

**BOARD OF FIRE COMMISSIONERS  
DRAFT REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 6, 2018  
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; Steve LaPaglia, President, IAFF Local 4177, and Deputy Chief Ken Maginniss

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 January 9, 2018 regular meeting**

Chairman Wilson noted that Item 5.1 Status of the Budget should be edited to clarify that there was a "...misapplied payment to a vendor that will be corrected."

He also noted that Item 7.2 should be corrected, in both the minutes and the motion, to reflect the cost of the heavy rescue truck as \$954,973.

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Catardi, the Board of Fire Commissioners approved the minutes of the January 9, 2018 meeting as corrected.*

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

*Opposed: None*

*Abstained: None*

**3. Chairman's Report**

**3.1 Correspondence and Notices**

Chairman Wilson distributed two thank you letters for the Commissioners' review.

He also reported that he, Chief Herrschaft, and Assistant Chief Shove presented the Fire Department budget at the recent budget hearings.

### **3.2 Other Information**

After a recent tragic event, Police Commission Chairman Michael Mikolay called Chairman Wilson to thank the first responders in the Fire Department for their service, and to inquire about the well-being of the department in the aftermath of the incident. Chairman Mikolay's concern was greatly appreciated. Chairman Wilson also expressed appreciation and concern for the members of the Police Department.

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

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

Chief Herrschaft reported that the Department assisted at a potentially explosive hazmat/fire incident in Essex this past month.

The department also provided tanker support at a fire in Westbrook that involved a 10,000 square foot house. The incident is currently under investigation.

The Chief also noted a recent tragedy that would be reviewed by Assistant Chief Shove.

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

Assistant Chief Shove distributed the 1710 compliance report and noted that the average responses are consistent month to month with 8-10 interior firefighters responding per incident.

Assistant Chief Shove expressed his appreciation to K9 First Responders, who provided support after a recent tragedy involving a young person in Guilford. They provided support to first responders and students in the Guilford schools.

Department members will also continue to receive support from a Firefighter Peer Support Group. This support will continue for as long as 1- 2 years, and is consistent with what other area departments are doing to support their departments after responding to other tragic events.

The hiring process for the 8 SAFER grant firefighter positions is on schedule. The written testing and oral interviews have been completed. The Commissioners need to schedule times in the very near future to conduct their interviews. The targeted employee start date is April 9<sup>th</sup>. The timeline is on target but very tight.

## **5. Monthly Business:**

### **5.1 Status of Budget**

The budget is slightly under target at 48.9% expended, the target is 50%. Encumbrances are high on the Maintenance Account and Operating Supplies.

## 5.2 Consider and take action on monthly Department Expenditures

The monthly expenses totaled \$59,268.68. The Commission discussed the Fuel and Utilities line items. It was noted that the two downtown fire stations use natural gas, and the other stations use oil.

*Motion:* Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Commission voted to approve the expenses in the amount of \$59,268.68.

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

*Opposed:* None

*Abstained:* None

## 5.3 Receive Revenue Report

Revenue is at 35.7%, and should be at 41.3%. \$111,046 was collected in January so collections are going well. Out of 162 calls in January, 146 were billed.

## 6. Old Business:

The Chief provided an update on the 2018-19 budget. The First Selectman requested some cuts be made, so the Chief is recommending to the Commissioners that the increases in the Utility, Fuel, and Operating Supplies accounts be reduced by half. This would bring the total budget increase to \$8,949.00 and the total department budget to \$4,398,926.

In addition, adjustments to the Capital Budget include moving the stretchers to the 2020 budget, and relinquishing the AED's, for a total reduction of \$25,000. The chief noted that he will be able to fund the AED's from a source other than the Capital Budget. Commissioner Gilbert asked if these are the stretchers that are supposed to help prevent back injuries.

The Chevy ambulances are much better in fuel consumption so the department has seen some savings there.

*Motion:* Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Commission voted to approve the budget revisions submitted by Chief Herrschaft, bringing the total FY 2018-19 Fire Department budget to \$4,398,926.

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

*Opposed:* None

*Abstained:* None

At approximately 5:58 p.m. Chief Herrschaft, Assistant Chief Shove, Firefighter LaPaglia and Deputy Chief Maginniss exited the meeting to respond to a call.

**7. New Business:**

The Commissioners discussed the schedule for conducting interviews for the eight new firefighter positions being funded through the SAFER grant. Interviews will be held on Saturday, February 17, 2018 from 10:00 a.m. – 3:00 p.m., and again on Saturday, February 24, 2018 beginning at 10:00 a.m. – 2:00 p.m.

**8. Public Forum:**

None

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Commission voted to adjourn the meeting at 6:00 p.m.*

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

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercia*  
Clerk

