

CITY OF NASHUA
BOARD OF FIRE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 7, 2026

THE MEETING CAME TO ORDER AT 17:00 PM

MEMBERS PRESENT:

Thomas Kelly
Gary Lambert
John Steere

MEMBERS NOT PRESENT:

Kevin Burgess
Mary Ann Melizzi-Golja

STAFF PRESENT:

Chief Steve M. Buxton
Assistant Chief Eric A. Tremblay (left at 6:40pm to go to Finance Committee Meeting)
Assistant Chief Adam M. Pouliot
Business Manager Karen M. Conde
Superintendent of Fire Alarm Kyle Ball
Fire Alarm Operator Andrew Cote

STAFF NOT PRESENT:

Local 789 President Cy Hebert

OTHERS PRESENT:

Human Resource Manager Michelle McGonagle (left after interview)

All stood as Commissioner Kelly led the Pledge of Allegiance.
A Moment of Silence was held for all those lost in the fire service.

PUBLIC COMMENT (RE: NFR AGENDA ITEMS)

N/A

Interview for Fire Alarm Supervisor (Non-Public)

Non-Public Session

MOTION BY Commissioner Steere THAT THE BOARD OF FIRE COMMISSIONERS GO INTO Non-Public Session. BY ROLL CALL, PURSUANT TO RSA 91-A:3 II (a), THE DISMISSAL, PROMOTION, OR COMPENSATION OF ANY PUBLIC EMPLOYEE OR THE DISCIPLINING OF SUCH EMPLOYEE, OR THE INVESTIGATION OF ANY CHARGES AGAINST HIM OR HER, UNLESS THE EMPLOYEE AFFECTED (1) HAS A RIGHT TO A PUBLIC MEETING, AND (2) REQUESTS THAT THE MEETING BE OPEN, IN WHICH CASE THE REQUEST SHALL BE GRANTED

Seconded by Commissioner Kelly

A viva voce roll call was taken, which resulted as follows:

	<u>Yea</u>	<u>Nay</u>	
Commissioner Kelly	<u>X</u>	<u> </u>	
Commissioner Lambert	<u>X</u>	<u> </u>	
Commissioner Steere	<u>X</u>	<u> </u>	
Commissioner Melizzi-Golja	<u> </u>	<u> </u>	Not Present
Commissioner Burgess	<u> </u>	<u> </u>	Not Present
TOTAL #	<u>3</u>	<u> </u>	

MOTION CARRIED

The Board of Fire Commissioners went into non-public session at 17:02 p.m.

Chief Buxton and Human Resources Manager Michelle McGonagle was also present.

Discussion regarding interview

Interviewed Fire Alarm Operator Andrew Cote for Fire Alarm Supervisor

Followed by discussion

Effective date to be determined

Motions made in non-public:

N/A

**MOTION BY COMMISSIONER LAMBERT TO COME OUT OF THE NON-PUBLIC SESSION
AND RETURN TO THE BOARD OF FIRE COMMISSIONERS MEETING, AND NOT SEAL THE
MINUTES**

SECONDED BY COMMISSIONER KELLY

A viva voce roll call was taken, which resulted as follows:

	<u>Yea</u>	<u>Nay</u>	
Commissioner Kelly	<u>X</u>	<u> </u>	
Commissioner Lambert	<u>X</u>	<u> </u>	
Commissioner Steere	<u>X</u>	<u> </u>	
Commissioner Melizzi-Golja	<u> </u>	<u> </u>	Not Present
Commissioner Burgess	<u> </u>	<u> </u>	Not Present
TOTAL #	<u>3</u>	<u> </u>	

MOTION CARRIED

The Board of FIRE COMMISSIONERS came out of non-public session at 17:43 PM

CONSENT AGENDA:

Minutes:

26 85 September 02, 2026

Regular Meeting Minutes

Reports:

26 86 Departmental Detail Expenditures Report

Communications:

26 87 From: Amherst Fire and EMS

Re: Thank You

26 88 From: Nashua Children's Home

Re: Gratitude

26 89 From: Nashua PAL

Re: Gratitude

26 90 From: Citizen

Re: Thank You

26 85 thru 26 90 Approval of Consent Agenda Items

Motion by Commissioner Kelly to accept and place on file, as presented, the Consent Agenda items

Seconded by Commissioner Steere

MOTION CARRIED

REGULAR AGENDA

Staff Reports:

26 91 A Chief Buxton

Chief Buxton expressed that he can address any questions regarding his submitted report and discussed the following:

