

048

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

Fire Station 1, Training Room
May 14, 2019

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.

Present were Commissioners: Jennifer Matthes, Richard Gamester and Michael Hughes, Interim Fire Chief Todd Germain, Deputy Fire Chiefs: James Heinz and Patrick Howe; Executive Assistant Tracy Freeman; Captions: William McQuillen, Jason Gionet; Lieutenant Brian Ryll and Firefighters: John Goodwin and Cassie Chamberlain.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of April 19, 2019, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

IV. Public Comment Session: None.

V. Presentation of Written Communication:

Interim Chief Germain read the thank you note received from Martha Robertson.

VI. Recognition of Groups or Individuals: None.

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 19-043 through 19-046. Motion was seconded by Commissioner Hughes.

Interim Chief Germain reviewed reports with the Commission. Report (043), 2019 Response Report with Service Activity and Safety message for April 2019. The report shows the department responding to a total of 355 calls for the month: 92 Fire Calls and 252 Ambulance Calls. Both Fire calls and

Ambulance calls were slightly down from last month. Total year to date shows the department responding to 1465 calls: 390 fire and related service calls and 1079 ambulance service calls. Chief spoke briefly about some of the activity for the month noting a structure fire at 78 Congress Street which was brought under control within 15-minutes, a motor vehicle accident at 72 Pease Blvd and Appliance fire in a medical office building on 875 Greenland Road. The safety message focused on May being National Electrical Safety Month. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (044), Fire and EMS Call Summary Report, shows the department responded to 190 fire calls for the month of March with 101 of the calls being for rescue responses which gets deducted from the total of fire calls. EMS activity was 252 with the top three responses being for nausea/vomiting, psychiatric/behavioral problems, and weakness. There were 2 calls for drug overdose/abuse and 44 non-transports. Report (045), FY19 Budget, Chief Germain reviewed the budget with the Commission and noted the department is still tracking in the good and would see a savings this year in salaries uniform personnel due to retirements after the budget was submitted and in the administration regular salaries with Chief Achilles' retirement. The budget does account for upcoming planned training on the new fire boat and St. Pat's School along with a captain vacancy and continued coverage for an officer on disability leave. Entering into the last quarter of the fiscal year, we will continue to monitor expenditures closely as these numbers are projected Germain stated. Report (046), 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 19-043 through 19-046, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

B. Staff Reports:

Deputy Chief Heinz reported on Operations and Training within the department. He noted the department hosting an Inspector II class, new firefighter to start on June 3rd, preventative maintenance done on radios, Children's Day went well along with the Portsmouth Navy Shipyard Drill which practiced confined space rescues within a sub.

Deputy Chief Howe reported on Prevention noting several projects going on within the city. He noted that he and Prevention Officer Wheeler went through two rooming houses as part of their licensing process and first phase has been met with the replacement of smoke detectors. Project wise: Seacoast Rep is ongoing, 111 Maplewood – 5 story mixed use is underway, another hotel and conference center on Deer Street is in the works, Deer and Penhollow - 4-story building, Lonza planning to add 1.2M square feet to their facility out at Pease. Prevention Officer Wheeler getting up to speed and doing well.

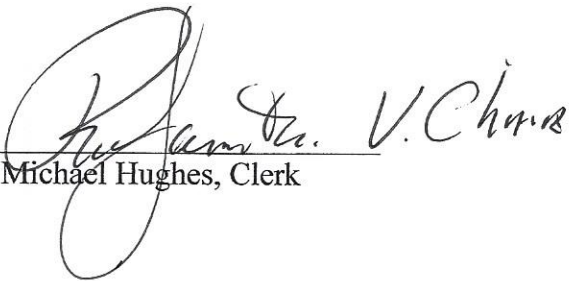
VIII. Old Business:

Interim Chief Germain presented the department's FY20 Proposed Budget to the City Council last week. Request was to reduce overall budget by \$150K and we were able to do that and maintain our initiatives at 3.32%. The following day, the City Manager asking all departments to come in less. After reviewing the budget, the plan would be to hire 1 Prevention Officer in July 2019 and stagger the hiring of the 3 additional firefighters to 1 in October, 1 in January 2020 and 1 in April 2020 which would bring the department's request to 2.97%. Germain noted that it is the intent of the department to have staffing at 15 per shift come July 1, 2020 and that adding additional firefighters is designed to increase services and delivery and not to just reduce overtime. Commissioner Hughes added that with the increased number of hotels and residential units and medical facilities being built, there is going to be an increased demand for our services and staffing a 3rd ambulance will be imperative.

IX. New Business: None.

X. Adjournment:

Motion, to adjourn at 1755 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.


Michael Hughes, Clerk