

# ***Portsmouth Fire Department Board of Fire Commissioners***

Richard Gamester, Chairman  
Michael Hughes, Vice Chairman  
Jennifer Matthes, Clerk



Monthly Meeting 6:00 PM  
Tuesday, April 8, 2025  
Fire Station 2  
George Pierce Training Room

## **I. Call To Order**

## **II. Pledge of Allegiance**

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

25-029 Approval of minutes from March 11, 2025

## **IV. Public Comment Session**

## **V. Presentation of Written Communications**

## **VI. Reports**

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

25-030 2025 Response Report – March 2025

25-031 Fire & EMS Calls

25-032 FY25 Budget

25-033 Overtime Analysis Report - March 2025

### **B. Staff Reports**

- Dept. Operations & Training (Asst. Chief Gionet)
- Fire Prevention & Activity (Deputy Chief Howe)

## **VII. Old Business**

## **VIII. New Business**

25-034 Administrative Manager Freeman Retirement

## **IX. Adjournment**

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

229

Fire Station 2  
George Pierce Training Room  
March 11, 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, Michael Hughes and Jennifer Matthes; Fire Chief William McQuillen, Assistant Fire Chief Jason Gionet, Deputy Fire Chief Patrick Howe, Administrative Manager Tracy Freeman, Captain Mark Herrholz, Lieutenants: Peter Gordon and Brett Nelson; Firefighter Thomas Choquette and his family along with members of the department.

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

*Motion, to approve the minutes of February 11, 2025, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

*Commissioner Matthes made the motion to suspend the rules and move to Item VI. Recognition of Groups or Individuals. Motion was seconded by Commissioner Hughes and passed unanimously.*

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

**V. Presentation of Written Communications:**

Chief McQuillen read three thank you letters he received: Kittery Fire for providing mutual aid assistance for an MCI at a daycare; quick response to Meineke Car Care for a fire; and heartfelt gratitude for fire response by Ms. Kahl of Hampton.

*Commissioner Matthes made the motion to accept and place letters on file. Motion was seconded by Commissioner Hughes and passed unanimously.*

**VI. Recognition of Groups or Individuals:**

Chief McQuillen swore-in Firefighter Choquette who successfully completed his 1-year probationary period with the department.

*Commissioner Hughes made the motion for a 5-minute recess for pictures. Motion was seconded by Commissioner Matthes and passed unanimously.*

*Meeting was reconvened at 1807 hours with Item IV. Public Comment Session.*

**VII. Reports:**

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

*Commissioner Hughes motioned to discuss Chief's reports 25-025 through 25-028. Motion was seconded by Commissioner Matthes.*

Fire Chief McQuillen reviewed reports with the Commission.

Report (025), 2025 Response Report for February 2025. The report shows the department responding to a total of 540 calls for the month: 208 Fire Calls with EMS Services and 111 Fire and Related Service Calls and 332 Ambulance Calls. Chief spoke briefly about some of the activities for the month, noting a building fire at 420 Pleasant Street which went to a 2<sup>nd</sup> alarm, a fatal MVA at the intersection Mirona Rd and Lafayette Road, multiple calls coming in simultaneously due to a power surge while 2 more EMS calls came in unrelated to the power surge, mutual aid response to Kittery for an MCI related to a CO incident at a daycare facility, and a building collapse due to snow/ice load at 90 Maplewood Ave. The safety message focused on car fires. Report (026), Fire and EMS Call Summary Reports, shows the department responded to 208 fire calls for the month of February. EMS activity was 332 with the top three responses being for weakness, abdominal pain/problems and injury to head/scalp. There were 5 calls for suicidal or self-harm ideation or thoughts, 4 drug overdose/abuse and 75 non-transports. Report (027), FY25 Budget, Chief reviewed the budget noting savings within the salary lines due to the difference in pay rates from retirements of senior firefighters to new hires along with several military deployments over the past year. We are still tracking about 1% to the good and have projected expenses to fiscal year end. Report (028), Overtime Analysis, provided a breakdown of how overtime was used in the month of February along with a summary of what was charged to OT-Recall for the month.

*Motion, to accept Chief's Reports 25-025 through 25-028, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

**B. Staff Reports:**

Assistant Chief Gionet reported on facilities and operations happening within the department. The building security project required some doors and trim needing to be painted at station 1 so that was completed this past week, Engine 3 is at Greenwood for repair work, new ambulance still on schedule for delivery at the end of March, staffing is currently filled with applications on file, PNSY will be having a large-scale drill at the end of the month which we have been invited to participate with them, and Life Flight of Maine provided a specialized EMS class with the focus on pediatrics. Firefighter Safety survival class is planned for the first week in April.

