

Memo

To: Berlin City Council
From: Jim Wheeler, City Manager
Date: 08-15-2016
Re: City Manager's Report

1. Elaine Riendeau attended a full week of training last week in Concord toward obtaining her City Clerk certification from the City Clerk's Academy Program. Elaine was able to obtain a scholarship in the amount of \$260 for this program. The program's curriculum is attached.
2. Jan Gagnon, Accountant-Tax Collector's Assistant in the Finance Dept. and Mark Lapointe, PWD Supervisor will both be attending the Primex Supervisors Academy in Gorham on Sept. 13 through Sept. 15.
3. The Harvest Christian Fellowship Church will be holding a community dinner on Wednesday September 14th from 5:00 to 8:00 p.m. The Council granted the Church permission to close Cole Street contingent upon the Police Department's approval. The PD has provided their approval.
4. The Fire Chief and Berlin Fire Department have arranged for a medical tent to be staffed and available at the Camp RZR event in September. The medical tent staffing and operations will be in accordance with FEMA guidelines. This is an outstanding response for service created by this event and the City's growth in the atv tourism industry. An email explaining some of the features of this tent is attached. Thanks to the BFD for taking this on and making it happen.
5. As you know, the City has been successful in obtaining a Northern Border Regional Commission (NRBC) award of a grant in the amount of \$250,000. This grant will be used for Phase 1 of the Upper Main St./Riverside Drive Riverwalk Project from Heritage Park to the pedestrian bridge at bridge street.. This project has been envisioned as integral to the Rte. 16 upgrade and along with the Rte. 16 upgrade and Phase 2 of the Riverwalk it will play a role in redefining the City's streetscape by creating a significant piece of infrastructure that both residents and visitors will enjoy. We are currently working on an \$800,000 TAP Grant application for Phase 2 for which the NRBC funding can be counted as match money. A copy of our award letter is attached.
6. Senator Shaheen provided a letter encouraging citizens to contact her with any issues regarding federal agencies. The contact information for offices, including Berlin's, is attached.

7. An activity report for the Fire Department is attached.
8. The Police Department statistics for the month of July are attached.

RE: City Clerk Certification

PLEASE NOTE: THIS YEARS' CLASSES ARE YEAR 2016. IT IS IMPORTANT TO STAY WITH EITHER COLUMN A OR B ONCE YOU ARE IN THE CERTIFICATION PROCESS.

IF YOU ARE A TAX COLLECTOR CHOOSE COLUMN A

IF YOU ARE A TOWN CLERK CHOOSE COLUMN B

IF YOU ARE A TOWN CLERK-TAX COLLECTOR AND ARE IN YOUR 1ST, 2ND OR 3RD YEAR CHOOSE COLUMN A

IF YOU ARE A TOWN CLERK-TAX COLLECTOR AND ARE IN YOUR 4TH YEAR CHOOSE COLUMN C

IF YOU ARE A CITY TAX COLLECTOR TAKING ONLY THE MOTOR VEHICLE/TITLES CHOOSE COLUMN D

IF YOU ARE TAKING A RECERTIFICATION CLASS YOU DO NOT NEED TO CHOOSE A COLUMN

A. TAX COLLECTOR	B. TOWN CLERK	C. 4 TH YEAR T/C	D.
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2016			
M	Tax Collector's Jeopardy	Vital Statistics/Election	Vital Statistics/Election
T	Personnel Management	Personnel Management	MV/Titles
W	Public Speaking	Public Speaking	Town Clerk Jeopardy
TH	Public Speaking	Public Speaking	Town Clerk Networking
F	Tax Collector's Legal Issues	Record Retention	Record Retention

2017			
M	Managing the Work/Ethics & Integrity/Internal Controls	Managing the Work/Ethics & Integrity/Internal Controls	Elections/Vital Statistics
T	Disc	Disc	MV/Titles
W	Disc	Disc	Town Clerk Jeopardy
TH	Government Finance/Operations	Government Finance/Operations	Town Clerk Networking
F	The Legislative Process	The Legislative Process	Record Retention

MV/Titles

2018			
M	Stress Mgt/Reducing Mng Conflict	Stress Mgt/Reducing Mng Conflict	Vital Statistics/Election
T	DRA Courses	Town Clerk Networking	Town Clerk Networking
W	Effective Communications	Effective Communications	Town Clerk Jeopardy
TH	Tax Collector Networking	MV/Titles	MV/Titles
F	The TC/Budget/Town Rpt	The TC/TC/Budget/Town Rpt	Record Retention

