

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

Fire Station 1, Training Room
March 14, 2018

Portsmouth, NH
1730 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1731 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 Chief Carl Roediger, Executive Assistant Tracy Freeman, Captain Todd Germain and Firefighters Timothy Dame and John Goodwin.

Excused Absence: Commissioner Hughes

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of February 13, 2018, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

IV. Public Comment Session: None.

V. Presentation of Written Communications: None.

VI. Recognition of Groups or Individuals: None.

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 18-021 through 18-024. Motion seconded by Commissioner Gamester.

Chief Achilles reviewed reports with the Commission.

Report (021), 2018 Response Report with Service Activity and Safety message for February 2018. The report shows the department responding to 332 Fire Calls and 250 Ambulance Calls for the month which is slightly down from last month. Total year to date shows the department responding to 768 calls: 204 fire and related service calls and 564 ambulance service calls. Chief spoke briefly about some of the activity for the month noting two outside fires happening in the alley near the Music Hall and Celtic Crossing; a motor vehicle accident with entrapment on route 95 S near exit 7 with a sedan versus tractor trailer. Trauma alert made to hospital; an appliance fire at 21 Beechstone Apartments; mutual aid response to 437 Portsmouth Avenue in

Greenland for structure fire; and a dumpster fire behind Shio Japanese Restaurant. The Safety Message provided information regarding daylight savings time and it being a good time to change the batteries in one's smoke detectors. The section also noted a prescription drop off box in the Portsmouth Police Department's lobby for disposing of unwanted and expired medicines. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (022), Fire and EMS Call Summary Report, shows the department responded to 180 fire calls for the month of February with 51 EMS calls with injury excluding vehicle accidents, 24 medical assist calls, 12 calls for syncope/fainting, 9 trauma or injury to the head/scalp calls, and 6 alcohol abuse and effects calls. There were 42 calls that required no transport and 2 drug overdose calls. Report (023), FY18 Budget, Chief Achilles provided status update and noted the department is 66.64% into the fiscal year and 72.32% spent however we are tracking things closely and still project the department will have a surplus at the end of the year if things continue to stay on track. He explained a few salary and overtime lines that are continuing to track high due to shift coverages for three members who are currently out on disability leave. Fire alarm continues to track slightly higher due to the project of removing the city's fire alarm boxes and station 3's construction project. We will continue to monitor the lines closely he stated but feels financially we are in pretty good shape in keeping up with station needs and vehicle repairs. A conditional offer was made to a firefighter to cover Sutton's military leave and the anticipation of some upcoming retirements. 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 18-022 through 18-024, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger outlined various inspections that he and Inspector Howe have been working on including the finishing up of Bridge Street, working with the designers at the new St. Patrick's School, breaking ground on the new hotel in the downtown area, and 145 Brewery Lane where 92 units will be going in. He spoke briefly of Ricci Lumber's site and the issues 911 has with multiple companies being in one building and a meeting he had with Prescott Arts Festival and assisting them with their plans when bad weather occurs.

Chief Achilles reported for Deputy Chief Heinz on Operations and Training within the department noting that he, and the Boat Committee members, went to Rib Craft in Marblehead which deals a lot with government entities and the US Navy, and their boats being made for industrial use. He noted that he is working with the City Manager on moving forward with purchase options. Chief Achilles also provided an update on the new rescue which is near

completion. Final inspections will happen in early April where he and the mechanic and a boat committee member will go to Florida to review it before it gets shipped to the dealer in Massachusetts. The rescue is planned for station 3 once it is completed. Being a part of the mutual aid district, if that resource was needed it would respond. We are moving forward with EMS in the Warm Zone Training and working with our police department. Policy and procedures will be created once training is complete. We will continue to work with PD with hopes of incorporating a live tactical exercise with them using the old St. Patrick's school in the near future.

X. Old Business:

Chief Achilles provided an update on Station 3 and it being about 98% complete. Minor adjustments being made now and will be waiting for warmer weather to complete the outside work. Waiting on gear extractor and dryer to be delivered but have received positive comments on how it looks.

Chief Achilles noted the FY19 Capital Improvement projects have been approved and our projects are in-tact but remain as a plan and not a guarantee as of yet. Our FY19 request for supplemental was sent to the City Manager and it was accepted by him however, the budgets are being put in at 3.25% and a memo will include all supplemental requests and will be reviewed by City Council and they will make the final decisions.

With Firefighter Chamberlain out on maternity, the secretary position remains vacant. It has been included in the supplemental for moving it from part-time to a fulltime position however, we cannot hire a fulltime person right now so working with human resources on an option of hiring a part-time temp through a temp agency until we see how council adopts the budget. Temporary employee will have the job description of what we are looking for.

XI. New Business: None.

XII. Adjournment:

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

Richard Gamester, Clerk