

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, OCTOBER 2, 2018
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Anita Catardi, Gary Gilbert,
Chairman Ken Wilson

Department Members: Chief Charles Herrschaft, Assistant Chief Mike Shove, Deputy
Chief Ken Maginniss

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

1. Public Forum

None

2. Approve minutes of:

2.1 Approval of the minutes of the September 4, 2018 Board of Fire Commissioners meeting

This item was tabled since Commissioner Gilbert would have to abstain.

3. Correspondence and Notices

3.1 Correspondence and Notices

Chairman Wilson advised of a phone scam whereby someone is falsely representing themselves as the Chairman of the Guilford Fire Commission in an attempt to solicit donations. The Fire Department does not solicit donations in this manner. The Department has been posting notices on various social media alerting residents about this scam.

The annual Fire Department banquet and awards dinner will be held at Woodwinds on October 19, 2018.

3.2 Other Information

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The department responded to a structure fire last week. Three bays of a garage were heavily involved when the department arrived. The department made a very good stop. There is approximately \$250,000 worth of mainly smoke and water damage to this 5,000 square foot home.

The department responded to over 40 calls during the recent heavy rain storm. They provided pump-outs, assisted people trapped in cars, and responded to structure fires.

Continual issues at 310 State Street need to be addressed. The Chief is waiting for a call back from the Director, and will continue to seek a resolution to the problems there.

All of the issues with the rescue truck have been resolved. It is on schedule and is due to arrive in January.

4.2 Assistant Fire Chief's Activity Report(s)

The Assistant Chief reviewed the 1710 compliance report. There was a great response to the water calls during the recent storm, 10 - 12 volunteers responded, in addition to the salaried crew. Crews were out responding until approximately 1:00 a.m., when the Chief called the crews back in until it was once again safe to respond.

The response time in District 2 is down to 7 minutes and 39 seconds, which is well below the 9 minute national average. This is what the department was targeting.

The department provided mutual aide to Old Saybrook, and the number of white powder calls has been increasing recently.

Now that District 2 is staffed, the commissioners decided that they no longer needed to receive the missing units report on a monthly basis. It will still be available should the commission decide to review it in the future.

5. Monthly Business:

5.1 Status of Budget

As of August 31st, the budget is at 19.4% expended, which is over projection by 2.8%. Building Maintenance and Operating Supplies are both over. Chairman Wilson reminded the Commissioners that they approved six months of medical supplies at last month's meeting, which directly impacts the Operating Supplies line.

The salary lines are skewed by the SAFER Grant and reimbursements have not yet been received.

The to-date budget expenses also include a one-time payment to C-MED.

5.2 Consider and take action on monthly Department Expenditures

The Commissioners reviewed various invoices. Expenses for the month, including a clerking bill of \$77.63, totaled \$39,213.61.

Motion: Upon a motion by Commissioner Gilbert and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$39,213.61.

In Favor: Catardi, Gilbert, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

The revenue at the end of August was over projections by 5%. The month of September approximate revenue was just over \$70,000, so the department is well ahead of target.

6. Old Business:

None

7. New Business:

7.1 Discuss and take action on the AFG grant.

The department will be requesting the Board of Selectman's approval of the Assistance to Firefighters Grant at their October 15th meeting. This grant will provide for an exhaust recovery system for Stations 4 and 5. This is a high priority for any occupied fire house. This is a health and safety issue to prevent long term cancer.

The total project cost is \$51,900, the federal grant amount will be \$47,182, and the town's portion, which will come out of the fire department budget, and will be \$4,718.00, or 10% of the federal grant award amount.

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to accept the Assistance to Firefighters grant in the amount of \$47,182, and recommend that the Board of Selectman vote to approve acceptance of the grant.

In Favor: Catardi, Gilbert, Wilson

Opposed: None

Abstained: None

7.2 Discuss and take action on the Port Security grant.

In previous years, this grant has provided funding for the fire boat and dive equipment. The current grant is for a micro grant that will provide for an updated

electronics package on the fire boat that will allow for better communication with the Coast Guard. This grant will provide 100% funding for the equipment. There will be no matching funds or needed funding by the department or town.

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to accept the Port Security grant in the amount of \$13,500, and recommend that the Board of Selectman vote to approve acceptance of the grant to maintain and sustain the fire department vessel.

In Favor: Catardi, Gilbert, Wilson

Opposed: None

Abstained: None

- 7.3** As this was Commissioner Gilbert's last meeting, Chairman Wilson thanked Commissioner Gilbert for his eight years of service to the Fire Commission, and presented him with an award. His service has been greatly appreciated.

Commissioner Gilbert enjoyed his time on the board, and thanked everyone. He enjoyed working with the department and the commission and learned a lot.

8. Public Forum:

None

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to adjourn the meeting at 6:00 p.m.

In Favor: Catardi, Gilbert, Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
 Clerk