

July 30, 2024

Elisa M. Folsom

[REDACTED]
efolsom@concordnh.gov
[REDACTED]

Chair, Fire Standards and Training Commission
c/o Director, Division of Fire Standards and Training and Emergency Medical Services
33 Hazen Drive
Concord, NH 03305

Honorable Chair,

In early July, the Concord Fire Department was notified by the New Hampshire Division of Fire Standards and Training that our department was not fully compliant with documentation of employee(s) Form A's, as well as other ancillary documentation required by the Division of Fire Standards and Training.

In response to the notification, our department began the reconciliation process to remedy the inconsistencies and become compliant.

On July 22, 2024, at my request, Pursuant to N.H. Code Admin. R. Fire 704.01(a) Chief John A. Chisholm submitted correspondence on my behalf to the Division of Fire Standards and Training requesting a waiver and citing the following:

- (1) A waiver is requested for the following rules:
 - a. "the candidate shall pass the physical ability test described in Fire 702" N.H. Code Admin. R. Fire 701.01; and
 - b. "Full-time career fire service personnel shall, prior to the completion of their first year of appointment, complete the minimum program of study as adopted by the commission in accordance with Fire 401 and Fire 402." N.H. Code Admin. R. Fire 701.02
- (2) This waiver is being requested for the following reasons:
 - a. Deputy Chief Folsom was an employee of the Concord Fire Department prior to the requirement for CPAT and has never participated in a CPAT exam; and
 - b. Deputy Chief Folsom is not certified in the current Firefighter II curriculum as she obtained her career certification several years ago
- (3) Form A for Deputy Chief Folsom is attached

- (4) Deputy Chief Folsom's position as Deputy Chief – Administration does not include emergency response and mitigation as a predominant responsibility. Her position oversees the Communications Center, the Fire Alarm & Traffic Division, Headquarters administrative staff, and serves as the Chief Financial Officer of the Department with oversight of the budget. A copy of the job description for the Deputy Fire Chief is attached, however, the City of Concord does not currently maintain a separate job description for the Deputy Chief - Administration versus the Deputy Chief – Operations. The latter position is the one responsible for emergency response and mitigation.
- (5) There are no predominant aspects of Deputy Chief Folsom's responsibilities that include emergency response and mitigation, although she may be asked to assist with ancillary functions such as communications or accountability on a large-scale event. She will not be used in a command or an operational role, and will never enter an IDLH atmosphere.

On July 23, 2024 I received notification that my request for a waiver was denied; citing the following:

Fire 704.01 Request for Waiver, section (a), states in part "the request shall be made within 30 days of the employment date for an employment position."

While it is undeniable, I failed to meet the 30-day timeline delineated under Fire 704.01; this was a misstep due to inexperience and lack of continuity within our administrative staffing.

In short, during my transition from an Actors Status to being permanently assigned as Deputy Chief of Administration; the department endured a significant turnover of Administrative staff resulting in seven of the nine personnel being new to their positions. In honest, failure to request the waiver was an oversight I hope can be rectified.

For these reasons, and the reasons cited by Chief John Chisholm; I respectfully request that the commission reconsider my request for a waiver of the Firefighter Entrance Requirements, specifically, Fire 701.02 and Fire 701.01 (d)

Your consideration in this matter is greatly appreciated. If you need any additional information or documentation, please to not hesitate to contact me.

Respectfully,



Elisa M. Folsom
Deputy Fire Chief, Administration
Concord Fire Department



John A. Chisholm
Fire Chief

FIRE DEPARTMENT CITY OF CONCORD

New Hampshire's Main Street™



July 22, 2024

New Hampshire Department of Safety
Division of Fire Standards and Training & Emergency Medical Services
Richard M. Flynn Fire Academy
33 Hazen Drive
Concord, NH 03305

To Whom it May Concern:

Pursuant to N.H. Code Admin. R. Fire 704.01(a), I am submitting this formal written Request for Waiver in reference to Elisa Folsom, who was promoted into her current position of Deputy Fire Chief – Administration with the Concord Fire Department on December 6, 2022 with specifics as follows:

- (1) A waiver is requested for the following rules:
 - a. "the candidate shall pass the physical ability test described in Fire 702" N.H. Code Admin. R. Fire 701.01; and
 - b. "Full-time career fire service personnel shall, prior to completion of their first year of appointment, complete the minimum program of study as adopted by the commission in accordance with Fire 401 and Fire 402." N.H. Code Admin. R. Fire 701.02
- (2) This waiver is being requested for the following reasons:
 - a. Deputy Chief Folsom was an employee of the Concord Fire Department prior to the requirement for CPAT and has never participated in a CPAT exam; and
 - b. Deputy Chief Folsom is not certified in the current Firefighter II curriculum as she obtained her Career certification several years ago
- (3) Form A for Deputy Chief Folsom is attached



