

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

Fire Station 2
George Pierce Training Room
April 19, 2022

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, Captain Jason Gionet and Firefighters Cassie Chamberlain, Daniel Henderson, Todd Nicholson, Jim O'Brien and Nathaniel Wiggin. Ff. Henderson's uncle and wife were also in attendance.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of March 8, 2022, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

IV. Public Comment Session: None.

V. Recognition of Groups or Individuals:

Chief Germain introduced three of our four new firefighters, Nathaniel Wiggin, Todd Nicholson and Daniel Henderson. New hire Ian McFarland was out on a call and unable to attend the meeting.

VI. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 22-033 through 22-036. Motion was seconded by Commissioner Gamester.

Chief Germain reviewed reports with the Commission.
Report (033), 2022 Response Report for March 2022. The report shows the department responding to a total of 350 calls for the month: 104 Fire Calls and 246 Ambulance Calls. Total year to date shows the department responding to 1147 calls: 323 fire and related service calls and 824 ambulance service calls. Chief Germain reported on some incidents of interest that occurred during the month along with the safety message regarding open burning rules and permit information. Report (034), Fire and EMS Call Summary Report, shows the

department responded to 104 fire calls for the month of March. EMS activity was 246 with the top three responses being for abdominal pain/problems, alcohol abuse and effects and syncope/fainting. There were 57 non-transport. Report (035), FY22 Budget, Chief Germain reviewed the budget which is still tracking with a surplus due to the number of vacancies we still have not been able to fill. Report (036), Overtime Analysis, provided a breakdown of how overtime was used in the month of March along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 22-033 through 22-036, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Assistant Chief reported training and operations happening within the department. New tower is in service and training continues. Preparing the Forestry for brush fire season. Will be sending crews to the navy yard for fire simulator training and touring the subs that are in dry dock. The door project at station 1 is delayed for about a month as the vendor waits for product to arrive. The building next door has some gas line work that needs to be done and may impact our front ramp so that may need to happen first but hopeful it can all still be tied into the Court Street project. Quote received for heating upgrades at station 3 and will hold-off until next month to see where budget numbers are at. Did another round of firefighter interviews with hopes of filling our four vacancies. One conditional offer has been made and we have three more candidate ride alongs scheduled this week. Quote received for station 1 front hall updating and will get that underway soon. Now meeting every two weeks with facilities to go over outstanding issues and needs which is working out well.

Deputy Chief Howe reported on Prevention and the many construction projects happening within the City. Outdoor café applications continue to trickle in. 2nd round of hotel inspections are underway. Sprinkler and fire alarm applications have increased with the building inspector's office getting caught up on backlog. Chairwoman Matthes inquired about the inspections of multi-use dwellings. Deputy Howe replied stating that they have not begun yet but anticipate at some point they will. More to come on that.

VII. Old Business: None.

IX. New Business:

Chief Germain spoke briefly about the recent Lieutenant's exam with a new list created which will be in-place for two years. From that list, Ff. Cassie Chamberlain came out as top candidate and with that, he recommended that she be promoted to Lieutenant which will fill the officer vacancy the department as had with the retirement of Lt. Osgood.

Fire Commission Minutes of April 19, 2022 continued:


Commissioner Gamester made the motion to promote Casluh "Cassie" Chamberlain to the rank of Lieutenant effective immediately. Motion was seconded by Chairwoman Matthes and passed unanimously.

Both Commissioners congratulated Lt. Chamberlain on her hard work and dedication to the department. Lt. Chamberlain took a moment to thank the Commission and department for giving her this opportunity and looks forward to continuing her career here.

Commissioner Gamester provided a brief update on the process of Deputy Howe's contract. He is waiting to hear back from Attorney Closson.

X. Adjournment:

Motion, to adjourn at 1840 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.



Richard Gamester, Clerk