

**BOARD OF FIRE COMMISSIONERS  
DRAFT MEETING MINUTES  
TUESDAY, JUNE 6, 2017  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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

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

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 May 2, 2017 regular meeting.**

*Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Wilson, the Board of Fire Commissioners voted to approve the minutes of the May 2, 2017 meeting.*

*In Favor: Gilbert, Catardi, Wilson*

*Opposed: None*

*Abstained: Hemming*

**3. Chairman's Report**

**3.1 Correspondence and Notices**

Chairman Wilson shared two thank you notes local residents addressed to the Department.

**3.2 Other Information**

The Chairman advised the Commission that there will be a swearing-in ceremony held at the next Commission meeting, Tuesday July 11 immediately following the meeting. Also at the August 1, 2017, the Commission will conduct interviews for a Firefighter to fill a vacancy. The interviews will immediately follow the meeting.

**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. There is still one outstanding workman's compensation case pending. Members of the Department have donated 40 additional days to the individual.

An Ambulance and rescue truck Committee has been formed and are moving forward to begin the designing process.

The Chief advised the Commission he may seek to waive the bid process for the Ambulance since the vendor is one the department has been using for over twenty years.

The Chief is still working with the insurance company and generator vendor to get the damaged/faulty generator covered under an insurance claim. The warrant list will reflect the cost for the replacement and upgrade.

The Chief stated he attended the graduation of the Assistant Chief on Sunday. Chief Shove received his Associates Degree.

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

Assistant Chief Shove distributed the 1710 compliance report, and the Dispatch Summary report. There were two building fires last month. The goal is 15 on a scene within 10 minutes. Report is consistent with no issues.

The Department continues to experience back-to-back calls.

The reimbursement process for the grant for the structural collapse training continues. To date, approximately \$100K has been transferred to the Town. There is approximately \$10K left to collect from the AFG. The reimbursements effect, payroll, training, and operating supplies. The Assistant Chief will be meeting with the Finance department on Thursday to reconcile the accounts with payments received.

Assistant Chief Shove stated the "testing and certification process" is moving forward and should be completed within the month.

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

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

The budget is at 83.0% expended, and should be at 83.0% expended. The Chief continues to monitor all accounts. He believes it will be extremely close by years-end. There are some monies from the grant that should have a positive impact on the budget.

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

Expenses for the month totaled \$40,692.91.

The Chief pointed out the \$8K expense for the generator as discussed previously. There was nothing else discussed.

*Motion:* Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert the Board of Fire Commissioners voted to approve the monthly expenses totaling \$40,692.91.

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

*Opposed:* None

*Abstained:* None

### **5.3 Receive Revenue Report**

Revenue is at 90%, which is 15.3% over budget. Unaudited revenue for May totaled \$65,000.

Out of 175 ambulance calls in May, 143 were billable for a total of \$158,000.

### **6. Old Business:**

The Chief stated the new EOS System is being well received by all utilizing it internally.

### **7. New Business:**

Commissioner Catardi corrected the August meeting date to be Tuesday August 1, 2017.

### **8. Public Forum**

None

*Motion:* Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to adjourn the meeting at 5:53p.m.

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

*Opposed:* None

*Abstained:* None

Respectfully Submitted,

*Gary Gilbert-Commission Secretary*