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

Fire Station 1
December 11, 2019

Portsmouth NH
1800 hours

I Call to Order:

Commissioner Hughes called the meeting to order at 1800 Hours.

II. Pledge of Allegiance:

Commissioner Hughes led the pledge of allegiance.

Present were Commissioners: Richard Gamester and Michael Hughes, Fire Chief Todd Germain, Deputy Fire Chiefs: James Heinz and Patrick Howe, Captains: Rick Condon and Jason Gionet and Firefighters Steve Morse and Amy Rodier.

Chairwoman Jennifer Matthes was excused due to work commitments.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of the November 13, 2019, was made by Commissioner Gamester and seconded by Commissioner Hughes and passed unanimously.

IV. Public Comment Session: None

V. Presentation of Written Communications:

Chief Germain read a letter received from North Hampton Fire Department Deputy Chief LaJoie which thanked us for our help in a fatal fire in their town on October 11, 2019. Chief Germain went on to read a thank you note received from the Martin Family of 29 Cass Street which thanked us for our response to their house fire on October 25, 2019.

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

VI. Recognition of Groups or Individuals: None

VII. Reports:

A. Fire Chief's Report:

Commissioner Gamester motioned to discuss Chief's reports 19-103 through 19-106. Seconded by Commissioner Hughes.

Chief Germain reviewed reports with the Commission:

Report (103), 2019 Response Report with Service Activity Report and Safety Message for November 2019. The report shows the department responding to 412 calls for the month: 130 Fire Calls and 282 Ambulance Calls. Both Fire and Ambulance calls were down from the previous month. The Chief noted that 14% of EMS calls were trauma related and 17% were related to behavior health and/or substance misuse. Total year to date shows the department responding to 4457 calls with 1330 for fire related and 3127 for EMS. The Chief spoke about three calls of interest in November noting a natural gas leak at 44 Rock St. that department worked with Unutil to find the leak and ventilate the building. Chief spoke about a 1st Alarm structure fire at 39 Cass St. that was knocked down quickly with a fast response from station 1 companies. There were stubborn hidden fires that took about 90 minutes to find and extinguish. Also noted was the coordinated response with NHSP EOD, Portsmouth Police and DPW to remove, transport and dispose of 50 lbs. of dynamite found in the basement of 43 Austin St. The safety message for the month offered tips for safely using holiday lights and decorations. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local news outlets. Report (104), Fire and EMS Call Summary Report, shows the department responded to 235 fire calls for the month of November with 105 of those being for rescue calls which gets deducted from the total fire calls. EMS activity was 282 with the top three responses being for abdominal pain, alcohol abuse and chest pain. There were 67 non-transports. Report (105), FY 20 Budget, Chief Germain noted that the predicted surplus calculation is significantly lower than last month's figure due to receiving a letter from a Lieutenant stating he would be having surgery and is anticipated to be out for a period of time. The new surplus figure takes into account a worst case scenario of this Lieutenant being out for the remainder of the fiscal year and covering all of his shifts with overtime. Chief noted that he would be looking into other options of coverage as we know more of how long he will be out. Chief Germain advised that this number does not take into account the \$25,000 transfer from parking revenue that the department did not use last year. Report (106), Overtime Analysis, provided a breakdown of how overtime was used in the month of November along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chiefs Reports 19-103 through 19-106, was made by Commissioner Hughes and seconded by Commissioner Gamester and passed unanimously.

B. Staff Reports:

Deputy Chief Heinz reported that Chief Germain attended a Women Firefighter's Health and Wellness Conference in Boston and brought with him, Firefighters: Frechette, Chamberlain, Rodier and A. Cole. He reported that there was a good amount of information provided regarding issues specific to female firefighters as well as some information pertaining to both genders. HAVEN, which serves women, men and children affected by domestic and sexual violence, came in and trained all of personnel on recognizing domestic violence situations as provided an overview of what HAVEN does for our community as the largest violence prevention and support services agency in NH. Firefighter Lyman has completed his probationary training. The Christmas parade came and went without incident and Tower 5 again delivered Santa Clause safely.

Deputy Chief Howe noted that he and Fire Prevention Officers Wheeler and Putney attended the National Fire Academy last month for training. Himself taking a class in Hazardous Materials Code Enforcement and FPO Wheeler in Safety Program Operations and FPO Putney in Water Based Fire Protections Systems Plans Review. Deputy Howe also reported on new projects going on within the city which includes a new grocery store coming in at the old Shaw's building on Maplewood Avenue, 18 townhouse style condos at 3110 Lafayette Rd., PINZ Bowling Center and a Chipolte Restaurant at 2545 Lafayette Road. The 175 Market Street and the new AC hotel and conference center at 299 Vaughn Street were nearing completion. He noted Place of Assembly permit activity as completing 55, 32 are active and an estimated 55 left to complete.

VIII. New Business:

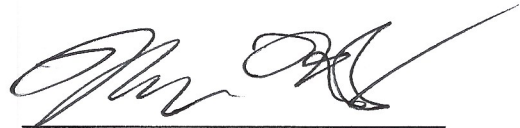
Chief Germain presented to the Commission the revisions to department policies and procedures. Commissioner Gamester asked where the unions "signed off" on the changes. Chief Germain explained that, per policy, the unions are asked to attend a Rules and Regulations Committee in an advisory capacity and they don't actually "sign off" on the revisions. Chief Germain did note however, that a consensus was reached on all of the revisions proposed for final approval.

Motion, to accept the policy and procedure revisions and additions as proposed, was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.

Chief Germain gave an update to the Commission on the delivery of the pumper that was ordered in December 2018. He advised them that due to some miscommunication between Greenwood Fire Apparatus and E-One, the pumper will not be completed until after March of 2020, some 4 months later than expected. Chief Germain is going to send an email to Chris Champagne, the Sales Manager at Greenwood Fire Apparatus, relaying our disappointment in this latest update and to see if something can be done to compensate us for the inconvenience.

IX. Adjournment:

Motion, to adjourn the meeting at 1848 hours, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.



Michael Hughes, Clerk