

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

Fire Station 2  
George Pierce Training Room  
December 13, 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 and Richard Gamester, Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Firefighter James O'Brien.

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

*Motion, to approve the minutes of November 8, 2022, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

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

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

**VI. Reports:**

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

*Chairwoman Matthes motioned to discuss Chief's reports 22-090 through 22-093. Motion was seconded by Commissioner Gamester.*

Chief McQuillen reviewed reports with the Commission.

Report (090), 2022 Response Report for November 2022. The report shows the department responding to a total of 447 calls for the month: 134 Fire Calls and 313 Ambulance Calls. Total year to date shows the department responding to 4657 calls: 1407 fire and related service calls and 3250 ambulance service calls. November calls were slightly down from last month. Chief McQuillen reported on some incidents of interest that occurred during the month along with the safety message regarding prevention of carbon monoxide exposures. Report (091), Fire and EMS Call Summary Report, shows the department responded to 134 fire calls for the month of November. EMS activity was 313 with the top three responses being for trauma or injury to the head, psychiatric/behavioral problems and stroke/CVA. There were 4 calls for COVID and 4 calls for drug overdose/abuse and 75 non-transports. Report (092), FY23 Budget, Chief McQuillen reviewed the budget with the Commission. He noted being 50% into the year and about 50% spent to date. Budget is tracking with a minimal surplus at this point in time. Report (093), Overtime Analysis, was not available at time of meeting but will be submitted by end of the week.

*Motion, to accept Chief's Reports 22-090 through 22-093, was made by Commissioner Gamester. Motion was seconded by Chairwoman Matthes and passed unanimously.*

**B. Staff Reports:**

Assistant Chief Gionet reported on training and operations happening within the department. Station 1 bay door project is underway. ENE in doing routine maintenance on boiler systems. Electrical work in the stations is now complete. Monitors have been installed in all three stations for Zoom capabilities. Waiting on IT to connect them. Committee formed for new engine. Truck 2 back in service after repairs were made to the rear end. Waiting on parts for Engine 1 repair. New hire Pixley to start December 27<sup>th</sup>. Conditional offer made to 1 and waiting on another to complete CPAT which will fill the 2 remaining vacancies. Firefighter Foster begins Paramedic program in May of 2023. Department will be hosting an AEMT class here at Station 2 beginning in February.

Chief McQuillen reported on behalf of Fire Prevention and the several new construction projects and tenant fit-ups taking place. Updated ordinances were presented to City Council on October 24<sup>th</sup>. First reading done on 11/14, 2<sup>nd</sup> was on 12/5 and final reading scheduled for 12/19 with hopes of adoption. This updates us to the 2018 Fire and Life Safety Codes to match the State. Working on E911 Compliance on addresses.

**VII. Old Business:** None.

**IX. New Business:**

*Commission Gamester made the motion to accept the very generous donation of \$2,500 from residents Paul Gormley & Kim Iguchi. Motion was seconded by Chairwoman Matthes and passed unanimously.*

Chief McQuillen updated the Commission on staffing issues in the dispatch center.

**X. Adjournment:**

*Motion, to adjourn at 1848 hours, was made by Chairwoman Matthes. Motion was seconded by Commissioner Gamester and passed unanimously.*