

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

Present: Commissioners: Anita Catardi, Gary Gilbert, Barbara Hemming, Dean Mitchell, 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 November 14, 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 November 14, 2017 meeting as presented.

In Favor: Catardi, Gilbert, Wilson

Opposed: None

Abstained: Hemming, Mitchell

3. Chairman's Report

3.1 Correspondence and Notices

The conditional offer of employment letter that the commission approved at their last meeting was accepted and approved by the candidate, who has begun his conditional employment with the department.

Chairman Wilson is in receipt of a letter from North Guilford Rescue Squad Company #5 President John Dudley, stating that the members of the company voted unanimously to approve the use of the North Guilford Rescue Squad CO #5 building for the additional career personnel to be stationed in North Guilford 24 hours per day.

Commissioner Gilbert asked if a more formal agreement was advisable. Chief Herrschaft assured the Commissioners that this was not necessary, he foresees no problems. There is a similar arrangement with Eagle Hose Co., and there have

never been any problems. He reminded the Commissioners that the town pays for the utilities for all the volunteer fire houses.

Commissioner Mitchell asked if there were any limitations on the use of the North Guilford Company 5 facility. The Chief stated that the entire building will be available without limitations; the staff will utilize the Company 5 side of the building.

3.2 Other Information

None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Chief Herrschaft informed the Commissioners that the bids for the rescue truck are due this Friday, December 8, 2017 at 2:00 p.m. He is hopeful that several bids will be submitted.

The ambulance chassis is in Alabama, department member Keith Kennel is going down next Tuesday to inspect it.

The Chief, Assistant Chief, and First Selectman Mazza attended a meeting with Eversource representatives recently to discuss their response to the storm of October 29, 2017. Eversource did not have enough crews, and their poor response was consistent with past storms. Service for The Gables was an issue, as it has been in the past.

Commissioner Mitchell asked if the town had any recourse in this matter, or could the matter be escalated within Eversource. Chief Herrschaft responded that it has gone as high up as possible, including the Governor's office, the Public Utility Regulatory Authority, (PURA), and the Department of Public Utility Control (DPUC). The bottom line is that the department has to wait for Eversource "make safe crews" to insure that the lines are de-energized before any town crews can touch them.

Chief Herrschaft did note that the tree trimming that Eversource has done did help lessen the impact of the storm. He also noted that the self-closing circuits did work.

Mr. Mitchell expressed that the service from Eversource was deplorable.

4.2 Assistant Chief's Activity Report(s)

Assistant Chief Shove reported that a person who coded at the 5K run was saved by the ambulance staff that was on scene, and two doctors that were present. They did a great job and saved the person's life.

Fourteen department members completed a drone training and certification class. The new drone is in service and available.

Assistant Chief Shove reviewed the activity and dispatch reports. The average attendance at a structure fire remains at 8.

5. Monthly Business:

5.1 Status of Budget

The budget is slightly under target at 32.5% expended.

5.2 Consider and take action on monthly Department Expenditures

The monthly expenses totaled \$50,099.57. A payment to Shipman's included fluid for the smoke machine, and coats and pants. One of the items under the Training account is for a department member to become a certified dive training instructor. An item under operating supplies is for half the cost of a rack for the department gym. The IAFF paid for the other half of the cost.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Commission voted to approve the expenses in the amount of \$50,099.57.

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

Opposed: None

Abstained: None

5.3 Receive Revenue Report

As of October 31, 2017 revenue is at 23.7%, and should be at 24.9%, putting revenue slightly under budget. Chairman Wilson stated that he is not concerned, as this is a timing issue since a deposit of \$55,000 was made in early November.

6. Old Business:

None

7. New Business:

7.1 Discuss and take possible action on CY 2018 meeting schedule.

The Commissioners approved the meeting schedule attached to these minutes.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Commission voted to approve the 2018 calendar year meeting schedule.

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

Opposed: None

Abstained: None

Chief Herrschaft reported that he is working on the budget, and will share it with the Commissioners when it is completed. The Finance Department has not yet sent out the annual budget memos. Since the Commission will not meet before the anticipated budget submission deadline, the Chief assured the Commissioners that the Fire department budget will be submitted with the understanding that the Commission had not had the opportunity to vote to approve it.

Commissioner Hemming thanked everyone for the flowers and condolences sent to Her acknowledging the loss of her brother.

Assistant Chief Shove reported that the new hires are on shift and doing very well.

8. Public Forum:

None

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn at 6:02 p.m.

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

Opposed: None

Abstained: None

Respectfully Submitted,

Karen Quercia

Clerk

**Town of Guilford
Fire Commission
2018 Regular Meeting Schedule**

All meetings are held on the first Tuesday of the month at 5:30 p.m. at Guilford Fire Headquarters, unless otherwise noted.

January 9, 2018	(second Tuesday per vote of BOF Commissioners at their December 13, 2016 meeting)
February 6, 2018	
March 6, 2018	
April 3, 2018	
May 1, 2018	
June 5, 2018	
July 10, 2018	(second Tuesday – July 4 th holiday)
August 7, 2018	
September 4, 2018	
October 2, 2018	
November 7, 2018	(Wednesday – due to Election Day)
December 4, 2018	
January 8, 2019	(second Tuesday – due to New Year’s Day)

Approved by the Board of Fire Commissioners December 5, 2017