

**BOARD OF FIRE COMMISSIONERS  
DRAFT REGULAR MEETING MINUTES  
TUESDAY, OCTOBER 1, 2019  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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Present: Commission Members: Matthew Healy; Josh Hershman; Dean Mitchell;  
Chairman Ken Wilson

Department Members: Chief Charles Herrschaft; Assistant Mike Chief  
Shove; Deputy Chief Ken Maginniss; Firefighter  
Brian Manware

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 September 3, 2019 regular meeting**

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Healy, the Board of Fire Commissioners approved the minutes of the September 3, 2019 meeting as presented.*

*In Favor: Healy, Mitchell, Wilson*  
*Opposed: None*  
*Abstained: Hershman*

**3. Chairman's Report**

**3.1 Correspondence and Notices**

Chairman Wilson shared several notes of appreciation, including one from the Guilford High School boat building class, and a third grade class at Calvin Leete School.

**3.2 Other Information**

None

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

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

The Chief reported that the Truck Committee visited the vendor for a final inspection of the heavy rescue truck. Within the first 15 minutes of running the truck, one of the PTO's failed. The Chief is expecting a status

update from the vendor, he has been in regular communication with the CEO of the company. The Commissioners discussed the various problems that have come up with this truck, and the warranty of the truck and the parts. Chief Herrschaft assured the Commissioners that if he felt at any time that it was necessary to pull the performance bond, he would do so.

The Chief noted that the PTO that failed came from another manufacturer, and an investigation into the cause of the failure is being conducted. This is a custom built truck, the quality and detailed construction is excellent, the truck meets all specifications.

He reminded the Commissioners that the town has not spent any funds for this truck yet. The manufacturer has been cooperative, and recognizes the challenges this truck has presented. There have been issues with every fire truck the town has purchased.

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

Assistant Chief Shove reported that there were a total of 327 calls in September. There were no structure fires last month, and the average attendance at Incident 113's (Cooking fire, confined to container) was 8.6.

The town wide average response time was 7.35. This time has been consistent, and the Commissioners agreed this was excellent. Staffing the North Guilford Fire House has improved town – wide response times. It was noted that Guilford is a large town in area, which impacts response times. A six-month to one-year overview of response times in North Guilford will provide a better overall picture of the positive impact staffing Station 5 has made.

The Dive Team assisted with a recovery in New Haven last week. Five divers were on scene, Guilford recovered the victim. The Chief explained that this was a mutual aid call, and therefore not a billable call. Towns do not bill each other for providing mutual aid. Guilford is a regional hub for many services, including the Hazmat Team and Dive Team.

The SAFER grant is up for reimbursement for the previous quarter. The Exhaust Recovery Grant is closed out, the work at Station 5 has been completed.

### **5. Monthly Business:**

#### **5.1 Status of Budgets**

As of July 31, 2019 the budget was 9.3% expended. As of August 31, 2019 it was 17.5% expended.

## 5.2 Consider and Take Action on Monthly Department Expenditures

Expenses for the month totaled \$62,013.57. Included in the expenses was EMS Mobile Interactive Platform Training, and an Urban Climber and Rope Tech class. Assistant Chief Shove explained this training is to learn how to climb up a structure such as a cell tower and secure anchor points, for example. Ascending ropes are a different type than those used to scale down (a natural structure such as a cliff).

The Chief reported that he compared electric costs over a one year period, and the energy savings that were realized since the implementation of the energy performance measures totaled \$34.00. It was noted that electric rates have increased significantly in the past year, and that the department had already implemented energy savings measures prior to the execution of the energy performance contract.

*Motion:* Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the expenses of \$62,013.57.

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

*Opposed:* None

*Abstained:* None

## 5.3 Receive Revenue Report

Revenue collected as of August 31, 2019 is 7.4% of budget. Unaudited revenue for September totaled approximately \$58,000.

### 6. Old Business:

None

### 7. New Business:

None

### 8. Public Forum:

None

*Motion:* Upon a motion by Commissioner Hershman, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn the meeting at 6:04 p.m.

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

*Opposed:* None

*Abstained:* None

Respectfully Submitted,  
Karen Quercia, Clerk