*Fire Commission Minutes of March 11, 2025 continued:*

Chairman Gamester asked about the WHEB training and how it went. Asst. Chief answered stating it went very well and allowed personnel to practice many drills for the improvement of firefighting skills along with providing training on new techniques. Very valuable training.

Deputy Chief Howe reported on Fire Prevention activity for the month with 30 permits issued and 49 inspections done. Other items of note, the completion of the fire investigation at 420 Pleasant Street with the cause determined to be a contractor attempting to thaw pipes with a heat gun, Prevention Bureau participated in PDA's Technical Review Committee for a proposed hangar on Flightline Ave, FPOs Wheeler and Putney participated in the NH Fire Prevention Society's Board of Director's meeting, CMMP for 2 Russell Street and permitting for outdoor dining kicking off.

**VIII. Old Business:** None.

**IX. New Business:** None.

**X. Adjournment:**

*Motion, to adjourn at 1825 hours, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

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Jennifer Mosher-Matthes, Clerk



# SERVICE ACTIVITY AND SAFETY MESSAGE



Month March 2025

TOTAL INCIDENT ACTIVITY: **540** YTD:1585

Fire Unit with EMS Services: **203** YTD:650 Ambulance Services: **285** YTD: 935  
Fire and Related Services: **124** YTD: 381

Portsmouth	275
New Castle	5
Mutual Aid given	5
Mutual Aid Rcvd	1

**GREEN** = Increase from prev. month

**RED** = Decrease " " "

## Incidents of Interest:

March 2 1448 Hours Truck 2 & C1 to Elm Road North Hampton for a 2<sup>nd</sup> alarm building fire. Companies operated for 11/2 hours on scene

March 7 0809 Hours Engine 1 & Ambulance 1 to 419 Marcy Street for tree into a structure with wires and poles down. This caused a power outage in parts of town, leading to a series of alarm activations. The High winds took down five trees across the City and power outages and high winds contributed directly to 12 calls across the City in a 12 hour timeframe

March 12 Truck 2 responded to Hampton for coverage for a 1<sup>st</sup> alarm fire, for 3hours

## The Portsmouth Fire Department and the NFPA reminds you:

***Large apartment buildings are built to keep people safe from fire. Fire alarm systems detect smoke and fire. They will warn residents of danger. Know the locations of all exit stairs from your floor. If the nearest one is blocked by fire or smoke, you may have to use another exit. If the fire alarm sounds feel the door before opening. If it is hot, use another way out. If it is cool, use this exit to leave. Close all doors behind you as you leave. Take the key to your apartment in case you are not able to get out of the building***

- The fire alarm system has many parts that work together. Some of the parts are out of sight. In a fire, smoke detectors sense smoke and activate the fire alarm. Manual fire

Business Telephone Number: (603)-427-1515

Fax: (603)-427-1555

## CITY OF PORTSMOUTH, NH FIRE DEPARTMENT

alarm boxes allow people to sound the alarm. When the fire alarm system activates it will warn residents of danger.

- Everyone in the building should know where to find the manual fire alarm pull stations (alarm boxes on the wall with a pull bar). Most are found within five feet of an exit door.
- If there is a fire, pull the manual fire alarm box handle on your way out of the building.
- When the system senses smoke or fire, a loud horn or tone will sound. Everyone must know what this sound means and how to react.
- Leave the building right away if you hear the sound of a fire alarm. Stay outside at your meeting place until you are told the building is safe.
- Treat every fire alarm as an emergency. When the alarms sounds, get outside
-



