

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

Fire Station 1
January 13, 2016

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Richard Gamester called the meeting to order at 1900 hours and led the pledge of allegiance. Along with Chairman Gamester, present were: Commissioner: Jennifer Matthes; Chief Steven Achilles; Deputy Chiefs: Carl Roediger and James Heinz; Captain Todd Germain and Firefighters Russell Osgood, Brian Ryll and Eric Carrier.

II. Approval of Minutes of Previous Meeting:

Motion was made to approve the minutes of December 16, 2015 by Chairman Gamester, seconded by Commissioner Jennifer Matthes, motion passed.

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.

Report (002), 2015 Response Report with Service Activity and Safety message for December. The report shows the department responding to 82 Fire Calls and 284 Ambulance Calls for the month. To date, the department has responded to 1323 fire and related service calls and 3316 ambulance service calls. The Safety Message section focused on making sure fire hydrants near your home or business are accessible and clear of snow. Report (003), 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 and 3 being closely matched. There were 94 reported rescue calls and 31 false calls within the month. EMS data shows the top three reasons for dispatch this month based on provider impression were traumatic injury, other illnesses, and no apparent illness. Report (004), FY16 Budget, Chief noted being six months into the new fiscal year and currently showing a slight shortfall due to an increase in overtime for shift vacancies relating to workers comp injuries and disability leave. Overall expenses will be closely monitored in the third quarter. A recent Firefighter resignation to pursue a medical career, and a Captain retirement in March should stabilize personnel expenses. Report (005), Overtime Analysis, provided a breakdown

of how overtime was used in the month of December along with a summary of what was charged to OT-Recall for the month.

Motion, to approve Chief's Reports 15-002 through 15-005, was made by Chairman Gamester, seconded by Commissioner Matthes, motion passed.

B. Staff Reports:

Deputy Roediger reported on the new radio's going live on December 28th and working properly. Also noted having Lieutenant McQuillen on light duty helped tremendously. The preparations were made ahead of time, which made the switch over smooth and no need to be out of service during the changeover. Hobbs Hill is waiting on an electrical contractor then it will also be put in service. Communications have already improved, and will only get better.

Deputy Heinz reported the Station two lighting project is complete. The annual tour of Irving Oil is taking place. Finishing training on new Engine three, new air bags, and new thermal imager. The shipyard training in the near future. Also noted almost 100 more hours of training in 2015, over 500 total hours of training for 2015. Chairman Gamester thanked Deputy Heinz for the additional focus on training.

VI. Old Business: None

VII. Presentations of Written Communications:

Chief Achilles read the thank letter from Mayor Blalock to the Fire Department Honor Guard.

Motion, to accept and place on file, made by Chairman Gamester, seconded by Commissioner Matthes; motion passed.

VIII. New Business:

Chief Achilles spoke about the FY17 Joint Budget Meeting. The committee suggested a 3% increase in budget, and a memo to the City Manager would be needed if the increase was higher than 3%. Also noted was the need to account for maintenance on the Lafayette Road Station and Court Street Station.

Chairman Gamester motioned to have an election of Commission Members. Jen Matthes as Chair, Richard Gamester as Vice Chair, and Michael Hughes as clerk, seconded by Commissioner Matthes, motion passed.

Chief Achilles provided a brief review of the City's Fee Schedule for the Fire Department for Calendar Year 2016.

Motion, to accept the Fee Schedule for Calendar Year 2016, made by Chairman Gamester, seconded by Commissioner Matthes.

Chief Achilles reviewed the 2016 Ambulance Service Rates with the Commission. No votes taken.

Chief Achilles spoke 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 Matthes, motion passed.

Chief Achilles discussed the Board of Ethics Memorandum from the Legal Department. The Board Member elected to the Board of Ethics is Chairman Gamester.

Chairman Gamester discussed the possibility of obtaining email addresses for the Commissioners.

IX. Public Hearings: None

X. Non-public Session:

Motion, to enter into Non-public Session at 2022 hours for reason identified in RSA 91-A:3, II (a), made by Chairman Gamester, seconded by Commissioner Matthes, motion passed.

Motion, to come out of Non-public Session and return to public meeting at 2044 hours was made by Chairman Gamester, seconded by Commissioner Matthes, motion passed. No votes taken.

Regular public meeting reconvened at 2045 hours.

XI. Adjournment:

Motion, to adjourn at 2055 hours, made by Chairman Gamester, seconded by Commissioner Matthes, motion passed.

Jennifer Matthes, Clerk