

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

Station 1
April 19, 2006

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Hughes called the meeting to order at 1908 hours and led Pledge of Allegiance. Along with Chairman Hughes, present were Commissioner Gamester, Chief LeClaire, Assistant Chief Achilles, Captain Marvin, Firefighters: Goodwin, Nelson and Chouinard. Absent: Commissioner Wentworth and Deputy Chief Griswold.

II. Approval of Minutes of Previous Meeting:

Motion, to accept the minutes of March 15, 2006, made by Chairman Hughes, seconded by Commissioner Gamester, unanimous.

III. Reports:

A. Fire Chief's Reports:

Motion, to accept Chief's Reports 06-029 through 06-033, made by Commissioner Gamester, seconded by Chairman Hughes, unanimous.

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

IV. Old Business: None.

V. Presentations of Written Communications: None.

VI. New Business:

Chief LeClaire's contract signed. Forward signed copy to Human Resources.

Chief LeClaire updated the Commission on the resignation of the PT Account Clerk due to finding full-time employment elsewhere. Will interview in June for a July hire date.

Chief LeClaire reviewed the Matrix Overtime Audit findings with the Commission. Work session being held Monday, April 24th, at 6:30pm, City Council Chambers, to discuss citywide audit findings. Work session will be televised.

Minutes from April 19, 2006 Continued:

Chief LeClaire made note of the upcoming public hearings on the FY2007 Budget process. May 2, 2006 is the Public Hearing on the City Manager's proposed FY2007 budget with presentation from the departments. May 9, 2006 is the work session with City Council to review Fire Department Budget.

Assistant Chief Achilles provided an update on the Architect RFP process for design phase of the new fire station. A sub-committee was formed, reviewed the proposals, scored the 18 applicants and created a short list - top 5 firms. Pre-bid meeting was held on Tuesday, April 18, 2006 with the top 5 firms. May 18th RFP's are due. Committee will review and set a date for firms to provide presentation and then final selection will be made. Hope to have top firm selected and know cost for design phase of the project by first week of June.

Chief LeClaire provided an update on the new engine which is expected to be completed June 19th and arrive at station 3 in August. Fire boat to arrive in August. Engine 4 is back in service.

VII. Recognition of Groups or Individuals: None.

VIII. Public Hearings: None.

IX. Non-public Session: None.

X. Adjournment:

Motion to adjourn at 1945 hours made by Commissioner Gamester, seconded by Chairman Hughes, unanimous.

Richard Gamester, Clerk