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

Fire Station 1, Training Room
December 12, 2017

Portsmouth, NH
1730 hours

I. Call to Order:

Chairwoman Matthes called the meeting to order at 1730 hours.

II. Pledge of Allegiance with Attendance:

Chairwoman Matthes led the pledge of allegiance.

Chairwoman Matthes, Commissioner Richard Gamester, Fire Chief Steven Achilles, Deputy Fire Chief James Heinz, Executive Assistant Tracy Freeman, Captain Richard Murphy.

Commissioner Michael Hughes excused due to work commitments.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of November 20, 2017, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.

IV. Public Comment Session: None.

V. Presentation of Written Communications:

Chief Achilles read the thank you note from Somerville Police Chief David Fallon.

Motion, to accept and place on file, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

VI. Recognition of Groups or Individuals: None.

VII. Reports:

A. Fire Chief's Reports:

Commissioner Gamester motioned to discuss Chief's reports 17-114 through 17-117. Motion seconded by Chairwoman Matthes.

Chief Achilles reviewed reports with the Commission.

Report (114), 2017 Response Report with Service Activity and Safety message for November. The report shows the department responding to 100 Fire Calls and 252 Ambulance Calls for the month which is slightly less than last month. Totals for year to date shows the department responding to 4402 calls: 1193 fire and related service calls and 3209 ambulance service calls.

Chief went on to outline some of the activity for the month. The Safety Message section referenced proper snow removal for health safety. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (115), Fire and EMS Call Summary Report, shows the department responded to 213 fire calls for the month of November with 14 calls for cardiac conditions, 9 calls for psychiatric/behavioral problems and 6 alcohol abuse and effects calls. There were 56 calls that required no transport and 2 drug overdose calls. Report (116), FY18 Budget, Chief Achilles provided status update and noted the department is 41.65% into the fiscal year and 51.40% spent. He explained a few salary and overtime lines that are tracking high due to shift coverage for two members who are currently out on disability leave and another who is currently on temporary alternate duty. Budget updates also include projections for one firefighter who is anticipated to be deployed in April. Fire alarm is tracking slightly higher due to the taking down of the city's fire alarm boxes and station 3's construction project. Otherwise, projections have been based on how we are spending now and what we have typically spent over previous fiscal years. We will continue to monitor the lines closely he stated. Report (117), Overtime Analysis, provided a breakdown of how overtime was used in the month of November along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 17-114 through 17-117, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

B. Staff Reports:

Chief Achilles reported on behalf of Deputy Chief Roediger who is currently out on medical leave. Inspector Howe is covering and working diligently to keep up to date on things until Deputy Roediger's return. City Council did adopt to Amend Chapter 5, Fire Department and Prevention Regulation which includes adoption of 2015 International Fire Code to replace the existing 2006. This will take effect January 1, 2018.

Deputy Chief Heinz provided a report on Operations and Training within the department noting two of our firefighters are in their clinical portion of their paramedic program. Station 3's construction project is continuing to move along well with the station's garage doors installed. Hope to have project completed by year end. First of three Seabrook drills has been completed and it went well. Lt. Condon is providing instruction to department personnel on building construction using State Street fire as reference. The Echo Ave neighborhood project, the closing of the access routes to the Spaulding Turnpike, are in discussions with Traffic and Safety Committee. This year's Christmas parade was a success.

X. Old Business:

Station 3 update was noted in Deputy Heinz's report. Chairwoman Matthes inquired about the Seabrook training and the process for that. Chief Achilles replied stating there are two practice drills and a graded exercise every other year and Portsmouth participates because it falls within Seabrook Station's EPZ zone. City staff also help fill the roles so it runs smoothly. In other Emergency Management updates, Chief Achilles reported on the completion of the Local Emergency Operations Plan (LEOP) which identifies what to do in a large scale disaster. He also noted the receipt of funding for the update of the Hazzard Mitigation plan along with implementing a Continuity of Operations plan. The Continuity of Operations plan will provide a plan for how the City will continue to operate as a "city" identifying where it would operate from and identify a remote access along with its need in order to still maintain all city operations when a disaster strikes. It is estimated to take approximately five months to draft this kind of a plan.

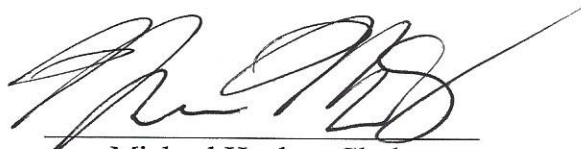
XI. New Business:

Chief Achilles provided an update on the FY19 Capital Improvement Plan which was submitted to the Planning Board CIP Subcommittee for consideration. The CIP is for Fiscal Years 2019 to 2024. Fire Department submitted its proposal which included \$85K for ambulance replacement, \$600K for the replacement of Engine 6, continued funding for year 2 of a 3 year program for the replacement of Protective Clothing and Thermal Imaging Camera projects, \$325K for station 1 improvements (concrete pad, deck and step replacements, front stairwell and bathrooms, etc.), \$100K for Station Alerting System and funding for 2nd year of records management system.

Chief Achilles updated the Commission on the FY19 Budget process with the Joint Budget Committee having had its first meeting in November and its second meeting scheduled for tomorrow, 12/13. They are looking to know costs earlier in the process and are aware that some costs are unknown this early. Preliminary numbers show contractual obligations along with known increases and estimated increases in other operating expenses. Early projected increase shows the department at 3.11% over FY18. This increase does not take into consideration any new programs or personnel. Will be looking into a plan to hire an additional fire prevention officer and four additional firefighters. Also considering the front office and whether or not a fulltime person is needed.

XII. Adjournment:

Motion, to adjourn at 1830 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.



Michael Hughes, Clerk