John A. Chisholm
Fire Chief

FIRE DEPARTMENT CITY OF CONCORD

New Hampshire's Main Street™




- (4) Deputy Chief Folsom's position as Deputy Chief – Administration does not include emergency response and mitigation as a predominant responsibility. Her position oversees the Communications Center, the Fire Alarm & Traffic Division, Headquarters administrative staff, and serves as the Chief Financial Officer of the Department with oversight of the budget. A copy of the job description for the Deputy Fire Chief is attached, however, the City of Concord does not currently maintain a separate job description for the Deputy Chief - Administration versus the Deputy Chief - Operations. The latter position is the one responsible for emergency response and mitigation.
- (5) There are no predominant aspects of Deputy Chief Folsom's responsibilities that include emergency response and mitigation, although she may be asked to assist with ancillary functions such as communications or accountability on a large-scale event. She will not be used in a command or an operational role, and will never enter an IDLH atmosphere.

Respectfully submitted,

John A. Chisholm
Chief of Department

**NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION
EMPLOYEE STATUS NOTIFICATION – FORM A**

1. Last 4 digits of SS #: [REDACTED]	2. First name / Middle name / Last name Elisa M. Folsom	3. Date of birth: (mm/dd/yyyy) [REDACTED]
Employee best contact phone #: [REDACTED]	Employee email address: Efolsom@Concordnh.gov	
4. Current home mailing address: [REDACTED]	5. Date of hire (full-time): (month/day/year) 01/03/2000	
6. Fire Department: Concord	Chief's name: John A. Chisholm	
Chief's best contact phone #: 603-230-3801	Chief's email: JChisholm@Concordnh.gov	
7. Employee to hold position of (Chief, Capt., Lt., Firefighter, etc): Deputy Chief - Administration		
8. LATERAL TRANSFER FROM ANOTHER NEW HAMPSHIRE FIRE DEPARTMENT? (as described in Fire 703.01; see the reverse side of this form.) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, from where:		
9. FIREFIGHTER ENTRANCE REQUIREMENTS: a. The firefighter satisfactorily meets the FST Commission's minimum firefighter entrance requirements for employment described in Fire 701.01(e) and Fire 702.01 (CPAT); the text is listed on page 2 of this form. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NOTE: If the firefighter is not a lateral transfer and has obtained a CPAT certificate from a state other than NH, then a copy of the certificate must be submitted along with this form.		
10. FIREFIGHTER LEVEL OF TRAINING REQUIRED: a. The firefighter meets the minimum training requirements as described in Fire 701.02 (FFII certification) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If NO, the firefighter must comply within one year of the hiring date. If he/she cannot meet the minimum requirements within one year of the hiring date, the department must submit a written request to the FST Commission for an additional year extension as described in 701.03 (see reverse).		
The above named firefighter satisfactorily meets the FST Commission's minimum standards for employment as a full-time firefighter, and the hiring authority certifies all items in section 9 have been complied with. This form is signed subject to the provisions of RSA 641:3 (Unsworn Falsification).		
Name of Hiring Authority (please print):	John A. Chisholm	
Signature of Hiring Authority (no stamp):		
Title: Fire Chief	Phone #: 603-230-3801	Date: 07/22/2024

NOTE: This form must be submitted to the FST Commission within 15 days of the date of hire for all full time employees.

MAILING ADDRESS: NH Fire Standards & Training Commission
33 Hazen Drive, Concord, NH 03305

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: DEPUTY FIRE CHIEF
DEPARTMENT: FIRE
REPORTS TO: FIRE CHIEF**

**JOB CODE: 3118
DATE: 2/08**

JOB SUMMARY:

Assists in directing, managing, and supervising the day-to-day operations of a division of the Fire Department.

ESSENTIAL JOB FUNCTIONS:

Plans, directs, controls, and manages the activities of a division within the Fire Department.

Supervises and directs the work of uniformed and civilian fire department personnel; writes, reviews, and approves performance evaluations; evaluates and recommends training requests; monitors performance through direct observation or reports of activities.

Monitors the activities of all personnel; counsels employees to resolve problems; issues disciplinary actions, including letters of reprimand and oral reprimands; recommends other appropriate forms of discipline; reviews performance evaluations completed by subordinate personnel.

Acts as a member of the city's negotiating team to represent management.

Plans, allocates, coordinates, and monitors departmental resources to ensure efficient and economical operations.

Performs the duties of the Fire Chief in his or her absence.

Reviews reports completed by subordinates in order to ensure accuracy and completeness, to determine the status of assignments, to determine the efficiency and effectiveness of unit activities, and to detect trends and conditions; returns inadequate reports for completion.

Responds to major emergencies to render assistance to members and to take charge of situations if necessary; assigns personnel; supervises activities at the scene; responds to accidents involving fire personnel to assess and appropriately handle situation.

