

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

Fire Station 2
George Pierce Training Room
June 18, 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 and on phone, Michael Hughes; Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Deputy Fire Chief Patrick Howe and Administrative Manager Tracy Freeman.

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 May 14, 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 the thank you note from Mary Lou Carr for the care she received and the thank you letter from National Passport Center for participating in their Take Your Child to Work Day. Firefighters Allan Scholtz and Nicholas Haskell along with Lieutenant Brett Nelson participated in this event.

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

VI. Reports:

A. Fire Chief's Reports:

Commissioner Matthes motioned to discuss Chief's reports 24-045 through 24-048. Motion was seconded by Commissioner Hughes.

Report (045), 2024 Response Report for May 2024. The report shows the department responding to 2,129 calls year to date. There were 500 calls for the month of May: 139 Fire Calls and 361 Ambulance Calls. Both fire and ambulance calls were up this month from the previous month. Chief spoke briefly about some of the activities for the month noting a fire in an oil tank at 150 Preble Way, a MVA with entrapment on Ocean Road in Greenland, a fire in the duct system at 1 Highliner Ave and a building fire at 69 Park Street. The safety message focused on safety tips for camp fires. Report (046), Fire and EMS Call Summary Reports, shows the department responded to 139 fire calls for the month of May and EMS activity was 361 for the month with the top three responses being for abdominal pain/problems, syncope/fainting and

weakness. There were 3 drug overdose/abuse and 86 non-transport. Report (047), FY24 Budget, Chief reviewed the budget noting minimum staffing at 15 for the month of May and June and continued monitoring. Report (048), Overtime Analysis, provided a breakdown of how overtime was used in the month of May along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 24-045 through 24-048, 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 suffering a lightning strike on June 5th resulting in significant damage to the HVAC equipment. Repairs have been made and monitoring for any additional damage. An insurance claim has been filed. Ambulance 1 had a transmission failure last week and we are waiting for the arrival of a new transmission for installation later this week. The FY25 ambulance purchase came back with a price of \$419,000 not including radios or lettering. Truck 2 had work done on the outriggers and truck 5 needed brake work done. Marine 1 is currently at Ribcraft to repair a broken anchoring post. Hope to have it back by the end of the week. The department still has 2 vacancies with interviews ongoing. Two shifts have participated in shipyard live fire training and the other two shifts will be participating in the training in July.

Deputy Chief Howe reported on Fire Prevention Activity noting 53 permits issued and 77 inspections done. Prevention Officers Wheeler and Putney took approximately 50 first graders for a tour of station 1 which included some fire safety education. FPO Putney attended a webinar on codes and standards, FPO Wheeler attended National Fire Academy for a class on Interviewing and Forensic Evidence Collection. The state is moving to 2021 codes so we are now working on updating our local ordinance so that they will not conflict.

VII. Old Business: None.

VIII. New Business:

Chief McQuillen updated the Commission on the completion of the City's Emergency Operations Plan and the City's Hazard Mitigation Plan and both will be going to City Council on the 15th of July for approval.

Motion, to enter into Non-public session at 1820 hours in accordance with RSA 91-A:3, II (a) for personnel matter, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.

Fire Commission Minutes of June 18, 2024 continued:

Motion, to close and come out of Non-public Session at 1900 hours and return to public session, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.

Motion, to seal the minutes of today's Non-public session, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes. On a vote of 3-0, motion passes.

IX. Adjournment:

Motion, to adjourn at 1903 hours, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.

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Michael Hughes, Clerk