

080

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

Fire Station 2  
George Pierce Training Room  
October 8, 2024

Portsmouth, NH  
1800 hours

**I. Call to Order:**

Chairman Gamester called the meeting to order at 1800 hours.

Present were Commissioners: Richard Gamester, Jennifer Matthes and Michael Hughes; Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Deputy Fire Chief Patrick Howe, Administrative Manager Tracy Freeman, Lieutenant Brian Wade and Firefighters: Paul McKendry and Wayne LaCaillade.

**II. Pledge of Allegiance with Attendance:**

Chairman Gamester led the pledge of allegiance.

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

*Motion, to approve the minutes of September 10, 2024, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

**IV. Public Comment Session: None.**

**V. Presentation of Written Communications:**

Chief McQuillen read thank you email received from New Castle Fire Chief Hartmann thanking us for assisting his team with a water rescue. He also read the thank you letter he received from Chief Hoyt of Newington Fire for assisting his department during a first alarm structure fire on August 29, 2024.

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

**VI. Reports:**

**A. Fire Chief's Reports:**

*Commissioner Hughes motioned to discuss Chief's reports 24-076 through 24-079. Motion was seconded by Commissioner Matthes.*

Report (076), 2024 Response Report for September 2024. The report shows the department responding to 4383 calls year to date. There were 399 calls for the month of September: 100 Fire Calls and 299 Ambulance Calls. Chief noted that both ambulance & fire calls were slightly down from last month. Chief spoke briefly about some of the activities for the month noting a boat fire at the pier

on 85 Marcy Street, an equipment fire at the Portsmouth Wastewater Treatment Plant, mutual aid to Rye for a 2<sup>nd</sup> alarm building fire and a report of a jumper from the high-level bridge. Safety message noted Fire Prevention Week, October 6-12, 2024, and this year's focus being on working smoke alarms and the three quick takeaways with smoke alarms: Install, Test and Replace. Report (077), Fire and EMS Call Summary Reports, shows the department responded to 100 fire calls for the month of September and EMS activity was 299 for the month with the top three responses being for weakness, alcohol abuse and effects and altered mental status. There were 4 drug overdose/abuse and 61 non-transports. Report (078), FY25 Budget, Chief reviewed the budget reports with FY25 budget being only a couple of months in, with a slight surplus at this time. Chief spoke briefly of some large repairs on apparatus taking place last month along with utility costs being higher than usual, which is being looked into. Report (079), Overtime Analysis, provided a breakdown of how overtime was used in the month of September along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 24-076 through 24-079, was made by Commissioner Hughes. Motion was seconded by Commissioner Matthes and passed unanimously.*

**B. Staff Reports:**

Assistant Chief Gionet reported on facilities and operations happening within the department noting the building security project nearing completion and ENE in to do preventative maintenance on HVAC units to prepare for the upcoming winter months. The rear suspension system was repaired on ambulance 2 and vehicle inspections have been completed. Currently, the department has one vacancy and with the retirement of Ff. McKendry, at the end of the month, will be another vacancy to fill. Ff. Tanner Richards started his employment with the department on October 7<sup>th</sup> and we have three probationary firefighters who will be completing their probationary periods with recommendations of continued employment. Department personnel have been training on rope rescues and EMS protocol and medication review. The NH Ground Ambulance Data Collection has been submitted and certified and ambulance state EMS inspections have been completed on two of our 3 ambulances and have passed. The remaining ambulance will be completed next week due to being in for repairs at time of inspection.

Deputy Chief Howe reported on Fire Prevention Activity noting 38 permits issued and 60 inspections done. Prevention Officers Putney and Wheeler inspected Port City Air's fuel farms. FPO Wheeler attended a class on testing and inspecting sprinkler systems. Fire Prevention arranged for and accompanied all four shifts with tours of the new Sig Sauer's range, and they continue to prepare for Fire Prevention week/month activities. FPOs Wheeler, Putney and myself participated in the annual Senior Health & Wellness Expo.

**VII. Old Business: None.**

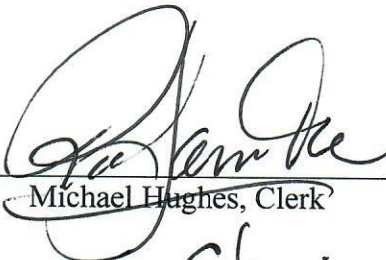


*Fire Commission Minutes of October 8, 2024 continued:*

**VIII. New Business:** None.

**IX. Adjournment:**

*Motion, to adjourn at 1820 hours, was made by Commissioner Hughes. Motion was seconded by Commissioner Matthes and passed unanimously.*

  
Michael Hughes, Clerk  
Chair