

**BOARD OF FIRE COMMISSIONERS**  
**DRAFT REGULAR MEETING MINUTES**  
**TUESDAY, JANUARY 8, 2019**  
**5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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Present: Commissioners: Matt Healy, Josh Hershman,(arrived 5:35 p.m.)  
 Dean Mitchell and Chairman Ken Wilson

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

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

**1. Public Forum**

Chairman Wilson welcomed Commissioner Healy to the Board, and presented him with his badge and Commissioner Plate.

**2. Approve minutes of the December 4, 2018 regular meeting.**

The Commissioners tabled this item until the arrival of Commissioner Hershman.

**3. Chairman's Report**

**3.1 Correspondence and Notices**

There were two letters of appreciation, one from the Stony Creek Association, and one from a resident.

**3.2 Other Information**

Chairman Wilson and Assistant Chief Shove will be attending the next Pension Committee meeting being held on January 16<sup>th</sup>. There is an item on the agenda regarding the disability retirement of a firefighter.

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

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

Work on the new rescue truck body has begun. It is scheduled to be ready for paint by January 25<sup>th</sup>. The chassis is built.

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

There were 276 calls in December. The Assistant Chief reviewed the responses for code 111's and 113's; building and cooking fires. One fire alarm call became a minor

fire, there were 8 crew members in attendance because the response was for a fire alarm, not a working fire.

In December, the average response time for the entire town was 7 minutes and 35 seconds. In North Guilford the average response time was 9 minutes and 10 seconds, which is a slight increase. The Assistant Chief is looking into why there was an increase; it may be due to the number of back to back calls and the second ambulance being on another call. The department now has six months of data for the North Guilford station.

SAFER Grant reimbursements are on target. The third quarter expenses have been submitted for reimbursement.

## 5. Monthly Business:

### 5.1 Status of Budgets

The Chief has put a freeze on non-mandatory training, and is closely monitoring replacement salaries, building maintenance, vehicle maintenance and operating supplies.

Mandatory training will continue, but training that is for career enhancement is being scrutinized. The training committee meets monthly to review wants versus needs and to plan for future training requirements.

There have been several anomalies in the budget this year. The engine in North Guilford had a major oil leak, for example. The new paramedics are required to attend 30 ALS calls with a preceptor, which impacted the overtime line.

In response to a question from Commissioner Hershman regarding the charges for services revenue, the Commissioners explained that a fee increase has been proposed, and is waiting for consideration by the Board of Selectmen.

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

Expenditures, including the clerks invoice, totaled \$65,038.13. Major expenses included replacement of a shower, a major oil leak in Engine 4, and the replacement of a fuel tank in the same truck. Drugs and medical supplies were another large expense.

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$65,038.13.*

*In Favor: Healy, Hershman, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

### 5.3 Receive Revenue Report

Revenues are ahead of target and are expected to exceed \$876,000. Last month's revenue was \$80,726.31. The Commissioners discussed credit card collections and the manner in which revenue is recorded by the Finance Department.

The Assistant Chief explained that Guilford has the highest percentage of patient bracelet scans when they are transported to the hospital. Scanning the bracelets allows the department to have access to a patient's insurance billing as well as the patient outcome. It is a very useful and powerful tool and provides quicker billing.

Other items discussed included workers compensation reimbursement and burn and blast permit fees. It was noted that incidents increased by 352 over last year.

## 6. Old Business:

*Motion:* Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hershman, the Board of Fire Commissioners voted to approve the minutes of the December 4, 2018 meeting as presented.

*In Favor:* Hershman, Mitchell, Wilson

*Opposed:* None

*Abstained:* Healy

## 7. New Business:

### 7.1 Discuss and take action on the proposed 2019-20 budget recommendation to Board of Selectmen.

The Commission reviewed various line items in the proposed FY 2019-20 budget. Salary increases are contractual. The SAFER grant reimbursements will offset some of the salaries. The Chief explained that he used a three year average to compute the budget amount for several line items including Operating Supplies, Marine, Education & Training, Vehicle Maintenance and Overtime. Budget numbers for Utilities and Fuel were provided by the Finance Department.

The Chief also reviewed items in the Capital Budget, including air cylinders, (which have a fifteen year life span), Hazmat equipment, power lift stretcher(s), and an ambulance remount. The Department continues to pursue grant opportunities for many items.

Chairman Wilson expressed that this is a reasonable budget. Replacement Salaries have impacted budget overages in the past year, due to long term illnesses, and workers compensation injuries.

The Chief noted that he does not like to overrun the budget, but a full staff has to be maintained to provide public safety.

Commissioner Healy exited the meeting at 6:40 p.m. due to a prior commitment.

**7.2 Discuss and take possible action to move forward with candidate testing process.**

It has been two years since the last testing process was completed, and the list of candidates has been exhausted. The Commission felt that it would be prudent to update the paramedic candidate list. Shore Associates has done a very good job in the past, and provides an impartial hiring process.

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hershman, the Board of Fire Commissioners voted to suspend the current list of candidates, and to hire Shore Associates as the vendor to move forward with the candidate testing process to replace that list.*

*In Favor: Hershman, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

**9. Public Forum:**

None

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hershman, the Board voted to adjourn at 6:58 p.m.*

*In Favor: Hershman, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercia*  
 Clerk