

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

Fire Station 2  
George Pierce Training Room  
November 18, 2025

Portsmouth, NH  
1800 hours

**I. Call to Order:**

Commissioner 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 Gonet, Deputy Fire Chief Patrick Howe, Administrative Manager Nancy Savini, and many Fire Department personnel.

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

*Motion, to approve the minutes 25-088 of October 14, 2025, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

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

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

**VI. Reports:**

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

*Commissioner Gamester motioned to discuss Chief's reports 25-089 through 25-092. Motion was seconded by Commissioner Matthes.*

Fire Chief William McQuillen reviewed reports with the Commission.

Report (089), 2025 Response Report for October 2025. The report shows the department responding to a total of 547 calls for the month: 235 Fire Calls with EMS Services and 146 Fire and Related Service Calls and 312 Ambulance Calls. Chief spoke briefly about some of the activities for the month.

Incidents of Interest include:

10/6 1540 hours- E1 A1 R7 T2 A2 Traffic Circle entrance to 95 N rollover, tanker rolled over involving wastewater, companies operated for five hours.

10/08 1010 hours- E1 E3 T2 A1 A2 A3 C1 579 Sagamore Ave, gas main break. Companies vented and operated for over an hour.

10/11 0547 hours- T2 and C1 185 Portsmouth Ave Greenland, bathroom fire. Companies operated for an hour.

*Fire Commission Minutes of November 18, 2025 continued:*

10/21 1932 hours- E1 and A1 600 Lafayette Road MVA car vs pedestrian,1 patient to PRH Trauma Alert.

10/26 0934 hours- A1 & A3 Mutual Aid to North Hampton MVA

10/27 1012 hours- E1 A1 E3 T2 C1 to Port Authority Bridge jumper 1 Patient transported to PRH Trauma Alert.

10/29 2037 hours- E1 A1 C2 Mutual Aid to New Castle Lillac Lane fire in building. Companies operated for 2 hours.

The safety message focused on MADD's longest running designated driver public awareness program "Tie One on for Safety". The Portsmouth Fire Department and Mothers Against Drunk Driving (MADD) reminds everyone to Tie One on for Safety. It works to save lives during one of the most dangerous times of year on our nation's roadway-the holiday season between Thanksgiving and New Year's Day. From November 1 through January 1, visibly display a MADD ribbon on your vehicle to remind everyone to always designate a non-drinking driver, arrange for a ride share or use public transportation to get yourself and your loved ones home safe.

Report (090), Fire and EMS Call Summary Reports, shows the department responded to 235 fire calls for the month of October. EMS activity was 312 with the top three responses being for Abdominal Pain, Weakness, and Back Pain. There were 9 calls for Psychiatric/Behavioral Problems, 8 for Cardiac Rhythm Disturbance, 8 for Stroke/CVA, and 24 non-transports.

Report (091), FY26 Budget, Chief reviewed the budget stating the % spent to date is 41% with the budget being 33% into FY26, noting annual expenses recorded in period 1 skew the % expense which will even out as we go through the year. Report (092), 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 25-089 through 25-092, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously*

**B. Staff Reports:**

Assistant Chief Gionet reported (093) on facilities and operations happening within the department in the month of October:

Fire Apparatus Repairs: Truck 5 out with emissions/exhaust work. New engine is nearing completion.

Station 2 Roof Replacement: Project began this Monday and is expected to last 2-3 weeks.

We have received 3 new AEDs which replace aging units in staff vehicles.

*Fire Commission Minutes of November 18, 2025 continued:*

We currently have 1 vacancy. One candidate has cleared Background and Physical with a Pending Start Date of January 5, 2026. Awaiting results on physical of the second candidate. Interviews anticipated in Mid-December.

Fire Training - SCFOMAD sponsored an Electric Vehicle class: On-duty crews attended both nights of the program.

Update on the National Fire Academy program: Program cancelled due to the government shutdown; we will be looking into the possibility of hosting in the future.

EMS training - New Portable Vents / SIM Lab: The new ventilators are on the ambulances with additional training ongoing.

Deputy Chief Howe reported (094) on Fire Prevention activity for the month of October. There were 56 permits issued, 82 inspections done, 28 prevention related meetings, and 46 approvals (not associated with FD permits).

Other items of note:

FPOs Wheeler and Putney attended a recertification class in Connecticut for airport fixed and mobile refueling inspections.

Fire Prevention Month activities included multiple visits with schools and daycares. Fire safety talks and tours were provided for a total of 616 children.

We worked on rooming house inspections workflow with other city departments, including meshing the online permitting and inspections portal process.

FPO Putney met with Police Department regarding their checklist items related to their certification.

Met with the contractors and their engineers regarding hazmat storage and processes for the Albacore project.

*Motion, to accept Staff Reports 25-093 through 25-094, was made by Commissioner Hughes. Motion was seconded by Commissioner Matthes and passed unanimously.*

**VII. Old Business:** None.

**IX. New Business:**

Thank you note from the Shirley Condella Family (095)  
Pat Howe Retirement (096)  
Ff. Timothy Dame promotion to Lieutenant (097)

*Motion, to accept New Business 25-095 through 25-097 was made by Commissioner Matthes, thanking Deputy Chief Howe for his impressive 26 ½ service to the Portsmouth Fire Department and congratulating Timothy Dame on*

*Fire Commission Minutes of November 18, 2025 continued:*

*his promotion to Lieutenant . Motion was seconded by Commissioner Hughes and passed unanimously.*

*Motion, to enter into Non-public Session at 1820 hours in accordance with RSA 91-A:3, II (a) was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

*Motion, to come out of Non-public Session at 1934 hours and return to public session, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes and passed unanimously.*

*Motion, to seal the minutes of today's Non-public session, was made by Commissioner Gamester. Motion was seconded by Commissioner Hughes. On a vote of 3-0, motion passes*

*Regular monthly meeting convened at 1934 hours.*

**X. Adjournment:**

*Motion, to adjourn at 1937 hours, was made by Commissioner Matthes. Motion was seconded by Commissioner Hughes and passed unanimously.*

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Jennifer Mosher-Matthes, Clerk