

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

Fire Station 2
George Pierce Training Room
February 14, 2023

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, Lieutenant John Goodwin, and Firefighters: Adam Lamonica, Jonathan Gray, Madison Simard and Scott L. Young.

III. Approval of Minutes of Previous Meeting:

Motion, to approve the minutes of January 17, 2023, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

IV. Public Comment Session: None.

V. Public Hearings:

Chief McQuillen presented the department's FY2024 proposed budget, which represents a 1.52% increase over FY23, outlined the department goals and position summary remaining the same as in FY23 with no new positions. The proposed budget maintains current level of service, stations and resources and incrementally increases minimum staffing from 13 to 14 as outlined in the strategic plan.

Motion, to approve the FY2024 proposed budget as presented and forward to City Manager, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.

With no further questions, Chairwoman Matthes moved to close the Public Hearing. Seconded by Commissioner Gamester. On a unanimous roll call vote of 3-0, motion passed.

VI. Recognition of Groups or Individuals:

Chief McQuillen recognized probationary Firefighter Sargent for his actions in Durham on a motor vehicle accident that he had come upon while passing through Durham and provided medical aid to the patient until EMS services arrived.

VII. Presentation of Written Communications:

Chief McQuillen read thank you letter received from Keith Barry of Northeast Rehab Hospital for the department's quick response to a broken sprinkler pipe in the building.

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

VIII. Reports:

A. Fire Chief's Reports:

Chairwoman Matthes motioned to discuss Chief's reports 23-015 through 23-018. Motion was seconded by Commissioner Gamester.

Chief McQuillen reviewed reports with the Commission.

Report (015), 2023 Response Report for January 2023. The report shows the department responding to a total of 412 calls for the month: 125 Fire Calls and 287 Ambulance Calls. Chief spoke briefly about some of the activity for the month noting a vehicle that struck a building loading dock causing damage, a mobile home fire and two mutual aid calls to Dover for station coverage and a 2nd alarm fire. The safety message focused on putting a freeze on winter fires and steps to keeping everyone safe. Report (016), Fire and EMS Call Summary Report, shows the department responded to 125 fire calls for the month of January. EMS activity was 287 with the top three responses being for weakness, alcohol abuse and abdominal pain. There were 4 calls for drug overdose/abuse and 56 non-transports. Report (017), FY23 Budget, Chief reviewed the budget which is still tracking with a small surplus. Report (018), Overtime Analysis, provided a breakdown of how overtime was used in the month of January along with a summary of what was charged to OT-Recall for the month.

Motion, to accept Chief's Reports 23-015 through 23-018, was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.

B. Staff Reports:

Assistant Chief reported on the Smart board project that has been completed, station 2 training room repaired and painted, and station 2 HVAC system which failed during the cold snap but has since been repaired with upgrades done to prevent reoccurrence in the future. Still waiting on the arrival of a transfer case for Truck2 repairs. Currently reviewing SCBA replacement program with the award of an AFG grant. Firefighter oral boards scheduled for tomorrow, February 15th, with hopes of filling two vacancies. The move of dispatch

operations has been put on hold in light of some technology issues and the department's electronic inventory management system is in place and currently working towards electronic inventory management of EMS supplies and vehicle checks as well as converting old training files to electronic records.

Deputy Chief Howe reported on Prevention and the many construction projects happening within the City and provided an overview of McDonough Street fire.

IX. Old Business:

Chief McQuillen and Commissioner Gamester have been meeting with Federal Fire Society and Mechanic Fire Society regarding various 400th celebration events involving the fire department.

IX. New Business: None.

X. Adjournment:

Motion, to adjourn at 1840 hours, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.



Michael Hughes, Clerk