

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

Fire Station 1, Training Room
December 13, 2016

Portsmouth, NH
1900 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1900 hours with Commissioner Gamester leading the pledge of allegiance. Along with Chairwoman Matthes and Commissioner Richard Gamester, present were: Commissioner Michael Hughes, Fire Chief Steven Achilles, Deputy Fire Chief Carl Roediger; Executive Assistant Tracy Freeman, Captain Todd Germain and Firefighter Brian Ryll.

II. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of November 15, 2016, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

III. Public Comment Session: None.

IV. Recognition of Groups or Individuals:

Chief Achilles spoke briefly about the fundraiser in support of the Seacoast Area Firefighters Toy Bank. Well received with plans to sort the toys this weekend and have family's pickup next week.

V. Reports:

A. Fire Chief's Reports:

Commissioner Gamester motioned to discuss Chief's reports 16-098 through 16-101. Motion seconded by Commissioner Hughes.

Chief Achilles reviewed reports with the Commission.

Report (098), 2016 Response Report with Service Activity and Safety message for November. The report shows the department responding to 325 Fire Calls and 235 Ambulance Calls for the month, slightly down from last month. To date, the department has responded to 1,279 fire and related service calls and 3,217 ambulance service calls. This activity is tracked by calendar year. The Safety Message section provided a history of fire service in Portsmouth. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (099), Fire and EMS Calls by Category, noted that there were 24 medical assist calls, 40

EMS calls with injury excluding vehicle accidents. Report shows 9 motor vehicle accidents with no injuries and 5 with injuries. 5 calls relating to alcohol abuse and effects, 18 calls for cardiac conditions and 9 calls for trauma or injury to the head/scalp. There was only 1 drug overdose for the month. Portsmouth does not appear to have the high volume of overdose calls Manchester and Nashua. Tuesday and Wednesday were reported to be the busiest days of the week for November. Report (100), FY17 Budget, Chief noted that we are tracking positively with continued monitoring of expenditures in place. November had Paramedic and AEMT refresher trainings which the department provided coverage and overtime for. Report (101), Overtime Analysis, provided a breakdown of how overtime was used in the month of November along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 16-098 through 16-101, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

B. Staff Reports:

Deputy Roediger reported on inspections for the month with insight on the Button Factory and the findings after walking through only ¼ of the building. He stated that they will need to have a Fire Protection Engineer in to evaluate and identify the deficiencies with a plan on how they are going to fix them. Report is due back to the fire department on the 1st of February. Chairwoman Matthes inquired about the owner and whether or not he is cooperating and Deputy Roediger stated that he is. Chairwoman Matthes also asked if there were other buildings in the city that were believed to be in the same shape. Deputy Roediger answered that he would have to believe so but would have to look into it further but for now, there is no code mandating an inspection of them. The Button Factory had a complaint filed so a response was needed. Spaces are not occupied all the time but it is a sprinkled building so some protection is there. Buildings such as this that are owner/tenant occupied are not required by code to have a place of assembly like a restaurant or church are so we would need to have the owner and/or tenant present to inspect.

Chief Achilles reported for Deputy Heinz on operations and trainings happening within the department noting all three levels of EMS refreshers are complete with department members submitting for license renewals with the State and National Registry. The US Coast Guard has obtained V-Fire 21 in their vessels which is a tactical ops channel with direct access to us allowing for us to have better communication between the two parties. Firefighter new hire, Thomas Osborn, will start employment on December 27, 2016.

VI. Old Business:

Chief Achilles spoke briefly about the microwave links for the City's Communication System and that things are moving forward. The majority of street master boxes have been removed with schools and municipal buildings having already made the change over to a third party monitoring system. The little red boxes (manual pull stations) in the schools will still exist. These boxes, when pulled, will send a signal to a control panel which will wirelessly communicate to an alarm monitoring company. No additional information on the Chief Officers contracts. City will be implementing a wage survey. Firefighter contract presented for signature. Chief noted that this is just the clean, final copy of what was already agreed to.

VII. Presentations of Written Communications:

Chairwoman Matthes read the thank you note from Jean Schiller, Portsmouth Home Depot and the thank you note from Charles Bickford. Chief Achilles read thank you note from St. Patrick's School 1st graders.

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

VIII. New Business:

Chief Achilles noted a conditional offer was made and accepted by Thomas Osborn who is a Paramedic out of Mass. He will start on December 27, 2016 and will work two weeks of orientation and then placed on Group D. Chief updated the Commission on the Joint Budget Committee meeting with a 2nd meeting being held tomorrow. Finance will review each department's projected budget. With the help of Executive Freeman, we were able to put preliminary numbers together prior to Wednesday's meeting which shows an increase of 5.48% over last year. Retirement, Workers Comp and Health are all up this year. Chief believes the JBC will most likely set a platform at tomorrow's meeting based on what other department budgets are coming in at.

IX. Public Hearings: None.

X. Non-public Session: None.

XI. Adjournment:

Motion, to adjourn at 1945 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.



Michael Hughes, Clerk