

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

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Present: Commissioners: Matt Healy, Josh Hershman,  
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 5:31 p.m.

**1. Public Forum**

None

**2. Approve minutes of:**

**2.1 Approve minutes of the February 5, 2019 regular meeting**

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the regular meeting minutes of the February 5, 2019 meeting as presented.*

*In Favor: Healy, Mitchell, Wilson*

*Opposed: None*

*Abstained: Hershman*

**3. Chairman's Report**

**3.1 Correspondence and Notices**

The department received several thank you notes for their service which were shared with the Commissioners.

The Chief made the reductions in the proposed 2019-20 budget that had been requested by the First Selectman.

**3.2 Other Information**

The Board of Finance Public Hearing on the FY 2019-20 Budget will be held tonight at 7:30 p.m. at the Community Center. The Board of Finance will hold a workshop on Thursday, March 7<sup>th</sup> to discuss and recommend any reductions to the budget they feel is necessary.

**4. Departmental Officers and/or Committee Reports:**

**4.1 Fire Chief/Fire Marshal's Report**

The vendor reported a problem with the new rescue truck; the body does not fit onto the chassis. This is a major issue; the necessary modifications are being made by the vendor. This

expense is paid by the manufacturer. The structural integrity of the truck has not been compromised, and the warranty is not affected either. There is no expense to the town for these changes.

To date no money has been paid to the vendor for the rescue truck. The anticipated delivery date is sometime this April. The truck committee will be making two more trips to inspect the truck.

There have been several major expenses this past month, including major repairs to the computer on the rescue truck.

#### **4.2 Assistant Chief's Activity Report(s)**

There were a total of 249 calls in February. There was a good response to a structure fire at 201 Water Street. The average attendance for structure fires was 14 last month. The 1710 report tracks the attendance of both career and volunteer interior firefighters.

The average response time for calls in North Guilford was 7 minutes and 43 seconds last month. Town-wide the average response time was 7 minutes.

The third quarter SAFER grant reimbursement has been completed. The reimbursement for September – December, 2018 will be \$144,511.50. These funds will be credited to the Full Time salaries account.

Reimbursement for the Maintenance and Sustainment grant for the fire boat in the amount of \$13,500 has been received. The grant paid for an enhancement that allows the department to share encrypted data with the Coast Guard and Port Security.

The grant funds for the exhaust recovery system at the North Guilford station have been received, and the purchase order has been processed. The work is anticipated to be completed no later than August 1, 2019.

### **5. Monthly Business:**

#### **5.1 Status of Budgets**

The budget is over expended by 5.6%. The Salaries lines are all impacted by the SAFER grant. Vehicle Maintenance and Supplies are over and are being closely monitored.

#### **5.2 Consider and take action on monthly Department Expenditures**

Expenses totaled \$72,661.93 last month. Major expenses included repairs to the HVAC systems at both headquarters and North Guilford. There was a payment to an instructor for the annual CME classes for paramedics. The instructor came on site, which provided some savings.

A payment for fasteners was for terminal replacements.

The department had to hire a company to perform background screenings for the firefighter candidates. The State is back logged, and is taking four months to process background checks. The firm the department chose was recommended by several area fire departments.

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$72,661.93.*

*In Favor: Healy, Hershman, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

**5.3 Receive Revenue Report**

Revenues are ahead of target by 5.9%. The department responded to 160 ambulance calls in February, 134 of which were billable. The unaudited amount of the deposits was \$100,000 for February.

**6. Old Business:**

The candidates completed the written tests, and 22 passed through to the oral boards. The candidates that pass the oral boards will be interviewed by the Commissioners. A total of 108 applications were received. Two applicants are Guilford volunteer firefighters; volunteers are awarded 10 additional points at the interview stage.

**7. New Business:**

None

**8. Public Forum:**

None

*Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to adjourn at 6:09 p.m.*

*In Favor: Healy, Hershman, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercia*  
Clerk