for discussion – to place the student medical release form policy on hold for 18 months, and, in the meantime, utilize the process that is outlined in the rules to gather direct comments and hold public hearings that would give departments, members, and the Fire Academy itself, with respect to instructors, the opportunity to get this done properly. (A vote was not taken on this motion.)***

- Commissioner Thibeault asked Commissioner Cutting if he wanted to exclude Firefighter I and II in the motion; Commissioner Cutting answered that, for the sake of consistency, they should be included even though this was not what David Lang was requesting.
- (Commissioner Cutting drew a parallel between this discussion about student medical release forms and the granting of a waiver during the non-public session held at the beginning of the meeting, commenting that more information should have been provided prior to the non-public session so that commission members could have better evaluated the information and adhered to procedural requirements. His concern is

about being procedurally consistent in how these types of matters are handled.

Commissioner McGahey disagreed, stating that the medical waiver that was granted was not based on having to get a physical, per 1582, but on whether or not the firefighter was able to perform the 13 basic job functions of a firefighter. Director Pendergast added that there is nothing on the student medical release form that says there has to be a 1582 physical.

Commissioner Smith said that there is a difference between a waiver for someone who is trying to be hired by a department and one that has to do with being able to physically participate in a training program; the function is different.)

- Commissioner Smith then asked what was in place before we adopted the policy; i.e., what would we be going back to if we put this on hold? Director Pendergast answered that there would be no medical sign-off required in order to take a course.
- Commissioner Cutting asked what the determination was for requiring instructors to submit medical release forms. Director Pendergast answered that this matter will be voted on during an upcoming quarterly meeting of her advisory group. Currently, 10 – 15 instructors have voluntarily submitted the forms, feeling that they should be held to the same standard.
- Commissioner McGahey asked for legal clarification regarding the public hearing issue. Commissioner Smith explained that if there was no preexisting requirement, and this was just about getting additional documents, then it is possible that it would fit within the rules, although it is not clear what is meant by “minimum standards”.
- Chair Carrier repeated Commissioner Thibeault’s statement that this had been vetted through the visiting committee process.
- Bureau Chief Mercuri advised that barring a clear definition of what minimum standards and selection procedures are within the RSA, there is a narrow corridor set up for the commission regarding its powers and duties. If the commission starts to make decisions on what could be an insurance issue for the Academy and where our liability lies, then that needs to come into the conversation. “Selection procedures” are not defined well; for example, the definition of “prerequisites”.
- Commissioner Thibeault added that this came up because of the requirement that is within 1001; a public hearing was held, and the student medical release part got separated out at that point. Though it is true that the implementation period was short, it was not necessarily

legally required. Though in retrospect, he felt this could have been done better in terms of implementation, there is too much at stake in terms of liability to put it on hold.

- Bureau Chief Phillips stated that if this was just a Division policy, then it would only cover Division programs. However, the Division is not the sole provider of training in the state, and this is why this issue was brought to the commission. The commission's adoption of the policy ensures that all training requiring physical exertion throughout the state will require medical release forms. Commissioner McGahey asked if liability would ultimately lie on the department. Bureau Chief Phillips answered yes, but that the intent of the requiring of student medical release forms is not to cover liability but to have people that are physically suitable for entry into a course; it is for their protection.
- Commissioner Smith directed attention to rule 402.02 and 102.02:

Fire 402.02 Public Review. Pursuant to RSA 21-P:29, III, the commission, prior to any final vote **regarding minimum standards, selection procedures, or certification**, shall:

And then, going back to Fire 102.02 Duties of the Commission:

(a) The responsibilities of the commission include:

- (1) Adopting rules pursuant to RSA 21-P:27;
- (2) Establishing minimum educational and training standards for employment as a full-time firefighter;
- (3) Establishing minimum selection standards for full-time fire service personnel;
- (4) Establishing educational and training standards for fire service personnel;**
- (5) Certifying fire service personnel as meeting the educational and training standard;
- (6) Holding hearings as required by RSA 21-P:27; and
- (7) Any other duty or power specified by statute.

She stated that the requirements of 402.02 should be read in the context of 102.02 and that the only thing in 102.02 that might apply is (a) (4). Commissioner Smith added that the student medical release form is not really a standard, however.

- Commissioner Cutting amended his motion to read as follows:

***A motion was made by Commissioner Cutting; seconded by Commissioner Pratt – to place the student medical release form policy on hold for 18 months, and, in the meantime, utilize the process that is outlined in the rules.***

Commissioner Buxton requested that a roll-call vote be taken:

Commissioners:

Buxton	N
Carrier	N
Cutting	Y
LeBlanc	N
Lennon	N
McGahey	N
Pratt	Y
Smith	N
Thibeault	N

The motion failed with 2 in favor and 7 opposed. The policy, as it exists, will stand.

## VI. OLD BUSINESS

### Item 1. Hiring Practices

General Finding Letter

Fingerprint and National Criminal Record Check rule check language

These two subjects are both still sitting at the attorney level. David Hilts has looked at them, but he has not yet finalized the wording.

### Item 2. Report from the EVDT/DOAV Visiting Committee

- Chair Carrier asked about the status of this program, and Bureau Chief Phillips reported that it is being finalized, and time is being spent with the integration of traffic incident management into the program. A proposal should be ready for the commission at the March meeting so that spring pilot programs will be able to follow the new curriculum. Director Pendergast added that because EVDT will contain the Traffic Incident Management (TIMs) curriculum, it will be eligible for federal grant funding.
- Commissioner Thibeault cautioned that, in light of the discussion the commission just had regarding the student medical release form issue,

the commission should be very careful to follow procedure for the EVDT/DOAV program.

