

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

Fire Station 2, George Pierce Training Room  
June 12, 2019

Portsmouth, NH  
1730 hours

**I. Call to Order:**

Chairwoman Matthes called the meeting to order at 1730 hours.

*Motion, to enter into Non-public session at 1730 hours in accordance with RSA 91-A:3, II (a) – compensation of public employees regarding tentative contract agreements Firefighters and Fire Officers, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.*

*Motion, to come out of Non-public session and reconvene regular scheduled meeting at 1800 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

*Motion, to approve and send to City Council, the Tentative Agreement between Board of Fire Commissioners and the Portsmouth Professional Fire Officer Association and the Tentative Agreement between the Board of Fire Commissioners and the Professional Firefighters of Portsmouth as presented, made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

*Motion, to approve and send to City Council, the Tentative Agreement between Board of Fire Commissioners and Fire Chief Todd Germain, made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

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

Chairwoman Matthes led the pledge of allegiance.

Present were Commissioners: Jennifer Matthes and Richard Gamester; Interim Fire Chief Todd Germain, Deputy Fire Chief James Heinz, Deputy Fire Chief Patrick Howe, Executive Assistant Tracy Freeman, Firefighter Clark Brighton, Firefighter Joshua McCullough along with family members and department personnel.

Excused Absence: Commissioner Michael Hughes due to emergency work commitment

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

*Motion, to approve the minutes of May 14, 2019, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

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

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

Deputy Chief Heinz introduced new firefighter Clark Brighton to the Commission.

Interim Chief Germain swore in Firefighter Joshua McCullough.

*Motion, to take a 5-minute recess for pictures, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

Meeting reconvened at 1810 hours.

**VII. Reports:**

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

*Chairwoman Matthes motioned to discuss Chief's reports 19-051 through 19-054. Motion was seconded by Commissioner Gamester.*

Interim Chief Germain reviewed reports with the Commission.

Report (051), 2019 Response Report with Service Activity and Safety message for May 2019. The report shows the department responding to a total of 420 calls for the month: 121 Fire Calls and 299 Ambulance Calls. Both Fire calls and Ambulance calls were up 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 1889 calls: 511 fire and related service calls and 1378 ambulance service calls. Chief spoke briefly about some of the activity for the month noting a motor vehicle accident at Exit 5 I95 SB with an overturned tractor trailer carrying pallets of 2x4 lumber which had spilled across all travel lanes. Driver was unhurt. He noted a manufacturing equipment fire at National Gypsum and a structure fire at the Anchorage Inn on 417 Woodbury Avenue which was knocked down quickly. The safety message focused on grilling safety. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (052), Fire and EMS Call Summary Report, shows the department responded to 214 fire calls for the month of May with 93 of the calls being for rescue responses which gets deducted from the total of fire calls. EMS activity was 299 with the top three responses being for abdominal pain/problems, psychiatric/behavioral problems, and chest pain. There were 4 calls for drug overdose/abuse and 69 non-transports. Report (053), 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 salary and overtime chargebacks due to payroll cuts off. We still need to account for June's time and expenses in June even when paid in July. The budget also includes some

upcoming planned training on the new fire boat and St. Pat's School along with continued coverage for an officer on disability leave. Report (054), 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. Chairwoman Matthes inquired how the firefighter who needed emergency surgery was doing and Chief reported that he is doing much better and anticipates his return back to the department next week.

*Motion, to accept Chief's Reports 19-51 through 19-054, 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 Firefighter Detweiler received the provider of the year award at the PRH EMS banquet, Firefighter Chouinard finished Inspector program, Lt. Miller has been providing department members with training on the new rescue boat, and Capt. McQuillen participated in the World of Work program held at the Jr. High School. Department personnel are also being trained in helicopter safety/landing zones and extrications. We are very grateful to National Wrecker for providing us with the cars to do the extrication training with. Tall Ships will be coming in August and Rye Fuels on Greenleaf Ave held a regional training for their employees and invited our department to attend which gave us an opportunity to work with them on the transferring of propane fuels and flame offs.

Deputy Chief Howe reported on Prevention noting several projects going on within the city. He noted that Prevention Officer Wheeler is currently at the National Fire Academy attending a Commercial Fire Sprinkler class.

**VIII. Old Business:**

Interim Chief Germain noted that Station 1's apron project is done other than the sealing of the concrete and the cutting of the seams which will be done in the next couple of weeks.

**IX. New Business:**

Interim Chief Germain spoke of his recent promotion to Chief and the vacancy within the department which is currently being filled with overtime. He recommended promoting Lieutenant Brian Ryll to the rank of Captain to fill the vacancy and Firefighter Seth Kenneway to the rank of Lieutenant to fill the Lieutenant vacancy. Both men are on top of the promotion lists and will make great officers.

*Motion, to accept Interim Chief's recommendations and promote Lieutenant Brian Ryll to the rank of Captain and Firefighter Seth Kenneway to the rank of Lieutenant*

*Fire Commission Minutes of June 12, 2019 continued:*

*effective June 13, 2019, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

**X. Adjournment:**

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

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Michael Hughes, Clerk