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

Fire Station 1, Training Room
December 18, 2018

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.

Present were Commissioners: Jennifer Matthes, Richard Gamester, and Michael Hughes. Chief Steven Achilles, Deputy Fire Chiefs: Carl Roediger and James Heinz; Executive Assistant Tracy Freeman; Captains: Todd Germain and Jason Gionet; Firefighters: Samuel Couinard, Timothy Dame, John Goodwin, Seth Kenneway, Shawn Wheeler and Nathan Lyman

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of November 13, 2018 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 Karrie Muma and Meghan Dwyer along with a thank you email from PHS Life Science Instructor Doreen George.

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

VI. Recognition of Groups or Individuals:

Deputy Chief Heinz took a moment to introduce new hire Firefighter/Paramedic Nathan Lyman who spoke briefly to the Commission regarding his background. Commissioners welcomed him to the department.

VII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 18-112 through 18-115. Motion seconded by Commissioner Gamester.

Chief Achilles reviewed reports with the Commission.

Report (112), 2018 Response Report with Service Activity and Safety message for November 2018. The report shows the department responding to a total of 358 calls for the month: 98 Fire Calls and 260 Ambulance Calls. Both Fire calls and Ambulance calls were slightly down from last month. Total year to date shows the department responding to 4481 calls: 1295 fire and related service calls and 3186 ambulance service calls. Chief made note that based on these numbers we still anticipate being close to 5,000 calls by year end however, this time last year we had a few more storm related calls for services so it will be close. Chief spoke briefly about some of the activity for the month noting smoke in a building at the Schiller Station, a report of an outside fire near a residence on Versailles Avenue, a structure fire on Broad Street with a small garage/workshop behind the residence on fire, and a vehicle fire in the area of State and Middle Streets. The safety message focused on walking safe this winter. The Service Activity and Safety Message report was submitted to the Portsmouth Herald for publication in local newspapers. Report (113), Fire and EMS Call Summary Report, shows the department responded to 211 fire calls for the month of November with 113 of the calls being for rescue responses which gets deducted from the total of fire calls. EMS activity was 260 with the top three responses being for psychiatric/behavioral problems, abdominal pain and alcohol abuse and effects. There were 3 calls for drug overdose/abuse and 55 non-transports. Report (114), FY19 Budget, Chief Achilles reviewed the budget with the Commission and noted the department is tracking in the good and would see a savings this year in Salaries Uniform Personnel due to retirements after the budget was submitted and currently showing a savings in overtime for earned time, workers comp and disability leave. Chairwoman Matthes inquired about the Repairs to Vehicle line being high with the Chief replying that the tower and ladder trucks needed some work however, do not anticipate going over in this line. Report (115), 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 18-112 through 18-115, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

B. Staff Reports:

Deputy Chief Heinz reported on Operations and Training within the department. He noted the that Firefighter Granoth is currently on shift and new hire Firefighter Lyman will be starting on shifts beginning 12/25. The department did some training in CPR, budgets and at the Schiller Station on some construction projects that involved Mercury. The department will be

hosting an Inspector 1 and 2 class in the spring. After some tactical EMS and ballistic equipment training, the ballistic equipment is now in service on the ambulances. Firefighter Kenneway provided first aid and CPR training to the USCG and PHS and they were very appreciative. Our department also played football against the PD on Thanksgiving Eve with the score ending in a tie.

Deputy Chief Roediger did not have anything to report.

VIII. Old Business:

Chief Achilles noted the rolling stock purchase to replace engine 6 is underway with the truck committee working hard to come up with specs that can be used on all truck purchases now and into the future with making it more useful to meet our mission for what we do. This involved having certain features addressed with the design of the truck to the placement of cabinets for ease to get to the equipment. Greenwood Emergency Vehicles is currently working on pricing of these specs and we should have something back early next week to implement a purchase order to get the building of the vehicle started. Anticipate the truck to take 6-9 months to arrive.

IX. New Business:

Chief Achilles spoke about the renovations currently underway at Station 1. The back deck is almost done. Stairs were moved to the other side in order to accommodate a properly sized generator next year. Painting of the training room and upstairs lobby area has been completed with the work done by Captain Germain and Firefighter Goodwin and Captain Gionet getting the EMS cabinets ordered and in place and stocked. Chairwoman Matthes spoke on behalf of the Commissioners giving appreciation and complimenting the men on a job well done.

Chief Achilles deferred the Ethics Committee selection to next month.

Chief Achilles noted that he had received two letters of intent to retire. He went on to read Deputy Chief Carl Roediger's letter of intent first.

Commissioner Gamester made the motion, to accept Deputy Roediger's letter of retirement with regret that he is leaving, thanking him for his hard work and wishing him all the best in his retirement. Motion was seconded by Chairwoman Matthes and passed unanimously.

Chief Achilles read Captain Richard Murphy's letter of intent.

Commissioner Gamester made the motion, to accept Captain Murphy's letter of retirement with regret that he is leaving, thanking him for his hard work and wishing him all the best in his retirement. Motion was seconded by Chairwoman Matthes and passed unanimously.

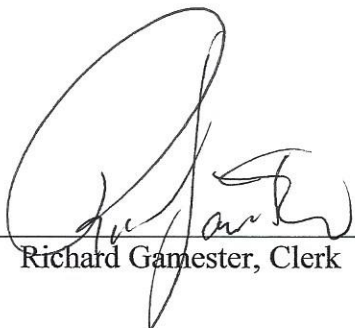
Chief Achilles stated that he would be posting internally for the Deputy Chief's position tomorrow and that it is his intent to keep the position inside should there be a qualified candidate. It was noted that the position would structurally remain the same position as it is now just having a different title. Chief also noted that he will be posting the Captain's promotional process also this week. He knows that we have several Lieutenants that meet the requirements and hope they take the test. He stated he hopes to have the Deputy Chief's position filled on or before the beginning of February so that we can provide for a smooth transition. As far as promotion of a firefighter to lieutenant, we may look at doing so sooner than later as we have a Lieutenant currently out wand who may be out for an extended period of time. Will know more at the end of the month.

Chief Achilles read a letter from Newburyport Five Cents Savings Bank regarding their donation of \$500.00 to our department in support for the good work that we do.

Motion, to accept the \$500.00 donation made by Newburyport Five Cents Savings Bank with sincere gratitude, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.

X. Adjournment:

Motion, to adjourn at 1800 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.



Richard Gamester, Clerk