

**BOARD OF FIRE COMMISSIONERS
DRAFT MEETING MINUTES
TUESDAY, JANUARY 10, 2017
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Anita Catardi, Gary Gilbert, Barbara Hemming, Ken Wilson,
Chairman

Department Members: Chief Charles Herrschaft, Steve Lapaglia, President IAFF 4177

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 December 13, 2016 special meeting.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to approve the minutes of the December 16, 2016 special meeting.

In Favor: Catardi, Hemming, and Wilson

Opposed: None

Abstained: None

2.2 Approve minutes of the December 27, 2016 special meeting.

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to approve the minutes of the December 27, 2016 special meeting.

In Favor: Catardi, Hemming, and Wilson

Opposed: None

Abstained: None

3. Correspondence and Notices

Chairman Wilson noted the new meeting schedule for 2017.

Chairman Wilson received a notification to commence negotiations from the attorney representing the firefighters union. The current contract expires June 30, 2017.

Budget hearings begin next week, the Fire Department is scheduled to present their budget on Wednesday, January 18, 2017 at 11:00 a.m. at Town Hall. All commissioners are invited to attend.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Chief reported that there was a great deal of activity this past month; there was a major structure fire on Goose Lane, and the department provided mutual aide to the Westbrook and Branford Fire Departments.

Mandatory hose testing was completed. The failure rate was as expected, the average life span of the hose is ten years.

Commissioner Catardi asked if Guilford's response numbers were similar to neighboring towns. The Chief informed the Commissioners that it is difficult to compare since the towns have different demographics and varying department structures.

4.2 Assistant Fire Chief Report (Chief Herrschaft)

4.2.1 Activity Report(s)

There were 325 incidents last month, and 1,847 for the year. The personnel responses and back to back calls were also reviewed.

5. Monthly Business:

5.1 Status of Budget

The budget is at 39.4% expended and should be at 41.5%, so expenditures are under by 2.1% for the year.

The Commissioners discussed the budget process and documents that comprise the back-up information for the budget.

5.2 Consider and take action on monthly Department Expenditures

Chairman Wilson noted two corrections to the monthly expenses: The total expense for Radio Receivers in the amount of \$510.50 was inadvertently omitted from the monthly total, and an invoice for clerking services needs to be added into the expenses as well, bringing the total for the month to \$63,581.62.

Expenses included replacement of an existing oil tank. The new tank was donated, so the expense was for the removal of the old tank, and installation of the new one. The new tank holds 1,200 gallons, the old one only held 330 gallons.

Other expenses included the replacement of 10 sets of turn out gear, and the OSHA/NFPA required hose testing.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to approve the amended monthly expenses totaling \$63,581.62.

In Favor: Catardi, Gilbert, and Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue should be at 33.2%, and is at 39.6%, which is ahead of last year for the same period. The unaudited deposits for December totaled over \$70,000. The billing turn around time is as quick as possible.

6. Old Business:

None

7. New Business:

7.1 Discuss and take possible action on proposed FY 2017-18 Fire Department Budget.

Chairman Wilson distributed a copy of the proposed 2017-18 budget summary and cover letter. Overall the budget request is 2.8% higher than last year's budget. The salary line is not up to date because of the upcoming negotiations; those funds are included in Reserve for Personnel. The increasing call volume impacts the budget.

The Five Year Capital Bonding replacement plan includes standardizing the medic units so that they all have the same chassis and box.

Chief Herrschaft recently met with the new Finance Director and First Selectman to review the budget, and explain some of the various line items. The information, and the budget, was well received.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to approve the FY 2017-18 budget as presented.

In Favor: Catardi, Gilbert, and Wilson

Opposed: None

Abstained: None

8. Any other Business to come before the Fire Commission

None

9. Public Forum

None

10. Discuss status of “conditional offer of employment” for Assistant Chief of Operations position. (Executive session will be required)

11. Discuss the status of the Fire Chief’s/Fire Marshal’s contract. (Executive session will be required)

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to enter into Executive Session at 5:50 p.m. Chief Herrschaft was invited to remain in Executive Session.

In Favor: Catardi, Gilbert, and Wilson

Opposed: None

Abstained: None

At the Commissioners request, Chief Herrschaft exited the meeting at 6:15 p.m.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to exit Executive Session and adjourn the meeting at 6:29 p.m.

In Favor: Catardi, Gilbert, and Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercía
Clerk