

**BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 4, 2018
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Chairman Ken Wilson, Barbara Hemming, Dean Mitchell,
And Josh Hershman
Absent: Chief Charles Herrschaft
Department Members: Assistant Chief Michael Shove, Deputy Chief Ken Magginnis
Firefighter Steve LaPaglia, and Firefighter Jim Considine (5:45)
Town Officials: None
Guests: None

Chairman Ken Wilson called the meeting to order at 5:30 p.m.

1. Public Forum None

2. Approve minutes

2.1 Approval of the minutes of the November 7, 2018 regular meeting

*Motion: Barbara Hemming moved to approve the November 7, 2018 minutes,
And it was seconded by Josh Hershman.*

Vote: Carried - Hershman, Mitchell, Hemming and Wilson

3. Chairman's Report

3.1 Correspondence and Notices

A letter of appreciation with a donation had been received for emergency services.

Chairman Wilson reminded those present of the Town's social media policy. It includes, yet is not limited to, meeting minutes are public information, executive sessions are closed to the public(unless invited), and the Board of Fire Commissioners does not use social media to discuss Board business. Personal use of social media should not refer to Town business.

3.2 Other Information None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Fire Chief/Fire Marshal Report was tabled to the January meeting.

4.2 Assistant Fire Chief's Activity Report(s)

(Firefighter Steve LaPaglia arrived)

Assistant Chief Michael Shove submitted the "1710 Compliance Report dated 12-4-18, Date Range 11-1-18 thru 11-30-18 and the Dispatch Summary Report. Highlights included :

- NFIRS Response Times for all incidents were reviewed noting that Station 5, North Guilford, continues to have a positive impact on patient outcomes. Response times average less than nine minutes versus over thirteen minutes prior to adding the new personnel.
- The goal is to improve response time to nine minutes or less for all sections of Town.
- There were 311 incidents of which 37 calls were in North Guilford.
- The current average response time for all incidents is 8 minutes 53 seconds.
- Dispatch Call Summary included 153 Ambulance, 4 Mutual Aid, 1 Marine Incident, 33 Code 1, 60 Code 2 and other calls.
- The Fire Headquarters Website includes Public Alerts on the safe use of space heaters, smoke and CO2 detectors, and Fire Marshal inspection procedures and regulations.

5. Monthly Business:

5.1 Status of Budget

Chairman Wilson submitted the "Town of Guilford, Year-To-Date Budget Report" dated 12-4-18. At five months into the fiscal year the Fire Department has expended 41.7% of its budget. The budget appears to be on target. Itemized details were reviewed noting expenditures from contractual benefits for full time salaries, annual EMT licensures, and OSHA required physicals. At this time, Fire Chief Herrschaft has required a purchasing "freeze" on certain budget items.

5.2 Consider and take action on monthly Department Expenditures

Upon reviewing the monthly Department Expenditure report,

Motion: Dean Mitchell moved to approve monthly expenditures at \$56,323.92, seconded by Barbara Hemming.

Commissioners had been sent reports prior to this meeting. Discussion reviewed details noting that fire hoses have been either replaced or taken out of service.

Vote: Carried - Unanimously

Assistant Chief Shove reported that he and Chief Herrschaft had attended a recent Board of Selectmen (BOS) meeting to review the proposed 2019-2020 Capital Budget Plan. The BOS saw no issues. The final budget presentation will take place in January.

5.3 Receive Revenue Report

Revenue is currently at 32.9%, which is 8% over expected revenue to date. Highlights include:

- Overpayments have been returned.
- There were eleven credit card transactions.
- November deposits were over \$75,000. By December's end revenue will be on target to make the \$850,000 annual target.
(Jim Considine arrived)
- There were 151 billable calls at \$188,075 this month.

6. Old Business:

There was no further discussion.

7. New Business:

7.1 Discuss and Take Possible Action on the Calendar Year 2019 Meeting Schedule

Upon review,

Motion: Barbara Hemming moved to approve the Board of Fire Commissioners' 2019 Meeting Schedule, seconded by Dean Mitchell.

Vote: Carried - Unanimously

7.2 Election of Officers

Upon discussion,

Motion: Barbara Hemming moved to nominate Ken Wilson as Chairman, seconded by Dean Mitchell.

Vote: Carried - Unanimously

Motion: Barbara Hemming moved to nominate Josh Hershman for Vice Chairman and close nominations, seconded by Dean Mitchell.

Motion: Josh Hershman moved to nominate Barbara Hemming as Board Secretary and close nominations, seconded by Dean Mitchell.

Vote: Carried - Unanimously

By Consensus: Board Secretary Hemming cast one ballot to approve all nominations.

8. Public Forum:

Motion: At 6:08 pm Dean Mitchell moved to adjourn the meeting, seconded by Barbara Hemming.

Vote: Carried - Unanimously

Respectfully Submitted,

*Judith Anderson Castellano
Recording Secretary Pro Tem*