



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
September 22, 2022
6:00 PM

A. AGENDA ITEMS

1. Amended FY21 Hazardous Materials Emergency Preparedness (HMEP) Grant Award - Fire Lieutenant/Training Officer
2. Acceptance of the 2021 Assistance to Firefighters Grant (AFG) - Fire Chief
3. Authorization to accept a Housing Opportunity Planning Grant for Housing Needs Analysis and Planning - Community Development Director
4. Relating to Probationary Firefighters Ordinance O-2022-13

B. MORE TIME ITEMS

1. Councilor Filiault - Charter Amendment Related to Municipal Primary

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: September 22, 2022

To: Finance, Organization and Personnel Committee

From: Jeremy LaPlante, Lieutenant/Training Officer

Through: Donald Farquhar, Fire Chief
Merri Howe, Finance Director/Treasurer
Elizabeth Dragon, City Manager

Subject: **Amended FY21 Hazardous Materials Emergency Preparedness (HMEP) Grant Award - Fire Lieutenant/Training Officer**

Recommendation:

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to apply for, execute, expend and accept the terms of the amended grant agreement for the Hazardous Materials Preparedness (HMEP) Grant application as presented in the amount of \$37,751.25 for the purchase and installation of conferencing equipment and hazmat plan updates.

Attachments:

1. City of Keene AMENDMENT CVR Ltr_Additional Funding 09.09.22

Background:

At the April 7, 2022 meeting of the City Council, a Finance, Organization, and Personnel Committee report was read, recommending that the City Council authorize the City Manager to do all things necessary to apply for, execute, expend and accept the terms of the grant agreement for the Hazardous Materials Preparedness (HMEP) Grant application as presented in the amount of \$26,934 for the purchase and installation of conferencing equipment and hazmat plan updates. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

Since the time the original quote was received for the conferencing equipment, inflation has driven costs up resulting in a higher amount needed to purchase and install the equipment. There is no increase in cost for the hazmat plans update. The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management has approved the City of Keene for additional funds to complete the purchase. The amended grant award is now \$37,751.25.



Robert L. Quinn
Commissioner

State of New Hampshire

DEPARTMENT OF SAFETY

Division of Homeland Security and Emergency Management

www.nh.gov/hsem



Robert M. Buxton
Director

September 9, 2022

Elizabeth Dragon, City Manager
City of Keene (VC#77417-B002)
3 Washington Street
Keene, NH 03431

Dear Manager Dragon:

The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) has approved the City of Keene for additional funds to complete the purchase and installation of computer conferencing equipment and to update the city's hazmat plans.

Due to the fact that there will be a change with the original grant agreement the enclosed amendment paperwork must be completed, returned and approved by the State Business Office/Governor and Executive Council before the additional funding is granted to the City of Keene.

If you have any questions or would like to discuss this situation further, please contact me at 603-223-3686. Thank you for your continued dedication and commitment to emergency management.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah K. Osborne".

Sarah K. Osborne
EMPG Program Manager

cc: Jill Piwoski, Senior Field Representative, NH HSEM



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: September 22, 2022
To: Finance, Organization and Personnel Committee
From: Donald Farquhar, Fire Chief
Through: Elizabeth Dragon, City Manager
Subject: **Acceptance of the 2021 Assistance to Firefighters Grant (AFG) - Fire Chief**

Recommendation:

That the Finance, Organization and Personnel Committee recommend that the City Council authorize the City Manager to do all things necessary to accept the FY 2021 Assistance to Firefighters Grant.