## Fire District Responses, Previous Month

FIRE_ZONE	COL_1
1	111
2	27
3	29
4	19
5	12
M/A	5
Total	203

**Description:** For Commission, Previous Month Fire District Responses



## Actual Incident Type Found. previous month

ACTUAL INCIDENT TYPE FOUND	COL_1
111 - Building fire	1
131 - Passenger vehicle fire	1
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	1
151 - Outside rubbish, trash or waste fire	1
311 - Medical assist, assist EMS crew	1
321 - EMS call, excluding vehicle accident with injury	78
322 - Motor vehicle accident with injuries	5
324 - Motor vehicle accident with no injuries.	11
331 - Lock-in (if lock out , use 511 )	1
412 - Gas leak (natural gas or LPG)	1
421 - Chemical hazard (no spill or leak)	1
440 - Electrical wiring/equipment problem, other	7
444 - Power line down	2
445 - Arcing, shorted electrical equipment	2
461 - Building or structure weakened or collapsed	1
500 - Service Call, other	9
512 - Ring or jewelry removal	1
520 - Water problem, other	2
531 - Smoke or odor removal	1
550 - Public service assistance, other	1
551 - Assist police or other governmental agency	1
553 - Public service	2
571 - Cover assignment, standby, moveup	1
600 - Good intent call, other	16
611 - Dispatched & canceled en route	2
651 - Smoke scare, odor of smoke	3
700 - False alarm or false call, other	2
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	8
740 - Unintentional transmission of alarm, other	3

## Actual Incident Type Found. previous month

Portsmouth FD NH

Address: 170 Court St, Portsmouth, NH, 03801



ACTUAL INCIDENT TYPE FOUND	COL_1
743 - Smoke detector activation, no fire - unintentional	5
745 - Alarm system activation, no fire - unintentional	24
746 - Carbon monoxide detector activation, no CO	4
800 - Severe weather or natural disaster, other	1
Total	203

**Description:** For Commission, Previous Month Actual Incident Types Found



# Runs by Provider Impression Report - TF

031  
EMS

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Weakness (Unable to Diagnosis Specific Cause) (R53.1)	56	19.65%
No Apparent Illness or Injury- No Transport (Z00.00)	18	6.32%
Abdominal Pain / Problems (Non-Traumatic) (R10.0)	15	5.26%
Anxiety Attack / Acute Stress Reaction (F41.9)	12	4.21%
Alcohol Abuse and Effects (F10)	9	3.16%
Influenza / Flu Like Illness (J11)	8	2.81%
GU: UTI / Urinary Tract Infection (N39.0)	8	2.81%
Chest Pain, Non-Cardiac / Non-Traumatic (R07.9)	7	2.46%
Injury (Face) (S09.93)	6	2.11%
Stroke / CVA (I63.9)	6	2.11%
Back Pain (Non-Traumatic) (M54.9)	6	2.11%
Injury (Unspecified Location) (T14.90)	5	1.75%
Pain: Headache or Migraine (R51)	5	1.75%
Respiratory: Lower Respiratory Infection (e.g. Pneumonia, bronchitis, bronchiolitis) (J22)	5	1.75%
Cardiac: Cardiac Arrest (I46.9)	5	1.75%
Injury (Low Back / Lumbar Spine) (S39.92)	4	1.40%
Nausea/Vomiting (Unknown Etiology) (R11)	4	1.40%
No Apparent Illness or Injury-Transport Requested (Z71.1)	4	1.40%
Pain: Leg Pain (Non-Traumatic) Unspecified Cause or Location (M79.606)	4	1.40%
Psychiatric / Behavioral Problem (F99)	4	1.40%
Syncope / Fainting (R55)	4	1.40%
Cardiac: Chest Pain, Acute Coronary Syndrome (I21)	4	1.40%
Cardiac: CHF (Congestive Heart Failure) (I50.9)	3	1.05%
HYPERtension (I10)	3	1.05%
Injury (Brain/TBI) (S06.9)	3	1.05%
Injury (Head/Scalp) (S09.90)	3	1.05%
Injury (Hip) (S79.91)	3	1.05%
Injury (Thigh /Upper Leg) (S79.92)	3	1.05%
Injury (Wrist, Hand, or Fingers) (S69.9)	3	1.05%
Pain: (Non-Traumatic) Location Not Otherwise Listed (G89.1)	3	1.05%
Respiratory Distress Unknown Cause (J98.9)	3	1.05%
Seizures: Nonstatus Seizures, Unspecified Type (G40.909)	3	1.05%
Sepsis or Septic Shock (A41.9)	3	1.05%
Diabetic: HYPERglycemia (E13.65)	3	1.05%
Disruption of wound, varicose vein, skin tear, unspecified (T81.30)	2	0.70%
Drug Overdose / Abuse: Marijuana, THC, Spice, Other Synthetic Cannabis (F12)	2	0.70%
General Malaise (Unknown Cause) (R53.81)	2	0.70%
Infection / Infectious Disease (unspecified) (B99.9)	2	0.70%
Injury (Knee) (S80.91)	2	0.70%
Respiratory: COPD (Emphysema / Chronic Bronchitis) (J44.1)	2	0.70%
Seizures: Status Seizures, Generalized / Tonic-Clonic (G40.901)	2	0.70%
Suicidal or Self-Harm Ideation or Thoughts (R45.851)	2	0.70%
Suicide or Self-Harm Actions or Completion (T14.91)	2	0.70%
Vertigo / Dizziness (Complications Related To) Unknown Etiology (H81.3)	2	0.70%
Visual disturbance (H53.9)	2	0.70%
Airway Obstruction by Foreign Body (T17.9)	2	0.70%
Altered Mental Status (Unknown Cause) (R41.82)	1	0.35%
Brief Resolved Unexplained Event (BRUE) (R68.13)	1	0.35%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Cancer (Complications Related to) (D49)	1	0.35%
Cardiac: Cardiovascular Disorder, Not otherwise listed (I99.9)	1	0.35%
Cardiac: Rhythm Disturbance (Tachy, Brady, Ectopy, Other) (I49.9)	1	0.35%
Foreign body in Esophagus/GI Tract/Rectum (T18.9)	1	0.35%
GI Bleed (K92.2)	1	0.35%
GU: Kidney Stones / Renal Colic (N20.0)	1	0.35%
GU: Other Urinary Problem, unspecified (N39.9)	1	0.35%
HYPOthermia (T68)	1	0.35%
Injury (Ankle) (S99.91)	1	0.35%
Injury (Concussion WITH LOC) (S06.0X9A)	1	0.35%
Injury (Elbow) (S59.90)	1	0.35%
Injury (Foot) (S99.92)	1	0.35%
Injury (Lower Leg) (S89.9)	1	0.35%
Injury (Nose) (S09.92)	1	0.35%
Injury (Shoulder or Upper Arm) (S49.9)	1	0.35%
Not Applicable	1	0.35%
Obvious Death (R99)	1	0.35%
Pain: Chronic Pain, Unspecified (G89.2)	1	0.35%
Respiratory: Pulmonary Emboli (I26)	1	0.35%
Respiratory: RSV (B97.4)	1	0.35%
Respiratory: Upper Respiratory Infection (e.g. Cold, Laryngitis, Pharyngitis, Rhinitis, Sinusitis) (J06.9)	1	0.35%
TIA (Transient Ischemic Attack) (G45.9)	1	0.35%
Vaginal Bleeding (N93.9)	1	0.35%
<b>Total:</b>	<b>285</b>	<b>Total: 100.00%</b>

