

**BOARD OF FIRE COMMISSIONERS  
DRAFT REGULAR MEETING MINUTES  
TUESDAY, November 14, 2017  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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Present: Commissioners: Anita Catardi, Gary Gilbert, and Kenneth Wilson, Chairman  
 Department Members: Chief Charles Herrschaft; Assistant Chief Mike Shove; Steve LaPaglia, President IAFF Local 4177, Deputy Chief Ken Maginniss

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 3, 2017 regular meeting**

*Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners approved the minutes of the October 3, 2017 meeting as presented.*

*In Favor: Catardi, Gilbert, Wilson*

*Opposed: None*

*Abstained: None*

**3. Chairman's Report**

**3.1 Correspondence and Notices**

Chairman Wilson read a letter of commendation from First Selectman Mazza for Assistant Chief Shove for his work during the October 29<sup>th</sup> storm and subsequent power outage.

Chairman Wilson also shared several thank you notes from people who were assisted by various members of the department.

### **3.2 Other Information**

Chairman Wilson reported that the Board of Selectmen approved the acceptance of the SAFER grant at their meeting on October 16, 2017. Chairman Wilson received over 40 e-mails from residents all over Guilford in support of the SAFER grant. He also received several phone calls from residents voicing their support.

Chief Herrschaft and Assistant Chief Shove met with the Captains of the North Guilford fire company, and everyone is in full agreement that the department should move forward with the grant, and they fully support staffing the North Guilford fire house.

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

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

The storm of October 29<sup>th</sup> caused prolonged power outages throughout town. The downtown area was without power for over 20 hours due to fallen trees that took down utility lines, and blocked major arteries. The trees that came down were huge, one in Sachem's Head required a crane to remove it.

Assistant Chief Shove took the lead during the storm. The Chief expressed frustration with Eversource's response to the storm. Make safe crews were not dispatched in a timely fashion

The department provided power to The Marketplace, since they prepare food for the department during emergency situations.

There were three storm related carbon monoxide calls all related to permanent generators. These incidents were reported to the Building Official to see if the generators were properly permitted and properly installed. Two of these incidents required that the residents evacuate the premises.

The rescue truck is out to bid, bids are due back on December 8, 2017.

The ambulance chassis should be in Alabama next week, and should be delivered in approximately three months.

Commissioner Gilbert asked if there were hazardous waste materials from downed transformers. The Chief reported that there were no issues.

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

Assistant Chief Shove distributed and reviewed the NFPA 1710 Compliance Report and the Dispatch Report. There were two night time structure fires. Average attendance was 11.5 responders.

The Assistant Chief reported that he is working with the Red Alert vendor to clean up and revise the reports.

Seventeen department members completed Core Competencies for Hazardous Materials Technician training. All members are now NFPA 472 Certified Technicians.

One department member completed their ropes certification.

## 5. Monthly Business:

### 5.1 Status of Budget

The budget looks good; it is at 23.7% expended, which is lower than the expected 25%.

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

The Commissioners reviewed the monthly expenses, totaling \$66,437.16. Chairman Wilson also submitted a clerking invoice in the amount of \$153.00. There were several notable expenses including: the annual fee to ESO for the patient reporting system; ten sets of turn out gear, (payment to Shipmans); and hydro testing and a replacement fan for the ladder truck.

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Commission voted to approve the expenses in the amount of \$66,690.16*

*In Favor: Catardi, Gilbert, Wilson*

*Opposed: None*

*Abstained: None*

### 5.3 Receive Revenue Report

Revenue is just under target at 15.9%. Approximately \$75,000 was deposited in October. Chairman Wilson reminded everyone that the revenue target was increased for this fiscal year to \$875,000.

The department responded to 325 incidents in October, bringing the total number of calls for the calendar year to a total of 2,848.

## 6. Old Business:

Chairman Wilson reported that contract negotiations are moving forward, there are two more meetings scheduled.

## 7. New Business:

None

**8. Public Forum:**

None

**9. Discussion of Personnel Matter. (Executive Session may be required)**

*Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to enter Executive Session at 5:56 p.m., and invited Chief Herrschaft and Assistant Chief Shove to remain in Executive Session.*

*In Favor: Catardi, Gilbert, Wilson*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to exit Executive Session and enter Public Session at 6:59 p.m.*

*In Favor: Catardi, Gilbert, Wilson*

*Opposed: None*

*Abstained: None*

No action was taken in Executive Session.

*Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to authorize the Chairman to offer a conditional letter of employment to the selected candidate as discussed.*

*In Favor: Catardi, Gilbert, Wilson*

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to adjourn at 7:01 p.m.*

*In Favor: Catardi, Gilbert, Hemming, Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercía*

Clerk