

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

Central Fire Station
February 29, 2012

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Richard Gamester called the meeting to order at 1902 hours and led Pledge of Allegiance. Along with Chairman Gamester, present were: Commissioner Paul Wentworth; Chief Christopher LeClaire; Assistant Chief Steven Achilles; Inspector Carl Roediger; Captain Mike Hogan; Firefighters: Russ Osgood and Jim Rivais.

II. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of January 25, 2012, made by Chairman Gamester, seconded by Commissioner Wentworth unanimous.

III. Public Comment Session: None.

IV. Recognition of Groups or Individuals:

Chief LeClaire recognized Firefighter Jim Rivais who will be retiring after 32 years of fulltime service on April 1, 2012.

V. Reports:

A. Fire Chief's Reports:

After brief discussion on report 12-014, Expenditure Status Report, motion, to approve Chief's Reports 12-011 through 12-015, was made by Commissioner Wentworth seconded by Chairman Gamester, unanimous.

B. Staff Reports:

Asst. Chief Achilles provided an update on operations of the department and handed the Commission a book he put together showing historical notes of fires, firefighters, apparatus and events of the department since June 1696.

Inspector Roediger provided an update on the various building projects within the City.

Minutes of February 29, 2012 Continued:

VI. Old Business:

FY12 budget was reviewed and noted that with the \$150,000 approved supplemental, the department is currently tracking with a small surplus however, it is extremely tight. With the supplemental, station 3 has reopened and we continue to monitor the budget closely.

VII. Presentations of Written Communications: None.

VIII. New Business:

Chief commented on a letter he received from the Tax Payers Assoc. requesting informational reporting on the \$150,000 supplemental. It was forwarded to Legal where it is being handled.

After brief discussion, Chief LeClaire made the recommendation to the Commission of raising the Fire Permit Inspection Fee from \$5.00 to \$10.00 per permit. He also recommended the fee for regular fire alarm boxes and the fee for shunt style fire alarm boxes, be combined into one annual fee. These fees are for the fire alarm boxes tied into the municipal loop for fire alarm monitoring. Recommended new fee be \$250.00 annually per master box.

Commission Gamester made the motion, to raise the Fire Permit Inspection Fee to \$10.00 and combine the two separate fire alarm fees into one for \$250.00 annually per master box for all fire alarm boxes tied into the municipal loop. Motion was seconded by Commissioner Wentworth, unanimous.

Chief noted the FY13 budget proposal was crafted within the City Manager's guidelines of 2.9% increase. With the supplemental, the department submitted a budget showing a 2.6% increase, funding all positions including the Deputy Fire Chief position.

Funds from the Horlick Trust have come in and an account has been established. Anticipate using some of the funds to continue with the restoration of the 1950 Mack.

With shift staffing dropping to 12 come mid-March early April due to a long term illness, a military activation, a retirement and a disciplinary action, it has become important to hire four new firefighters sooner than later to keep overtime costs down.

The Deputy Fire Chief position was posted and two resumes were received. Interviews will be conducted sometime next week.

Minutes of February 29, 2012 Continued:

IX. Public Hearings: None.

X. Non-public Session:

Motion, to enter into Non-public session at 1935 hours to discuss personnel matters, made by Chairman Gamester, seconded by Commissioner Wentworth, unanimous.

Motion, to come out of Non-public session at 2015 hours with no votes taken, made by Chairman Gamester, seconded by Commissioner Wentworth, unanimous.

XI. Adjournment:

Motion to adjourn at 2016 hours made by Commissioner Wentworth, seconded by Chairman Gamester, unanimous.

Paul Wentworth, Clerk