

**The Board of Fire Commissioners
Portsmouth Fire Department**

Fire Station 1, Training Room
September 13, 2016

Portsmouth, NH
1900 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1900 hours and led the pledge of allegiance. Along with Chairwoman Matthes, present were: Commissioner Richard Gamester, Fire Chief Steven Achilles, Deputy Fire Chiefs: Carl Roediger and James Heinz; Executive Assistant Tracy Freeman, Captains: Todd Germain and Rick Murphy, Lieutenant Jason Gionet and Firefighters: Russell Osgood, Brian Ryll, Eric Carrier, Cassie Chamberlain, Paul Trivigno, Steven Morse, Michael Rivet, Wayne LaCaillade, Brian Wade, and Scott Young.

Commissioner Michael Hughes excused absence due to business out of state.

II. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of August 9, 2016, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

III. Public Comment Session: None.

IV. Recognition of Groups or Individuals:

Chief Achilles swore in Firefighters Eric Carrier and Casluh Chamberlain.

V. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 16-076 through 16-079. Motion seconded by Commissioner Gamester.

Chief Achilles reviewed reports with the Commission.

Report (076), 2016 Response Report with Service Activity and Safety message for August. The report shows the department responding to 149 Fire Calls and 364 Ambulance Calls for the month which is slightly up from last month. To date, the department has responded to 931 fire and related service calls and 2,438 ambulance service calls. This activity is tracked by calendar year. Chief noted a couple of incidents that happened in the month: a gas main rupture in the area of State and Columbia Streets caused by a backhoe hitting

an underground high pressure natural gas line; a structure fire at 110 Leslie Drive called in by a neighbor and an ammonia gas leak at Highliner Foods with the incident under control within 2-hours. The Safety Message section focused on the extreme drought conditions and the department not issuing any new outside burning permits until further notice. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (077), Fire and EMS Calls by Category, noted that there were 49 medical assist calls, 20 motor vehicle accidents with no injuries and 8 motor vehicle accidents with injuries, 18 calls relating to abdominal pain/problems, 4 overdoses. Report (078), FY17 Budget, Chief noted upfront costs for service contracts, insurances for health and workers compensation, hazmat team dues and clothing allowances as reasons for being slightly higher in percent spent to date vs percentage into year. Report (079), Overtime Analysis, provided a breakdown of how overtime was used in the month of August along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 16-076 through 16-079, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Heinz reported on operations and trainings of the department. Taking a look at different ambulances to find something similar to our current A2 and A3 in design. EMS refreshers have begun. Conducted a small oral board for new firefighters so we have an eligibility listing. Training has begun on the new fire boat which is free with an agreement that Ben Selleck from Bedford would assist us and in return Deputy Heinz would assist him with some training down the road. Sea 3 training consisting of classroom, rail car and tank truck has been completed. Lt. Gionet attended SERT training to learn more about what they do and what their EMS role is. Staff has toured Thermo Fisher to familiarize themselves with their layout and life safety measures.

Deputy Roediger reported on various construction projects that are now wrapping up and certificates of occupancy are being issued. Fire Alarm Tech has approximately 80% of the street boxes removed. Inspector Howe and I were invited by the State's Fire Marshal to take part in a 2-day fire investigation training next week in Concord. City has implemented key boxes as part of new construction project requirements. The Knox Company now has a new smaller, less intrusive, box for residential buildings. Will be attending an elder forum to provide a demo of these boxes which would allow us access in to homes to provide medical assistance and aid. The smaller unit is approximately \$159.00. The radio system integrator which takes all sites and merges them into one at dispatch, failed this weekend. Both Fire and Police communications were affected. Identified some of the problem and met with 2-Way to find a permanent fix to the temporary one that is in place

now. Chief Achilles added that the City will be looking at overhauling the whole system in dispatch to bring it up to date with recent technology. Cost of doing this is in the range of \$4M he stated with the City Manager hoping to have it done before, or shortly after, July 1, 2017.

VI. Old Business:

Chief Achilles noted that the new hire is still in the process.

VII. Presentations of Written Communications:

Chief Achilles read the thank letter from Concord Fire Department and the thank you note from the Bogue Family.

Commissioner Gamester made the motion to accept these thank you notes and place on file. Motion was seconded by Chairwoman Matthes and passed unanimously.

VIII. New Business:

Chief Achilles spoke briefly about the FY18 budget process. Meeting schedule was sent out electronically. Retirement system will be increasing from 29.16% to 31.89% which is a 2.73% increase which could cost the department an estimated \$130-\$147K increase in the FY18 budget. That equates to 1.6% increase. Chairwoman Matthes will represent the Commission on the Joint Budget Committee.

IX. Public Hearings: None.

X. Non-public Session:

Commissioner Gamester made the motion to enter into Non-public session at 1938 hours in accordance with RSA 91-A:3, II (a) for the purpose of considering a grievance. Motion was seconded by Chairwoman Matthes and passed unanimously.

Motion to come out of Non-public session and return to regular public session was made by Commissioner Gamester at 2028 hours. Motion was seconded by Chairwoman Matthes and passed unanimously.

Regular meeting reconvened at 2028 hours.

XI. Adjournment:

Motion, to adjourn at 2029 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

A handwritten signature in black ink, appearing to be "Michael Hughes", written over a horizontal line.

Michael Hughes, Clerk