

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

Station 1  
December 17, 2003

Portsmouth, NH  
1900 hours

**I. Call to Order:**

Chairman Hughes called the meeting to order at 1903 hours with Chief LeClaire leading the Pledge of Allegiance. Along with Chairman Hughes and Chief LeClaire, present were Commissioners Gamester and Wentworth; Assistant Chief Achilles; Deputy Chief Griswold; Captain Smith; Lieutenant Murphy; Firefighters: Germain, Tappin and LaClair, City Clerk Kelli Barnaby; and families.

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

Motion to accept the minutes of November 18, 2003 made by Chairman Hughes, seconded by Commissioner Gamester, unanimous.

**III. Reports:**

A. Fire Chief's Reports:

Motion made to accept Chief's Reports 03-060 through 03-064 by Commissioner Gamester, seconded by Chairman Hughes, unanimous.

B. Other: None.

**IV. Old Business:** None.

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

**VI. New Business:**

Kelli Barnaby, City Clerk, swore in Lt. Murphy, Captain Smith, Deputy Griswold and Assistant Chief Achilles.

Firefighter Tappin introduced to Commission.

Motion made by Chairman Hughes at 1920 hours for a five minute recess, seconded by Commissioner Gamester, unanimous.

Motion made by Chairman Hughes to bring meeting back to order at 1925 hours, seconded by Commissioner Gamester, unanimous.

*Minutes from December 17, 2003 continued:*

Chief LeClaire led discussion on FY05 budgetary guidelines. Joint Budget Committee endorsed CPI index for percentage increase in FY05. CPI index percentage is usually published mid December. Health insurance will increase 12.4%, retirement remains same as FY04 and other fixed costs remaining same as FY04. FY05 budget will be increased by CPI index after contracts are finalized. No new programs or positions are to be included in formulation however, requests can be presented to City Council as done in FY04. City Council did approve \$995K to which the Fire Department will receive \$116,668 to cover contract negotiations in 04.

FY05 Capital plan is accounting for 2 fire apparatus.

**VII. Recognition of Groups of Individuals:** None.

**VIII. Public Hearings:** None.

**IX. Non-public Session:**

Motion to enter into non-public session made by Chairman Hughes at 1945 hours, seconded by Commissioner Wentworth, unanimous.

Motion to come out of non-public session, with no votes taken, made by Commissioner Gamester at 2005 hours, seconded by Chairman Hughes, unanimous.

**X. Adjournment:**

Motion to adjourn at 2006 hours made by Chairman Hughes, seconded by Commissioner Wentworth, unanimous.

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Richard Gamester, Clerk