Makes oral presentations to groups regarding various aspects of fire protection, fire prevention, or emergency medical services.

Attends specialized training to ensure that the required level of skill is maintained or improved.

Collaborates with other fire department, public safety, and community groups to plan for unexpected major critical incidents.

Develops and manages the selection process for recruits and promotional testing with the division

Communicates directives, policies, and procedures to subordinate personnel; communicates and enforces departmental rules and regulations in order to maintain discipline and to inform personnel of consequences of infractions of rules and regulations.

Prepares City Council reports and makes presentation to the City Council.

Initiates, manages, and monitors department-related revenue accounts.

Plans, implements, and directs programs related to the city's emergency management program.

Plans, makes application for, and manages local, state, and federal grant programs.

Acts as department liaison to various city committees and boards.

Prepares and manages the operational budget; monitors and controls budget expenditures; prepares specifications for capital purchases.

Manages department facilities by developing and implementing long-range maintenance plans through the Capital Budget Process.

Develops effective professional relationships with the City Manager, elected officials, other city officials, subordinates, members of other fire departments, and the general public.

Utilizes best practices in leading a health care provider agency, including full knowledge of HIPPA, health care economics, billing practices, and medical ethics.

Operates a public service utility model.

Projects economic consequences of federal rule changes; forecasts economic consequences.

Provides on-call response twenty-four hours a day, seven days a week.

Orders the evacuation of citizens during major disasters.

Takes command of major emergencies, including multiple alarm fires, mass-casualty incidents, hazardous materials incidents, public health crises, and other natural and human-made events.

Develops requests for proposals for and reviews the work of professional consultants under contract by the City of Concord; provides expert opinion to the City Manager, the City Council, the public and other organizations regarding their findings and the value of their work.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Specialized Emergency Vehicles	Mobile and Portable Radios
Protective and Safety Equipment	Meters and monitoring Equipment
General Office Equipment	Computers
Firefighting Equipment	Technical Rescue Equipment
Basic and Advanced Life Support	Emergency Medical Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Fire Science/protection, Public Administration, Business Administration, or a related five years experience at a level equivalent to Company Officer, or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

Firefighter Level II certification by New Hampshire Fire Standards & Training.

Fire and/or EMT Instructor Certification is desirable.

Nationally Registered Paramedic desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The principles and practices of sound management and motivational techniques.

Fire protection techniques, practices, and methods.

Budget preparation and administration.

Staffing of a medium-sized fire department for the delivery of optimum service.

Personnel practices and applicable legal considerations as they pertain to department employees.

All pertinent local, state, and federal laws and city ordinances.

Contemporary methods of fire protection, prevention, suppression, and Emergency Medical Services.

Pending changes in technology that would improve the department's effectiveness.

Principles and practices of emergency medicine, fire alarm, fire prevention, fire communications, hazardous material, and technical rescue.

State and federal laws pertaining to fire department operations and liability issues.

Grant procurement techniques.

Demographics and cultural diversity of the citizenry in order to effectively respond to or direct the response to situations involving cultural diversity.

Sound labor management principles.

Performance evaluation practices and procedures.

Skill in:

Conflict resolution.

Interpersonal relations.

Operation of equipment as assigned.

Effective written and oral communications.

Understanding the work of subordinates in order to effectively answer questions and resolve concerns.

Reading, comprehending, and explaining all pertinent local, state, and federal laws and city ordinances.

Mental and Physical Abilities to:

Lead and delegate work to subordinates and enable commanding officers to resolve division problems and conflicts whenever possible.

Direct and lead the work of a division within the fire department.

Exercise sound judgment in determining the course of action needed to effectively stabilize emergency situations.

Prepare and administer the division's budget.

Read, comprehend, and explain policies, procedures, and practices.

Communicate effectively both orally and in writing.

Safely operate emergency vehicles and their equipment, especially under stressful and/or dangerous conditions.

Analyze situations, both emergency and routine, efficiently and accurately, in order to objectively stabilize situations and to determine best courses of action.

Prepare clear, concise, and accurate reports and to check the reports of subordinates.

The employee is frequently required to walk, stand, sit, reach with hands or arms, talk or hear, and use hands to finger, handle, or feel.

While performing essential functions of the job, the employee is occasionally required to lift and/or move 100 pounds.

The employee is required to use distance vision, color vision, and depth perception to accomplish job responsibilities.

Working Conditions:

The employee's working conditions are typically quiet when in the office environment, but may be moderately quiet to loud.

The employee must occasionally work for sustained periods while exposed to outside atmospheric conditions.

The employee may be exposed to possible bodily injury from fires, hazardous material, medical pathogens, and hostile subjects.

The employee is occasionally exposed to possible bodily injury from falling from high, exposed places and to possible bodily injury from explosions, as well as from toxic or caustic chemicals.

Working time may require irregular hours.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.