

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

Central Fire Station
September 10, 2019

Portsmouth, NH
1700 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1700 hours.

Motion, to enter into Non-public session at 1700 hours in accordance with RSA 91-A:3, II (a) – compensation of public employees regarding extension of Deputy Fire Chief James Heinz contract and MOU with Fire Officers Local 4039, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

Motion, to come out of Non-public session at 1725 hours and reconvene regular scheduled meeting at 1730 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

Motion, to approve and send to City Council for final approval, the extension of Deputy Fire Chief James Heinz contract to September 16, 2020, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

Motion, to accept the Memorandum of Understanding between the Portsmouth Fire Officers, Local 4039 and the City of Portsmouth Fire Department in regards to "On Call" Status for Captains, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Present were Commissioners: Jennifer Matthes, Richard Gamester and Michael Hughes; Fire Chief Todd Germain, Deputy Fire Chiefs: James Heinz and Patrick Howe; Executive Assistant Tracy Freeman, Captains: William McQuillen, Jason Gionet and Brian Ryll; Firefighters: John Goodwin, Annie Cole and Greg Harnois.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of July 16, 2019, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

IV. Public Comment Session: None.

V. Presentations of Written Communications:

Chief Germain read the thank you note he received from the Board of Directors & GLG Management.

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 Germain introduced Firefighter Greg Harnois who started with the department on July 29, 2019 and Jacqueline "Annie" Cole who started on August 12, 2019.

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 19-075 through 19-078. Motion was seconded by Commissioner Gamester.

Chief Germain reviewed reports with the Commission.

Report (075), 2019 Response Report with Service Activity and Safety message for August 2019. The report shows the department responding to a total of 441 calls for the month: 140 Fire Calls and 301 Ambulance Calls. Both Fire calls and Ambulance calls were slightly down from last month. Chief also noted that 20% of the calls this month happened at the same time. Total year to date shows the department responding to 3475 calls: 915 fire and related service calls and 2260 ambulance service calls. Chief spoke briefly about some of the activity for the month noting a structure fire at 318 Richards Ave which came in as an extinguished kitchen fire but upon arrival, units found that the fire had extended into the exterior walls and was spreading. Fire was knocked down prior to spreading to the upper floors. Also noted, was a structure fire at 20 Post Road, Thermo Fisher, for a large machine that had caught fire and a structure fire at 18 Ladd St for a fire in a jewelry store. The safety message focused on storm preparedness. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (076), Fire and EMS Call Summary Report, shows the department responded to 262 fire calls for the month of August with 136 of the calls being for rescue responses which gets deducted from the total of fire calls. EMS activity was 301 with the top three responses being for syncope/fainting, abdominal pain/problems, and weakness. There were 4 calls for drug overdose/abuse and 52 non-transports. Report (077), FY20 Budget, Chief Germain reviewed the budget with the Commission and noted the upfront costs which are paid each year at the beginning of the budget year and the preventative maintenance agreements for the Lifepaks, cots and Lucas devices. Report (078), Overtime Analysis, provided a breakdown of how overtime was used in the month of August along with a summary of what was charged to OT-Recall for the month. Chairwoman Matthes inquired about the gas leak at U-haul. Chief Germain

spoke of the new food truck that came in to get his tank refilled and a leak was discovered. The department responded and when there, made a call to Rye Fuels, which had just provided the department with training on the transferring of propane and flame offs back in July, who also came down and assisted us in this incident until the truck could be safely transported.

Motion, to accept Chief's Reports 19-075 through 19-078, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Deputy Chief Heinz reported on Operations and Training within the department. He noted the various trainings that occurred over the past month which included trench, rope, torch, rail car with Pan-Am Railways, and Dr. Wallus. The department also trained on the new battery operated jaws which came into use with an extrication on the highway. The department is continuing to train on extrication using a donated car and bus at National Wrecker Service. The ambulance and safety committee have met several times, Detective Jones has offered to come in and provide the firefighters with situational awareness and self-defense training next month, there will be an active shooter drill on September 19th, plans to renovate the kitchen and bathrooms at station 1 are underway, and security cameras have been installed at station 1. In recognition of Breast Cancer Awareness month, the department will be wearing pink shirts again this year.

Deputy Chief Howe reported on Prevention noting several new projects happening within the city: a 4-story commercial use with parking below on 161 Hill St., 4-story mixed use with parking below on 278 State St., 272 residential units on 105 Bartlett St., and multi-purpose recreational fields on 680 Peverly Hill Rd. With regards to fees since July 15th, revenue collected from sprinkler permits, fire alarms, POAs, TPOAs and healthcare have totaled just over \$16K. Fire Prevention Officers Wheeler and Putney are currently taking the states Fire Investigator training at the NH Fire Academy. We are currently in the process of updating the local fire code ordinance which will follow NFPA 1 2015 edition, with some minor revisions as well. On September 4th we hosted a breakfast for area fire code enforcers with the goal being to share information and discuss common challenges. Went well.

IX. New Business:

Chief Germain identified two firefighter resignations. Firefighter DiFranza resigned due to family reasons and Firefighter Lewis resigned to accept a position with Nashua Fire where he resides.

Motion, to accept the resignations of Firefighter DiFranza and Firefighter Lewis, was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.

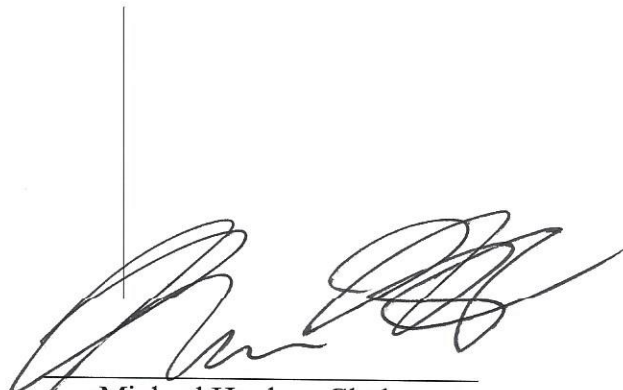
Fire Commission Minutes of September 10, 2019 continued:

Chief Germain turned the meeting over to Captain McQuillen who provided information on a grant application the department is submitting for Narcan Leave Behind Kits which are kits designed to be left with family members after a response made to an overdose. As additional funds become available, we hope to be able to have firefighters trained to sit one-on-one with individuals and/or family members to assist them with getting the help they need. Not sure how many kits will be needed at this time. More information to follow.

Chief Germain proposed changing the Fire Commission meeting times to 1800 hours to allow for personnel from the outlining stations to attend these meetings after they come on shift which begins at 1730 hours. Commissioners were in agreement and did not have an issue with changing the monthly meeting time to 1800 hours.

X. Adjournment:

Motion, to adjourn at 1830 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.



Michael Hughes, Clerk