

**BOARD OF FIRE COMMISSIONERS  
APPROVED REGULAR MEETING MINUTES  
TUESDAY, JANUARY 9, 2018  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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

Department Members: Chief Charles Herrschaft; Assistant Chief Mike Shove; Steve LaPaglia, President, IAFF Local 4177, and Deputy Chief Ken Maginniss

Chairman Wilson called the meeting to order at 5:30 p.m.

Chairman Wilson asked for a motion to add Item 7.2, discuss and take possible action on award of rescue truck bid.

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners approved the addition of Item 7.2, Discuss and take possible action on award of rescue truck bid.*

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

*Opposed: None*

*Abstained: None*

Chairman Wilson asked for a motion to revise Item 7.1 to include amendment of the budget letter to the Board of Selectmen.

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Catardi, the Board of Fire Commissioners approved the revision of Item 7.1 to include amendment of the budget letter to the Board of Selectmen.*

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

*Opposed: None*

*Abstained: None*

**1. Public Forum**

None

**2. Approve minutes of:**

**2.1 Approve minutes of the December 5, 2017 regular meeting**

*Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners approved the minutes of the December 5, 2017 meeting as presented.*

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

*Opposed: None*

*Abstained: None*

**3. Chairman's Report**

**3.1 Correspondence and Notices**

Chairman Wilson distributed three thank you letters for the Commissioners' review. He also noted the success of the Santa delivery program, and the joy it brought to many children.

**3.2 Other Information**

None

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

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

Chief Herrschaft stated that the recent extremely cold temperatures added to the call volume. The department also responded to a structure fire in Indian Cove which started in the attic. The fire is still under investigation.

This past Sunday the department provided mutual aid to Branford for a propane emergency.

**4.2 Assistant Chief's Activity Report(s)**

Assistant Chief Shove distributed the 1710 compliance report and noted that the average responses remain consistent at between 8-10 responders per incident.

Assistant Chief Shove noted that he is still working with the vendor to clean up some inconsistencies with the dates in the dispatch report.

Mutual Aid was provided to Branford for a 1,000 gallon liquid propane tank that was leaking. The department was able to successfully use flaring kits to flare off the propane and take it from a liquid energy leak to vacating the tank.

There were 23 applicants for the paramedic position. Testing will be done on January 19<sup>th</sup>, and the professional oral boards will follow. The goal is to have the Commissioners conduct interviews at their February meeting, or at a special meeting sometime in February.

There was a good pool of candidates. If a candidate that is made a conditional offer of employment does not have Fire I certification, the department will provide the necessary training.

Assistant Chief Shove confirmed to the Commissioners that whenever the department responds to a call for a smoke detector or CO detector, they always leave the home with a working detector in place. Through a program run by Home Depot and Kidde, the department receives donations of new detectors for residents who need them.

## **5. Monthly Business:**

### **5.1 Status of Budget**

The budget is slightly under target at 39.3% expended.  
The Marine Account is over due to a misapplied payment to a vendor that will be corrected. Education and Training includes training on the use of the drone.

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

The monthly expenses totaled \$49,027.08. A payment for the transport of radioactive material for disposal is included in this month's expenses.

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Gilbert, the Commission voted to approve the expenses in the amount of \$49,027.08.*

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

*Opposed: None*

*Abstained: None*

### **5.3 Receive Revenue Report**

Revenue is under budget by 3.2%. Chairman Wilson anticipates that the revenue will be on target at the end of the fiscal year. Revenue was under in December due to the holidays and personnel vacation time.

There was an increase in ambulance calls in December; of 165 calls, 146 were billed.

**6. Old Business:**

None

**7. New Business:**

**7.1 Discuss and take possible action on FY 2018-19 Department Budget and amendment of budget letter to the Board of Selectmen**

The Commissioners reviewed the proposed FY 2018-19 budget. The total budget increase is \$23,841. It was noted that since the IAFF is still in negotiations, any increases are not included in this budget. (Potential increases are included in the Human Resources Reserve for Personnel account).

The Commissioners reviewed the impact of the SAFER grant on this and future budgets. Having staff in North Guilford should reduce the replacement salaries line item.

Utilities and Fuel budget figures were provided by the Finance Department. The Chief was able to decrease the fuel line somewhat, as the newer ambulances are getting better gas mileage. They have reduced consumption by approximately 1,000 gallons.

Operating Supplies and Education and Training have all increased. Training reimbursements from the State have decreased significantly, which negatively impacts the budget.

The Capital Budget and Five Year Plan were also reviewed. Items in the Five Year Capital Plan are adjusted for inflation.

Chairman Wilson noted that the budget letter to the Board of Selectmen will be amended to correct the amount of the total budget increase to \$23,841.

*Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Commission voted to approve the proposed FY 2018-19 Fire Department budget and amended letter to the Board of Selectmen.*

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

*Opposed: None*

*Abstained: None*

**7.2 Discuss and Take Possible Action on award of Heavy Rescue Truck RFP #1-1718.**

A total of four proposals were received. The high bidder included all the options and no deductions, the other bidders included some options. Marion Body Works, Inc., of Marion, Wisconsin was the low bidder.

The Committee visited three of the bidders, (at the bidders' expense): Marion Body Works, Inc., SVI and Rescue 1. The Committee felt that Marion Motors could do the best job for an amount not to exceed \$954,973.

Marion Fire Apparatus has been in business for over fifty years, and has a number of their trucks in the area. Their drawings were the best of all the bidders, and provided the most detail.

They are working out a weight issue so that the weight of the equipment on the truck will be distributed evenly between the front and back axles.

*Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Hemming, the Commission voted to recommend that the Board of Selectmen approve the award of RFP #1-1718 Heavy Rescue Truck to Marion Body Works, Inc. of Wisconsin for an amount not to exceed \$954,973.*

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

*Opposed: None*

*Abstained: None*

**8. Public Forum:**

None

*Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn at 6:17 p.m.*

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

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercia*  
Clerk

