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

Fire Station 1, Training Room
November 20, 2017

Portsmouth, NH
1700 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1700 hours.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Chairwoman Matthes, Commissioner: Richard Gamester, Fire Chief Steven Achilles, Deputy Fire Chiefs: Carl Roediger and James Heinz, Executive Assistant Tracy Freeman, Captain Jason Gionet, Lieutenant Rick Condon, Firefighters: Chad Putney, Cassie Chamberlain, Terrence Bedell, Nicholas Haskell, Amy Rodier with members of her family, and Attorney Tom Closson.

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

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of October 10, 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 Jen Schiller from the Portsmouth Home Depot and thank you letter from Peter Loughlin with the Trees & Public Greenery Committee.

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 new hire, Firefighter Terrence Bedell and Firefighter Nicholas Haskell. Also mentioned was new hire Firefighter Gregory Tufts who was out on a call at the time of this meeting. He turned the introduction over the Deputy Chief Heinz who gave a brief history of each and then had them speak as well.

Chief Achilles swore in Firefighter Amy Rodier. A 5-minute break was granted to allow for pictures at 1710 hours.

Meeting reconvened at 1715 hours.

VIII. Non-Public Session:

Commissioner Gamester motioned that the rules be suspended to enter into Non-Public session in accordance with RSA 91-A:3, II (a) compensation of public employee in a grievance filed by Local 1313. Motion was seconded by Chairwoman Matthes at 1715 hours and passed unanimously.

Commissioner Gamester made the motion to come out of Non Public Session at 1745 hours and return to public meeting. Motion was seconded by Chairwoman Matthes and passed unanimously.

Commissioner Gamester stated the Commission would take the matter under advisement and render a decision within the next couple of days.

IX. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 17-105 through 17-108. Motion seconded by Commission Gamester.

Chief Achilles reviewed reports with the Commission.

Report (105), 2017 Response Report with Service Activity and Safety message for October. The report shows the department responding to 109 Fire Calls and 329 Ambulance Calls for the month. Totals for the year to date shows the department responded to 4050 calls: 1093 fire and related service calls and 2957 ambulance service calls. Chief went on to outline some of the activity for the month. The Safety Message section referenced cooking safety tips for the holidays. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (106), Fire and EMS Call Summary Report, shows the department responded to 255 fire calls for the month of October with 87% of the requests for service being transported to the hospital. Report (107), FY18 Budget, Chief Achilles provided status update and noted the department is 33.32% into the fiscal year and 47.13% 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 station 3 construction project. Otherwise, current projections are just slightly lower than what we expected at this time of year. Report (108), Overtime Analysis, provided a breakdown of how overtime was used in the month of October along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 17-105 through 17-108, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger had no report.

Deputy Chief Heinz reported on the following: refresher training is complete, Ballistic Equipment training is done, Captain Gionet and Lieutenants: Ryll and Osgood are doing well in their recent promotions. Department has completed over 4200 hours of training this year and the number of details have doubled in amount. Station 3 construction project is moving along. Did have a delay over the weekend which will delay interior work by eight days. Outside work is on schedule and hope to have the apparatus in the bays in a week or two. Fire personnel assigned to that station are doing their best and handling the working conditions.

X. Old Business: None.

XI. New Business:

Motion, to accept disbursement of \$2,663.47 from the Estate of Geraldine Webber to the department, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

Motion, to accept with gratitude, the \$25.00 donation from Elizabeth Kler was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

Motion, to approve the Fire Chief to purchase additional EMS in the Warm Zone Equipment and Ballistic Protective Equipment from the Webber Bequest, at a cost of no more than \$16,000.00 was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

XII. Adjournment:

Motion, to adjourn at 1800 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

Michael Hughes, Clerk

Paul Garton

Vice Chair