

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

Fire Station 1, Training Room
May 8, 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.

Chairwoman Matthes, Commissioner Richard Gamester, Chief Steven Achilles, Deputy Fire Chief Carl Roediger, Deputy Fire Chief James Heinz, Executive Assistant Tracy Freeman, Captain Jason Gionet, Firefighters: Allan Scholtz, Sam Chouinard, Peter O'Sullivan, Eric Detweiler, Joshua McCullough and Kyle Lewis. Also in attendance were family members of Ff. Lewis.

Absent: Commissioner Michael Hughes

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of April 10, 2018 was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

IV. Public Comment Session: None.

V.

VI. Presentation of Written Communications:

Chief Achilles read thank you note from Christine Freeman & Family.

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

VII. Recognition of Groups or Individuals:

Chief Achilles took a moment to recognize new hire, Firefighter Joshua McCullough who started on May 7th with us. He turned the introduction over the Deputy Chief Heinz who gave a brief history and had Ff. McCullough speak as well.

Chief Achilles swore in Firefighter Kyle Lewis. A 5-minute break was granted to allow for pictures at 1745 hours.

Meeting reconvened at 1750 hours.

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 18-039 through 18-042. Motion seconded by Commissioner Gamester.

Chief Achilles reviewed reports with the Commission.

Report (039), 2018 Response Report with Service Activity and Safety message for April 2018. The report shows the department responding to 371 Fire Calls and 261 Ambulance Calls for the month which fire calls were slightly down from last month however, ambulance calls were up from last month. Total year to date shows the department responding to 1523 calls: 438 fire and related service calls and 1085 ambulance service calls. Chief spoke briefly about some of the activity for the month noting a dumpster fire in the parking lot of Liar's Bench Beer Co; two mutual aid responses for structure fires one in Hampton and the other in New Castle; and a motor vehicle accident on Islington Street. The Safety Message section provided a reminder of the retirement of the municipal fire alarm system effective May 1st and to have city residents, business owners, visitors and patrons dial 911 to report any fire or other emergency. Chief noted that there were approximately 50 boxes remaining and currently in the process of removing the 13 different loops within the city. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (040), Fire and EMS Call Summary Report, shows the department responded to 221 fire calls for the month of April with 111 of the calls being for rescue, 58 calls for EMS with injury excluding vehicle accidents, 24 medical assist calls, 12 calls for abdominal pain/problems, 9 alcohol abuse and effects calls, and 8 calls for cardiac arrest. There were 36 calls that required services but no transport and 4 drug overdose calls. Report (041), FY18 Budget, Chief Achilles provided status update and noted the department is 83.30% into the fiscal year and 84.18% 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. The surplus takes into account projections through the end of the fiscal year. This amount could change based on whether we stay in line with projected numbers or go over. Monitoring closely. Report (042), Overtime Analysis, provided a breakdown of how overtime was used in the month of April along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 18-039 through 18-042, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Chief Roediger spoke about the opening of St. Patrick's Academy with a conditional certificate of occupancy to operate. Will be sitting with City offices and the owners and management of Water Country to go over life safety measures that include maximum occupancy, exits, and how they are operating. Fire Protection Engineer was recommended and a report has been received and will be reviewed. Cedars management has been notified to bring fire alarm system up to date. Working with Osprey Landing management and their Fire Protection Engineer on who and how life safety inspections will be handled.

Deputy Chief Heinz reported on Operations and Training within the department noting Lt. Ryll put together a complete program on how the engine company prepares for ambulance responses. He went on to say that Primex came in and provided the department with harassment training and neonatal resuscitation training was held at PRH. The USS Manchester will be having its Commissioning ceremony on May 26th at the Port Authority. It will be open for public viewing during that week as well with many people expected to attend. EMS dinner is planned for May 17th and Commission is invited to attend. A special note was made regarding Firefighter Sutton (Staff Sargent) who was deployed on April 19th He is currently training in Texas and will then be heading to Afghanistan for a period of 400 + days. Firefighter Sutton is a very knowledgeable and skilled firefighter and paramedic and will be serving as a medic in his deployment. The Commission asked to extend their appreciation to Firefighter Sutton for his service.

VIII. Old Business:

Chief Achilles provided an update on FY2019 proposed budget. A work session is scheduled for tomorrow, May 9th at 6:30pm at City Hall. Public hearing was held on the proposed budget with about 20+ members speaking on behalf of the budget. City Manager asked that each department speak at the work session to what the effects and impacts would be on the department should there be a reduction of 3%, 2.5%, 2.0%, 1.0% and 0% in the budget submitted. Chief provided a brief overview on what impacts each percentage of reduction would have on our department with much of the fire department's budget being made up of contractual obligations. Chairwoman Matthes led brief discussion on the impacts outlined.

Rescue 3 will be delivered tomorrow, May 9th to Station 3.

Station 3 renovation project is wrapping up with only a few punch list items remaining. Hope to have an open house sometime in June.

Rescue Boat specs have been presented to the committee for review with hopes of wrapping them up soon.

I. New Business:

Chief Achilles noted Firefighter Casey's letter of retirement which will be effective at the end of his day shift on May 31, 2018. He has been with us for 32 years.

II. Adjournment:

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



Richard Gamester, Clerk