

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

Fire Station 1, Training Room
May 9, 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:**
Commissioner Gamester led the pledge of allegiance.
- Chairwoman Matthes, Commissioner Richard Gamester, Fire Chief Steven Achilles, Deputy Fire Chief Carl Roediger, Deputy Fire Chief James Heinz, Executive Assistant Tracy Freeman, Captain William McQuillen, Firefighters: Timothy Dame, Kyle Lewis, Chad Putney, Amy Rodier and Alan Scholtz.
- III. Approval of Minutes of Previous Meeting:**
Motion, to approve the minutes of April 11, 2017, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.
- IV. Public Comment Session:** None.
- V. Presentation of Written Communications:**
Chief Achilles read the thank you note from Jane Packard.
- 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 introduced new hire Firefighter Kyle Lewis who is a graduate of the New Hampshire Fire Academy Recruit School, is an AEMT and lives in Nashua.
- Chief Achilles also spoke of the letter he received from Lieutenant Brian Lulek, who will be retiring on June 1, 2017 and has served our department for twenty-one years.

Motion, to accept the letter of intent to retire from Lieutenant Brian Lulek with appreciation for the twenty-one years of service with the department, was made by Commissioner Gamester. Motion was seconded by Chairwoman Mattes and passed unanimously.

VIII. Reports:

A. Fire Chief's Reports:

Commissioner Gamester motioned to discuss Chief's reports 17-039 through 17-042. Motion seconded by Chairwoman Matthes.

Chief Achilles reviewed reports with the Commission.

Report (039), 2017 Response Report with Service Activity and Safety message for April. The report shows the department responding to 143 Fire Calls and 246 Ambulance Calls for the month. Totals for the year shows the department responded to 1524 calls: 459 fire and related service calls and 1065 ambulance service calls. Chief went on to outline some of the activity for the month with the general alarm structure fire at State Street Saloon, a carbon monoxide incident at Portwalk Place Apartments with four workers being transported to the hospital with significant CO poisoning, a single motor vehicle accident into a house requiring advanced life support measures to be performed, and a woods fire behind Margaritas. The Safety Message section provided a safety reminder on operating a lawn mower safely. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (040), Fire and EMS Calls by Category, the department responded to 248 fire calls for the month of April and noted that there were 33 medical assist calls and 36 EMS calls with injury excluding vehicle accidents. Report shows 10 motor vehicle accidents with no injuries and 4 with injuries, 13 calls for trauma or injury to the head/scalp, 2 drug overdose calls, 15 calls for cardiac conditions and 51 calls with no apparent illness or injury requiring transport. Report (041), FY17 Budget, Chief noted that we are still tracking positively even after expenses have been recorded from the fire. Currently have two firefighters on long term illness and one firefighter on worker's comp. Some money was saved with the retirement of Firefighter Trivigno and the hiring of Firefighter Lewis. Will continue to monitor it closely. Report (042), Overtime Analysis, provided a breakdown of how overtime was used in the month of April along with a summary of what was charged to OT-Recall for the month. Chief made note of overtime costs for the fire being just over \$23K, not including retirement and benefits.

Motion, to accept Chief's Reports 17-039 through 17-042, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger reported on the fire at State Street Saloon noting it would probably be listed as undetermined as there was too much damage to make an actual determination of what caused it. The department is working with other city departments and the State's Fire Marshal's office on updating fire codes and hoping that the City will adopt the 2015 National Fire Codes which we are currently operating from 2009 codes. On June 3rd a presentation will be made to the City Council regarding the adoption of the 2015 National Fire Codes with hopes of trying to get more specific on what will be required and what may be exempt in the building codes. Deputy Roediger also outlined the number of projects constructed, pre-constructed, planned and approved since 2010 which has now exceeded 3.3 million gross square feet.

Deputy Chief Heinz reported on the completion of the National Gypsum confined space training which National Gypsum will be reimbursing us for the costs. The City's IT Department came in and trained our firefighters on computers and proper security and shut downs, a gas demonstration was done with Unutil Gas, and training was provided to Cianbro workers on the use of stair chairs in part of the Sarah Mildred Long Bridge project. Station 2 now has new phones which are in place and working. Station 3 construction project is underway with some interested contractors touring the station. Chief will be setting up an internal committee for this project. Still not sure if the personnel at the station will need to be relocated during the construction project or not. It will be determined by who the selected contractor is. Hope to have it completed by end of November.

IX. Old Business:

Chief Achilles mentioned the City Council approved the three Chief Officers contracts at their last meeting which are now needing to be signed by the Commission and sent to Human Resources to be implemented for July 1, 2017.

Chief Achilles also spoke briefly about the City Council's workshop held this past Saturday. The newspaper represented some parts and noted the pressures our department faces and how it would be detrimental to the department to fall below 5%. With growth and development on the rise, we will need at some point to add personnel to bring shifts to 16 max per shift with a 15 minimum. There will be a need for hiring an additional fire inspector as well to keep up with the growth and development and ensuring compliance with codes.

X. New Business:

Chief Achilles read thank you note from the Siconolfi family which accompanied a \$100 donation gift card.

Fire Commission Minutes of May 9, 2017 continued:

Motion, to accept with gratitude the thoughtful words written in the thank you note along with the \$100 donation from Lynn, Ray and Nancy Siconolfi, made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

XI. Adjournment:

Motion, to adjourn at 1805 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.



Michael Hughes, Clerk