#### Report Filters

Incident Date: is between '03/01/2025' and '03/31/2025'

Portsmouth Fire Department  
FY25 Budget Projections

Report Date: 4.3.25

Pay Periods  
Expenses

26  
12  
Past

Projected to end of yr

20 Remain  
12 Through YE projected  
Period/Month Proj Period/Month Benchmark

6  
0

032

ACCOUNT	TITLE		BUDGET 25	YTD EXPENSED	OUTSTANDING	YEARLY EXP.	YTD Benchmark	Period/Month Proj	Period/Month Benchmark	PROJECTED FY25	Est Avail Remain
		% spent						12 Through YE projected		0	
011041	Salaries Uniform Personnel	73%	\$4,664,845.00	\$3,416,979.88	\$1,074,988.85	\$4,491,968.73	\$3,588,342.31	\$172,768.03	\$179,417.12	\$4,491,968.73	\$172,876.27
012033	PT Salaries - Vehicle Maint	85%	\$27,479.00	\$23,403.66	\$12,432.67	\$35,836.33	\$21,137.69	\$1,170.18	\$1,056.88	\$35,836.33	(\$8,357.33)
014031	O/T Emergency Recall	72%	\$543,498.00	\$388,959.53	\$142,045.61	\$531,005.14	\$418,075.38	\$19,447.98	\$20,903.77	\$531,005.14	\$12,492.86
014032	O/T Earned Time Leave	75%	\$805,350.00	\$605,563.89	\$195,997.80	\$801,561.69	\$619,500.00	\$30,278.19	\$30,975.00	\$801,561.69	\$3,788.31
014033	O/T Disability Leave	297%	\$86,100.00	\$255,883.05	\$96,212.00	\$352,095.05	\$66,230.77	\$12,794.15	\$3,311.54	\$352,095.05	(\$265,995.05)
014034	O/T Workers Comp	0%	\$84,000.00	\$415.31	\$2,400.00	\$2,815.31	\$64,615.38	\$20.77	\$3,230.77	\$2,815.31	\$81,184.69
014042	O/T Training-Education	63%	\$84,000.00	\$52,563.04	\$29,487.80	\$82,050.84	\$38,769.23	\$2,628.15	\$3,230.77	\$82,050.84	\$1,949.16
015001	Longevity	1x pymnt	\$25,259.00	\$22,920.39	\$0.00	\$22,920.39	\$25,259.00	\$22,920.39	\$2,104.92	\$22,920.39	\$2,338.61
017001	Holiday Premium Pay	13	\$223,462.00	\$171,375.24	\$45,096.72	\$216,471.96	\$242,893.48	\$16,651.69	\$19,431.48	\$216,471.96	\$6,990.04
018031	Certification Stipend	+AEMT payout 73%	\$414,459.00	\$302,860.31	\$91,644.83	\$394,505.14	\$318,814.62	\$19,725.26	\$15,940.73	\$394,505.14	\$19,953.86
021001	Insurance - Health	1x pymnt	\$780,811.00	\$780,811.00	\$0.00	\$780,811.00	\$780,811.00	\$0.00	\$65,067.58	\$780,811.00	\$0.00
021101	Insurance - Dental		\$71,766.00	\$46,716.92	\$15,349.44	\$62,066.36	\$71,766.00	\$5,172.20	\$5,980.50	\$62,066.36	\$9,699.64
021501	Insurance - Life		\$10,076.00	\$4,658.40	\$1,560.24	\$6,218.64	\$10,076.00	\$518.22	\$839.67	\$6,218.64	\$3,857.36
021601	Insurance - Disability	rate incr 11/23 to .37	\$17,260.00	\$9,961.42	\$3,328.94	\$13,290.36	\$17,260.00	\$1,107.53	\$1,438.33	\$13,290.36	\$3,969.64
022501	Medicare	+AEMT payout 73%	\$101,506.00	\$73,691.98	\$24,723.46	\$98,415.44	\$78,081.54	\$3,684.60	\$3,904.08	\$98,415.44	\$3,090.56
023003	Retirement - Firefight	+AEMT payout 75%	\$2,112,431.00	\$1,583,161.53	\$517,551.94	\$2,100,713.47	\$1,624,946.92	\$79,158.08	\$81,247.35	\$2,100,713.47	\$11,717.53
036001	Prof Services - Cleaning	100%	\$18,254.00	\$18,223.14	\$8,000.75	\$26,223.89	\$18,254.00	\$2,185.32	\$1,521.17	\$26,223.89	(\$7,969.89)
039071	Fire Prevention	15%	\$5,000.00	\$772.25	\$4,220.22	\$4,992.47	\$5,000.00	\$416.04	\$492.47	\$5,000.00	\$7.53
