

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

Station 1
August 24, 2005

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Hughes called the meeting to order at 1900 hours and led Pledge of Allegiance. Along with Chairman Hughes, present were Commissioners: Gamester and Wentworth, Chief LeClaire, Assistant Chief Achilles, Deputy Chief Griswold, Captain Smith and Firefighter Germain.

II. Approval of Minutes of Previous Meeting:

Motion, to accept the minutes of June 22, 2005, made by Commissioner Gamester, seconded by Commissioner Wentworth, unanimous.

III. Reports:

A. Fire Chief's Reports:

Motion, to accept Chief's Reports 05-047 through 05-051, made by Commissioner Wentworth, seconded by Commissioner Gamester, unanimous.

B. Other (to include internal dept. written communications): None.

IV. Old Business:

Chief LeClaire led brief discussion regarding FY 2005 budget. Surplus used for emergency purchase of a Hydraulic Rescue Tool with approx. \$300.00 remaining.

V. Presentations of Written Communications:

Thank you letter from Portsmouth Regional Hospital read by Chief LeClaire.

Motion, to accept letter and place on file, made by Chairman Hughes, seconded by Commissioner Gamester, unanimous.

VI. New Business:

Chief LeClaire addressed the Commission on the following:

FY06 Capital Plan - City Council approved \$350,000 for a new engine at their meeting Monday night. Final specs are being worked on with RFP process forthcoming. Hope to have apparatus by Spring. This new engine is being custom built to fit Station 3.

New Stations Committee: City Council appointed 4 members at their Monday night meeting. Councilors: Whitehouse, St. Laurent, Ferrini and Raynolds will

Minutes from August 24, 2005 continued:

serve along with the Fire Chief, Fire Commissioners, a Fire Officer from each station, a member of the public and a representative from Local 1313. Chief LeClaire is looking to start working on location of the two new stations and the size of each by second week of September.

Hydraulic Rescue Tool (a.k.a. Jaws of Life) on Engine 1 has failed on a number of occasions to which, the department has requested an emergency replacement for using the surplus of FY05, as noted above. The purchase of this tool will have no effect on Capital or this year's budget.

Part-time Administrative position is being considered for the front office. In FY2005 we had budgeted for a Business Coordinator with a line for overtime. In FY2006 the Business Coordinator's position was upgraded to Executive Assistant, exempt from overtime. The amount budgeted in overtime will be moved to part-time salaries to support the hiring of a part-time administrative support person at approximately 15 hours per week. This part-time position has the support of the City Manager. Chief LeClaire stated he would keep the Commission informed.

VII. Recognition of Groups or Individuals: None.

VIII. Public Hearings: None.

IX. Non-public Session:

Motion, to enter into Non-public Session at 1925 hours to discuss personnel items, made by Chairman Hughes, seconded by Commissioner Wentworth, unanimous.

Motion, to come out of Non-public at 2010 hours made by Commissioner Wentworth, seconded by Commissioner Gamester, unanimous.

Motion, to hire part-time Administrative Support person, at Chief's discretion, made by Chairman Hughes, seconded by Commissioner Gamester, unanimously.

X. Adjournment:

Motion to adjourn at 2014 hours made by Commissioner Wentworth, seconded by Commissioner Gamester, unanimous.

Richard Gamester, Clerk