

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, MARCH 3, 2020
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commission Members: Barbara Hemming, Josh Hershman
And Chairman Ken Wilson

Department Members: Fire Chief Charles Herrschaft; Assistant Fire
Chief Mike Shove; Deputy Fire Marshal James
Considine; IAFF President Steve LaPaglia, and
Captain Clint Haverkamp

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 February 4, 2020 regular meeting

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Hershman, the Board of Fire Commissioners approved the minutes of the February 4, 2020 minutes as presented

In Favor: Hemming, Hershman, Wilson

Opposed: None

Abstained: None

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson reported that on March 25, 2020, he will be participating in a meeting with the First Selectman, Human Resources Director and representatives from the IAFF negotiating committee to discuss a one-year contract extension for the firefighter's contract.

There will be a subsequent meeting to discuss a one-year extension of management contracts. The date of that meeting has not yet been determined.

The department received a thank you note from a grateful resident.

Chairman Wilson shared a memo from Human Resources Director Mitch Goldblatt announcing the hiring of Cody Maillet as a Firefighter/EMT.

3.2 Other Information

Executive Assistant Erin Gaudet notified Chairman Wilson and the Commissioners that Fire Marshal Jim Considine was able to revise the ESO software so that information is transferred to the billing system electronically. This greatly improves department efficiencies.

Chairman Wilson also reported that Erin Gaudet recently completed a certified ambulance coding class and is now a certified ambulance coder. Commissioner Hemming offered congratulations on behalf of the Commission, and noted the great job Ms. Gaudet does.

A letter of resignation was received from Administrative Assistant Kathryn Ciak, who is leaving for a position with increased wages, and benefits. The Chief noted that she is an excellent employee.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Chief reported that the new ambulance chassis is supposed to arrive sometime this month.

The department responded to a structure fire, the occupant sustained minor injuries, but the 6,000 square foot home sustained over \$200,000 in damages. It was a significant loss, but also a significant save. The fire required a lot of extensive over-haul and each firefighter went through multiple bottles of air. The firefighters did an excellent job, the Chief is very proud of job they did. Madison Hose also responded and their assistance was greatly appreciated.

The generator on the ladder truck failed again, it needed a regulator. The generator was moved to the top of the ladder truck, since it was determined that the lack of ventilation where it was mounted is the issue.

4.2 Assistant Chief's Activity Report(s)

The department responded to 317 calls in February.

The average response at the building fires was 14.

The average town wide response time was 7.37 seconds, and the average response time for North Guilford was 7.45 seconds.

The Assistant Chief reported that they are moving forward with a list of candidates for the professional oral boards and hope to have the list finalized by late March or early April. The Chairman will be contacting the Commissioners regarding possible interview dates.

The SAFER grant reimbursement for the last quarter will be submitted in mid-March.

Commissioner Hershman asked about preparedness for the COVID -19 virus. Assistant Chief Shove responded that the Health Department is the lead agency and has jurisdiction over this matter. The Fire Department is part of a regional forum and is participating in ongoing national webinars on the COVID-19 virus, and is keeping up to date on the virus and preparedness in general.

5. Monthly Business:

5.1 Status of Budgets

The budget is 62.8% expended, which is 4.7% over budget. It should be at 58.1%. The Chief is carefully monitoring expenses.

5.2 Consider and take action on Monthly Department Expenditures

Expenses for the month totaled \$61,782.60. Chairman Wilson asked the Commissioners to consider an additional bill for four months of clerking services in the amount of \$183.75, bringing the total for the month to \$61,966.35.

A significant expense last month was a payment to Common Cents for turnout gear and medical supplies. The department is now using this vendor (on the State bid list) to supply the gear. The expense for the repair to the ladder truck generator totaled \$5,625.00.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Hershman, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$61,966.35.

In Favor: Hemming, Hershman, Wilson

Abstained: None

Opposed: None

5.3 Receive Revenue Report

Revenue is over projections by 5.8%. Chairman Wilson is confident that the department will make their targeted revenue for the year.

Of 205 ambulance calls last month, 171 were billable. Erin has been doing a great job getting electronic payments from Medicare and is keeping current with the bills.

The unaudited total deposits in February were \$92,681.

6. Old Business:

None

7. New Business:

Chairman Wilson explained that Commissioner Mitchell's term on the Fire Commission expired last October. He is eligible for reappointment, and he would like to continue serving. Chairman Wilson would like to have Commissioner Mitchell continue to serve as well, and asked the Commissioners if they were in agreement, which they were.

Since his party has not moved Commissioner Mitchell's reappointment forward to the Board of Selectmen, Chairman Wilson has been advised that if the Fire Commission is in agreement, they can submit a letter to the Board of Selectmen recommending that Commissioner Mitchell be reappointed.

Commissioner Hemming stated that she would like Commissioner Mitchell to serve another term, and would support the recommendation. Commissioner Hershman agreed that Commissioner Mitchell is an asset to the Commission, but expressed some reservation regarding the process. Chairman Wilson explained that for unknown reasons, the Republican party has not moved the reappointment forward. He assured the Commission that there is past precedent for a Commission recommending a reappointment.

Commissioner Hemming stated that she has concerns with keeping the seat open for much longer, and would like to take this step to move forward.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Hershman, the Board of Fire Commissioners voted to recommend to the Board of Selectmen the reappointment of Dean Mitchell to the Fire Commission.

In Favor: Hemming, Hershman, Wilson

Abstained: None

Opposed: None

8. Public Forum:

None

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

In Favor: Hemming, Hershman, Wilson

Opposed: None

Abstained: None

*Respectfully Submitted,
Karen Quercía, Clerk*