- Continue to work with the Telgen and Lambert families on the workers compensation claims
 - Admin and Local 789 continue to advocate on their behalf.
- Three Bond Resolutions for recommendation
 - Public Hearing is on October 26, 2026.
- Some of the reserve apparatus have been placed up for sale.
- Investigating an ambulance deployment MOU
 - Significant call volume during the day
 - Working with AMR to place an ambulance out of service at night and put that in to daytime when it is needed more.
- Letter regarding a request for a change in the chaplain level
 - The Member Assistance Program has made this request
 - The Member Assistance Program have someone in mind and would like to bring them in to meet the BoFC in November.
 - Commissioner Kelly inquired about the Chaplain Position
 - A discussion took place.
- Physicals Exams and Cancer Screenings are going to Finance Committee for approval tonight.
- Authorizations tonight
 - Bonds
 - Fire Alarm Supervisor Promotion
 - Dispatch Hire List

Chaplain Position (Non-Public)

Non-Public Session

MOTION BY Commissioner Steere THAT THE BOARD OF FIRE COMMISSIONERS GO INTO Non-Public Session. BY ROLL CALL, PURSUANT TO RSA 91-A:3 II (a), THE DISMISSAL, PROMOTION, OR COMPENSATION OF ANY PUBLIC EMPLOYEE OR THE DISCIPLINING OF SUCH EMPLOYEE, OR THE INVESTIGATION OF ANY CHARGES AGAINST HIM OR HER, UNLESS THE EMPLOYEE AFFECTED (1) HAS A RIGHT TO A PUBLIC MEETING, AND (2) REQUESTS THAT THE MEETING BE OPEN, IN WHICH CASE THE REQUEST SHALL BE GRANTED

Seconded by Commissioner Kelly

A viva voce roll call was taken, which resulted as follows:

	<u>Yea</u>	<u>Nay</u>	
Commissioner Kelly	<u>X</u>	<u> </u>	
Commissioner Lambert	<u>X</u>	<u> </u>	
Commissioner Steere	<u>X</u>	<u> </u>	
Commissioner Melizzi-Golja	<u> </u>	<u> </u>	Not Present
Commissioner Burgess	<u> </u>	<u> </u>	Not Present
TOTAL #	<u>3</u>	<u> </u>	

MOTION CARRIED

The Board of Fire Commissioners went into non-public session at 17:56 p.m.

Motions made in non-public:

N/A

MOTION BY Commissioner Kelly TO COME OUT OF THE NON-PUBLIC SESSION AND RETURN TO THE BOARD OF FIRE COMMISSIONERS MEETING.

Seconded by Commissioner Lambert

MOTION CARRIED

The Board of FIRE COMMISSIONERS came out of non-public session at 18:30 PM

MOTION BY COMMISSIONER Lambert THAT THE BOARD OF FIRE COMMISSIONERS ACCEPT AND SEAL THE MINUTES OF THE NON-PUBLIC SESSION BY ROLL CALL UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE CONFIDENTIALITY WOULD NO LONGER BE SERVED, BY ROLL CALL

Seconded by Commissioner Kelly

A viva voce roll call was taken, which resulted as follows:

	<u>Yea</u>	<u>Nay</u>	
Commissioner Kelly	<u>X</u>	<u> </u>	
Commissioner Lambert	<u>X</u>	<u> </u>	
Commissioner Steere	<u>X</u>	<u> </u>	
Commissioner Melizzi-Golja	<u> </u>	<u> </u>	Not Present
Commissioner Burgess	<u> </u>	<u> </u>	Not Present
TOTAL #	<u>3</u>	<u> </u>	

MOTION CARRIED

Motion by Commissioner Steere to accept Item 26 91 A, Chief Buxton's October commission report, as presented, and place on file.

Seconded by Commissioner Lambert

MOTION CARRIED

26 91 B Assistant Chief Tremblay

Assistant Chief Tremblay expressed that he can address any questions regarding his submitted report.

- No discussion or questions took place.

Motion by Commissioner Kelly to accept Item 26 91 B Assistant Chief Tremblay's October commission report, as presented, and place on file.

