

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

Fire Station 1, Training Room
July 11, 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 Chiefs Carl Roediger and James Heinz, Executive Assistant Tracy Freeman, Captain Ken Smith, Lieutenant Rick Condon, Firefighters: Russ Osgood, Tim Dame, Chad Putney and Amy Rodier.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of June 13, 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 note from Patricia Lowden. Chief provided a brief history of this call. Our department assisted State Police with a request for a non-emergency transport of two people stranded on the highway (one individual being in a wheelchair). A great example of what we do.

Motion, to accept and place this thank you note 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 Captain Ken Smith who has served our department for the past 30 years. Captain Smith will be retiring from the

department after his day shift on August 31, 2017. He was hired as a firefighter in 1987 and was promoted to lieutenant in 1993 and promoted to captain in 2003. His hard work and dedication will be sorely missed.

Commissioner Gamester made the motion to accept Captain Ken Smith's notice of retirement with regret but with great gratitude for his many years of service to the department. Motion was seconded by Chairwoman Matthes and passed unanimously.

Chief Achilles also noted new hire Firefighter Peter O'Sullivan started with the department on June 26th and has completed his two week orientation.

VIII. Reports:

A. Fire Chief's Reports:

Commissioner Gamester motioned to discuss Chief's reports 17-063 through 17-066. Motion seconded by Chairwoman Matthes.

Chief Achilles reviewed reports with the Commission.

Report (063), 2017 Response Report with Service Activity and Safety message for June. The report shows the department responding to 89 Fire Calls and 316 Ambulance Calls for the month. Totals for the year shows the department responded to 2360 calls: 667 fire and related service calls and 1693 ambulance service calls. Chief went on to outline some of the activity for the month with a small fire in the building at 79 Daniel Street, Kafee Vonsolin. Small fire in coffee roaster/grinder. Under control within 20 minutes. An outside fire at 316 Coolidge Drive with a fully involved lawn mower. A woods fire in the area of 85 Constitution Avenue near water tank with 1 to 1.5 acres of ground cover and underbrush involved. Brought under control within an hour. An electrical fire at 124 Congress Street, Joe's NY Pizza. Small fire found in an electrical outlet behind appliance. The Safety Message section provided safety tips for thunderstorm and lightning safety. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (064), Fire and EMS Calls by Category, the department responded to 229 fire calls for the month of June and noted that there were 51 EMS calls with injury excluding vehicle accidents and 55 medical assist calls. Report shows 7 motor vehicle accidents with injuries and 7 with no injuries, 17 calls for trauma or injury to head or scalp, 11 calls for alcohol abuse, 10 calls for abdominal pain/problems, 3 drug overdose calls and 59 calls with no apparent illness or injury requiring transport. Report (065), FY17 Budget, Chief noted that we are still receiving some invoices for June expenses however, budget FY17 shows a surplus of approximately \$60K. We are working on a list of equipment needs which will be submitted to the City Manager for approval with hopes of using some of the surplus funds and returning some back to the City. Final numbers won't be known until later in August. Report (066), Overtime Analysis,

provided a breakdown of how overtime was used in the month of June along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 17-063 through 17-066, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger reported that he and Inspector Howe have been still working on updates to the new fire codes for presentation to City Council with hopes to have them adopted. An informational meeting has been set up for next Monday with technicians, providers and contractors to provide them with what the potential updates to the city's codes will be. Shouldn't be too much of a concern with fire codes. A lot of construction still takes place within the City with more calls coming in to our department for design review from the contractor and looking at what they would like to have done prior to submitting plans for work. Having to push back on these calls noting they need to submit a plan of what they want to do to the city. Prescott Park project is considering the need to hire a fire protection engineer who specializes in this sort of work. Too many variables for us to handle it all.

Deputy Chief Heinz reported on new hire, Firefighter O'Sullivan who will be assigned to group D. Property acquired on Banfield Road and working on plan for room and contents live fire training. Waiting on demo permit to come back. DC Heinz noted that when we do live fire training we do follow NFPA standards. Eversource representatives came in and provided a wires and fires safety training. Lt. Ryll is working on the mass casualty plan and will run a drill this fall at the airport. Engine and ladder pump testing is complete. Atlantic Heights' second evacuation plan is in place with the use of the Boat Rd. The four gates has keys provided to us, PD and DPW. Traffic & Safety meetings are still being attended however seems to continue to create obstacles when it comes to our fire apparatus being able to make it down certain streets with proposed changes to current plans. Commissioner Gamester believes it may be time that the Commission takes a role in this to support the department in our concerns relating to traffic safety and fire department response. Chief Achilles stated he and DC Heinz would be working on this matter further.

IX. Old Business:

Chief Achilles spoke briefly of the Station 3 Renovation Project and the firm of HL Patten has been selected to do the work. A kickoff was held on June 30th. Should start in about 3-4 weeks with preliminary items. Time out of the building will be minimal contractor noted as he believes he will be able to coordinate his work around us.

Chief Achilles updated the Commission on the Rescue 3 Replacement and that it would be sole sourced with a company that we have used before and has sold us apparatus already. Requested the release of funds and the proposed contract has been sent to legal for review.


X. New Business:

Chief Achilles read the letter from Max Chiasson, NFST EMS Program Coordinator who made a \$200.00 donation to the department after hosting the FF II program at our fire station 2 and our department personnel assisting in the classes.

Motion, to accept the \$200 donation from Max Chiasson, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

XI. Adjournment:

Motion, to adjourn at 1825 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.


~~Michael Hughes, Clerk~~
Jennifer Matthes, Chair