

036

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

Fire Station 1, Training Room
April 10, 2018

Portsmouth, NH
1730 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1735 hours.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Chairwoman Matthes, Commissioner Richard Gamester, Commissioner Michael Hughes, Chief Steven Achilles, Deputy Fire Chief Carl Roediger, Deputy Fire Chief James Heinz, Executive Assistant Tracy Freeman, Captains Todd Germain, and William McQuillen and Firefighters Timothy Dame and Chad Putney.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of March 14, 2018 was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

IV. Public Comment Session: None.

V. Presentation of Written Communications:

Chairwoman Matthes read thank you letters from Greenland Fire Chief Ralph Cresta, Claudette Raymond, Mr. & Mrs. Baer and Attorney Peter Loughlin.

Motion, to accept and place on file, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

VI. Recognition of Groups or Individuals: None.

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 18-031 through 18-034. Motion seconded by Commissioner Gamester.

Chief Achilles reviewed reports with the Commission.

Report (031), 2018 Response Report with Service Activity and Safety message for March 2018. The report shows the department responding to 124 Fire Calls and 260 Ambulance Calls for the month which is up from last month. Total year to date shows the department responding to 1152 calls: 328 fire and related service calls and 824 ambulance service calls. Chief spoke briefly about some of the activity for the month noting several weather related incidents resulting in two calls for a tree on structure one at 29 Spring Street and one at 127 Willard Avenue, two motor vehicle accidents with entrapment one on Lafayette Rd and the other on I-95N, and mutual aid response to Kittery for a structure fire. He also noted that the department responded to 20 weather related incidents due to the heavy snow fall overnight on March 8th for tree limbs on wires, power lines down and arcing and transformer fires. The Safety Message provided information on spring cleaning projects and to remember fire safety. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (032), Fire and EMS Call Summary Report, shows the department responded to 241 fire calls for the month of March with 117 of the calls being for rescue, 57 calls for EMS with injury excluding vehicle accidents, 27 medical assist calls, 14 calls for trauma or injury to the head/scalp, 13 calls for back pain, and 4 alcohol abuse and effects calls. There were 49 calls that required services but no transport and 2 drug overdose calls. Report (033), FY18 Budget, Chief Achilles provided status update and noted the department is 74.97% into the fiscal year and 78.28% 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, fire alarm due to the project of removing the city's fire alarm boxes and recall due to shift realignments and coverage for military leave and oral boards. These line items are being offset with the savings in uniform salaries due to retirements after the budget was adopted. We will continue to monitor the lines closely he stated. A conditional offer was made to a firefighter to cover Sutton's military leave and the anticipation of some upcoming retirements. Report (034), Overtime Analysis, provided a breakdown of how overtime was used in the month of March along with a summary of what was charged to OT-Recall for the month.

Matthes inquired further about the Boat Committee. Chief Achilles answered stating it is made up of a couple of fire officers and firefighters to help vet out why and what type of vessel is needed, along with the design and size, etc. Meetings have been held here in the station along with one site visit to a manufacturing company in Marblehead who specializes in military and government boats. Found this site visit to be very valuable in what was learned and they were able to provide answers to our questions. Commissioner Hughes shared his thoughts and expressed the importance of having this committee.

Motion, to accept Chief's Reports 18-031 through 18-034, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger spoke of the many construction projects happening within the City with the demo of Sanel's to make way for a 5 story hotel, the demo of St. James Church which will make way for residential units like those on the by-pass. Attended a tech advisory meeting w/ Lonza regarding their construction project which will add 1m gross square feet of building and will include a garage. In follow up to what Attorney Loughlin noted about Inspector Howe, he is doing a very good job in keeping up with the many projects going on within the city and is a hard worker and truly an asset to the department. The Fire Commission asked that Deputy Roediger relay their appreciation as well to Inspector Howe for the hard work he has been doing.

Deputy Chief Heinz reported on Operations and Training within the department noting that the department is moving forward with EMS in the Warm Zone Training and working with the police department and the State. The Mass Casualty Card will be updated along with creating policy and procedures once training is complete. We have secured the use of the old St. Patrick's school for live tactical training. Primex came in and provided the department with harassment training. Sepsis training was held at PRH and we are currently working on solar panel training. There was three multi agency exercises: PNSY Submarine training, Seabrook Station graded exercise and DES with a large oil spill drill. Lieutenant test has been completed and a new list has been created. Station 3's project is roughly 99% complete with a few punch list items that will be completed once weather is warmer. Rescue 3 is in its final build and the Chief, Mechanic and a firefighter will be heading to Ocala, FL tomorrow for final inspection prior to it being shipped to Massachusetts. Commissioner Gamester led brief discussion on electric cars and the department's approach and training on them.

VIII. Old Business:

Chief Achilles provided an update on Station 3 and it being about 99% complete. Minor adjustments being made now and will be waiting for warmer weather to complete the outside work. Looking at a time in May to hold an open house but will depend on the completion of the punch list items.

Looking to start the new firefighter in the next couple of weeks.

Temporary employee has been hired to fill the role of the Administrative Assistant. This position has been included in the supplemental portion of our FY19 Budget moving it from a part-time to a fulltime position however, we cannot hire a fulltime person right now until approved by Council. Temporary option gave us the means to hire someone to cover the gap for now. It also allows for us to end the contract should employee not work out.

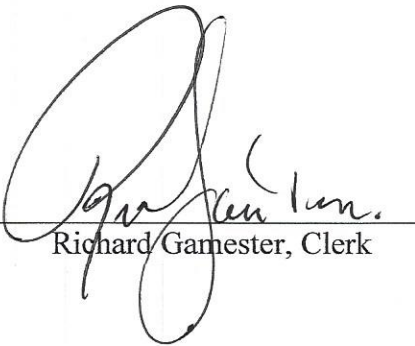
Meetings on the proposed FY19 Budget will begin again in April and May.

I. New Business:

Chief Achilles noted that he will be providing a presentation on the Rescue boat on Monday night. Port Authority and Coast Guard will have a representative at the meeting as well to speak for approval of funds. Couple of newer councilors reached out and have been provided with the facts and the whole process. We hope to have their support for it. Chief Achilles did state that he is not prepared to barter this project for other projects or other budgetary items.

II. Adjournment:

Motion, to adjourn at 1805 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.



Richard Gamester, Clerk