

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

Fire Station 1, Training Room
October 9, 2018

Portsmouth, NH
1730 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1730 hours.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Commissioners: Jennifer Matthes, Richard Gamester, Michael Hughes, Chief Steven Achilles, Deputy Fire Chiefs: Carl Roediger and James Heinz, Lieutenant Russell Osgood with his wife Lynn, and Firefighters: Timothy Dame, Shawn Wheeler, Joshua McCullough and Connor O'Brien.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of September 11, 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:

Chief Achilles read the thank you note from PRH Administrative Resident Ashley Murphy.

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

VI. Recognition of Groups or Individuals:

Chief Achilles took a moment to recognize Kelly Lacoste who has been hired part-time as the administrative assistant for the department.

Chief Achilles also recognized Lt. Osgood and his achievement in successfully completing the National Fire Academy's Managing Company Officer Program. This program is a multiyear curriculum program that introduces emerging emergency services leaders to personal and professional skills in change management, risk reduction and adaptive leadership. It consists of five

prerequisite courses, four courses at the NFA and a community-based capstone project. Chief Achilles awarded Lt. Osgood with his certificate.

Chairwoman Matthes made the motion for a 5-minute recess for pictures. Motion was seconded by Commissioner Gamester and passed unanimously.

Meeting reconvened at 1745 hours

VII. Reports:

A. Fire Chief's Reports:

Commissioner Gamester motioned to discuss Chief's reports 18-087 through 18-090. Motion seconded by Chairwoman Matthes.

Chief Achilles reviewed reports with the Commission.

Report (087), 2018 Response Report with Service Activity and Safety message for September 2018. The report shows the department responding to a total of 398 calls for the month: 120 Fire Calls and 278 Ambulance Calls. Fire calls were slightly up from last month however ambulance calls were slightly down from last month. Total year to date shows the department responding to 3720 calls: 1059 fire and related service calls and 2661 ambulance service calls. Chief made note that based on these numbers we should be close to 5,000 calls by year end. Chief spoke briefly about some of the activity for the month noting a motor vehicle accident with entrapment on route 95S with a car versus a tree, mutual aid to Lawrence, MA for large natural gas emergency, a traumatic injury where a worker sustained a serious hand injury, another motor vehicle accident with rollover on 95N in area of exit 5 and a motorcycle accident where a dirt bike operator sustained serious head and back injuries after striking a tree that was leaning into trail. The Safety Message section focused on Fire Prevention Week with the theme this year being "Look. Listen. Learn". The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (088), Fire and EMS Call Summary Report, shows the department responded to 232 fire calls for the month of September however 102 of the calls were rescue responses which are deducted from the total of fire calls. EMS activity was 278 with the top three responses being abdominal Pain/Problems, Altered Mental Status (Unknown Cause) and Weakness. There were 4 calls for drug overdose/abuse and 64 non-transports. Report (089), FY19 Budget, Chief Achilles reviewed the budget with the Commission and noted the department is in its first couple of months of the budget so some items are paid in full within these first months which shows the percentage spent to date higher than the percentage in the year. Will see a savings this year in Salaries Uniform Personnel due to retirements after the budget was submitted. Report (090), Overtime Analysis, provided a breakdown of how overtime was used in the month of September along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 18-087 through 18-090, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger spoke briefly about upcoming Fire Prevention Week activities with Inspector Howe going into schools and day care centers along with several station tours scheduled throughout the month. Deputy Roediger mentioned he attended the Senior Expo this morning which went well. Promoting the home key Knox boxes. Recorded a pod cast with Seacoast Crush for Prevention Week.

Deputy Chief Heinz reported on Operations and Training within the department. He reviewed the following items: EMS documentation training, Electrical Safety training, Rapid Intervention Training with Newington and State Police coming in and teaching the department more about Sleeping Dragons which is an emerging tactic protesters are using to form a human chain. The department participated in Touch a Truck. Also, firefighter oral boards were conducted last week with a conditional offer made to the top candidate who will be in paramedic school come this fall and another conditional offer is expected to go out to another candidate who is a paramedic.

VIII. Old Business:

Chief Achilles noted that the FY20 budget will have a City Council work session on November 7th. Chief mentioned that he will be drafting several models to incorporate moving forward with the addition of 4 firefighters on shift, phasing in if necessary. Still find value in hiring another fire inspector and putting in an EMS Officer. More to follow.

IX. New Business:

Chief Achilles followed up to Deputy Heinz's comment in that a conditional offer was made to a candidate who was first on the list and anticipates a second conditional offer being made this week. At the November's meeting, we will hold a couple of swearing in of personnel. One will be of Lieutenant Egan who will be promoted when Lieutenant LaMontagne retires at the end of this month, and three firefighters coming off of probation.

Commissioner Gamester extended his appreciation to Stonewall Kitchen and their donation of Blueberry jam to Sarah's Ride Event.

Chief Achilles noted that the Station 1 training room will be overhauled in the upcoming weeks to allow for EMS cabinets to be installed.

X. Adjournment:

Motion, to adjourn at 1810 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

Richard Gamester, Clerk