Attachments:

None

Background:

On September 14, 2022, the City of Keene Fire Department was notified by FEMA that the Keene Fire Department was awarded a federal share of \$219,589.09 for two sessions of rescue technician from a qualified vendor along with the personnel cost to cover members attending training or backfill when training occurs on a member's shift. The City of Keene 10% match for the grant is \$21,958.91 which will be funded by the training accounts in the department's operating budget. This grant will fund all costs for the class, the overtime for personnel attending as well as overtime costs to backfill those attending. It is the objective of the City of Keene Fire Department to train our existing Technical Rescue Team to bring it into compliance with the NFPA 1006 Standard for Rescue Technician Professional Qualifications.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: September 22, 2022

To: Finance, Organization and Personnel Committee

From: Jesse Rounds, Community Development Director

Through: Elizabeth Dragon, City Manager

Subject: **Authorization to accept a Housing Opportunity Planning Grant for Housing Needs Analysis and Planning - Community Development Director**

Recommendation:

That the Finance, Organization and Personnel Committee recommends that City Manager do all things necessary to accept and to expend the Housing Opportunity Planning Grant for Housing Needs Analysis and Planning in the amount of \$15,500 from InvestNH Municipal Planning & Zoning Grant Program as funded by the New Hampshire Department of Business and Economic Affairs for the purposes of hiring a consultant to complete a Housing Needs Analysis for the City of Keene.

Attachments:

1. Keene Approval Letter 091522

Background:

The Invest NH Municipal Planning and Zoning Grant program, which is part of a \$100 million initiative funded through the American Rescue Plan Act's State Fiscal Recovery Fund, provides competitive grants for cities and towns to create local regulations that will help increase housing supply. The Municipal Planning and Zoning Grant Program has awarded \$15,500 to the City of Keene providing the gap funding needed to hire a consultant, Camoin Associates, to complete a Housing Needs Analysis for the City of Keene.

This Council Committee has previously reviewed and approved our proposed selection of Camoin Associates for the Housing Needs Analysis. Now that we have been awarded the grant we are requesting that the City Council accept the funds so that we can complete our hiring process with Camoin and get final approval to receive the funds from the State of New Hampshire.

The Housing Needs Analysis will be focused on the City of Keene and will dovetail with regional and statewide analyses. These analyses at multiple levels will help inform the Community Development Department's strategies as well as create solid background before the City undertakes updates to the Comprehensive Master Plan.

This grant funding also comes with funding to support three community members' attendance at the state-funded Housing Academy. The Housing Academy is a series of seminars and materials

provided to participants intended to help create a group of residents with both community engagement experience and a deeper knowledge of the opportunities and constraints on housing development in New Hampshire and even in the City of Keene.

Accepting this grant funding will allow city staff to obtain the funding from the state of New Hampshire while also completing the contracting process with Camoin Associates.



September 15, 2022

City of Keene
3 Washington Street
Keene, NH 03431

c/o Mari Brunner, Senior Planner
603-352-5440 | mbrunner@keenenh.gov

Dear Ms. Brunner,

The Steering Committee for the InvestNH Municipal Planning & Zoning Grant Program reviewed your submission for the Housing Opportunity Planning (HOP) Grant. The purpose of this grant is to assist those municipalities looking to increase housing opportunities through community engagement and regulatory change.

I am pleased to inform you that the Steering Committee has approved your request of \$15,500 for the City of Keene to pursue *HOP Phase 1: Needs Analysis and Planning*.

In addition to the monetary award, participation in Housing Academy is a key benefit of this program and is designed to help build or further develop local capacity as it relates to housing matters. To that end, and if you have not already done so, we encourage all awardees to recruit up to three volunteer community members to participate alongside designated staff. More information on Housing Academy, including the schedule, will be forthcoming.

At your earliest convenience, please email your acknowledgment and acceptance of this award to info@NHHOPgrants.org. Once we have received your acknowledgement, as well as a commitment letter from the consultant you plan to work with, we will follow up with a formal Grant Agreement. Note that all consultants must be on the [List of Qualified Consultants](#) found on NHHOPgrants.org. If you would like to work with a consultant who is not currently on this list, or if your community requires a competitive process, please contact us to discuss further.

