

BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MMINUTES
TUESDAY, May 7, 2019
5:30 P.M. – GUILFORD FIRE HEADQUARTERS

Present: Commissioners: Barbara Hemming, Matthew Healy, and
Kenneth Wilson, Chairman

Department Members: Chief Charles Herrschaft, Assistant Chief Michael Shove, 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 March 5, 2019-Regular Meeting – Tabled

2.2 Approve minutes of the April 2, 2019-Regular meeting -- Tabled

Motion: Upon a motion by Ms. Hemming and seconded by Mr. Healy, the Board of Fire Commissioners voted to table of the minutes.

In Favor: Hemming, Wilson, Healy

Opposed: None

3 Chairman's Report

3.1 Correspondence and Notices

-There will be an "awards and recognition" ceremony at the next Fire Commission meeting on June 4, 2019 at 6:30PM. Unit citations and civilian awards will be presented.

-Three letters of appreciation were passed around to the commissioners recognizing the professionalism and patient care provided.

-Chairman Wilson stated he attended the "mock auto crash" presented by the Guilford Police Department at the Guilford High School. The Guilford Fire Department Participated in the event.

3.2 Other Information

-There was no other information to be shared.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Fire Chief reported that the new rescue truck will be available for inspection at The manufacturers plant on May 29, 2019. The committee will inspect the truck. The Chief thinks the truck will be delayed once again due to a paint issue that was detected in the painting process.

There is still one career firefighter out on a long-term illness. There is a hearing scheduled for May 15, 2019.

The Chief stated he received correspondence from the Finance Director regarding year-end forecast. The Chief stated he thinks the budget will end in a deficit due to the un-forecasted and un-expected vehicle maintenance repairs to various apparatus.

There was a major repair to the rescue truck in April that was estimated to cost \$5K not including labor. Had the truck been sent out for repair the cost would have been approximately \$12K. By repairing it in-house with our mechanics there was a significant cost savings.

The Chief stated that the budget had passed including all bond items.

4.2 Assistant Fire Chief Report

4.2.1 Activity Report(s)

There were 240 calls in April, and a total of 2,997 year to date.

The Chief reviewed the 1710 Compliance Report to-date.

The Chief reviewed the incident response times for the month. Town-wide the response time was 7-minutes and 30-seconds. North Guilford was at 8-minutes and 23-seconds

The Fire Boat electronics have been updated and the boat is ready to go.

The ventilation project at the North Guilford Station should begin in about two-weeks.

This will be paid by the Grant received.

5. Monthly Business:

5.1 Status of Budget

As of March 31st, the budget was 81.3% expended, and should be at 74.7%. The budget is over by 6.6%. Vehicle Maintenance, Building Maintenance, and Operating Supplies are over expended to date. The overtime account is over due to the long-term illness but there should be monies received from workers compensation that will be put in the account. There may be some savings in the encumbrances but it is too early to forecast. The encumbrances total \$49,630. There are still monies to be received from the SAFER Grant and returned to the full-time salaries account. The medical call volume is consuming medical supplies.

5.2 Consider and take action on monthly Department Expenditures

The monthly bills were reviewed by the Commissioners. The Chief pointed out that the pump testing, annual career and volunteer physical examinations and the repair of the generator on unit 1-5-2 were part of the months expenses.

Motion: Upon a motion by Ms. Hemming and seconded by Mr. Healey, the Board of Fire Commissioners voted to approve the monthly expenses totaling \$\$65,958.47.

In Favor: Hemming, Healy and Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

The audited revenue for March totaled \$80,368.58, bringing the year to date total to \$696,877.77. The department should be at 66.4% and we are at 79.6% making the budget 13.2% ahead of target. With three months to go in the revenue year, the Department should exceed its fiscal year target.

The April ambulance calls, charges and billing was not available for this meeting but will be updated for the June meeting.

Mr. Wilson noted that the Fire Department is one of the highest contributing revenue departments. The high collection rate reflects how well the department and its staff manage the incoming revenue.

6. Old Business:

None

7. New Business:

The Fire Chief presented to the Commission the new ambulance quote and asked the commission to vote to waive the bidding process. The ambulance manufacturer is EXCELLANCE, a vendor that we have used previously in purchasing numerous ambulances. The new ambulance box will be mounted on a Chevrolet chassis which is what we presently utilize. All ambulances will be the same box design and chassis. The amount of the new ambulance is \$215,615.

Motion: Upon a motion by Ms. Hemming and seconded by Mr. Healy, the Board of Fire approved the Fire Chief's recommendation and that he move it on to the Board of Selectmen for their approval..

In Favor: Hemming, Healy, and Wilson

Opposed: None

Abstained: None

8. Public Forum

None

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

The Commission voted unanimously to exit Public session and enter in to Executive Session at 6:04PM.

Motion: Upon a motion by Ms. Hemming and seconded by Mr. Healy, the Board of Fire Commissioners voted to exit and enter Executive Session at 6:04PM.

In Favor: Hemming, Healy and Wilson

Opposed: None

Abstained: None

The Commission voted to exit Executive Session and re-enter Public Session at 6:15PM.

Motion: Upon a motion by Ms. Hemming and seconded by Mr. Healy, the Board of Fire Commissioners voted to exit and enter Executive Session at 6:15PM.

In Favor: Hemming, Healy and Wilson

Opposed: None

Abstained: None

No vote or action was taken as a result of the Executive Session.

The Commission voted unanimously to adjourn the meeting at 6:17PM.

Motion: Upon a motion by Ms. Hemming and seconded by Mr. Healy, the Board of Fire Commissioners voted to exit and enter Executive Session at 6:17PM.

In Favor: Hemming, Healy and Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Kenneth Wilson
Acting Secretary