054050	Training Education	2%	\$26,500.00	\$644.29	\$18,850.00	\$19,494.29	\$26,500.00	\$1,624.52	\$2,208.33	\$19,494.29	\$7,005.71
068001	Clothing Allowance	47%	\$42,000.00	\$19,814.71	\$20,186.56	\$40,001.27	\$42,000.00	\$3,333.44	\$3,500.00	\$40,001.27	\$1,998.73
068003	Protective Clothing	27%	\$25,000.00	\$6,787.80	\$38,212.36	\$45,000.16	\$25,000.00	\$3,750.01	\$2,083.33	\$45,000.16	(\$20,000.16)
074001	Equipment	69%	\$9,000.00	\$6,182.89	\$17,261.94	\$23,444.83	\$9,000.00	\$1,953.74	\$750.00	\$23,444.83	(\$14,444.83)
AMB											
039003	Prof/Services - Licensing	33%	\$3,250.00	\$1,064.00	\$1,671.50	\$2,735.50	\$3,250.00	\$227.96	\$270.83	\$2,735.50	\$514.50
043015	Repairs - Equipment	55%	\$12,580.00	\$6,917.63	\$11,528.00	\$18,445.63	\$12,580.00	\$1,537.14	\$1,048.33	\$18,445.63	(\$5,865.63)
043024	Repairs - Vehicle	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
054001	EMT Implementation	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
054050	Training Education	33%	\$42,000.00	\$13,777.70	\$28,000.00	\$41,777.70	\$42,000.00	\$3,481.48	\$3,500.00	\$41,777.70	\$222.30
061002	Miscellaneous Supplies	47%	\$46,000.00	\$21,479.45	\$18,669.19	\$40,148.64	\$46,000.00	\$3,345.72	\$3,833.33	\$40,148.64	\$5,851.36
063601	Diesel Fuel	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
074001	Equipment	108%	\$2,000.00	\$2,158.00	\$0.00	\$2,158.00	\$2,000.00	\$179.83	\$166.67	\$2,158.00	(\$158.00)
ADM											
011001	Regular Salaries	CL, CL, CL Cont. Ad. 78%	\$521,552.00	\$406,667.10	\$124,832.53	\$531,499.63	\$401,193.85	\$26,574.98	\$20,059.69	\$531,499.63	(\$9,947.63)
011061	Insurance Reimbursement	63%	\$192,529.00	\$120,541.25	\$44,873.20	\$165,414.45	\$198,497.40	\$41,353.61	\$165,414.45	\$165,414.45	\$27,114.55
012001	Part Time Salaries	PPA Contract 0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
012041	Commissioner Stipend	75%	\$3,600.00	\$2,700.00	\$900.00	\$3,600.00	\$3,600.00	\$300.00	\$300.00	\$3,600.00	\$0.00
014041	Overtime	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
015001	Longevity	1x pymnt	\$7,164.00	\$7,164.02	-\$0.02	\$7,164.00	\$7,164.00	\$597.00	\$597.00	\$7,164.00	\$0.00
016001	Leave At Termination	1x pymnt	\$120,084.00	\$120,084.00	\$0.00	\$120,084.00	\$120,084.00	\$0.00	\$10,007.00	\$120,084.00	\$0.00
017001	Holiday Premium Pay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
018033	Admin. Stand-by Pay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
021001	Insurance - Health	1x pymnt	\$112,011.00	\$112,011.00	\$0.00	\$112,011.00	\$112,011.00	\$0.00	\$9,334.25	\$112,011.00	\$0.00
021101	Insurance - Dental		\$6,918.00	\$4,331.25	\$1,443.75	\$5,775.00	\$6,918.00	\$481.25	\$576.50	\$5,775.00	\$1,143.00
021501	Insurance - Life		\$1,127.00	\$570.12	\$191.88	\$762.00	\$1,127.00	\$63.50	\$93.92	\$762.00	\$365.00
021601	Insurance - Disability	rate incr 11/23 to .37	\$1,930.00	\$1,221.03	\$411.06	\$1,632.09	\$1,930.00	\$136.01	\$160.83	\$1,632.09	\$297.91
022001	Social Security	PPA Contract 76%	\$6,049.00	\$4,592.91	\$1,378.84	\$5,971.75	\$4,653.08	\$298.59	\$232.65	\$5,971.75	\$77.25
