

**BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 5, 2019
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Matt Healy, Barbara Hemming,
Dean Mitchell and Chairman Ken Wilson

Department Members: Chief Charles Herrschaft; Assistant Chief Mike Shove; Deputy
Chief Ken Maginniss; Firefighter Steve LaPaglia, IAFF

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

1. Public Forum

None

2. Approve minutes of the January 8, 2019 regular meeting.

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the minutes of the January 8, 2019 regular meeting.

In Favor: Healy, Mitchell, Wilson

Opposed: None

Abstained: Hemming

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson recently met with the Finance Director to review the Worker's Compensation reimbursements for Fire Department employees. He reported that the reimbursements are being charged appropriately and the accounting is in order and accurate.

Assistant Chief Shove, Chairman Wilson and members of the IAFF attended the last Pension Committee meeting. The Pension Committee approved Firefighter Mate's disability pension.

The Chief, Assistant Chief, and Chairman Wilson attended the budget workshop and presented the Fire Department budget to the Board of Selectmen and Board of Finance members in attendance. Assistant Chief Shove prepared a slide explaining the components of the replacement salaries line item. With the exception of some questions regarding the Fire Prevention line, there were minimal questions from the board members.

Chief Herrschaft noted that he received an inquiry from Town Hall staff regarding the increase in the Fuel and Utilities lines. He explained that those figures were provided by the Finance Department.

3.2 Other Information

None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Chief reported that he received a notification from the Finance Director that the Town is looking for a total reduction in the overall town budget of \$100,000; and all departments are being asked to review their budgets for any possible additional reductions. The Chief has contacted the First Selectman for some additional clarification, and is waiting for a response.

Heavy Rescue 1 needed new springs, and is expected to be back in service tomorrow.

There were two major incidents that the department assisted with last month, one in Essex and one in Old Lyme.

The Chief distributed photos showing the progress of the assembly of the new truck. The Truck Committee will be going to do an inspection on February 11, 2019.

4.2 Assistant Fire Chief's Activity Report(s)

Assistant Chief Shove reported that the Dive Team was called to Old Lyme to assist with a call for a reported person through the ice. Within ten minutes the divers recovered the victim.

The Department also assisted Essex with a report of a 1,000 gallon propane tank leak. The valve of the tank had been sheared off. Guilford worked with the Essex Fire Department and State of CT DEEP to secure the leak.

Guilford crews did a phenomenal job at both calls.

The department responded to a total of 278 calls, which is two more calls than the previous month. The 1710 Compliance report shows an average attendance of 7, which is a little low, but there were no major structure fires last month. The average response time town-wide was 7 minutes 14 seconds; and the average response time for North Guilford was 8 minutes 51 seconds. These response times are approximately five minutes lower than they were prior to the North Guilford station being staffed. The response times are impacted by call volume and the number of back to back calls.

Applications for the firefighter positions are being accepted until February 13, 2019. Approximately 40 applications have been received so far. After the closing date, the applications will be sent to Shoreline Associates, who will administer and evaluate a written test. Candidates who qualify will then move on to the professional oral boards.

A reimbursement request was submitted for the SAFER grant for the period September 30, 2018 – December 29, 2018. The reimbursement will be credited to the full time salaries account.

The exhaust recovery grant and the port security grant were both approved by the Board of Selectmen. Firefighter Young is coordinating the work on the fire boat.

5. Monthly Business:

5.1 Status of Budgets

The budget is over expended by 4.8%. The Building Maintenance line has been severely impacted by major repairs to the heating system, including furnaces; as well as replacement of air conditioning units.

5.2 Consider and take action on monthly Department Expenditures

Monthly expenses totaled \$58,910.65. A payment to Garage Equipment Solutions was to certify the lifts at headquarters. A payment to Capitol Uniform was for a two month period. An expense in Education and Training was for the instructor fee and testing of the career and volunteer staff. The training was done in house.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$58,910.65.

In Favor: Healy, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue is 8.7% ahead of target. January revenue was low due to the Federal Government shutdown. Medicare and Medicaid payments are beginning to come in again now.

6. Old Business:

The Department responded to 354 more calls in 2018 than they did in 2017.

7. New Business:

Commissioner Healy thanked the Chief, Assistant Chief and members of the IAFF for giving him a very thorough tour of the department. He was very impressed with how decorated and educated the department is. They are a skeleton staff each doing ten jobs. He is looking forward to learning more about the fire department.

9. Public Forum:

None

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board voted to adjourn at 6:00 p.m.

In Favor: Healy, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Clerk