

**BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, JULY 11, 2017  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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Present: Commissioners: Anita Catardi, Gary Gilbert, Barbara Hemming,  
Dean Mitchell, and Kenneth Wilson, Chairman

Department Members: Chief Charles Herrschaft, Assistant Chief Mike Shove, Deputy  
Chief Kenneth Maginniss.

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

**1. Public Forum**

None

**2. Approve minutes of:**

**2.1 Approve minutes of the June 6, 2017 regular meeting**

Commissioner Catardi noted Item 4.1, second paragraph, “recuse” should be corrected to “rescue”; and the notation under New Business should be deleted.

*Motion: Upon a motion by Ms. Hemming, and seconded by Mr. Gilbert, the Fire Commission approved the minutes as amended.*

*In Favor: Catardi, Gilbert, Hemming, Wilson*

*Opposed: None*

*Abstained: Mitchell*

**3. Chairman’s Report**

**3.1 Correspondence and Notices**

None

**3.2 Other Information**

None

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

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

The dive team provided mutual aid to Branford in response to a tragic drowning. Guilford’s dive team made the recovery. The team members were provided with counseling that was offered by Branford’s department.

The employee out on a long term worker's compensation injury remains out of work.

The department is moving along with the ambulance specifications. In August, The Chief will be requesting that the Board of Selectmen waive the bidding since the department would like to use the same vendor that they have used for the past 25 years. The Chief did request one other quote, which was equivalent to the vendor's quote. The vendor understands and is fully compliant with the department's specifications.

The rescue truck committee continues to work on the specs. The new rescue truck will be a drastic change; it will have more equipment and be more truck like. The new style will be better; the crew will be able to walk in and walk around. The wheel base is critical, so the vehicle can get to where it is needed.

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

Assistant Chief Shove distributed the 1710 compliance report. There were no building fires last month, but there were three contained cooking fires. The average attendance was 8.5 personnel.

The dispatch report was also reviewed. Medic 3 responded when Medic 1 was already out responding to another call.

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

#### **5.1 Status of Budget**

The 2016-17 budget as of the end of May was 90.5% expended, and should have been 91.3% expended, so the budget is ahead of target by .8%. Operating Supplies, Replacement Salaries and Vehicle Maintenance continue to be accounts to monitor closely. The Chief noted that the Replacement Salaries line is impacted by worker's compensation injuries.

The Chief expects to surrender some encumbrances for year end.

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

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Commission voted to approve the expenses in the amount of \$25,940.44.*

*In Favor: Catardi, Gilbert, Hemming, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

#### **5.3 Receive Revenue Report**

As of the end of May, ambulance revenue totaled \$776,041. This puts revenue ahead of target by 14%. Unaudited revenue for June is approximately \$70,000. The office staff has done an exceptional job with the collections.

The total number of calls for the fiscal year was 3,452. There were no significant storms or adverse events in the past fiscal year that impacted the call volume.

**6. Old Business:**

None

**7. New Business:**

The swearing in ceremony for the two new firefighters, the new Captain and the Assistant Chief will take place in the apparatus bay of Fire Headquarters at 6:30 p.m. this evening. Each Commissioner will administer an oath to one of the candidates.

**8. Public Forum:**

None

**9. Personnel Update(s). (Executive session will be required).**

*Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to enter into Executive Session at 5:48 p.m.*

*In Favor: Catardi, Gilbert, Hemming, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to exit Executive Session at 6:00 p.m.*

*In Favor: Catardi, Gilbert, Hemming, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to adjourn the meeting at 6:01 p.m.*

*In Favor: Catardi, Gilbert, Hemming, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

Respectfully Submitted,

*Karen Quercía*

Clerk