

**BOARD OF FIRE COMMISSIONERS
DRAFT MEETING MINUTES
TUESDAY, MAY 2, 2017
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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

Department Members: Chief Charles Herrschaft, Assistant Chief Mike Shove, 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 April 4, 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 April 4, 2017 meeting.

In Favor: Gilbert, Mitchell, Wilson

Opposed: None

Abstained: Catardi

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson shared a thank you from the children at Community Nursery School, and another thank you note from a resident.

3.2 Other Information

The Chairman also reported that the budget and all of the referendum questions were approved at the April 18th budget referendum.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Chief Herrschaft reported that there were no major incidents this past month. The employee out on long term disability remains out of work.

The new recruit started yesterday, May 1st.

Since the bonding issue for public safety equipment passed at referendum, the committees for the ambulance, heavy rescue and water tank are proceeding forward rapidly to prepare the bid specifications.

The Chief is working with the Town Engineer to find a site in the Cambridge subdivision for placement of the 30,000 gallon the water tank.

The Volunteer Companies recently held a member recruitment drive. They received one cadet application and a possible recruit for North Guilford.

The fire boat is back in service. There was a problem with the generator, but the problem was identified by a Guilford Fire Department member, and the replacement part is on order. The Chief is pursuing this as an insurance claim.

4.2 Activity Reports - Assistant Chief

Assistant Chief Shove distributed the 1710 compliance report, and the Dispatch Summary report. There were no structure fires last month. The average attendance at Incident Type 113, Cooking Fire, was up.

In response to a question from Chairman Wilson, Assistant Chief Shove verified that the simultaneous calls remain consistently high.

The reimbursement process for the grant for the structural collapse training was started. Reimbursement comes in the form of three transfers, and is 90% of the incurred costs. It is anticipated that all reimbursements will be received by next week.

Chief Herrschaft commended Assistant Chief Shove and Captain Haverkampf on the great job they did in managing this grant. The Federal authorities were very impressed with their record keeping, he received a lot of positive feedback.

Assistant Chief Shove made a presentation to the State Fire Commission on the recent structural collapse training, and is pleased to inform the Commission that Guilford will be the first fire department in the State to receive certification in structural collapse training from the State.

Chief Herrschaft received two calls from the State commending the Assistant Chief's presentation.

Commissioner Catardi noted that sharing this distinction would be a good public relations opportunity. Assistant Chief Shove stated that the once the validation process is complete, the department could issue a notification to the public.

5. Monthly Business:

5.1 Status of Budget

The budget is 74.7% expended, and should be at 75% expended. Operating Supplies is over budget, due in large part to the need for Narcan and other medications. The Chief is keeping a close eye on expenses, and feels that vertically, the budget will be ok at year end.

5.2 Consider and take action on monthly Department Expenditures

Expenses for the month totaled \$45,035.39. EMS Solutions is the vendor that will be replacing EMS Charts. This new vendor's system will allow the department to directly access YNHH patient billing information.

All the lights in the apparatus bay have been changed over to LED, and the savings are already noticeable.

Physicals for the career and volunteer staff have been completed.

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Gilbert the Board of Fire Commissioners voted to approve the monthly expenses totaling \$45,035.39.

In Favor: Catardi, Gilbert, Mitchell, and Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue is at 80.4%, which is 14% over budget. Unaudited revenue for April totaled \$80,000.

Out of 171 ambulance calls in April, 145 were billable for a total of \$164,000.

6. Old Business:

The Commissioners discussed a local facility's requests for assistance.

7. New Business:

None

8. Public Forum

None

9. Conduct interviews of potential candidates for the Career Captain position. (Executive Session will be required).

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to enter Executive Session at 5:52 p.m. In addition to the Commissioners, Assistant Chief Shove was invited to remain in executive session.

In Favor: Catardi, Gilbert, Mitchell, and Wilson

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to exit Executive Session at 7:26 p.m.

In Favor: Catardi, Gilbert, Mitchell, and Wilson

Opposed: None

Abstained: None

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The Commission reentered regular session at 7:27 p.m.

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to authorize the Chairman to move forward with a "conditional offer" to the selected candidate.

In Favor: Catardi, Gilbert, Mitchell, and 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 7:30 p.m.

In Favor: Catardi, Gilbert, Mitchell, and Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercía
 Clerk