

The Board of Fire Commissioners
Portsmouth Fire Department

Fire Station 1, Training Room
March 15, 2017

Portsmouth, NH
1730 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1730 hours with Commissioner Gamester leading the pledge of allegiance. Along with Chairwoman Matthes and Commissioner Richard Gamester, present were: Fire Chief Steven Achilles, Deputy Fire Chief Carl Roediger; Executive Assistant Tracy Freeman, Firefighters: Paul Trivigno, Robbie Gagnon, Steve Morse and Wayne LaCaillade.

Commissioner Michael Hughes was not able to attend due to other commitments.

II. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of February 7, 2017, 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 recognized Firefighter Paul Trivigno for his thirty-three years of service with the department and has submitted his letter of intent to retire on March 30, 2017. Chief went on to add that Paul has been a constant in the department, dedicated to the job, knowing what needs to be done and how to do it. Commissioners Matthes and Gamester congratulated and thanked Firefighter Trivigno for his hard work and dedication to the department.

V. Reports:

A. Fire Chief's Reports:

Commissioner Gamester motioned to discuss Chief's reports 17-021 through 17-024. Motion seconded by Chairwoman Matthes.

Chief Achilles reviewed reports with the Commission.

Report (021), 2017 Response Report with Service Activity and Safety message for February. The report shows the department responding to 89 Fire Calls and 250 Ambulance Calls for the month. Totals for the year shows the department responded to 732 calls: 181 fire and related service calls and 551

ambulance service calls. Chief went on to outline some of the activity for the month with a an appliance fire at 1 Raynes Avenue, a motor vehicle rollover on Route 95 Northbound in the area of Exit 3, single vehicle on its roof, a structure fire at 1338 Woodbury Avenue, Wards Trailer Park, and Engine 3 and Ambulance 2 assisting the police department at 704 Springbrook Circle during a stand-off incident. The Safety Message section provided some safety measures on how to prepare for flooding and rain storms involving strong winds with downed wires. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (022), Fire and EMS Calls by Category, the department responded to 204 fire calls for the month of February and noted that there were 37 medical assist calls, 41 EMS calls with injury excluding vehicle accidents. Report shows 13 motor vehicle accidents with no injuries and 4 with injuries, 12 calls relating to psychiatric/behavioral problems, 11 calls for abdominal pain or problems and 10 calls for cardiac conditions and 23 calls had no apparent illness or injury requiring transport. There were 4 drug overdoses with 1 being Heroin for the month. Report (023), FY17 Budget, Chief noted that we are tracking positively with continued monitoring and prioritizing of expenditures in place. Currently have one firefighter on light duty and added that we are 99.5% efficient in our calculations and tracking. Report (024), Overtime Analysis, provided a breakdown of how overtime was used in the month of February along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 17-003 through 17-006, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Roediger reported on the above noted trailer fire at 1338 Woodbury Avenue with the mobile home being destroyed and because of the extensive damage the cause was most likely going to be undetermined. Working with Mike Worhurst from Prescott Park regarding a vehicle that was broken into and the interior was torched. Vehicle was not considered to be a total loss.

Chief Achilles reported for Deputy Heinz stating a conditional offer was made to a Firefighter/AEMT Kyle Lewis. He was top three in the oral boards that were held and is currently going through the hiring process with the City. We hope to have him starting with us in early April.

VI. Old Business:

Chief Achilles spoke briefly about the department's FY18 Budget Proposal which was adjusted to 5.19% at the public hearing from 5.49% which was presented at the Joint Budget Committee meeting. The JBC recommended a 4% increase which was approved by the City Council. With the City's revised health premium estimates we were able to bring the budget increase to 5.05%. This 5.05% covers

all contractual obligations and keeps current services as they are. City Manager will still want to see 4% and as it moves forward, the budget book will show two lines, one that the Commission recommends and one that City Manager recommends. At 4% it will effect operations as salary, COLA, step increases, Health, Workers Comp and Retirement comes in at 4.03% which is above that 4% recommendation and we have not control over these costs Chief noted and therefore, would to cut other items to cover those costs. Working with the Finance Director, we will submit a budget at 5.05% and do our best at stating our needs as the process continues.

VII. Presentations of Written Communications: None.

VIII. New Business:

Chief Achilles led brief discussion from a memo he received from the City's Legal Department regarding disbursement proceeds from the Geraldine Webber Estate which there are two currently.

As a partial disbursement of the proceeds which will be coming to the Fire Department from the Estate of Geraldine Webber, \$105,687.00 which is one fourth of the net estate would be given to the Portsmouth Fire Department to be used for the purchase of safety equipment.

Motion, to accept the funds of \$105,687.00 from the Geraldine Webber Estate for the purchase of safety equipment, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

In a second partial disbursement of the proceeds which will be coming to the Fire Department from the Estate of Geraldine Webber, \$81,813.00 will be payable to the Portsmouth Fire Department which is one fourth of the total net estate to be used for the purchase of safety equipment. Chief noted that there will be another disbursement once the settlement agreement concerning the malpractice claim in this matter has been approved by the Probate Court.

Motion, to accept the funds of \$81,813.00 from the Geraldine Webber Estate for the purchase of safety equipment, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

Chief Achilles noted that the Estate of Geraldine Webber would be on the City Council's agenda on Monday and once accepted by the City Council, he would meet with labor to discuss a plan of what safety equipment is needed and not supplanting funds in any such way from what we currently budget for and that we have grant funding for.

Chief Achilles reviewed the Commission Agenda format with the Commissioners in hopes of making it a little cleaner. In looking at other agenda formats from departments within the City, the School Department and the City Council's

formats both recognize Non Public Session in the beginning of their meetings. Chief recommended coming up with a new format for Fire Commission Agendas which recognizes the same. Both Commissioners agreed which would allow the public meeting to continue without interruption of having those in attendance leave and come back.

Chief also suggested the idea of adding a sample motion, similar to how the Council does theirs, when a motion is needed on a particular item. Commissioner Gamester felt a sample motion could be misleading influencing on how to vote for something they may not agree to. Doesn't favor being told how to vote. Chief noted that it would not be intended to tell someone how to vote but what wording to use when a motion or vote is needed that requires clarity or specific wording. Commissioners opted to take this idea and think about it further.

Chief stated he would draft up a template for their review.

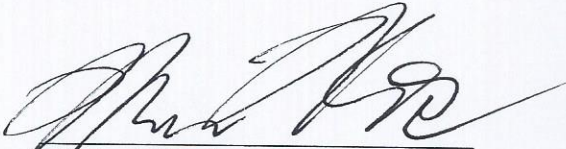
Chief also led discussion on changing the time in which the Fire Commission holds its monthly meeting. Do we want to start meeting earlier or leave it at 7PM. After discussion, Commission opted to see if we could make the meetings at 5:30PM work with non-public or non-meeting beginning at 5:00PM as long as advanced notice was given so schedules could be worked out. Commissioner Gamester noted that we would need to check with Commissioner Hughes prior to making a final decision.

IX. Public Hearings: None.

X. Non-public Session: None.

XI. Adjournment:

Motion, to adjourn at 1820 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.



Michael Hughes, Clerk