022501	Medicare	PPA/Chiefs 72%	\$10,530.00	\$7,623.01	\$2,421.44	\$10,044.45	\$8,100.00	\$502.22	\$405.00	\$10,044.45	\$485.55
023001	Retirement	PPA Contract 74%	\$12,713.00	\$9,394.77	\$2,937.27	\$12,332.04	\$9,779.23	\$616.60	\$488.96	\$12,332.04	\$380.96
023003	Retirement - Firefight	Chiefs 78%	\$131,948.00	\$103,560.65	\$31,298.00	\$134,858.65	\$60,899.08	\$6,742.93	\$5,074.92	\$134,858.65	(\$2,910.65)
026002	Insurance - Workers Comp	1x pymnt	\$553,165.00	\$553,165.00	\$0.00	\$553,165.00	\$553,165.00	\$0.00	\$46,097.08	\$553,165.00	\$0.00
031001	Prof. Srvs - Energy Contract	37%	\$38,000.00	\$14,065.66	\$8,558.75	\$22,624.41	\$0.00	\$1,885.37	\$0.00	\$22,624.41	\$15,375.59
033001	Prof Serv - Temp	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
034103	Telephone	77%	\$32,500.00	\$24,907.95	\$8,305.65	\$33,213.60	\$32,500.00	\$2,767.80	\$2,708.33	\$33,213.60	(\$713.60)
034104	Cellular Phones	73%	\$15,000.00	\$10,968.73	\$5,038.04	\$16,006.77	\$15,000.00	\$1,333.90	\$1,250.00	\$16,006.77	(\$1,006.77)
034206	Software - Annual Maint	57%	\$35,000.00	\$19,917.74	\$6,623.14	\$26,540.88	\$35,000.00	\$2,211.74	\$2,916.67	\$26,540.88	\$8,459.12
035001	Prof Srvs-Medical Exam	0%	\$10,000.00	\$9,322.82	\$1,000.00	\$10,322.82	\$0.00	\$860.24	\$0.00	\$10,322.82	(\$322.82)
039070	Prof Serv - O/S Counsel	0%	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83.33	\$0.00	\$1,000.00
041002	Electricity	87%	\$55,000.00	\$47,706.22	\$24,299.80	\$72,006.02	\$55,000.00	\$6,000.50	\$4,583.33	\$72,006.02	(\$17,006.02)
041101	Natural Gas	64%	\$35,000.00	\$22,362.55	\$10,124.30	\$32,486.85	\$35,000.00	\$2,707.24	\$2,916.67	\$32,486.85	\$2,513.15
041205	Water / Sewer Fees	53%	\$18,720.00	\$9,939.92	\$5,500.00	\$15,439.92	\$18,720.00	\$1,286.66	\$1,560.00	\$15,439.92	\$3,280.08
041301	Trash Removal	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
043001	Repairs-Structural	38%	\$27,000.00	\$10,381.34	\$14,900.00	\$25,281.34	\$27,000.00	\$2,106.78	\$2,250.00	\$25,281.34	\$1,718.66
043012	Repairs-Communicatons	36%	\$11,000.00	\$3,998.99	\$4,409.00	\$8,407.99	\$11,000.00	\$700.67	\$916.67	\$8,407.99	\$2,592.01
043018	Repairs-Equipment	42%	\$23,500.00	\$9,923.78	\$6,749.00	\$16,672.78	\$23,500.00	\$1,389.40	\$1,958.33	\$16,672.78	\$6,827.22
043019	Repairs-SCBA	59%	\$7,000.00	\$4,148.27	\$3,110.00	\$7,258.27	\$7,000.00	\$604.86	\$583.33	\$7,258.27	(\$258.27)
043021	Repairs-Fire Alarm Sys	22%	\$5,000.00	\$1,080.00	\$360.00	\$1,440.00	\$5,000.00	\$120.00	\$416.67	\$1,440.00	\$3,560.00
043024	Repairs-Vehicle	86%	\$110,000.00	\$94,930.24	\$47,368.95	\$142,299.19	\$110,000.00	\$11,858.27	\$9,166.67	\$142,299.19	(\$32,299.19)
043027	Office Equipment	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
044006	Printing Lease/Maint. (Copier)	0%	\$4,000.00	\$2,498.25	\$1,452.35	\$3,950.60	\$4,000.00	\$329.22	\$333.33	\$3,950.60	\$49.40
048002	Property Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
053001	Advertising	18%	\$500.00	\$87.64	\$0.00						