MV/Titles

RE: Medical Tent

Jim Wheeler

From: Chief Randall Trull
Sent: Tuesday, July 26, 2016 10:07 AM
To: Peter Morency; Daniel Buteau
Cc: Jim Wheeler; Assistant Chief Thaddeus Soltys
Subject: Special Event Camp Razor 2016 Berlin Fire/Berlin EMS

Special Event Camp Razor 2016 Berlin Fire/Berlin EMS

Thursday, July 21, 2016
9:28 AM

The City of Berlin Fire Department shall follow the recommendations set forth by FEMA for Special Events. The Fire Department is currently working on establishing a medical tent with the New Hampshire Medical Reserve Corp. that shall be located in an area established by the Medical Reserve Personnel. Staging for Fire response personnel and equipment, and EMS response personnel and equipment shall be located directly next to the medical tent in order for a quick and efficient response of emergency response personnel. It shall be required that an emergency egress for emergency transport vehicles be established and remain free from any obstruction at a minimum of 20' wide.

Personnel and equipment required for this event shall be two firefighters and one fire apparatus, one UTV and ATV with Operators and rescue equipment, three Ambulances with Six EMS personnel one shall be at least at the Paramedic level. Two of the firefighters can be crossed as providing EMS in conjunction with Berlin EMS. FEMA recommends 12 Medical Personnel per 10,000 patrons. Currently the Fire department is working on a medical tent, which will bring a Medical Task Force at no cost. The team is required to have so many drills and may provide us this service as part of their drill compliance.

New Hampshire Medical Reserve will provide 15-20 personnel, which may include Doctors, Nurses, Paramedics, and EMTs. The Medical Reserve Tent is self-contained, with at least ten medical beds and medical supplies. I said there was no cost, but what is actually for free these days, here is the deal, the only cost is we need to provide (good) food, one portable toilet and fuel for the generator's, no cost for the supplies, tent, or personnel. They do require one Police Officer to be dedicated to the tent for security. If successful in obtaining the medical reserve the number of Paramedics and EMT's can be lowered to 4 with two Ambulances.

Estimated cost for fuel for Medical Tent Generators and Food for the staffing the Medical Tent: \$2,000.

Note: FEMA recommends two Police Officers per 1,000 patrons. It is understood resources are scarce and we need to adapt the best we can. But, please be cognizant FEMA is recommending this response frame from research and past experience.

Response command structure for Berlin Fire and Berlin EMS shall be as follows:



Northern Border Regional Commission

August 5, 2016

James Wheeler, City Manager
City of Berlin
168 Main Street
Berlin, NH 03570

Dear Ms LaFlamme:

On behalf of Governor Hassan and the NBRC Board, we congratulate you and your organization upon your selection for an NBRC grant award.

Enclosed is an original **Grant Agreement and ACH form**. Please **sign, scan, and email** them to NBRC Program Director Christine Frost at admin@nbrc.gov before September 1, 2016.

It is very important that you read the agreement that is enclosed. The contract is newly developed and specific for your project. If there are any errors, inconsistencies, or omissions, you must bring them to the NBRC's attention prior to signing the contract.

Specifically, we refer you to the following:

- ✓ **Deadline for Returning Agreement to NBRC is September 1, 2016:** This is the deadline to return a signed contract along with the ACH form (SF-3881) in order to obligate your award within the Federal financial system. If this date is not met and we do not hear from you, the NBRC may award your funds to the next eligible applicant.
- ✓ **Notice to Proceed:** You will **NOT** be reimbursed for funds spent prior to receipt of a Notice to Proceed, unless expressly laid out in your contract. See Section VI in your Agreement. Most recipients will have a Notice to Proceed from the NBRC by October 1, 2016. If your project must begin before October 1, 2016, please contact Christine Frost (202) 590-0807 or by email at admin@nbrc.gov as soon as possible.
- ✓ **Proper Reference:** It is extremely important that every communication and all documentation be referenced with the NBRC Contract Number found at the top left of your contract. This will allow us to meet your needs faster and with more accuracy.

We look forward to working with you to successfully complete the project, and more importantly look forward to the outcomes that you presented in your application.

Sincerely,

Mark Scarano
Federal Co-Chair

cc: NBRC State Program Manager
Local Development District (if applicable)

United States Senate

WASHINGTON, DC 20510

August 8, 2016

City of Berlin
168 Main Street
Berlin, NH 03570-2400

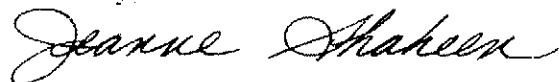
Dear Friends,

One of my greatest responsibilities as a United States Senator is assisting New Hampshire residents who need help navigating federal agencies and identifying federal resources. As part of my office's outreach efforts, I am reaching out to provide you with information as to how my office can be a resource for you and the people of your community when seeking assistance from the federal government. I would greatly appreciate your assistance in posting the enclosed flyer in a community space at your location.

