

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

Fire Station 2
George Pierce Training Room
January 11, 2022

Portsmouth, NH
1740 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1740 hours.

Chairwoman Matthes made the motion to enter into Non-Public Session at 1740 hours in accordance with RSA 91-A:3, II (c), matters that would adversely affect the reputation of a non-board member. Motion was seconded by Commissioner Hughes and passed unanimously.

Motion, to come out of Non-Public Session with a vote of 2-0 to seal the minutes of the Non -Public Session, and reconvene regular public meeting at 1800 hours, was made by Commissioner Hughes. Motion was seconded by Chairwoman Matthes and passed unanimously.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Present were Commissioners: Jennifer Matthes and Michael Hughes. Fire Chief Todd Germain, Assistant Fire Chief William McQuillen, Deputy Fire Chief Patrick Howe, Administrative Manager Tracy Freeman, Firefighters: Eric Carrier and Brian Wade.

Commissioner-Elect Richard Gamester was present but did not participate due to pending swearing in.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of December 14, 2021, was made by Chairwoman Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.

IV. Public Comment Session: None.

V. Presentations of Written Communications: None.

VI. Recognition of Groups or Individuals:

City Clerk not able to attend to provide swearing in of Commissioner-Elect Gamester so Chairwoman Matthes continued meeting.

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 22-003 through 22-006. Motion was seconded by Commissioner Hughes.

Chief Germain reviewed reports with the Commission.

Report (003), 2021 Response Report for December 2021. The report shows the department responding to a total of 376 calls for the month: 96 Fire Calls and 280 Ambulance Calls. Total year to date shows the department responding to 4772 calls: 1372 fire and related service calls and 3400 ambulance service calls. Chief Germain reported on service activity for calendar year 2021. Report (004), Fire and EMS Call Summary Report, shows the department responded to 96 fire calls for the month of December. EMS activity was 284 with the top three responses being for abdominal pain/problems, alcohol abuse and effects and Covid-19 confirmed illness. There were 5 calls for drug overdose/abuse and 71 non-transports. Report (005), 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 (006), Overtime Analysis, provided a breakdown of how overtime was used in the month of December along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 22-003 through 22-006, was made by Commissioner Hughes. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Assistant Chief reported on ACLS/PALS recertification and eight members participating in the Driver Operator Training. Parts were received for the boiler and it is now up and running. Overhead door project bids to be opened up in 2-weeks. Firefighter oral boards scheduled for Tuesday and Wednesday of next week. Have about 12 candidates. Currently have six (6) openings with one candidate on current list that was deployed with reserves and is expected to return at the end of this month. Changeover with cellular carrier to AT&T still in the process.

Deputy Chief Howe reported on Prevention and the many construction projects happening within the City. City will be starting up the outdoor café application process on February 1st.

VIII. Old Business:

Chief Germain spoke briefly about the new tower. Sent a small crew to Florida for a prebuild inspection. A couple of items found and being addressed. Tower is expected to arrive to dealer in Massachusetts later this week. Will be there for several weeks prior to arriving to us here in Portsmouth which is anticipated to be first week of February.

IX. New Business:

Chairwoman Matthes made the motion, to draw name from a hat for the Commission representative to serve on the City's Ethics Committee. Motion was seconded by Commissioner Hughes and passed unanimously.

Chief Germain put three names into hat and had Firefighter Wade select name from the hat. Commissioner Gamester's name was drawn.

Motion, to accept the very generous donation of \$2,500 from residents Paul Gormley & Kimi Iguchi, was made by Commissioner Hughes. Motion was seconded by Chairwoman Matthes and passed unanimously.

Commission Hughes made the motion, the Portsmouth Board of Fire Commission Officers for 2022 to remain the same as they are currently: Chair Commissioner Matthes, Vice-Chair Commissioner Hughes and Clerk Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

Chief Germain spoke briefly of the Fee Schedule & Emergency Services Rates for calendar year 2022. These rates are an average split of what 36 surrounding municipalities are billing. Collection rate is about 75%.

Motion, to accept the recommended 2022 Portsmouth Fire Department Fee Schedule and Emergency Service rates as outlined in the memo from the City Manager, was made by Commissioner Hughes. Motion was seconded by Chairwoman Matthes and passed unanimously.

Chief Germain presented Firefighter Steven Smith's letter of intent to retire on April 1, 2022.

Motion, to accept Firefighter Smith's letter of intent with regret, was made by Chairwoman Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.

X. Adjournment:

Motion, to adjourn at 1841 hours, was made by Commissioner Hughes. Motion was seconded by Chairwoman Matthes and passed unanimously.

Richard Gamester, Clerk