

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 3, 2019
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commission Members: Matthew Healy, Barbara Hemming, Dean Mitchell, Chairman Ken Wilson

Department Members: Chief Charles Herrschaft,
Deputy Chief Ken Maginniss

1. Public Forum

None

2. Approve minutes of:

2.1 Remove from table and approve minutes of the July 2, 2019 regular meeting.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioners Healy, the Board of Fire Commissioners voted to remove from table and approve the minutes of the July 2, 2019 meeting as presented.

2.2 Approve minutes of the August 6, 2019 regular meeting.

As a quorum was not present at the August 6, 2019 meeting, the minutes stand as draft.

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson shared a thank you note.

3.2 Other Information

None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Two members of the Truck Committee will be going to do a second, and hopefully final, inspection of the rescue truck. There is one final test that needs to be completed. The current issue is the hydraulic flow to the winches. An outside vendor has to perform the testing.

If the truck passes the Committee's inspection, the Chief anticipates that the truck will be in Connecticut by the next commission meeting. Once it gets to Connecticut, there are some electronics that will need to be installed, and then it will be inspected and formally accepted here.

4.2 Assistant Chief's Activity Report(s)

The Assistant Chief was unable to attend the meeting, and will provide an activity report next month.

5. Monthly Business:

5.1 Status of Budgets

The 2018-19 fiscal year ended \$351,450.16 over budget. The Commission has been aware of the line items that were in jeopardy of going over budget including: Overtime, Building Maintenance and Vehicle Maintenance.

The reports for Fiscal Year 2019-20 are not yet available from the Finance Department.

5.2 Consider and Take Action on Monthly Department Expenditures – July, 2019.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to remove from table and approve the expenses for July, 2019 in the amount of \$91,750.85.

In Favor: Healy, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

5.3 Consider and Take Action on Monthly Department Expenditures – August, 2019

The Commissioners reviewed the expenses. A payment of \$6,000 to Rescue Products International was for the replacement of bail out equipment. Other expenses included the replacement of ten year old tires for the dive truck, the annual CMED payment to Valley Shores, and annual required inspections of Lifepak and Lucas equipment.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to approve the expenses for August, 2019 in the amount of \$70,495.12.

In Favor: Healy, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue for Fiscal Year 2018-19 totaled \$1,032,679. This was well over the projected revenue. Chairman Wilson thanked all members of the department who contributed to this accomplishment.

Approximately \$60,000 of ambulance receivables was deposited in August, 2019. There were 151 billable calls in August.

6. Old Business:

6.1 Review of Proposed Revised Fee Schedule

Chief Herrschaft distributed a revised copy of the proposed fee schedule that had been submitted to the BOS Fee subcommittee in 2018. There were no changes to the fees, only in the format of the document to provide better clarity to the schedule.

All fees will be collected by the Building Department, how they will be properly credited to the Fire Department is still being worked out. The new fee schedule will necessitate a change to the Town Ordinance, which will require a public hearing as well.

Commissioner Mitchell thanked the Chief for his patience and perseverance on this matter.

7. New Business:

None

8. Public Forum:

None

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to adjourn at 5:59 p.m.

In Favor: Healy, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Clerk