

The Board of Fire Commissioners  
Portsmouth Fire Department

Fire Station 2  
George Pierce Training Room  
October 11, 2022

Portsmouth, NH  
1800 hours

**I. Call to Order:**

Chairwoman Matthes called the meeting to order at 1800 hours.

**II. Pledge of Allegiance with Attendance:**

Chairwoman Matthes led the pledge of allegiance.

Present were Commissioners: Jennifer Matthes, Richard Gamester and Michael Hughes; Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Deputy Fire Chief Patrick Howe, Administrative Manager Tracy Freeman, Captain Mark Herrholz, Lieutenants: Cassie Chamberlain and Brian Wade, and Firefighters: Peter O’Sullivan, Nolan Godfrey, Brian Foster and Zachary Strozewski.

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

*Motion, to approve the minutes of August 9, 2022, was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.*

**IV. Public Comment Session: None.**

**V. Presentations of Written Communications:**

Chief McQuillen read the thank you email from New Castle Fire Chief Hartmann and the thank you notes received from Rodger Norcross and Ms. Hartman.

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

**VI. Recognition of Groups or Individuals: None.**

**VII. Reports:**

**A. Fire Chief’s Reports:**

*Chairwoman Matthes motioned to discuss Chief’s reports 22-070 through 22-073. Motion was seconded by Commissioner Gamester.*

Chief McQuillen reviewed reports with the Commission. Report (070), 2022 Response Report for September 2022. The report shows the department responding to a total of 451 calls for the month: 146 Fire Calls and 305 Ambulance Calls. Total year to date shows the department responding to 3434 calls: 948 fire and related service calls and 2620 ambulance service calls. September calls decreased slightly from last month. Chief McQuillen reported on some incidents of interest that occurred during the month along with the safety message regarding electrical equipment, lines and conductors and the

possibility of them being energized. Report (071), Fire and EMS Call Summary Report, shows the department responded to 146 fire calls for the month of September. EMS activity was 305 with the top three responses being for syncope/fainting, weakness and alcohol abuse and effects. There were 2 calls for drug overdose/abuse and 72 non-transport. Report (072), FY23 Budget, Chief McQuillen reviewed the budget which is tracking with a minimal surplus right now. Report (073), Overtime Analysis, provided a breakdown of how overtime was used in the month of September along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 22-070 through 22-073, was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.*

**B. Staff Reports:**

Assistant Chief Gionet reported on training and operations happening within the department. Hiring process is on-going. One starting on Monday and a conditional offer made to another one who is now in the process. With a recent resignation, we have two vacancies to fill. Captain's Exam is scheduled for Monday, 10/17 with four applicants. Station projects are on-going. DPW has hired a new facilities manager who is set to do some electrical work for us this week and into next week. Station 1 Overhead Door project continues with word that the doors may be in at the end of the week and installed within the next two weeks. Station 3 circulator pump replacement should be repaired in the next week or so however, station 1 HVAC is still waiting on a part. Expert called in to look at the roof of station 1. It is believed that it will be able to be fixed without having to be replaced. Station 2 roof still has ongoing issue of where the water is coming from and looking at doing an envelope study to assess further. State inspections on ambulances will wrap up this week. Took delivery of the new Jeep and it is now at New England Outfitters being outfitted with lights and radios. EMS recerts will take place in November. About 2/3rds of the department are up for renewal.

Deputy Chief Howe reported on Prevention and the many construction projects happening within the City. Wrapping up updates to the City's Fire Alarm Safety Code Ordinances and it will be presented to City Council for review and vote.

**VIII. Old Business: None.**

**IX. New Business:**

Chief McQuillen updated the Commission on a letter of resignation he received from probationary firefighter Wiley effective October 13, 2022 and a letter of Intent to Retire from Captain Condon who will begin the process of his buyback of disability leave.

*Motion, to accept resignation letter from Firefighter Wiley, made by Commissioner Hughes. Motion was seconded by Chairwoman Matthes and passed unanimously.*

*Fire Commission Minutes of October 11, 2022 continued:*

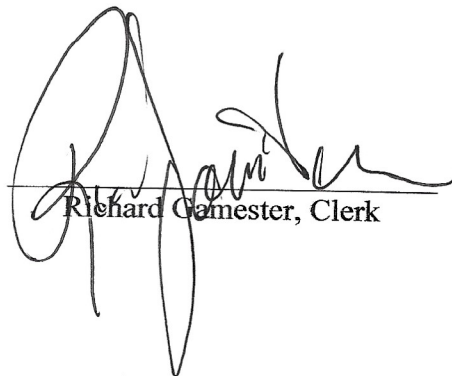
Chief McQuillen spoke of the \$300 donation made to the Fire Department in memory of Vernon Boardman. This donation check was given to us in memory of Vernon Boardman who relied on the services of the department and his family suggested the extra funds raised online for his memorial bench be gifted to the department.

*Motion, to accept the donation of \$300 in memory of Vernon Boardman with gratitude to his family for the generous donation, was made by Commissioner Gamester. Motion was seconded Commissioner Hughes and passed unanimously.*

Chief McQuillen added a quick note on a City Council action item that will be taken up on Monday night at their meeting. Action item is in relation to rolling stock for the next fire truck where it is taking up to 24 months for delivery and in order to secure pricing today, bonding options will be presented which will save the City \$50K if acted on sooner than waiting until 2025. Bonding doesn't happen until 2025 and first payment isn't actually made until 2026.

**X. Adjournment:**

*Motion, to adjourn at 1845 hours, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*



Richard Gamester, Clerk