

MINUTES OF THE PUBLIC SAFETY COMMITTEE
EXECUTIVE CONFERENCE ROOM
June 12, 2019 @ 5:00pm

Committee Members present:	Councilor Martin Pepin, Chairman Councilor Kenneth S. Vincent Councilor Edward LeVasseur Councilor Nancie Cameron
Administration/Staff present:	City Manager Bob Belmore Police Chief David Kretschmar Fire Chief Keith Hoyle Deputy City Clerk Kelly Gagne
Other:	Paul Robidas of Stewart's Ambulance Service

Chairman Pepin called the meeting to order at 5:00pm.

MINUTES OF THE PREVIOUS MEETING

Councilor Cameron made a motion to approve the minutes of the April 17, 2019 meeting, seconded by Councilor LeVasseur. The motion passed 4-0.

POLICE – FIRE – EMS UPDATES

POLICE UPDATES –

Chief Kretschmar updated the Committee regarding the Police Department; he stated that there is currently one opening and one officer in the Academy. The Department has reached out to (21) amended here: twenty-one candidates who recently took testing at Great Bay CC, of those, (6) six are coming to the physical agility testing being held this Saturday. He spoke of Community policing events that were done within the City.. The crime scene unit is being ordered; there is a 3-month lead time until the vehicle will be delivered. Officer Deschenes and Bravo are graduating from the Boston Police K-9 Academy on June 20th.

Manager Belmore mentioned getting a graduation picture done for Officer Deschenes and Bravo, to use for community outreach. Chief Kretschmar liked the idea.

Councilor Cameron stated that she saw Bravo at the food truck festival and noticed that with barking dogs going by Bravo didn't even bark or move, such great obedience.

Chief Kretschmar was excused at 5:08pm

FIRE UPDATES-

Chief Hoyle updated the Committee regarding the Fire Department; a firefighter has just been hired which will complete the full-time firefighter positions, which leaves us fully staffed. We have interviewed 3 on call firefighters that are being sent to the City Manager for further interviewing. We had 3 fire incidents since last time we met; JLC Car works, at the Crystal Springs MHU park and the Continental Buffet restaurant.

Chief Hoyle has formally submitted his retirement notice for February 2020.

Manager Belmore stated that Chief Hoyle is also the Emergency Management Director and he thanked him for stepping up into that position as well as his service to our Community as Fire Chief.

Councilor Vincent stated that he has had the pleasure of working with him and enjoyed his leadership.

EMS UPDATES –

Paul Robidas of Stewart's Ambulance Service stated that he has rebuilt the deployment schedule to allow for faster response times. The average response time had been nudging to over 5:00 minutes, since the new deployment schedule he has brought the response time average down to 4 minutes 3 seconds. Training in the Community had declined and has since started back up. There have been multiple CPR/AED training classes held in the City Hall for all employees. He indicated the EMS trucks would soon be receiving the new Stewarts name and design.

Paul Robidas left at 5:16pm.

FIRE STATION CONCEPTUAL DESIGN ARCHITECT (TEAM) RECOMMENDATION

Manager Belmore explained the memo that was included in the packet. He stated that there were 15 companies that attended the optional walk thru of the Fire Station. From that walk through the City received 11 proposals of those 11 proposals it had been narrowed down to five (5) architect consultant teams: Harriman, Samyn D'Elia, WarrenStreet, PortOne, and Port City. A team which consisted of Manager Belmore, Chief Hoyle, Finance Director Scott Smith, and City Engineer Lemay began an interview process and contacted references from three (3) architects that rose to the level for further consideration: WarrenStreet, PortOne, and Port City. Based on the interview, the reference checks & prior design/construction experience, the team consensus was to recommend PortOne Architects of Portsmouth NH, with their proposal of \$39,100.

Chief Hoyle stated that it is most important to choose an architect team that understands that the building needs to be designed while we are still operating as a fully functional Fire Station.

There was a lengthy discussion on why the team chose PortOne. A few of the defining factors was that PortOne has already built a Fire Station around a fully functioning Fire Station - Londonderry, As well as completing other fire facility construction design work in Portsmouth and other towns.

There was discussion on what options the City had to fund the \$39,100. Manager Belmore suggested using available Cable account funding.

Councilor Vincent likes the idea of using a local company.

Councilor Cameron, seconded by Councilor Vincent made a motion that the Public Safety Committee recommends using PortOne for the architectural/conceptual design services for the Fire Station. Motion passed 4-0.

FIRE DEPARTMENT STAFFING & OPERATIONS REVIEW

Manager Belmore discussed cost estimates of staffing positions that had been requested by the Committee. He compared the Police Captains salary with the Deputy Fire Chief position using \$80,000 as a starting salary plus roll-ups to equal \$124,895, which could vary depending on the benefit package chosen. Changing the Secretary position from part-time to full-time would add \$39,234. Then adding (4) four Firefighters for 24/7/365 for approximately \$87,000-\$90,000 as an early estimate.

Councilor Pepin stated that the goal is to look at the future for the Fire Department. He would like to see the Deputy Fire Chief and Secretary positions approved immediately but knows it will take some work.

Councilor Cameron stated that with building a new facility, the staffing also needs to be brought up to where they need to be.

There was a lengthy discussion that ensued on staffing recommendations and ideas on how and when those positions could be added.

Councilor Cameron, seconded by Councilor Vincent made a motion to support the concept of adding the staffing positions. Motion passed 4-0.

Chief Hoyle stated that he is the only Chief Officer within the City, when he is unavailable the Chief Officer from another City or Town is in charge. That is one reason why adding a Deputy Fire Chief would be in the best interest of the City, that way between the two positions they could work their schedules to allow for a Chief Officer to always be in the City.

Regarding the conceptual design Councilor Pepin would like an extra bay added for potential extra apparatus needs or other equipment needs.

The Committee consensus was to include a potential extra bay for an additional apparatus or other needs as well as adding additional administrative office areas for future staffing needs such as a Deputy Chief and full-time secretary.

Councilor Cameron, seconded by Councilor LeVasseur made a motion that the Public Safety Committee endorses the recommendation to add an extra bay to the Fire Station to allow for potential extra apparatus or other equipment needs. Motion passed 4-0.

MISCELLANEOUS

ADJOURNMENT

Councilor Cameron, seconded by Councilor Vincent made a motion to adjourn. The motion passed, 4-0. The meeting adjourned 5:49pm.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk