

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

Central Fire Station
July 25, 2012

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Richard Gamester called the meeting to order at 1900 hours and led Pledge of Allegiance. Along with Chairman Gamester, present were: Commissioners Michael Hughes and Paul Wentworth; Chief Christopher LeClaire; Assistant Chief Steven Achilles; Captain Ken Smith; Firefighters Eric Detweiler and Tim Griswold.

II. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of June 19, 2012, made by Commissioner Hughes, seconded by Commissioner Wentworth unanimous.

III. Public Comment Session: None.

IV. Recognition of Groups or Individuals:

Assistant Chief Achilles recognized Firefighters Detweiler and Griswold who were hired in July. Along with Detweiler and Griswold, Firefighters Timothy Cole and Adam LaMonica were also hired in July but were unable to attend.

V. Reports:

A. Fire Chief's Reports:

Chief LeClaire reported on 12-046, Expenditure Status Report. He thanked Freeman for her hard work in managing the budget through a difficult year resulting in a \$15K surplus. Chief is recommending a portion of the surplus to be used to fund 25 pairs of boots for the firefighters with balance going back to the City.

Motion, to approve Chief's Reports 12-43 through 12-047, was made by Commissioner Wentworth seconded by Commissioner Hughes, unanimous.

B. Staff Reports:

Assistant Chief Achilles noted specs for new ambulance are underway. Grant funded training continues with backfill and overtime being reimbursed by the grant. Department members are training on the fire boat and pump operator. One probationary firefighter hired in May has been terminated due to some

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personal issues that couldn't be worked out in the best interest of the department.

VI. Old Business: None.

VII. Presentations of Written Communications: None.

VIII. New Business:

Chief LeClaire commented on the Fire Inspector process and the impressive array of qualifications each of the four candidates had. An oral board was held, with Hooksett Fire Inspector assisting. Top candidate was Firefighter Patrick Howe. Chief recommended the Commission appoint Firefighter Patrick Howe to Fire Inspector effective September 4, 2012.

Motion, to accept Fire Chief's recommendation and promote Firefighter Patrick Howe to Fire Inspector effective September 4, 2012, made by Chairman Gamester, seconded by Commissioner Wentworth, unanimous.

Chief discussed long term vacancies and a need for the department to hire more firefighters. Council has asked the department to hire more firefighters in several of the budget meetings to reduce overtime.

Motion, to increase the approved fulltime positions from sixty-one to sixty-five to allow the Fire Chief the ability to manage the changing demands of the department within the physical constraints, made by Chairman Gamester, seconded by Commissioner Hughes, unanimously.

Ricci Construction proposed Station 3 improvements to bring it up to date. Public works is in charge of the buildings so they will put it out to bid. DPW is also handling the lead abatement and floor at Station 2.

After long discussion of the buildings and ground maintenance at Station 2, the Commission will work with Chief LeClaire in addressing concerns with City Manager with hopes of obtaining some resolution.

IX. Public Hearings: None.

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X. Non-public Session:

Motion, to enter into Non-public session at 1930 hours for personnel matters, made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

Motion, to come out of Non-public session at 2025, made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

The Fire Commission voted unanimously to move Tracy Freeman from Executive Assistant, Grade 13F to Budget Coordinator Grade 15F effective July 30, 2012 and change hours from 37.5 per week to 40 hours per week. Vote: 3-0.

XI. Adjournment:

Motion to adjourn at 2028 hours made by Commissioner Wentworth, seconded by Chairman Gamester, unanimous.

Paul Wentworth, Clerk