

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

Fire Station 2  
George Pierce Training Room  
June 17, 2025

Portsmouth, NH  
1800 hours

**I. Call to Order:**

Chairman Gamester called the meeting to order at 1800 hours.

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

Commissioner Gamester led the pledge of allegiance.

Present were Commissioners: Richard Gamester and Michael Hughes; Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Deputy Fire Chief Patrick Howe, Administrative Manager Nancy Savini, many fire department personnel and members of Cody Guile's family for his pinning ceremony. Absent was Commissioner Jennifer Matthes.

**III. Oath of Office**

Chief McQuillen took a moment to recognize Firefighter Cody Guile who has successfully completed his 1-year probationary period. Chief did the honor of swearing him in and presenting the pins.

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

*Motion, to approve the minutes of May 13, 2025, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

**V. Public Comment Session: None.**

**VI. Presentation of Written Communications: None**

**VII. Reports:**

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

*Commissioner Gamester motioned to discuss Chief's reports 25-042 through 25-045. Motion was seconded by Commissioner Hughes.*

Fire Chief McQuillen reviewed reports with the Commission.

Report (042), 2025 Response Report for May 2025. The report shows the department responding to a total of 586 calls for the month: 242 Fire Calls with EMS Services and 130 Fire and Related Service Calls and 344 Ambulance Calls. Chief spoke briefly about some of the activities for the month, noting aid to Newington for rollover accident for extrication and vehicle stabilization; a basement fire with companies remaining on sight for an hour; conducted 3 water searches when subjects jumped from bridge with one search continuing for 3.5 hours.

The safety message focused on Lithium-ion batteries and how if not used correctly, or if damaged, these batteries can catch on fire or explode.

Report (043), Fire and EMS Call Summary Reports, shows the department responded to 242 fire calls for the month of May. EMS activity was 344 with the top three responses being for weakness, no apparent illness/pain and Head/scalp injury. There were 12 calls for abdominal pain, 12 for anxiety attacks, 11 for psychiatric/behavioral problem and 39 non-transport. Report (044), FY25 Budget, Chief reviewed the budget noting we are still tracking about 1% to the good and have projected expenses to fiscal year end. Also mentioned was the new position request has been submitted to the mayor and is moving forward. Report (045), Overtime Analysis, provided a breakdown of how overtime was used in the month of May along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 25-042 through 25-045, was made by Commissioner Hughes. Motion was seconded by Commissioner Gamester and passed unanimously.*

**B. Staff Reports:**

Assistant Chief Gionet reported on facilities and operations happening within the department (046): Annual Radio Maintenance is being conducted, the new ambulance is in service at station 1 and the old ambulance has been renumbered as ambulance 4 and is now in reserve status at station 1. We currently have one vacancy (and will create a list for anticipated vacancies) due to a resignation and will be conducting interviews over the next couple of weeks. The last shift has completed their annual live fire training at the shipyard this week, the quarterly SIM lab training has been completed for all four shifts. We have recently taken delivery of our first portable ventilator and Capt. Kenneway will be coordinating on-duty in-service training for all personnel in the coming weeks.

Deputy Chief Howe reported (047) on Fire Prevention activity for the month with 36 permits issued and 41 inspections done. Other items of note, FPOs Wheeler and Putney attended a fire alarm class, FPO Wheeler attended the Fire Inspector Curriculum Visiting Committee meeting, PFD hosted the Seacoast Fire Inspector's breakfast, outside dining applications are wrapping up and Construction Management and Mitigation Committee meeting for 100 Durgin Lane project (360 residential units).

**VIII. Old Business:**

Chief McQuillen sent a thank you letter (048) to The Mary E, Corrigan Revocable Trust of 2016 for their \$20,000 bequest.

Assistant Fire Chief Jason Gionet spoke briefly about using this money to purchase 2 Portable Ventilators as the Department plans to do Rapid Sequence Intubation program.

**IX. New Business:**

Firefighter Kaycee Reagan's resignation (049) and Firefighter Scott L. Young's retirement (050).

**X. Adjournment:**

*Motion, to adjourn at 1828 hours, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

  
Jennifer Mosher-Matthes, Clerk