

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

Fire Station 1, Training Room  
June 12, 2018

Portsmouth, NH  
1730 hours

**I. Call to Order:**

Commissioner Hughes called the meeting to order at 1732 hours.

**II. Pledge of Allegiance with Attendance:**

Commissioner Hughes led the pledge of allegiance.

Commissioner Michael Hughes, Commissioner Richard Gamester, Chief Steven Achilles, Deputy Fire Chief Carl Roediger, Deputy Fire Chief James Heinz, Firefighter Dame, Firefighter Bedell, and Captain McQuillen in attendance.

Absent: Chairwoman Jennifer Matthes.

**III. Approval of Minutes of Previous Meeting:**

*Motion, to approve the minutes of May 8, 2018 was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.*

**IV. Public Comment Session: None.**

**V. Presentation of Written Communications:**

Chief Achilles read thank you note from the Edgewood Center.

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

**VI. Recognition of Groups or Individuals:**

Chief Achilles took a moment to recognize work and continued commitment of firefighters and officers. He stated as the fiscal year is ending and the summer season beginning, personnel continue to be busy, with at times challenging incidents. This seems to be the forecast over the summer with visitors, events and ongoing development.

**VII. Reports:**

**A. Fire Chief's Reports:**

*Commissioner Hughes motioned to discuss Chief's reports 18-050 through 18-053. Motion seconded by Commissioner Gamester.*

Chief Achilles reviewed reports with the Commission.

Report (050), 2018 Response Report with Service Activity and Safety message for May 2018. The report shows the department responding to 117 Fire Calls and 329 Ambulance Calls for the month which both were up from last month. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (051), Fire and EMS Call Summary Report, shows the department responded to 253 fire calls for the month of May with 136 of the calls being for rescue and medical responses. EMS activity was 329 with the top three responses of abdominal pain/problem, weakness (unable to diagnose specific cause), and trauma or injury (head/ scalp). Report (052), FY18 Budget, Chief Achilles provided status update and noted the department is 99.96% into the fiscal year and 92.06% spent. After recent review with Executive Assistant Freeman, it was determined that the department had accounted for an additional payroll and has seen savings from implemented strategies, return to work, and retirements. This has resulted in a projected surplus of \$116, 945.00, however, we continue to monitor. This amount could change based on whether we stay in line with projected numbers or go over. Report (053), Overtime Analysis, provided a breakdown of how overtime was used in the month of May along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 18-050 through 18-053, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

**B. Staff Reports:**

Deputy Chief Roediger reviewed activity and status of a number of projects. Also, briefed Commission on implementation of a program to account for and track activity/hours of Fire Prevention Bureau specific to plans reviews, inspections, place of assemblies, public education, site reviews, code enforcement, ect.

Deputy Chief Heinz reported on Operations and Training within the department. He reviewed the following items; Officer's meeting, city councilor's ride-along with crew of Station 1, recent Portsmouth Regional Hospital's EMS Awards Banquet, and EMS in the Warm Zone and Rescue Task Force (RTF) training. He also recognized Captain McQuillen for his continued work with Portsmouth Middle School's World of Work program and his assistance in securing the old St. Pat's school and state assistance for the RTF training.

There was a brief discussion following both reports.

**VIII. Old Business:**

Chief Achilles provided an update on the department's new rescue going in service and the progress of purchasing a rescue boat. The new rescue, Rescue 7, is available for calls out of Station 3. We will be formalizing response criteria in the near future. Related to the rescue boat, the committee has received final specifications and cost for review. It is anticipated that this will be approved and the order will be placed within the next couple of weeks. The estimated build time is 4 months from placing order.

**I. New Business:**

Chief Achilles provided a copy of memo received from City Manager Bohenko to the Mayor and City Council and cc'd to all department heads related to adopted FY19 budget. The fire department's budget is \$8,966,305.00. The city's adopted General Fund budget had reductions in the operating and non-operating budgets. Items related to the fire department included the reduction of \$25,000 for fire software and \$50,000 from rolling stock.

The rolling stock reduction is the replacement of Car 3 in FY19. However, working with the City Manager and Finance Department, this replacement will be made through available FY18 funds and therefore we are in the process of putting out to bid for a 2018 Tahoe to replace the 2007 Tahoe assigned to Deputy Heinz.

A brief discussion was led by Commissioner Gamester following Chief Achilles' updates.

**II. Adjournment:**

*Motion, to adjourn at 1804 hours, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

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Richard Gamester, Clerk