

**BOARD OF FIRE COMMISSIONERS
DRAFT MEETING MINUTES
TUESDAY, MARCH 7, 2017
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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

Department Members: Chief Charles Herrschaft, Assistant Chief Mike Shove

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 February 7, 2017 regular meeting.

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the minutes of the February 7, 2017 meeting.

In Favor: Gilbert, Mitchell and Wilson

Opposed: None

Abstained: Catardi, Hemming

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson, on behalf of the Commission, submitted a letter with the SAFER grant application in support of the grant. The letter also acknowledged the obligations associated with the potential award of the grant, and also stated that the First Selectman is aware of the application submission. The letter further stated that the Fire Commission cannot financially obligate the town.

Chairman Wilson noted that the interview process for the Assistant Chief's position was completed, and all documents have been forwarded to the Human Resources Department. These documents will provide a model for future hiring.

Commissioner Mitchell asked Assistant Chief Shove his impression of the hiring process. Assistant Chief Shove stated that he felt the process was thorough, fair and on target with how the process should be.

3.2 Other Information

None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Chief Herrschaft reported that one department member took a disability retirement. There may be another employee also requesting a disability retirement very soon.

The department responded to a small structure fire, and they also provided mutual aide to a kitchen fire at Christy's restaurant in Madison. The fire was contained to the kitchen and attic. It was a good stop. The fire happened around midnight, so fortunately no one was in the building at the time.

The fire boat is back in service, and the loaner boat will be returned later this week.

The SAFER grant was submitted.

4.2 Activity Reports - Assistant Chief

Assistant Chief Shove distributed the monthly activity reports, including the 1710 compliance report. There were 227 incidents in February and there have been 2,358 incidents year to date. There were 3 structure fires last month; the average attendance at a structure fire was 8.67 personnel.

Structure collapse training will be held over eight days in March. Twenty-five Guilford Fire Department members will be participating in the training. Assistant Chief Shove encouraged the Commissioners to stop by and observe the training. Grant funding will cover 90% of the cost of the course. Conducting the training in Guilford is especially advantageous.

The Commissioners discussed the number of incidents at various facilities in town.

5. Monthly Business:

5.1 Status of Budget

The budget for January is 57% expended and should be at 49.8%. The Chief continues to monitor the line items closely.

5.2 Consider and take action on monthly Department Expenditures

Expenses this month include invoices for physical examinations for 27 department members and TB testing. The department follows the OSHA guidelines for these tests.

A payment to Amazon.com was for air horns for vehicles. Amazon had the best price for this purchase.

The Chief noted that the department is no longer doing business with Stericycle for disposal of hazardous waste. The company they are now working with is Bio-Serve. Their pricing is much lower, which is saving the department money.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the monthly expenses totaling \$48,014.40.

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

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue is ahead of where it should be. The revenue is at 59% of target. Over \$80,000 was deposited in February and the ambulance billing is current.

6. Old Business:

None

7. New Business:

Chairman Wilson explained that the Commission will be interviewing for the position that became vacant due to a disability retirement.

7.1 Interview of potential candidates for Firefighter/Paramedic position. Executive Session will be required.

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to go into Executive Session to interview potential candidates for a Firefighter/Paramedic position at 5:58 p.m. Chief Herrschaft and Assistant Chief Shove were invited to remain in Executive Session.

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

Opposed: None
Abstained: None

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to exit Executive Session at 7:18 p.m.

In Favor: Catardi, Gilbert, Hemming, Mitchell, and Wilson
Opposed: None
Abstained: None

7.2 Discuss and take possible action on award of conditional offer of employment for Firefighter/Paramedic position.

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to authorize the Chairman to make a conditional offer of employment to the selected candidate.

In Favor: Catardi, Gilbert, Hemming, Mitchell, and Wilson
Opposed: None
Abstained: None

8. Any other Business to come before the Fire Commission

None

9. Public Forum

None

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn the meeting at 7:20 p.m.

In Favor: Catardi, Gilbert, Hemming, Mitchell, and Wilson
Opposed: None
Abstained: None

Respectfully Submitted,
Karen Quercía
 Clerk