My knowledgeable staff understands the important role that various federal programs play in the lives of those in your community and they are eager to assist in making programs such as Social Security, veteran's benefits, and the Internal Revenue Service, more understandable, more accessible, and more navigable. Additionally, my office is happy to help individuals with the passport application process, the citizenship process and to answer any general immigration questions.

Thank you for your assistance. If you have any questions, or would like additional copies of the flyer enclosed, please contact my Director of Constituent Services, Cara Osborn at (603) 750-3004.

Sincerely,



Jeanne Shaheen
United States Senator

P.S. It is my priority to ensure that you receive a timely response. However, postal mail may be significantly delayed in reaching my office due to security measures in the U.S. Senate. I encourage you to stay in touch through my websites:
www.shaheen.senate.gov/contact, www.facebook.com/SenatorShaheen and
www.twitter.com/SenatorShaheen.



OFFICE OF UNITED STATES
SENATOR JEANNE SHAHEEN

Constituent Services



Dear Friends,

If you are having an issue with Medicare, Veterans Affairs benefits, Social Security, Immigration, housing, the IRS or any other federal agency, my office may be able to help.

Berlin

961 Main Street
Berlin, N.H. 03570
P: (603) 752-6300

Claremont

50 Opera House Square
Claremont, N.H. 03470
P: (603) 542-4872

Dover

340 Central Avenue, Suite 205
Dover, N.H. 03820
P: (603) 750-3004

Keene

12 Gilbo Ave, Suite C
Keene, N.H. 03431
P: (603) 358-6604

Manchester

2 Wall Street, Suite 220
Manchester, N.H. 03101
P: (603) 647-7500

Nashua

60 Main Street, Suite 217
Nashua, N.H. 03060
P: (603) 883-0196

Washington, D.C.

506 Hart Senate Office Building
Washington, D.C. 20510
P: (202) 224-2841

My staff is equipped to help individuals with issues, concerns or questions relating to the federal government. To learn more about the services available to New Hampshire residents, please call one of my offices above or visit:

www.shaheen.senate.gov

I look forward to hearing from you.

Sincerely,

Jeanne Shaheen

City of Berlin Fire Department

Incident Type Report

Alarm Date Between {06/01/2016} And {06/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
100 Fire, Other				
16-0000233-000	06/23/2016	18:47:00	11 Extinguishment by fire	661 Serviced, personnel (not juvenile)
Incident Type Count:		1	Percent of All: 1.7%	

118 Trash or rubbish fire, contained

16-0000212-000	06/08/2016	20:53:00	10 Fire control or extinguish	243 Street, gutter
Incident Type Count:		1	Percent of All: 1.7%	

140 Natural vegetation fire, Other

16-0000193-000	06/02/2016	11:23:00	11 Extinguishment by fire	661 Street, personnel in commercial area
16-0000220-000	06/12/2016	16:59:00	11 Extinguishment by fire	906 Outside, special property, Other
16-0000229-000	06/20/2016	15:45:00	11 Extinguishment by fire	506 Warehouse, business, Other
Incident Type Count:		3	Percent of All: 5.1%	

141 Forest, woods or wildland fire

16-0000199-000	06/04/2016	17:59:00	11 Extinguishment by fire	556 Personal service, including barbecue
Incident Type Count:		1	Percent of All: 1.7%	

150 Outside rubbish fire, Other

16-0000232-000	06/21/2016	22:10:00	10 Fire control or extinguish	931 Open, lawn or field
Incident Type Count:		1	Percent of All: 1.7%	

300 Rescue, EMS incident, other

16-0000215-000	06/10/2016	12:11:00	22 Rescue, remove from hazard	550 Recreational, hobby, home repair
16-0000236-000	06/25/2016	21:28:00	75 Provide equipment	931 Open land or field
Incident Type Count:		2	Percent of All: 3.4%	

311 Medical assist, assist EMS crew

16-0000196-000	06/03/2016	18:36:00	73 Provide manpower	419 1 or 2 family dwelling
16-0000218-000	06/12/2016	07:11:00	73 Provide manpower	419 1 or 2 family dwelling
16-0000244-000	06/29/2016	19:17:00	30 Emergency medical services	1 Other family dwelling
Incident Type Count:		3	Percent of All: 5.1%	

