

The Board of Fire Commissioners
Portsmouth Fire Department

Fire Station 1, Training Room
August 8, 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 Hughes led the pledge of allegiance.

Chairwoman Matthes, Commissioner Richard Gamester, Commissioner Michael Hughes, Fire Chief Steven Achilles, Deputy Fire Chief Carl Roediger, Executive Assistant Tracy Freeman, Captains: Kenneth Smith, William McQuillen and Todd Germain, Firefighters: Samuel Chouinard, Timothy Dame, Garrett Miller, Michael Rivet and Peter O'Sullivan.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of July 11, 2017, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

IV. Public Comment Session: None.

V. Presentation of Written Communications:

Chief Achilles read the thank notes from Hilary Hawkins, Vernon Boardman and Fire Chief Michael Tully of North Hampton Fire.

Motion, to accept and place these thank you notes on file, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

VI. Public Hearings: None.

VII. Recognition of Groups or Individuals:

Chief Achilles took a moment to recognize new hire Firefighter Peter O'Sullivan, noting he is a transfer from Claremont Fire, served about 8-years in the Marine Corp. and is currently going through the probationary program and has been with

us for about a month now. Firefighter O'Sullivan thanked the Commission for this opportunity.

VIII. Reports:

A. Fire Chief's Reports:

Commissioner Gamester motioned to discuss Chief's reports 17-075 through 17-078. Motion seconded by Chairwoman Matthes.

Chief Achilles reviewed reports with the Commission.

Report (075), 2017 Response Report with Service Activity and Safety message for July. The report shows the department responding to 97 Fire Calls and 338 Ambulance Calls for the month. Totals for the year shows the department responded to 2795 calls: 764 fire and related service calls and 2031 ambulance service calls. Chief went on to outline some of the activity for the month with two mutual aid responses one to a 4-alarm structure fire in the Town of Durham and the other to the scene of a 2-alarm structure fire in the Town of North Hampton. The department responded to a dumpster fire at 6 Freedom Circle and quickly extinguished it and responded to a motor vehicle accident with fire at Hanscom's By-pass gas where a pickup crashed into gas pump. The Safety Message section spoke about taking action, being safe and being informed as we get towards thunderstorm season and potential hurricane weather. This section also provided a link to ReadyNH.gov where residents, workers and business owners can stay informed with the latest safety information using Homeland Security and Emergency Management's Twitter feed. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (076), Fire and EMS Calls by Category, the department responded to 221 fire calls for the month of July and noted that there were 51 EMS calls with injury excluding vehicle accidents and 34 medical assist calls. Report shows 5 motor vehicle accidents with injuries and 13 with no injuries, 17 calls for trauma or injury to head or scalp, 11 calls for alcohol abuse, 10 calls for abdominal pain/problems, 5 drug overdose calls and 59 calls with no apparent illness or injury requiring transport. Report (077), FY17 Budget, Chief noted budget FY17 ending with a surplus of approximately \$87K which we are requesting to use for encumbered projects that were put off earlier in the year along with some for station 3 renovations. The request has been submitted to the City Manager for approval. FY18 Budget, is early in the process but noted some expenses are front loaded in the beginning of the year as one time payments. Report (078), Overtime Analysis, provided a breakdown of how overtime was used in the month of July along with a summary of what was charged to OT-Recall for the month. At one point in time we had four members out on disability which currently there are three. With the retirement of Captain Smith at the end of this month, we will have a vacancy until the promotion of a lieutenant is made. A captain's test is scheduled for Tuesday next week. Currently overtime is tracking consistent with previous years with FY17 tracking at

11.1% of total hours worked being OT hours, FY16 was 10.1% and FY15 was 11.4%.

Motion, to accept Chief's Reports 17-075 through 17-078, was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger reported that he and Inspector Howe have been really busy with construction projects and plan reviews and progress inspections. Still working on updates and changes to the codes to have City Council formally adopt the State's Fire Codes and Life Safety Fire Codes. Also looking to adopt the 2015 International Fire Codes which allows for amendments to be done at a local level where State codes we are not allowed to amend.

IX. Old Business:

Chief Achilles spoke briefly of the Station 3 Renovation Project and working with the firm of HL Patten on design and construction. With recent feedback from the commissioners and members of the department who had some reservations about using some of the Webber's estate funds, the Chief felt it prudent to remove it from tonight's agenda. Instead he noted that he has requested HL Patten to look at areas where we can make revisions to the design plans so that it will include the fire suppression system and other design changes that the committee would like to see happen. One of the changes being recommended is to open the span across the apparatus bay and removing the columns for easier fire truck access. Chief Achilles stated he plans to stay within the allotted \$610,000 budget approved by the City Council for the project noting he hopes to use some of the FY17 surplus to support some of the design changes to which has submitted a request to the City Manager and is awaiting for his approval. Commissioner Gamester inquired about going back to the City for additional funds if needed for the fire suppression. Chief Achilles replied stating he didn't feel that would be necessary. Commissioner Gamester asked that he go on record stating that he thinks the city should pay for it and if the Chief needs more funds for the fire suppression at station 3 then to let the commission know and they would go forward.

Chief Achilles updated the Commission on the Rescue 3 Replacement has been ordered and will request using Webber Bequest funds for safety equipment for the new rescue and feels it would be necessary for the safety of our firefighters. It is expected to take 10 months to complete the build.

X. New Business:

Chief Achilles would like to seek the approval of purchasing optional equipment from the Estate of Geraldine Webber for the purpose of adding a lighting tower and a generator which would also include the necessary wiring, testing, breakers,

etc. appropriately sized to fit the rescue. This lighting unit and generator he stated would be essential to keeping our firefighters safe while on scene within our City and when providing mutual aid to other surrounding towns.

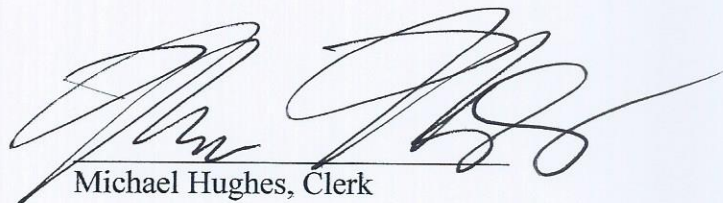
Motion, to approve the Fire Chief to purchase optional safety equipment for the new Rescue 3 from the Webber Bequest, at a cost of no more than \$59,000, made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously with a vote of 3-0.

Chief Achilles noted that he received Lieutenant Thomas LaMontagne's, Letter of Intent to Retire today. He has been with our department since 1987. Once we have an official date of his retirement we will let the Commission know.

Captain's test is scheduled for next Tuesday and a recommendation will be made after then. The Lieutenant's list is good until next March.

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