

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

Station 1
July 16, 2003

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Hughes called the meeting to order at 1906 hours. Commissioner Gamester led the Pledge of Allegiance. Present were Commissioners Hughes, Wentworth and Gamester; Chief LeClaire; Deputy Chief Achilles; Firefighter McQuillen, President Local 1313; Captain Marvin, President 4039 and Ffs. Burns and Bokum.

II. Approval of Minutes of Previous Meeting:

Motion to accept the minutes of June 19, 2003 made by Commissioner Gamester, seconded by Commissioner Wentworth, unanimous.

III. Reports:

A. Fire Chief's Reports:

Motion made to accept Chief's Reports 03-027 through 03-031 by Commissioner Wentworth, seconded by Commissioner Gamester, unanimous.

B. Other:

IV. Old Business: None.

V. New Business:

Chief LeClaire spoke about the FY04 budget as it related to overtime dollars and funding of positions. Mayor committed to honoring her promise made earlier in the year – if there was any relief from the projected payment to the Statewide Property Tax, the funds would be used to bring the fire department staffing levels back to 14 man shifts.

As reported in the Portsmouth Herald, the passing of HB608 reduced the City's projected payment to fund education by 1.8 million dollars for fiscal year 2004.

Letter drafted to Mayor Sirrell and City Council with dollars needed to bring staffing levels back to 14-man day and night. Chairman Hughes requested that the letter be sent to each Councilor. Commissioners Gamester and Wentworth both agreed.

Minutes for July 16, 2003 continued:

Motion made by Chairman Hughes to accept letter as written and distribute a copy by hand and by mail to each City Councilor, seconded by Commissioner Gamester, unanimous.

Deputy Chief Achilles updated the Commissioners on the interviews received from the seven firefighter candidates. The Oral Board Committee recommended four to the Chief. After Chief's interview, two candidates have been given conditional offers of employment. Background checks, physicals, and other new hire processes should be completed by July 29, 2003.

Motion made by Chairman Hughes to fill the two- (2) firefighter positions as soon as possible, seconded by Commissioner Gamester, unanimous.

Chief LeClaire advised Commission of the outcome of the Office Manager's (Business Manager) position having been posted and closed with only one applicant to which was Tracy. City Manager interviewed her and offered her the position to which she has accepted.

VI. Presentations of Written Communications: None.

VII. Recognition of Groups of Individuals:

Firefighter McQuillen, Local 1313 President, asked for the Commission to move expeditiously in establishing more meeting dates to continue contract negotiations. Currently there has been a lapse in negotiation meetings and firefighters are working without a contract. Captain Marvin, President 4039, seconded that request.

Chairman Hughes noted his meeting scheduled with Attorney Sullivan and another attorney on Friday, at 1PM and would have meeting dates scheduled from there.

VIII. Public Hearings: None.

IX. Non-public Session:

Motion to enter into Non-public Session made by Chairman Hughes at 1924 hours, seconded by Commissioner Wentworth, unanimous.

Minutes for July 16, 2003 continued:

Motion made by Commissioner Gamester, to appoint Captain Griswold as Acting Deputy Chief effective July 20, 2003 pending confirmation by Captain Griswold by Friday, July 18, 2003, 1200 hours, seconded by Commissioner Wentworth, unanimous.

Motion to come out of Non-public Session made by Chairman Hughes at 2020 hours, seconded by Commissioner Gamester, unanimous.

X. Adjournment:

Motion to adjourn at 2022 hours made by Commissioner Gamester, seconded by Commissioner Wentworth, unanimous.

Richard Gamester, Clerk