322 Motor vehicle accident with injuries

16-0000242-000	06/27/2016	19:39:00	00 Action taken, Other	900 Outside or special property, Other
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City of Berlin Fire Department

Incident Type Report

Alarm Date Between {06/01/2016} And {06/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
Incident Type Count:	1			Percent of All: 1.7%

331 Lock-in (if lock out , use 511)

16-0000200-000	06/05/2016	11:45:00	52 Forcible entry	429 Multifamily dwelling
16-0000234-000	06/25/2016	01:06:00	00 Action taken, Other	400 Residential, Other
Incident Type Count:	2			Percent of All: 3.4%

411 Gasoline or other flammable liquid spill

16-0000243-000	06/28/2016	15:05:00	50 Fires, rescues & hazards	960 Residential, street, road or resic
Incident Type Count:	1			Percent of All: 1.7%

424 Carbon monoxide incident

16-0000205-000	06/05/2016	21:30:00	45 Remove hazard	888 Fire station
Incident Type Count:	1			Percent of All: 1.7%

445 Arcing, shorted electrical equipment

16-0000223-000	06/15/2016	16:28:00	86 Investigate	960 Street, Other
Incident Type Count:	1			Percent of All: 1.7%

460 Accident, potential accident, Other

16-0000194-000	06/02/2016	20:20:00	45 Remove hazard	963 Street or road in commercial area
16-0000214-000	06/09/2016	09:34:00	45 Remove hazard	962 Residential street, road or resic
Incident Type Count:	2			Percent of All: 3.4%

462 Aircraft standby

16-0000192-000	06/02/2016	07:47:00	92 Standby	331 Hospital - medical or psychiatric
16-0000195-000	06/02/2016	21:08:00	74 Provide apparatus	331 Hospital - medical or psychiatric
16-0000197-000	06/03/2016	19:46:00	92 Standby	331 Hospital - medical or psychiatric
16-0000227-000	06/18/2016	17:32:00	74 Provide apparatus	331 Hospital - medical or psychiatric
16-0000235-000	06/25/2016	15:17:00	74 Provide apparatus	331 Hospital - medical or psychiatric
16-0000238-000	06/26/2016	15:51:00	92 Standby	331 Hospital - medical or psychiatric
16-0000241-000	06/27/2016	14:00:00	92 Standby	331 Hospital - medical or psychiatric
16-0000247-000	06/30/2016	19:49:00	77 Control crowd	331 Hospital - medical or psychiatric
Incident Type Count:	8			Percent of All: 13.7%

463 Vehicle accident, general cleanup

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City of Berlin Fire Department

Incident Type Report

Alarm Date Between {06/01/2016} And {06/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
463 Vehicle accident, general cleanup				
16-0000217-000	06/10/2016	15:13:00	45 Remove hazard	960 Street, Other
16-0000224-000	06/17/2016	00:55:00	45 Remove hazard	961 Highway or divided highway
Incident Type Count:		2	Percent of All: 3.4%	
500 Service Call, other				
16-0000190-000	06/01/2016	10:40:00	70 Assistance, Other	429 Multifamily dwelling
16-0000191-000	06/01/2016	16:54:00	76 Provide water	960 Street, Other
16-0000198-000	06/04/2016	07:01:00	63 Restore fire alarm system	314 24-hour care Nursing homes, 4 or
16-0000226-000	06/17/2016	18:31:00	76 Provide water	124 Playground
Incident Type Count:		4	Percent of All: 6.9%	
550 Public service assistance, Other				
16-0000230-000	06/20/2016	19:28:00	76 Provide water	900 Outside or special property, Other
16-0000239-000	06/27/2016	10:02:00	76 Provide water	938 Graded and cared-for plots of land
Incident Type Count:		2	Percent of All: 3.4%	
553 Public service				
16-0000201-000	06/05/2016	19:37:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:		1	Percent of All: 1.7%	
561 Unauthorized burning				
16-0000225-000	06/17/2016	18:20:00	80 Information, investigation	429 Multifamily dwelling, Other
Incident Type Count:		1	Percent of All: 1.7%	
600 Good intent call, Other				
16-0000209-000	06/07/2016	20:51:00	72 Assist animal	419 1 or 2 family dwelling
Incident Type Count:		1	Percent of All: 1.7%	
710 Malicious, mischievous false call, Other				
16-0000206-000	06/06/2016	08:04:00	86 Investigate	400 Residential, Other
Incident Type Count:		1	Percent of All: 1.7%	
730 System malfunction, Other				
16-0000216-000	06/10/2016	14:00:00	86 Investigate	429 Multifamily dwelling

