

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

Fire Station 2
George Pierce Training Room
July 9, 2024

Portsmouth, NH
1800 hours

I. Call to Order:

Chairman Gamester called the meeting to order at 1800 hours.

Present were Commissioners: Richard Gamester and Jennifer Matthes; Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Deputy Fire Chief Patrick Howe, Administrative Manager Tracy Freeman and Lieutenant Eric Detweiler. Commissioner Hughes was unable to attend due to work commitment.

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 June 18, 2024 was made by Commissioner Matthes. Motion was seconded by Chairman Gamester and passed unanimously.

IV. Public Comment Session: None.

V. Presentation of Written Communications:

Chief McQuillen read the thank you letter from John McGee for the care his wife received.

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

VI. Reports:

A. Fire Chief's Reports:

Commissioner Matthes motioned to discuss Chief's reports 24-051 through 24-054. Motion was seconded by Chairman Gamester.

Report (051), 2024 Response Report for June 2024. The report shows the department responding to 2595 calls year to date. There were 466 calls for the month of June: 142 Fire Calls and 324 Ambulance Calls. Chief noted that although ambulance calls were slightly down from last month, our mutual aid calls were up significantly this month. Chief spoke briefly about some of the activities for the month noting mutual aid to Seabrook to cover their station during a fire, our department responding to simultaneous calls for building fires on June 5th due to lightning strikes, and a rescue call behind Hislop Park requiring assistance from Newington with their boat for a subject that fell 30 feet on to rocks on the water's edge. Portsmouth's boat was out of service for repairs at time of the call. Report (052), Fire and EMS Call Summary Reports, shows the department responded to 142 fire calls for the month of June and EMS activity was 324 for the month with the top three responses being for

weakness, injury to head/scalp, alcohol abuse and effects. There were 8 drug overdose/abuse and 64 non-transports. Report (053), FY24 Budget, Chief reviewed the budget noting most of June's expenses have been accounted for and the department will have a surplus of approximately \$40K. Report (054), Overtime Analysis, provided a breakdown of how overtime was used in the month of June along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 24-051 through 24-054, was made by Commissioner Matthes. Motion was seconded by Chairman Gamester and passed unanimously.

B. Staff Reports:

Assistant Chief reported on facilities and operations happening within the department noting station 2 HVAC repairs completed from the lightning strike on June 5th. Ambulance 1 transmission has been installed and is now back in service. The new ambulance has an anticipated February 2025 delivery. Truck 2 had work done on the outriggers. Marine 1's repair of a broken anchoring post has been completed and is back in service. Interviewed five candidates with one conditional offer made leaving the department with one vacancy to fill at this time. Shipyard live fire training continues with the remaining two shifts participating in the training in July. Captain Kenneway working on refresher program. This year we have 38-40 members due to recert.

Deputy Chief Howe reported on Fire Prevention Activity noting 30 permits issued and 50 inspections done. Prevention Officers Wheeler and Putney attended the NH Fire Prevention Society meeting which included training presented by the State's Fire Marshal on Tram and Amusement Park Inspections, FPO Wheeler attended a fireworks inspection class at the NH Fire Academy and he, along with Portsmouth PD, met with representatives of the Portsmouth Bar and Restaurant members for an informational presentation.

VII. Old Business: None.

VIII. New Business:

Motion, to enter into Non-public session at 1825 hours in accordance with RSA 91-A:3, II (a) for personnel matter, was made by Commissioner Matthes. Motion was seconded by Chairman Gamester and passed unanimously.

Motion, to close and come out of Non-public Session at 1948 hours and return to public session, was made by Commissioner Matthes. Motion was seconded by Chairman Gamester and passed unanimously.

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

Fire Commission Minutes of July 9, 2024 continued:

Commissioner Matthes made the motion to reclassify the Assistant Fire Chief's position from grade 23 step F to Grade 25 step E for September 1, 2024 or when approved by City Council. Motion was seconded by Chairman Gamester and passed unanimously.

IX. Adjournment:

Motion, to adjourn at 1950 hours, was made by Commissioner Matthes. Motion was seconded by Chairman Gamester and passed unanimously.

DRAFT

Michael Hughes, Clerk