- Chair Carrier added that there is a form that visiting committees can use to make sure they are doing things correctly. The form reads as follows:

### **VISITING COMMITTEE PROTOCOL**

1. Visiting committees shall be appointed by the Fire Standards & Training Commission.
2. Visiting committees may have one member assigned from the Division of Fire Standards and Training.
3. Visiting committees may have one member assigned from the Fire Standards & Training Commission
4. All visiting committee positions shall be advertised at large.
5. Visiting committee members shall be appointed by the Fire Standards & Training Commission with consideration to members:
  - a) from all facets of the fire service,
  - b) from a variety of geographical areas,
  - c) having experience in the subject matter
6. A visiting committee chair to schedule and preside over committee meetings shall be appointed by the chair of the Fire Standards & Training Commission.
7. Visiting committees shall invite public commentary.
8. Visiting committees shall review curricula to assure it conforms to the applicable standard(s).
9. Visiting committees shall present a final recommendation to the Curriculum Review Committee of the Fire Standards & Training Commission.
10. Visiting committees may be requested by the Curriculum Review Committee of the Fire Standards & Training Commission to hold public hearings as necessary.

**Item 3. Budget report – Fire Academy and Fire Fund** (Director Pendergast for Bureau Chief Jeffrey Phillips)

- Bureau Chief Phillips had to leave the meeting, and Director Pendergast gave the report in his place. She explained that the handouts from the Bureau Chief featured main budget lines, so the numbers will not add up. This is a summary report of the Division's budget and what has been expended so far. Other information includes what the Division actually charges and takes in for tuition and fees as well as the status of the Fire Fund. The Division is allowed to spend 93% of the money that was budgeted.
- Commissioner Buxton reiterated Commissioner Joyal's request from the previous commission meeting that the raw data be made available, and he requested that this be submitted ahead of the meeting so that it could be reviewed. Director Pendergast explained that raw data would be the full 8 – 10 page appropriation report, and Commissioner Buxton said that this is what was being requested by the commissioners, explaining that the FST Commission is supposed to be supporting the mission of the Division, and knowing how the money is being spent helps them to know if they need to support getting more funding. They feel that the report submitted by Bureau Chief Phillips was too general. **Director Pendergast told the commission that the report would be emailed out after the meeting.**

**Item 4. FST Commission Sub-Committees – Length of Service Award Program**

*A motion was made by Commissioner Buxton; seconded by Commissioner Thibeault – to disband the “Length of Service Award” subcommittee as it no longer serves any purpose; passed unanimously.*

**VII. NEW BUSINESS**

**Item 1. FST Commission Nominating Committee Report** Commissioner McGahey stated that the nominating committee was contacted by two qualified people for the positions of “Chair” and “Vice Chair” of the FST Commission. The nominating committee would like to recommend Stephen Carrier for Chair and Jeremy Thibeault as Vice Chair. There were no other nominations from the floor.

*Commissioner Buxton made a motion; seconded by Commissioner Cutting – to accept the report of the nominating committee; passed unanimously.*

## **VIII. GOOD OF THE ORDER**

- Director Pendergast spoke of the passing of Captain Robert Pragoff. She apologized for not formally notifying the FST Commission when this happened on December 18, 2015. Her attention was on tending to her staff at the Academy and then launching into planning a wake and a funeral that was held at the Academy on Tuesday, December 22<sup>nd</sup>. Work was done around the clock to prepare for this; 400 people attended the wake on Monday evening, December 21<sup>st</sup>, and nearly 300 attended the funeral.
- Commissioner Buxton asked for clarification regarding new legislation that will add 1.1 million dollars to the state budget to deal with the heroin crisis. He wanted to know how this would impact the Academy. Director Pendergast explained that this legislation was proposed by the Professional Firefighters of NH. It involves hiring a licensed alcohol and drug counselor as an employee of the state who will be housed at the Academy to help develop curriculum and present it statewide (around \$204,000). The rest of the money would be within a grant framework to go over 5 years with a decreasing amount each year. Three other people would be hired by cities in NH that have the most serious problem with the heroin crisis (Manchester, Nashua, and Rochester, at present). This legislation is supported by the Division and would not affect our operational fund. The bill has not been drafted yet; the proposal that David Lang made before the Task Force was meant to be followed by legislation. Representative Jasper will be one of the sponsors. Commissioner Buxton expressed concern over the lack of funding for this and how it could impact the existing staff at the Academy. Director Pendergast stated that by RSA, the Fire Fund cannot be spent on something like this. This new legislation would be funded by the general fund.
- Commissioner Thibault thanked the staff of the Academy for the “Photos with Santa” event held on December 5<sup>th</sup>. Though this was a team effort, the person who did most of the organizing and who also took the pictures was Captain Bob Pragoff; he will be missed.

## **IX. NON PUBLIC SESSION (held at the beginning of the meeting; see above)**

**IX. ADJOURNMENT**

*Motion made by Commissioner Buxton; seconded by Commissioner Pratt –  
to adjourn at 11:20AM; passed unanimously.*

**2016 FST Commission meeting remaining schedule:**

**March 3, 2016 (next meeting)**

**May 5, 2016**

**June 2, 2016**

**September 8, 2016**

**November 3, 2016**

Respectfully submitted,

Deborah A. Pendergast, Director

Prepared by June Connor, Administrative Assistant I