

BOARD OF FIRE COMMISSIONERS
TUESDAY, September 5, 2017
5:30 P.M. – GUILFORD FIRE HEADQUARTERS

Present: Commissioners: Anita Catardi, Gary Gilbert, Ken Wilson

Department Members: Chief Charles Herrschaft and Assistant Chief Michael Shove

Chairman Wilson called the meeting to order at 5:33 p.m.

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the August 1, 2017 regular meeting.

Motion: Upon a motion by Commissioner Gilbert and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to approve the minutes of the August 1, 2017 regular meeting.

In Favor: Catardi, Gilbert and Wilson

Opposed: None

Abstained: None

3. Correspondence and Notices

Chairman Wilson noted there were several very thoughtful thank you notes this past month extending thanks to the Fire Department for their efforts.

Chairman Wilson stated the IAFF and Town of Guilford negotiations begin on Friday September 8, 2017 at Fire Headquarters.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Chief reports that the activity levels for the past month were at the same level as the previous month.

The Chief reported that he presented the new Ambulance purchase to the Board of Selectmen and the bid process was waived as the manufacturer is one the Department

has used for the last 25 years. It was approved. The ambulance has been ordered and it should be delivered in approximately six months. The manufacturer is EXCELLANCE. The cost is \$186,000. The vehicle will be a 4-wheel drive and a Chevrolet model.

Thermal Imaging Cameras will be purchased as a result of the Board of Selectmen's approval. The cameras are out dated and must be replaced.

There is one employee out on Workers Compensation injury.

The Chief advised the Board that he received the resignation of a Firefighter/Paramedic-Michael Penders effective September 14, 2017.

There is a Department Heads meeting Wednesday September 6, 2017 at 9:45AM and he will report back at the next BOF meeting.

4.2 Assistant Fire Chief Report (Chief Herrschaft)

4.2.1 Activity Report(s)

There were 306 incidents in August. The Assistant Chief reviewed the 1710 and Dispatch summary reports for August. Manpower remains at the previous month's level.

The Commissioners reviewed and discussed some of the details of the reports.

The Chief stated that he is awaiting the "structural collapse training" certification notification.

5. Monthly Business:

5.1 Status of Budget 2017-18 and Year-End 2017

There is no monthly report to provide the Commission. The first three months will be available at the October meeting.

The Board of Finance approved the transfer of \$77,000 for fiscal year 2017 to cover the expense overrun in the Departments budget. The two line-item accounts that accounted for most of the overage was "replacement salaries and operating supplies accounts".

In addition, the Board transferred \$42,000 for the "volunteer firefighters" pension plan. The dollars were set aside but were not transferred previously.

5.2 Consider and take action on monthly Department Expenditures

The total expenses for the past month were revised at the request of the Chief as there was one bill that needed to be removed. The total expenditures for the month were \$81,720.64.

Motion: Upon a motion by Commissioner Catardi and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the monthly expenses totaling \$81,720.64.

In-Favor: Catardi, Gilbert and Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

The unaudited revenue for the month of August totaled over \$60,000. The August ambulance bills and charges were not available due to the holiday weekend.

The year-end 2016-17 revenues total \$934,448.00 and were at 116.8% of budget.

6. Old Business:

None

7. New Business:

The new recuse truck committee is moving along and is in the process of reviewing truck specs and visiting manufacturers.

8. Public Forum

None

9. Discuss and take possible action to award a conditional offer of employment to a Firefighter/Paramedic. (Executive session may be required)

A Motion was made to enter Executive Session at 6:00PM by Commissioner Gilbert and seconded by Commissioner Catardi. The Board of Fire Commissioners voted to enter the session. Invited were the Commissioners in attendance and Chiefs' Herrschaft and Shove.

In Favor: Catardi, Gilbert and Wilson

Opposed: *None*
Abstained: *None*

The Commission voted to exit “executive session” at 6:02PM.

In favor: Commissioners: Catardi, Gilbert and Wilson

A motion was made by Commissioner Catardi and seconded by Commissioner Gilbert to offer “a conditional offer of employment” to the selected candidate.

In favor: Commissioners: Catardi, Gilbert and Wilson
Opposed: None
Abstained: None

A motion was made to adjourn the regular meeting at 6:04PM by Commissioner Catardi and seconded by Commissioner Wilson.

In-favor: Commissioners: Catardi, Gilbert and Wilson
Opposed: None
Abstained: None

Respectfully Submitted,
Gary Gilbert
Secretary