## OVERTIME ANALYSIS REPORT

033

### March-25

(check dates: 3.6.25 & 3.20.25)

OT -Recall	\$	27,644.28	
OT -Earned Time	\$	60,994.63	
OT -Disability	\$	37,949.60	2 Officers & 3 FF
OT -WC	\$	-	
OT -Training	\$	6,198.61	Medic/AEMT/Dispatch Orientation/CPR/SIM Lab/Fire Warden
OT -Reimbursement	\$	5,609.23	Music Hall/START/Liberty Mutual/Salt Pump/Eastern 20Miler Race
	\$	<u>138,396.35</u>	

### Recall Account Breakdown

Holdover	\$	826.87
Shift Coverage: FF Vacancy		
Shift Coverage: Military Leave	\$	17,685.22
Shift Coverage: CQI Review	\$	237.32
Shift Coverage: Funeral Leave	\$	3,854.94
Shift Coverage: Meetings (Vendors & Fire Comm)	\$	422.44
Shift Coverage: Admin (FF Illness)	\$	1,430.16
Shift Coverage: Union Leave	\$	292.50
Recall: M/A to Hampton - Fire	\$	1,107.18
Recall: M/A to N. Hampton - Fire	\$	1,095.53
Detail: Hydrant Shoveling	\$	151.32
Detail: St. Paddy's Road Race	\$	540.80
	\$	<u>27,644.28</u>



