

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

Fire Station 2
George Pierce Training Room
March 12, 2024

Portsmouth, NH
1800 hours

I. Call to Order:

Chairman Gamester called the meeting to order at 1730 hours.

Motion, to enter into Non-public Session at 1730 hours in accordance with RSA 91-A:3, II (a) Personnel Matter, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.

Motion, to close and come out of Non-public Session at 1800 hours and return to public session, was made by Commissioner Hughes. Motion was seconded by Commissioner Matthes and passed unanimously.

Motion, to seal the minutes of Non-public Session, was made by Commissioner Hughes. Motion was seconded by Commissioner Matthes. On a roll call vote of 3-0, motion passed unanimously.

Regular meeting reconvened.

Present were Commissioners: Richard Gamester, Jennifer Matthes and Michael Hughes; Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Administrative Manager Tracy Freeman, Lieutenant Brett Nelson and Firefighters: Jon Gray, Adam Lamonica and Brandon Gregori.

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 February 13, 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 spoke of the thank you note received from Epping Fire Department for mutual aid response to assist with an oil tanker fire.

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 24-024 through 24-028. Motion was seconded by Commissioner Matthes.

Report (024), 2024 Response Report for February 2024. The report shows the department responding to a total of 420 calls for the month: 108 Fire Calls and 312 Ambulance Calls. Chief spoke briefly about some of the activities for the month noting two dumpster fires at 245 Middle Street with an arrest made by the Portsmouth Police Department for arson, a fire in stove top hood at 65 McKinley Road, mutual aid to Kittery on I95N bridge for a car fire, a mutual aid call to Dover for a car fire that extended into a building, and a fatal car accident on I95S, Exit 3 . The safety message focused on know before you go with vacation rentals which are not regulated in the same way as hotels with requirements varying widely across jurisdictions. Report (025), Fire and EMS Call Summary Reports, shows the department responded to 108 fire calls for the month of February and EMS activity was 312 for the month with the top three responses being for abdominal pain/problems, altered mental status and weakness. There were 5 calls for suicidal or self-harm ideation or thoughts, 4 drug overdose/abuse and 78 non-transports. Chief noted that there were 16 calls that didn't report out which the state is looking into. Report (026), Fire Prevention Activity, 26 permits issued in the month of February along with 56 inspections done and various meetings attended. Report (027), FY24 Budget, Chief reviewed the budget noting current staffing remains at a minimum of 13. With the budget being extremely tight, we have implemented a spending freeze with only necessary expenses to be approved. Report (028), Overtime Analysis, provided a breakdown of how overtime was used in the month of February along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 24-024 through 24-028, was made by Commissioner Hughes. Motion was seconded by Commissioner Matthes and passed unanimously.

B. Staff Reports:

Assistant Chief reported on facilities and operations happening within the department noting station 2 having a problem with the heating system in the training room which has been repaired. Station 2 overhead door had a new motor installed with the current motor being unable to be repaired due to it being obsolete. Anticipate other door motors needing to be replaced down the road. Met with Greenwood Apparatus last week to begin the spec process on the new ambulance for FY25. New hire Thomas Choquette started February 26th and has been assigned to A shift, one candidate given a conditional offer of employment and is in the background process and another candidate has been interviewed and will participate in a ride along next week. EMS recertifications being completed and Captain Kenneway is working on a training schedule for the remainder of the year.

VII. Old Business: None.

IX. New Business: None.

X. Adjournment:

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

Michael Hughes, Clerk