

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

Station 1
May 23, 2007

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Paul Wentworth called the meeting to order at 1900 hours and led Pledge of Allegiance. Along with Chairman Wentworth, present were Commissioners: Richard Gamester and Michael Hughes, Chief Christopher LeClaire, Assistant Chief Steven Achilles, Deputy Chief Steven Griswold, Executive Asst. Tracy Freeman and Captain Ken Smith.

II. Approval of Minutes of Previous Meeting:

Motion, to accept the minutes of March 27, 2007, was made by Commissioner Gamester, seconded by Chairman Wentworth, unanimous.

III. Reports:

A. Fire Chief's Reports:

After brief discussion on FY07 Budget, motion, to accept Chief's Reports 07-026 through 07-030 was made by Chairman Wentworth, seconded by Commissioner Hughes, unanimous.

B. Other (to include internal dept. written communications): None.

IV. Old Business:

Chief LeClaire spoke briefly about conversation he had with City Manager regarding projected shortfall in FY07 budget and his approval of \$50K contingency funds.

Chief also spoke of meeting with PDA scheduled for June where the City Manager will be requesting support from PDA for Fire Boat operational expenses.

V. Presentations of Written Communications:

Thank you letter from St. Jean family.

Motion, to accept and place on file, made by Commissioner Hughes, seconded by Chairman Wentworth, unanimous.

Minutes of May 23, 2007 continued:

VI. New Business:

Chief LeClaire led discussion on Fiscal 2008 Budget. Adopted by City Council on Monday. Fire Department remains at 6.234% which includes funding for full time Fire Inspector's position. Chief recommended to the Commission that the position be advertised inside and outside of department. Commission agreed.

Chief noted firefighter on extended temporary alternate duty. With upcoming retirements in the next few months and the extended alternate duty, Chief recommended beginning hiring process now.

On the recommendation of the Chief, motion made by Chairman Wentworth to being hiring process to cover extended leave and upcoming retirements, and to go above the 61 approved FD positions, seconded by Commissioner Gamester, unanimous.

Monument Committee raised approximately \$94K which was matched by the City. Advertised bids for proposals from local artists. Fourteen proposals received with top 2 selected as finalists. Next meeting is scheduled for Tuesday, May 29 from 9AM – Noon. Models will be presented then.

Chief outlined a couple of minor changes in the Capital Outlay for FY08. Still approved for staff car and heavy rescue. Aerial device scheduled for 2010 has been requested to move up a year since L5 is in need of repairs.

FY07 Captial: New Ambulance is done. Will be going to Raitt's for lettering and expected to be in-service at station 3 mid July.

VII. Recognition of Groups or Individuals: None.

VIII. Public Hearings: None.

IX. Non-public Session: None.

X. Adjournment:

Motion, to adjourn at 1946 hours with next meeting scheduled for June 19th, made by Chairman Wentworth, seconded by Commissioner Hughes, unanimous.

Michael Hughes, Clerk