Finally, in all public acknowledgments, we ask that you note this award as being received from the InvestNH Municipal Planning & Zoning Grant Program, funded by the NH Department of Business and Economic Affairs as part of the \$100 million InvestNH Initiative with ARPA State Fiscal Recovery funds. This award will be administered jointly by NH Housing, Plan NH, and UNH Cooperative Extension.

On behalf of the Steering Committee, congratulations!

A handwritten signature in black ink, appearing to read "Tiffany McNamara".

Tiffany Tononi McNamara
Steering Committee Chair

Executive Director | Plan New Hampshire
603-452-7526 | tiffany@plannh.org



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: September 22, 2022
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Dragon, City Manager
Subject: **Relating to Probationary Firefighters
Ordinance O-2022-13**

Council Action:

**In City Council September 15, 2022.
Referred to the Finance, Organization and Personnel Committee.**

Recommendation:

That the City Council refer Ordinance O-2022-13 to the Finance, Organization, and Personnel Committee for their review and recommendation.

Attachments:

1. Ordinance O-2022-13_referral

Background:

As part of a hiring process that recently concluded with external hires subject to a probationary period filling staff officer vacancies, City Code related specifically to probationary firefighters was reviewed. Modifications are advanced to align to the work schedule anticipated during the probationary period for these staff officer positions as well as current practice for probationary operational response personnel.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-two

Relating to Probationary firefighters

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That the Ordinances of the City of Keene, as amended, are hereby further amended by removing the stricken text and inserting the bold text in Article V, "Policies, Procedures and Conditions of Employment", Division II "Hours of work", Subdivision II "Overtime", Section 62-303 "Probationary firefighters" as follows:

Sec. 62-303. Probationary firefighters.

- (a) **Notwithstanding any other provisions of City Code to the contrary related to overtime and holidays, probationary full-time firefighters/EMTs shall be governed by this Section 62-303.** Full-time firefighters/EMTs, who have not yet successfully completed 12 months of employment, will be compensated for overtime **when required to work in excess of the established work schedule. Whenever such fire department personnel work in excess of the established work schedule, such time shall be compensated in minimum increments of ¼ hour.** ~~beyond the normal 42-hour workweek if they voluntarily respond to first alarm and special call on still alarm calls while off duty.~~ On such occasions, **when work is an off-duty call back,** fire department personnel will receive a minimum of one hour compensation for each response and, in addition, will be compensated in minimum increments of ¼ hour ~~½ hour~~ for time worked over the first hour or portions of ¼ hour ~~½ hour~~. Compensation for this overtime will be at a rate of 1½ times the regular pay rate. ~~as further set forth in this section. The overtime rate for regular full-time employees classified in the fire/ambulance pay schedule will be based on the annualized base rate divided by 2,184 hours.~~
- ~~(b) Response to second alarms while off duty will be mandatory, unless excused by the chief, and overtime for this will be compensated on actual time spent, with the rate compensated in the same manner as for first alarms and still alarms as mentioned in this section.~~
- (b)(e) Such **operational response** personnel, **typically working under a 24 hour shift schedule,** will work their assigned shifts without regard to holidays. ~~These~~ **Each** employee will receive additional pay in November of each year for the number of holidays designated by section 62-246 that occurred since their employment in the same manner holiday pay is provided to full-time firefighters who have successfully completed the probationary period. In the event such personnel work on Independence Day, Labor Day, Thanksgiving Day or Christmas Day, they shall be paid at 1½ times the regular rate for all hours worked on such holiday.
- (c) **Personnel serving in staff officer positions, typically subject to a 5 day shift schedule, will be assigned a schedule that provides for holidays with pay as prescribed by Section 62-246. In the event such personnel work on Independence Day, Labor Day, Thanksgiving Day or Christmas Day, they shall be paid at 1½ times the regular rate for all hours worked on such holiday.**
- (d) If fire department personnel are paid by another fire department, other municipalities, the state, or other agencies, hours spent on overtime will not be calculated or reimbursed by the city to more than the overtime rate.

In City Council September 15, 2022.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

George S. Hansel, Mayor

PASSED