# PORTSMOUTH FIRE DEPARTMENT

## FIRE PREVENTION BUREAU

# Monthly Activity

Month: March 2025

Permits issued: 41

Inspections: 68

Prevention related meetings: 26

Approvals (not associated with FD permits): 20

### Other items of note:

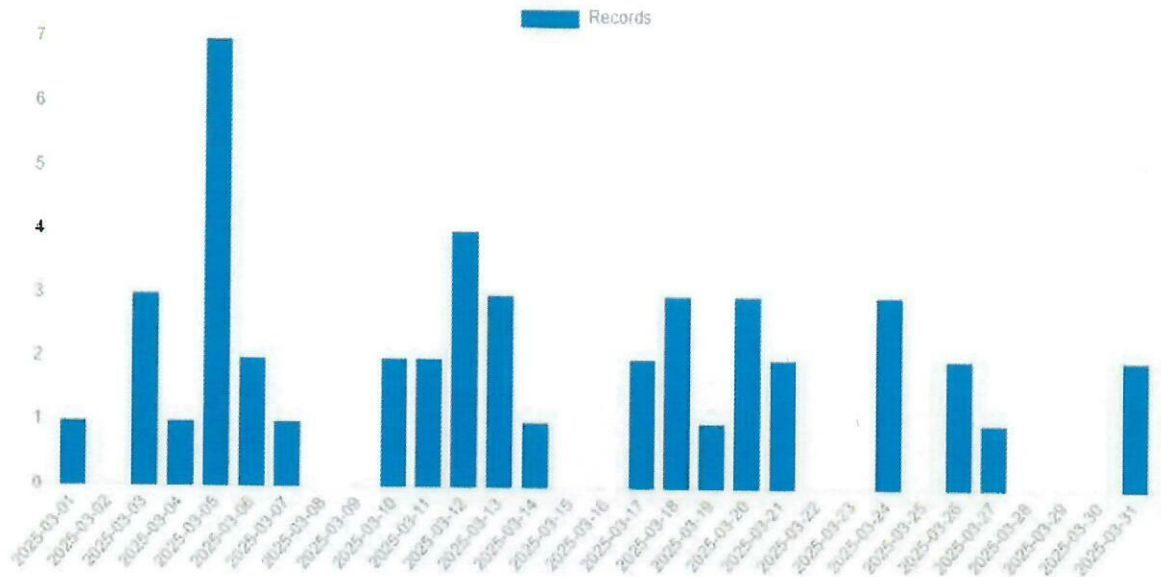
- FPOs Wheeler and Putney hosted NH Fire Prevention Society's board meeting
- FPOs Wheeler and Putney attended the Seacoast Fire Inspector's Breakfast in Rochester.
- FPOs Wheeler and Putney attended a Kitchen hood and Suppression class.
- FPO Wheeler attended the Portsmouth Restaurant and Bar assoc meeting with Portsmouth PD.
- Met with Legal, Planning, and Inspections Departments on Co-living arrangements.
- Met with city departments and separately with a representative of PHA regarding affordable housing project on Sherburne Rd at the former Lister Academy site.

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## Analytics

Records submitted over time



### Totals

 **46**  
Records Created

 **\$24,819.65**  
Revenue Collected

 **50**  
Inspections Done

 **41**  
Permits Issued

### Filter Results

**Fire Department**

### Date

 **03/01/2025 to 03/31/2025**

034

March 17, 2025

Dear Chief McQuillen and Board of Fire Commissioners,

Please accept this letter as my official notification to retire on May 1, 2025 from the Portsmouth Fire Department.

I want to thank you for the past 24 years serving as your part-time Office Manager to full-time Executive Assistant and eventually being recognized as the department's Administrative Manager. Over the course of my tenure, I have not only had the opportunity to oversee the daily operations of the department but have had the chance to work with five Fire Chiefs, many Chief Officers and Command Staff, and various City department heads. Through these partnerships, I have been successful in helping to formulate, manage and balance the department's \$13M budget, aid the City with bringing in over \$1M of ambulance revenue, rebuild the bridges necessary to foster a "team" environment with better communications not only within our own department, but with various city departments as well, especially with the City's Finance Department and Human Resources Department, and have successfully assisted in the department receiving many positive accolades with the State of New Hampshire in grants management and within the Emergency Operations Center and FEMA audits. I have learned so much over the years and could not have done it alone. It certainly takes a village, so thank you!

The decision to retire does not come easily, but it is time to step down as your Administrative Manager and allow someone else to take the reins and have the opportunity that I have had. It truly has been a rewarding job and a pleasure serving the City of Portsmouth and its citizens!

All the best!

  
Tracy E. Freeman

