

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

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

Department Members: Chief Charles Herrschaft; Assistant Mike Chief Shove; Deputy Chief Ken Maginniss; Captain James Considine; 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 October 1, 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 October 1, 2019 meeting as presented.

In Favor: Healy, Hershman, Mitchell, Wilson

Opposed: None

Abstained: Hemming

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson shared several thank you notes. In addition, he noted that Executive Assistant Erin Gaudet was recognized for her hard work and contributions to the department by a North Guilford resident and volunteer fire department member.

3.2 Other Information

Commissioner Healy noted that the Chief was recently recognized for his forty years of service to the Town. The Chief was also recently awarded Instructor of the Year.

The Commissioners congratulated the Chief and thanked him for his dedication to the department.

On Friday, November 8, 2019 the Guilford Fire Department Annual Dinner will be held at Woodwinds in Branford. All Commissioners are invited to attend.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Chief informed the Commission that the new rescue truck was delivered to the department, and, after failing the department's testing, was immediately returned to the dealership. The dealer will determine if the truck will be returned to the manufacturer. If it is not returned to the factory for remediation, the department may not accept the truck.

Since the truck failed the department's inspection, it was not accepted and therefore it is not the property of the fire department. The truck will not become the property of the Guilford Fire Department until it passes inspection, therefore no payments have been made.

4.2 Assistant Chief's Activity Report(s)

There were a total of 306 calls last month. The average response time was 7 minutes 34 seconds, which is consistent with last month. The Commissioners reviewed the incidents for the past month, including a fire in the men's bathroom at the Jacobs Beach bath house last month.

Assistant Chief Shove also explained the department's role during weather related incidents, including downed trees and wires. All notifications to Eversource must come through the Fire Department.

A SAFER grant reimbursement in the amount of \$101,000 was received in mid-October. The funds will be included in next month's financial reports.

Firefighter Sean Marren recently achieved medical control status. There are now approximately 20 EMT's and 20 Paramedics in the department. The Commissioners congratulated Firefighter Marren on his accomplishments.

Several department members recently attended a three-day accreditation class. There are no accredited fire departments in the State currently. The City of Hartford's department is currently going through the accreditation process as well.

Accreditation is accomplished through the Center for Public Safety Excellence, and take approximately two years to complete. The goal is to improve safety and service through self-assessment.

5. Monthly Business:

5.1 Status of Budgets

As of September 30, 2019, the budget was 35.5% expended, which is 10.65% over budget. The grant reimbursement is not included in these numbers.

5.2 Consider and Take Action on Monthly Department Expenditures

Total expenses for the month were \$66,974.49. The Commissioners reviewed the report.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the expenses of \$66,974.49.

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

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Medicare payments have been sporadic which has had an effect on the numbers for the month. Revenue was under by .6%. The Commissioners appreciated the great job Erin has been doing with the collections.

6. Old Business:

None

7. New Business:

Captain James Considine has been Acting Fire Marshal since Mr. Fazino's retirement. The Chief recommended that Captain Considine, who is a certified fire marshal, be permanently assigned to the position of Deputy Fire Marshal in addition to his position as Captain. Both the Chief and the Town Building Official feel Captain Considine has been doing an excellent job.

Motion: Upon a motion by Commissioner Wilson, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to accept the Chief's recommendation to assign James Considine to the position of Deputy Fire Marshal and maintain his rank as Captain.

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

Opposed: None

Abstained: None

The Chief noted that Captain Considine's promotion leaves a Captain's vacancy. He recommended that Firefighter Brian Manware be promoted to this position.

Motion: Upon a motion by Commissioner Wilson, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to promote Acting Captain Brian Manware to Captain to backfill the open Captain's vacancy created by the appointment of James Considine to Deputy Fire Marshal.

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

Opposed: None

Abstained: None

The Commissioners congratulated both Captains, and noted both promotions were well deserved. They were happy to be able to promote from within the department. This speaks to the caliber of our employees.

The promotion of Captain Manware leaves a firefighter/EMT position vacant. Chairman Wilson stated that the department will go to the candidate list and begin oral interviews very soon.

8. Public Forum:

None

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

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

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia, Clerk