

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

Fire Station 2  
George Pierce Training Room  
November 9, 2021

Portsmouth, NH  
1730 hours

**I. Call to Order:**

Chairwoman Matthes called the meeting to order at 1740 hours.

*Chairwoman Matthes made the motion to enter into Non-Public Session at 1740 hours in accordance with RSA 91-A:3, II (c), matters that would adversely affect the reputation of a non-board member. Motion was seconded by Commissioner Gamester and passed unanimously.*

*Motion, to come out of Non-Public Session with a vote of 3-0 to seal the minutes of the Non -Public Session, and reconvene regular public meeting at 1811 hours, was 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, Richard Gamester and Michael Hughes; Fire Chief Todd Germain, Assistant Fire Chief William McQuillen, Deputy Fire Chief Patrick Howe, Administrative Manager Tracy Freeman, Firefighter Peter O’Sullivan, and members of the department.

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

*Motion, to approve the minutes of October 12, 2021, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

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

**V. Presentations of Written Communications: None.**

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

Chief Germain took a moment to recognize Firefighter Peter O’Sullivan who successfully completed the 2-year paramedic program and is now certified and licensed to practice as a Paramedic. Chief noted that more than half of our department is now licensed as Paramedics. Chief Germain and the Fire

Commission congratulated Firefighter O'Sullivan and thanked him for his commitment and dedication.

**VII. Reports:**

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

*Chairwoman Matthes motioned to discuss Chief's reports 21-100 through 21-103. Motion was seconded by Commissioner Gamester.*

Chief Germain reviewed reports with the Commission.

Report (100), 2021 Response Report for October 2021. The report shows the department responding to a total of 372 calls for the month: 98 Fire Calls and 274 Ambulance Calls. Tracking shows we are slightly down in both ambulance and fire calls from last month. Total year to date shows the department responding to 4021 calls: 1169 fire and related service calls and 2852 ambulance service calls. Chief spoke briefly about some of the activity for the month noting a water heater fire at 501 Islington Street, a vehicle fire at 1169 Sagamore Ave, a water rescue/carryout of a victim in the marsh near WHEB, and the MVA with entrapment on I-95 NB, Exit 5 involving a State Police cruiser and a tractor trailer. Extrication was made within 7 minutes. Most of the crew that responded to that incident are here tonight. Chief noted this incident was one of the most challenging situations we have had to face here in the department and commended the staff for their professionalism and outstanding work at the scene and after in assisting the accident reconstruction teams. Report (101), Fire and EMS Call Summary Report, shows the department responded to 98 fire calls for the month of October. EMS activity was 274 with the top three responses being for abdominal pain/problems, alcohol abuse and effects and weakness. There were 4 calls for drug overdose/abuse and 61 non-transports. Report (102), FY22 Budget, Chief Germain reviewed the budget which mostly represents up-front funding at this time. Report (103), Overtime Analysis, provided a breakdown of how overtime was used in the month of October along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 21-100 through 21-103, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

**B. Staff Reports:**

Assistant Chief reported on the HVAC upgrades at both Station 1 and Station 2. ACLS/PALS training will be taking place this month. Met with Human Resources to follow up in our outreach measures and overall policy on recruitment and HR is pleased with our efforts. Seabrook Station exercises will be taking place in the spring.

Deputy Chief Howe reported on Prevention and the many construction projects happening within the City. He also noted that FPO Putney and Wheeler took a class on Fire Plans Examiner and Putney has received his certification and Wheeler is just finishing up with his and should be certified soon. Prevention is caught up with permits.

**VII. Old Business:**

Chief Germain spoke briefly about the open Part-time Admin Clerk position. Applications have been received and reviewed. With some changes in ambulance billing, it may change the work load for this position so we are waiting to see how it shakes out prior to interviewing candidates. For now, Tracy (Freeman) has been doing the work to keep things moving forward.

New tower is still being built and won't be here until sometime in the beginning of the year. Loaner has been beneficial to us in the meantime.

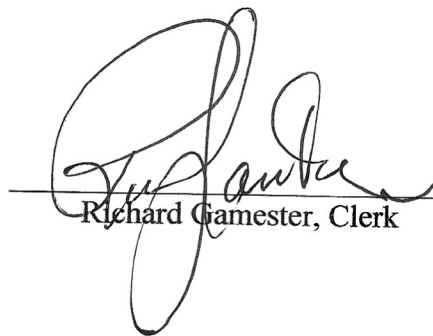
Vaccines will be ramping up a bit again with some events being held in December. The department will be assisting in the administering of the 3<sup>rd</sup> booster shot to senior citizens along with getting school children between the ages of 5-11 vaccinated. Instead of going into the schools though, there will be clinics within certain neighborhoods set up and we will be working with the school nursing staff along with our Health Department and the housing authority.

Department will be assisting again this year with the Veterans Breakfast being held at the Senior Activity Center tomorrow.

**IX. New Business: None.**

**X. Adjournment:**

*Motion, to adjourn at 1845 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

  
Richard Gamester, Clerk