

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

Fire Station 2  
July 8, 2015

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 Jennifer Matthes; Chief Steven Achilles; Deputy Fire Chiefs: Carl Roediger and James Heinz; Mayor Robert Lister, department members, family members and the media.

**II. Approval of Minutes of Previous Meeting:**

Motion, to approve the minutes of June 10, 2015, was made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

**III. Public Comment Session: None**

**IV. Recognition of Groups or Individuals:**

Chief Achilles introduced Firefighter Cassie Chamberlain to the Commission. She has been a member of a couple of departments, lives in Barrington and after two weeks of working days, will be assigned to "A" shift.

Chief Achilles presented Unit Citations with Commendation Bars to Captain Hogan and Firefighters: Griswold, LaCaillade, Morse and Wade for actions at the scene of a structure fire on May 12, 2015.

Chief Achilles presented Letters of Merit to Lieutenants: Condon and Gordon and Firefighters: Egan, Gray LaMonica, Sylvester, Ward and S.L. Young for assistance to Engine 1 and Ambulance 1 companies at the scene of a structure fire on May 12, 2015.

Sister of the fire victim spoke about her brother and thanked the men and women of the Portsmouth Fire Department for their bravery and shared some of the memories their family had experienced with him. She said she believed that her brother was able to spend two more weeks with his family before he passed away because of the heroic efforts that day.

Chairman Gamester spoke on behalf of the Commission and thanked the members of the department for their efforts that day and extended his sympathy to the family members of the victim.

Meeting was recessed for 15-minutes to allow for photos and reception.

Meeting reconvened at 1940 hours.

**V. Reports:**

**A. Fire Chief's Reports:**

Chief Achilles reviewed reports with the Commission.

Report (045), 2015 Response Report with Service Activity and Safety message for June. The report shows the department responding to 99 Fire Calls and 260 Ambulance Calls for the month. To date, the department has responded to 752 fire and related service calls and 1586 ambulance service calls, up about 200 calls over previous fiscal year. The Safety Message section provided tips for thunderstorm safety. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (046), Fire and EMS Calls by District, identifies the number of calls broken down by districts for the month with district 1 having the highest call volume followed by district 2. Medical assistance, falls, and motor vehicle accidents without injuries were the top three reasons for dispatch this month. There were 9 reported overdoses this month. Portsmouth Regional Hospital was the hospital of choice.

Chief noted that ambulance 1 is currently doing 150-160 calls a month while ambulance 2 (servicing districts 2 & 3) is doing 30-40 calls a month. He is looking at increasing the district for ambulance 2 to better balance out the call volume and reduce the impacts on ambulance 1 and EMS personnel. Commissioner Hughes was in favor as long as patient care was not in reduced or impacted in anyway. Chief stated that the increase would not impact response times nor the care a patient receives and is looking at a trial period to see how it plays out before implementing anything final.

Report (047), FY15 Budget, continues to show a surplus of about \$46K with 98% spent to date. Report (048), Overtime Analysis, provided a breakdown of how overtime was used in June along with a summary of what was charged to OT-Recall for the month. Chief provided the commission with a handout showing monthly overtime and regular hour comparisons for FY14 & FY15. This is the first budget in the last four years that did not need to put in minimum staffing measures. Hope to be able to continue with this trend and still feels overtime is not an issue.

Motion, to approve Chief's Reports 15-045 through 15-048, was made by Chairman Gamester, seconded by Commissioner Matthes, unanimous.

**B. Staff Reports:**

Deputy Roediger reported on the number of projects happening within the City. A number of plans are coming in for fire alarm on larger projects. 10-unit subdivision planned off Sagamore Road. Developer willing to sprinkler all homes. This developer is also redesigning the Frank Jones. 111 Maplewood moving forward and have had to use enforcement action on the Press Room which has resulted in removing live entertainment until sprinkler system is done. All equipment has arrived for the radio system. 2-Way is working with the City's Dispatch Supervisor.

Deputy Chief Heinz reported on operations and trainings happening within the department noting SERT training completed and plans are in motion of a large MCI drill on July 24, 2015, CAB meetings have been attended and results are starting to come in, CPAT entrance test completed. Finding there is less of an interest in becoming a firefighter with applicant numbers down in the state. Lighting upgrades have been completed at Station 1. Station 2 will be next.

**VI. Old Business:**

Chief Achilles noted that the Haven Well testing results are still coming in.

**VII. Presentations of Written Communications:**

Chief Achilles read the thank you letters.

- Acting Chief Dean Jore, Hooksett Fire-Rescue Department, for assistance in extinguishing a large-scale wildland fire.
- Ms. Cookie Serotta, for helping Carter, a seven year old special needs boy who has a love for firefighters, receive patches from all 50 states, including 8 foreign countries along with dozens of badges, 4 helmets and a dozen shirts.

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

**VIII. New Business:** None.

**IX. Public Hearings:** None

**X. Non-public Session:**

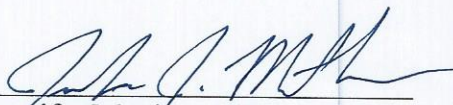
Motion, to enter into Non-public Session at 2005 hours for reason identified in RSA 91-A:3, II (a), made by Chairman Gamester, seconded by Commissioner Matthes, unanimous.

Motion, to come out of Non-public Session and return to public meeting at 2104 hours was made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

Regular public meeting reconvened at 2104 hours.

**XI. Adjournment:**

Motion, to adjourn at 2106 hours, made by Chairman Gamester, seconded by Commissioner Hughes, unanimous.

  
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Jennifer Matthes, Clerk