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

Fire Station 2
George Pierce Training Room
December 14, 2021

Portsmouth, NH
1800 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1800 hours.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Present were Commissioners: Jennifer Matthes and Richard Gamester; Fire Chief Todd Germain, Assistant Fire Chief William McQuillen, Deputy Fire Chief Patrick Howe, Administrative Manager Tracy Freeman, Firefighter Nolan Godfrey and his wife Stephanie, his family and friends and Portsmouth Fire Dept. members.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of November 9, 2021, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

IV. Public Comment Session: None.

V. Presentations of Written Communications:

Chief Germain read thank you note received from CMSGT, USAF Ret. Kim Adams in appreciation for helping with the Veterans Day Breakfast at the Senior Activity Center.

Motion, to accept and place on file, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

VI. Recognition of Groups or Individuals:

Chief Germain took a moment to recognize Firefighter Nolan Godfrey who successfully completed his probationary period and becomes the 226th permanent firefighter with the Portsmouth Fire Department.

Chief Germain swore-in Firefighter Godfrey.

Motion, to take a 10-minute recess at 1810 hours for pictures, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

Meeting reconvened at 1821 hours

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 21-107 through 21-110. Motion was seconded by Commissioner Gamester.

Chief Germain reviewed reports with the Commission.

Report (107), 2021 Response Report for November 2021. The report shows the department responding to a total of 375 calls for the month: 107 Fire Calls and 268 Ambulance Calls. Tracking shows we are up in fire calls but slightly down in ambulance calls from last month. Total year to date shows the department responding to 4396 calls: 1276 fire and related service calls and 3120 ambulance service calls. Chief spoke briefly about some of the activity for the month noting a structure fire at 185 Wentworth Road requiring mutual aid for on-scene assistance and station coverage. He went on to report on a vehicle into a building at 330 Borthwick Ave. and a motor vehicle collision/fire at Woodbury Ave and Rte. 1 By-pass. Safety message was on shoveling snow and your health. Report (108), Fire and EMS Call Summary Report, shows the department responded to 107 fire calls for the month of November with 17 calls for motor vehicle accidents. EMS activity was 268 with the top three responses being for abdominal pain/problems, pain/weakness and alcohol abuse and effects. There were 4 calls for confirmed COVID19 cases and 3 calls for drug overdose/abuse and 59 non-transport. Report (109), FY22 Budget, Chief Germain reviewed the budget which mostly represents up-front funding but still tracking with a projected surplus. Chief did note that overtime is projected through the end of fiscal year along with salaries and continues to be monitored regularly. Report (110), Overtime Analysis, provided a breakdown of how overtime was used in the month of November along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 21-107 through 21-110, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

B. Staff Reports:

Assistant Chief McQuillen reported on ACLS/PALS training that began this month along with 8 members participating in the NH Fire Academy sponsored: Firefighters Driver Operator Training. Working with Public Works on the overhead door project at Station 1 which will be going out to bid. Doors must remain HDC compliant. Working with Dan Hartrey in obtaining quotes on repairing/replacing station 1's roof due to substantial leaks. Appears to be over 35 years old with no records of any repairs ever being done. Not under warranty. Still working on filling vacancies. Last posting provided us with 28 applicants to which 14 will move to the next round of interviews with an Oral Board scheduled in January. Working on updating our cellular coverage and replacing ipads and phones with a provider that is able to provide us with necessary coverage. After several attempts at trying to ratify the issues, our current

provider can no longer meet our service coverage needs. Asst. Chief McQuillen referenced the loss of thirty-eight 12-lead transmissions to the hospital which becomes a life safety issue and we can't have that. Boiler at station 2 is in need of being repaired and eventually will need replacing. Waiting on the company that does the City's HVAC work to schedule a time they can do the repair. Currently down to one boiler at station 2.

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 Warrants and Citations. FPO Wheeler participated in Portsmouth High School's career day and FPO Putney was asked by Exeter Fire to help assist them with a fire investigation.

VII. Old Business:

Chief Germain updated the Commission on the new tower. We will be sending our Mechanic, an officer and firefighter down to Ocala, FL for final inspection before the tower is sent up to Maine for finishing touches and then arriving to us.

IX. New Business: None.

X. Adjournment:

Commissioner Gamester took a moment to thank everyone for a great year and the hard work throughout the year and going the extra mile with assisting in the numerous vaccination clinics throughout the community and within the State.

On behalf of the Fire Commission, we would like to wish you all a very happy and healthy holiday season!

Motion, to adjourn at 1850 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.



Richard Gamester, Clerk