Seconded by Commissioner Steere

MOTION CARRIED

26 91 C Assistant Chief Pouliot

Assistant Chief Pouliot expressed that he can address any questions regarding his submitted report and discussed the following:

- Busy month.
- Hiring process for 2027 Recruit School continues
 - 92 applicants for the Physical Agility Test on September 16, 2026
 - 45 were invited for interviews
 - 42 interviewed
 - 10 will move on to the Chief's interview
 - Chief interviews will start Monday, 10/12/2026.
 - Expecting to bring the Hiring List to BoFC in November
 - About 7/8 openings to fill
- Promotional
 - No one passed the second Assistant Superintendent of Fire Alarm test
 - Posting again, will go to candidates outside of the department as well
 - Fire Alarm Supervisor test was held.
 - One member passed.
- Facilities
 - Station 2 roof project is complete.
 - Fire Alarm roof to be on the schedule next
 - Building Controls at Station 4 project is almost complete.
 - Discovered other issues not functioning
 - Had a change order for about \$10,500 to address
 - Hope to be done in the next few weeks
- Two vehicles on the CERF Schedule have been ordered.
 - Deputy Fire Chief vehicle
 - Training Safety transit van
 - Should be in service sometime at the beginning of 2027.
- New apparatus doing great

Motion by Commissioner Kelly to accept Item 26 91 C Assistant Chief Pouliot's October oral commission report, as presented, and place on file.

Seconded by Commissioner Steere

MOTION CARRIED

26 91 D Quarterly Budget Update

- Payroll tracking accordingly
- Discussion regarding the operating budget
 - Trending on target for all areas of the budget.

Motion by Commissioner Kelly to accept Item 26 91 D the Quarterly Budget Update, as presented, and place on file.

Seconded by Commissioner Steere

MOTION CARRIED

Discussion:

26 92 Local 789

Local 789 President Cy Hebert discussed the following:

- Not present

Old Business:

25 15 Board of Fire Commission By-Laws

- Tabled until November meeting

New Business:

26 93 R-26-068 Authorizing the Mayor and City Treasurer to Issue Bonds not to Exceed One Million Five Hundred Thousand Dollars (\$1,500,000) for the Design, Construction and Equipping of a Fire Training Facility

- No questions or discussion took place.

Motion by Commissioner Kelly to accept Item 26 93, R-26-068, as presented, and place on file.

Seconded by Commissioner Steere

MOTION CARRIED

26 94 R-26-069 Authorizing the Mayor and City Treasurer to Issue Bonds not to Exceed One Million Dollars (\$1,000,000) for the Design and Other Ancillary Costs to Replace the Pine Hill Fire Station

- No questions or discussion took place.

Motion by Commissioner Steere to accept Item 26 94, R-26-069, as presented, and place on file.

Seconded by Commissioner Kelly

MOTION CARRIED

26 95 R-26-070 Authorizing the Mayor and City Treasurer to Issue Bonds not to Exceed One Million Dollars (\$1,000,000) for Deferred Capital Maintenance of Fire Stations

- Chief Buxton noted that NFR requested 1.5 million in the Capital Improvements Plan so the amount is less but Chief Buxton and Assistant Chief Pouliot are comfortable with this amount.

Motion by Commissioner Steere to accept Item 26 95, R-26-070, as presented, and place on file.

Seconded by Commissioner Kelly

MOTION CARRIED

26 98 Letter from Chief Buxton regarding Chaplain position

Motion by Commissioner Lambert to accept and place on file Item 26 98, letter from Chief Buxton requesting consideration and approval to discontinue Nashua Fire Rescue's relationship with Matt Michaud in his capacity as chaplain of the fire department

Seconded by Commissioner Steere

MOTION CARRIED

2 in favor, 1 opposed

26 96 Authorization for action: Personnel

Approval of Hiring List (Fire Alarm Operators)

Motion by Commissioner Steere to approve the Fire Alarm Operator Hiring List as presented.

Seconded by Commissioner Kelly

MOTION CARRIED

26 97 Authorization for action: Promotion

Approval of Promotion for Position of Fire Alarm Supervisor

Motion by Commissioner Kelly to approve the promotion of Fire Alarm Operator Andrew Cote to the position of Fire Alarm Supervisor, effective TBD.

Seconded by Commissioner Steere

MOTION CARRIED

Personnel:

N/A

Remarks by Fire Commissioners

Commissioner Lambert: Get the word out quickly prior to next meeting about the candidate for chaplain, if there are any questions or want anyone present.

Commissioner Steere: Thank you to NFR for Memorial Sunday. It was a wonderful event.

Commissioner Kelly: Went to a couple of good incidents. Great job by the members.

Public Comment

N/A

Date, Time and Location of Next BOFC Meeting:

- Wednesday ~ November 4, 2026 ~ 5:30 pm ~ 177 Lake Street Training Classroom

Date, Time and Location of other Events

Adjourn

Motion by Commissioner Kelly to adjourn the meeting at 18:51 PM

Seconded by Commissioner Steere

MOTION CARRIED