

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, AUGUST 6, 2019
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commission Members: Matthew Healy, Chairman Ken Wilson
Department Members: Chief Charles Herrschaft, Assistant Mike Chief Shove, Deputy Chief Ken Maginniss

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the July 2, 2019 regular meeting

This item was tabled due to the lack of a quorum.

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson shared three thank you notes that were received last month.

3.2 Other Information

Chairman Wilson complimented the department for the time and effort the members took to organize the ceremony for former Assistant Chief Vetre who recently passed away. It was a lovely service.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The rescue truck is still at the manufacturer. The Truck Committee inspected the truck and came up with a punch list of about 50 items. Most are minor in nature, but one exception is the Power Take Off (PTO). There are 4 PTO's that are supposed to work independently of each other, but one did not work.

The Chief contacted the CEO of the company directly in an effort to get this problem resolved as quickly as possible. The Department will not take delivery until all of the specifications have been met, and all problems have been resolved. The Chief reiterated that the Town has not made any payments for the truck yet, and the vendor is paying for all trips that the truck committee makes to inspect the vehicle.

The Truck Committee is very pleased with the way the truck handles and drives. It is well built. There is a full five year warranty on the chassis, the warranty does not go onto effect until the day the town takes delivery.

4.2 Assistant Chief's Activity Report(s)

There were a total of 319 calls in July. There were 6 incidents of building fires, the average attendance was 8.5 people. One call that came in as an alarm, was an actual fire.

The response times for the entire town averaged 7.06 minutes, and for North Guilford they were 7.19 minutes. These are really good response times.

The exhaust recovery system, which was acquired by a grant, has been installed in North Guilford and is fully operational. Reimbursement has been received, and the grant will be closed out at the end of the month. The total amount of the grant was \$52,000. The Town's portion was \$5,000.

All SAFER grant reimbursements have been updated to July 1. The next reimbursement will be received in September.

The Assistant Chief reported that among the recent calls the department responded to, was a motor vehicle accident with a fatality on Interstate 95.

5. Monthly Business:

5.1 Status of Budgets

The FY 2018-19 budget ended \$247,081.00 over expended. Replacement Salaries, and unanticipated major expenses and repairs which were out of the department's control were contributing factors.

5.2 Consider and take action on monthly Department Expenditures

Expenses totaled \$91,750.85. Of that number, \$23,314.76 was expenses for FY2018-19. Major expenses included medical supplies, annual CMED membership, the annual ESO payment, and OSHA required air bottle testing, among others.

Approval of the bills was tabled due to the lack of a quorum.

5.3 Receive Revenue Report

Revenue for FY 2019-19 was 109.7% of targeted revenue. The Finance Department anticipates that total revenue for the year will hit \$1,045,000. This was a very good year for revenue.

The administrative staff and the firefighters have all been very conscientious and their efforts have contributed to the timely and accurate billing.

6. Old Business:

None

7. New Business:

The new ambulance has been ordered. Delivery is anticipated approximately 120 days after the receipt of the chassis.

8. Public Forum:

None

The meeting was adjourned at 6:11 p.m.

Respectfully Submitted,
Karen Quercia
Clerk