

**PORTSMOUTH BOARD OF FIRE COMMISSIONERS**  
*Special Meeting Minutes*

Thursday, October 10, 2024

3:00PM

Portsmouth Fire Station 1

Conference Room, 170 Court Street, Portsmouth, NH

**I. Call To Order**

Chairman Gamester called the meeting to order at 3:00PM

Present were:

Fire Commissioners: Richard Gamester and Jennifer Matthes; Fire Chief William McQuillen and Administrative Manager Tracy Freeman.

**II. Non-public Session**

Motion, to enter into Non-public Session at 3:00PM in accordance with RSA 91-A:3, II (a) for Personnel Matter, was made by Commissioner Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

Motion, to close and come out of Non-public Session at 3:10PM, was made by Commissioner Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

Motion, to seal the minutes of today's Non-public session, was made by Commissioner Matthes. Motion was seconded by Commissioner Gamester. On a vote of 2-0, motion passes.

**III. New Business:**

Commissioner Matthes made the motion to allow the Fire Chief to change the wording in the Department's Policy 300-14 regarding Annual Physicals from mandatory to recommended that all employees receive an annual physical. Motion was seconded by Commissioner Gamester and passed unanimously.

**IV. Adjournment:**

Motion, to adjourn at 3:11PM was made by Commissioner Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

---

Fire Commissioner Richard Gamester, Chair