

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

Fire Station 1, Training Room
October 10, 2017

Portsmouth, NH
1730 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1730 hours.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Chairwoman Matthes, Commissioners: Richard Gamester and Michael Hughes, Fire Chief Steven Achilles, Deputy Fire Chiefs: Carl Roediger and James Heinz, Executive Assistant Tracy Freeman and Captain Richard Murphy.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of September 12, 2017, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

IV. Public Comment Session: None.

V. Presentation of Written Communications:

Chief Achilles read the thank you letter from Assistant Chief Jeffrey LeDuc of Newington Fire and the thank you note from Neal Ouellett.

Motion, to accept and place on file, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

VI. Public Hearings: None.

VII. Recognition of Groups or Individuals:

Chief Achilles took a moment to recognize Deputy Chief James Heinz and the Fire Officers and Firefighters who worked long hours to get the Banfield Road building ready for live fire training. Deputy Heinz noted that the training was challenging and many lessons were learned by doing this training. Chairwoman Matthes complimented Deputy Chief Heinz, and the officers and firefighters on their hard work and was able to watch the training take place and enjoyed it.

VIII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 17-092 through 17-095. Motion seconded by Commission Gamester.

Chief Achilles reviewed reports with the Commission.

Report (092), 2017 Response Report with Service Activity and Safety message for September. The report shows the department responding to 107 Fire Calls and 284 Ambulance Calls for the month which was slightly down from last month. Totals for the year to date shows the department responded to 3612 calls: 984 fire and related service calls and 2628 ambulance service calls. Chief went on to outline some of the activity for the month which included a three car motor vehicle accident at 600 Market Street, two Mutual Aid responses for structure fires, one in Hampton and the other in North Hampton, an industrial accident at 112 Heritage Avenue involving a 55 year old male who was pinned between a forklift and another vehicle, and a call for smoke in the building at Market Basket on 1500 Lafayette Road where station 2 companies found a light haze in the store caused by small piece of plastic burning in deli area. The Safety Message section referenced Fire Prevention Week with a theme of Every Second Counts: Plan 2 Ways Out. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (093), Fire and EMS Call Summary Report, shows the department responded to 284 fire calls for the month of September with 70% of the requests for service being transported to the hospital. Report (094), FY18 Budget, Chief Achilles provided status update and noted the department is 24.99% into the fiscal year and 37.81% spent. He explained this variation can be attributed to some expenses that are front loaded in the beginning of the year as one time payments and that a few salary and overtime lines are tracking high due to shift coverage for two members out on disability leave and alarm maintenance due to taking down city's fire alarm boxes and various construction projects. Otherwise, current projections are where he expects at this time of year. Report (095), Overtime Analysis, provided a breakdown of how overtime was used in the month of September along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 17-092 through 17-095, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger noted that Inspector Howe was at the National Fire Academy in Maryland for his fourth and final session of the Executive Fire Officers Program to obtain that certification. It is a 2-week class and he will have to complete a research paper prior to obtaining the certificate. Deputy Roediger reported on Fire Prevention week activities with local schools and daycares and the construction inspection on the new Veridian apartments and plans for two more medical offices on Pease. The proposed code updates will be in front of the City Council with the 1st reading to be held on October 16th.

Deputy Chief Heinz reported on the following: Banfield Rd training was a huge success, department member's participation in the Tri-annual Pease Disaster Drill went well, station 3 demo started today, annual CPR re-

certifications are up and coming, the status of the three new hires which are still in the process of obtaining their background checks.

IX. Old Business:

Chief Achilles reported on the Hazard Mitigation Plan update and it being approved and awaiting signature from acting City Manager.

He also noted that the City Council will be holding a non-public session on October 16th for the Fire Officers and Fire Fighters contract extensions.

X. New Business:

Motion, to accept, with gratitude, the \$55.00 donation from G. Willikers for Fire Prevention and Awareness was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

XI. Adjournment:

Motion, to adjourn at 1830 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.



Michael Hughes, Clerk