07/29/2016 16:07

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City of Berlin Fire Department

Incident Type Report

Alarm Date Between {06/01/2016} And {06/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
730 System malfunction, Other				
16-0000237-000	06/26/2016	14:57:00	86 Investigate	599 Business office
Incident Type Count:		2	Percent of All: 3.4%	

733 Smoke detector activation due to malfunction				
16-0000207-000	06/07/2016	17:58:00	63 Restore fire alarm system	24-hour care Nursing homes, 4 or
16-0000208-000	06/07/2016	18:28:00	63 Restore fire alarm system	24-hour care Nursing homes, 4 or
16-0000210-000	06/08/2016	01:26:00	64 Shut down system	429 Multifamily dwelling
Incident Type Count:		3	Percent of All: 5.1%	

735 Alarm system sounded due to malfunction				
16-0000228-000	06/20/2016	15:12:00	61 Restore municipal services	254 Day care, in commercial property
Incident Type Count:		1	Percent of All: 1.7%	

736 CO detector activation due to malfunction				
16-0000213-000	06/08/2016	21:02:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:		1	Percent of All: 1.7%	

740 Unintentional transmission of alarm, Other				
16-0000221-000	06/13/2016	14:59:00	60 Systems and services, 599	Business office
16-0000222-000	06/15/2016	15:03:00	61 Restore municipal services	459 Residential board and care
Incident Type Count:		2	Percent of All: 3.4%	

743 Smoke detector activation, no fire - unintentional				
16-0000202-000	06/05/2016	19:46:00	86 Investigate	429 Multifamily dwelling
16-0000204-000	06/05/2016	21:19:00	86 Investigate	429 Multifamily dwelling
16-0000211-000	06/08/2016	08:44:00	63 Restore fire alarm system	301 Mental retardation/development di
16-0000219-000	06/12/2016	08:20:00	61 Restore municipal services	301 Hospital - medical or psychiatric
16-0000246-000	06/30/2016	17:17:00	63 Restore fire alarm system	459 Residential board and care
Incident Type Count:		5	Percent of All: 8.6%	

744 Detector activation, no fire - unintentional				
16-0000231-000	06/21/2016	11:29:00	61 Restore municipal services	213 Elementary school, including kind
16-0000240-000	06/27/2016	11:03:00	86 Investigate	254 Day care, in commercial property
16-0000245-000	06/30/2016	14:22:00	61 Restore municipal services	213 24-hour care Nursing homes, 4 or

City of Berlin Fire Department

Incident Type Report

Alarm Date Between {06/01/2016} And {06/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
Incident Type Count:	3			Percent of All: 5.1%

745 Alarm system activation, no fire - unintentional

16-0000203-000	06/05/2016	21:03:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 1.7%

Total Incident Count: 58

- July 2016 Activity Report -

	July 2016	Year To Date 2015	Year to Date 2016	Difference %
Total Calls for Service	1706	10263	11297	10.08%
Milan Calls for Service	54	403	379	-5.96%
Total Arrests	49	393	388	-1.27%
Protective Custody Arrests	6	43	37	-13.95%
Felonies	9	117	104	-11.11%
Misdemeanors	74	502	509	1.39%
Thefts	31	152	176	15.79%
Burglaries	9	32	39	21.88%
Vandalism/Criminal Mischief	21	117	125	6.84%
Criminal Threatening	8	59	90	52.54%
Sexual Assaults	0	26	19	-26.92%
Assaults	10	78	71	-8.97%
Domestic Violence Incidents	20	157	113	-28.03%
Verbal Arguments	6	34	59	73.53%
Restraining/Stalking Orders	7	36	58	61.11%
Motor Vehicle Stops	436	1648	2156	30.83%
Motor Vehicle Violations	45	128	224	75.00%
Motor Vehicle Warnings	352	1176	1621	37.84%
DWI Violations	5	15	24	60.00%
Accidents	18	119	94	-21.01%
Accidents Within an Intersection	2	36	24	-33.33%
Parking Tickets	1	92	187	103.26%
Dog Complaints	39	224	232	3.57%
Animal Complaints (other)	30	91	129	41.76%
Assists to other Berlin Departments	46	347	304	-12.39%
Assist to Berlin Ambulance	77	555	529	-4.68%
Assists to Gorham PD	5	50	43	-14.00%
Assists from Gorham PD	25	20	20	0.00%
Juvenile Incidents	15	112	112	0.00%
Juvenile Arrests	1	25	20	-20.00%
Officers issued 1 parking ticket for the following reasons:				
Towing Area	1			
i.cloutier_08.15.2016				