

**BOARD OF FIRE COMMISSIONERS  
DRAFT MEETING MINUTES  
TUESDAY, APRIL 4, 2017  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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Present: Commissioners: Gary Gilbert, Barbara Hemming, Dean Mitchell (arrived 5:38 p.m.), 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 March 7, 2017 regular meeting.**

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

*In Favor: Gilbert, Hemming, Wilson*

*Opposed: None*

*Abstained: None*

**3. Chairman's Report**

**3.1 Correspondence and Notices**

Chairman Wilson shared three letters from residents thanking the paramedics for their service. Commissioner Hemming also noted that there have recently been several Facebook posts praising and thanking the department for their assistance.

Chairman Wilson reported that the Board of Finance reduced the Town's proposed FY17-18 budget by \$80,000; and the Board of Education's budget by \$120,000. The Fire Department's Capital budget sidewalk line was reduced by \$20,000, so the budget reduction will have no impact on the Fire Department's Operating Budget.

A conditional offer of employment was sent to the preferred candidate for the firefighter/paramedic position. The hiring process is moving forward, a background

check is currently in process. The candidates that were not chosen for the position were sent letters thanking them for their interest in working for the department.

### **3.2 Other Information**

None

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

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

Chief Herrschaft reported that there were two structure fires that began as chimney fires and then got into the walls. Working smoke detectors insured that the occupants were not injured. In both instances the department did a good job in containing the fires.

The one long term worker's compensation injury is moving along. Another employee is out on a non-work related injury.

This Thursday the new 911 system will be installed at the Dispatch Center. Hardware and software will be replaced. The manufacturer had problems with the prior generation. Tactical Communications will also be on site to insure a smooth transition.

### **4.2 Activity Reports - Assistant Chief**

Assistant Chief Shove reported that the department responded to 251 calls in March, and a total of 2,609 calls (fiscal) year to date. There were four structure fires with an average attendance of 10 responders.

The ten hour per day, eight day structural collapse class was very successful. There were 25 participants, all Guilford career firefighters who successfully completed the class. The training was extensive, the class was well run, and many participants felt it was one of the best classes they had ever participated in. The class was paid for by the Assistance to Firefighters grant.

Chief Herrschaft praised Assistant Chief Shove and Captain Haverkamp for the excellent job they did in putting the class together, keeping things organized, and making sure the class progressed at a timely pace. The Chief also noted that the Commissioners will see an expense for food for the class. It made sense to bring food on site and keep control of the class, rather than have participants leave for meals.

Two volunteers were available each day of the class to respond to calls, allowing the career members to participate in the class. Chairman Wilson asked Assistant Chief Shove to pass along to the volunteers the Commission's appreciation for their time and effort.

**5. Monthly Business:**

**5.1 Status of Budget**

At the end of February, the budget was 65.7% expended. Chairman Wilson noted that the budget is right where it should be vertically.

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

Chief Herrschaft explained that a new vendor, ESO Solutions, provides the EMS reporting system for billing. With this system, the billing information comes directly from the hospitals. Other notable expenses included air pak and FIT testing, a repair to the building generator at the North Guilford Fire House, annual practical skills test for paramedics, and six sets of turn out gear.

East River Energy provides fuel, diesel and heating oil to the department.

The purchase of an alcohol cart is for a breathing machine.

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to approve the monthly expenses totaling \$75,263.91.*

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

*Opposed: None*

*Abstained: None*

**5.3 Receive Revenue Report**

Revenue is at 70.2%, which is ahead of projections by 12.1%  
There were 164 billable calls in March, for a total billed of \$157,000.

The department recently received Medicare reimbursement for an eighteen month old claim.

**6. Old Business:**

None

**7. New Business:**

Applications and supporting documentation have been received from the candidates applying for the Captain's position. Interviews will be conducted following the next Board of Fire Commissioners regular meeting.

**8. Public Forum**

None

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to adjourn the meeting at 5:56 p.m.*

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

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercía*  
Clerk