

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

Central Fire Station
December 16, 2013

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Richard Gamester called the meeting to order at 1903 hours and led Pledge of Allegiance. Along with Chairman Gamester, Present were: Commissioners Michael Hughes and Paul Wentworth; Chief Steven Achilles; Deputy Chief James Heinz; Firefighter Russell Osgood and Commissioner Elect Jennifer Matthes

II. Approval of Minutes of Previous Meeting:

Motion to approve the minutes of November 21, 2013 was made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

III. Public Comment Session: None.

IV. Recognition of Groups or Individuals: None.

V. Reports:

A. Fire Chief's Reports:

Chief Achilles reviewed reports with the Commission. Earnings Analysis report is tracking slightly higher than goal at 15.6%. Paramedic refresher training was held this month and the department continues to cover four vacancies due to injuries. One vacancy is work related. Call volume has increased over 2012 by 231 calls. FY14 budget is tracking slightly higher than where we are to be based on percentage into the year. Measures will be looked at next month for cost savings should it continue.

Motion to approve Chief's Reports 13-084 through 13-087 was made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

B. Staff Reports:

Deputy Heinz reported on training with the Portsmouth Naval Shipyard and with the Portsmouth School Teachers and administering first aid to children who have been injured in an incident such as a school shooting. Department is duplicating the CDL drivers test so that personnel can review and stay current

Minutes from December 16, 2013 Continued:

in CDL driving practices and knowledge. New ventilation saw is now in service. Southern NH University is offering online degree programs in a new program they are implementing called College For America. Working on a possible training with the Army National Guard and Charlie Company 1st of the 126th Medevac unit H60 Blackhawk.

VI. Old Business:

Chief reported on the Tahoe nearing completion and is expected to be in service by end of the week. Current Car 1 will then be lettered and lights will be installed sometime next week in which it will become the Fire Inspector's vehicle. Portable radios are being replaced with ones that are more powerful and designed for firefighters. Renovations of Station 3 have been completed and personnel are back in. Pleased with outcome.

VII. Presentations of Written Communications:

Chief Achilles read thank you letters received from Exeter Fire Department and Peter Singley.

Motion, to accept and place on file, made by Commissioner Wentworth, seconded by Commissioner Hughes, unanimous.

VIII. New Business:

Chief Achilles spoke briefly about an unsolicited donation the department received from Newburyport Five Cent Savings Bank in the amount of \$500.00 for the good work that the department does and the bank's commitment to the local and surrounding communities.

Motion, to accept \$500.00 donation from Newburyport Five Cent Savings Bank with sincere gratitude, made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

IX. Public Hearings: None.

X. Non-public Session:

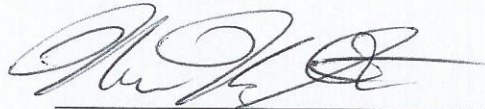
Motion to enter into Non-public session at 1935 hours to discuss personnel matter was made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

Minutes from December 16, 2013 Continued:

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

XI. Adjournment:

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

A handwritten signature in cursive script, appearing to read 'Paul Wentworth', written in black ink.

Paul Wentworth, Clerk