

**BOARD OF FIRE COMMISSIONERS
APPROVED SPECIAL MEETING MINUTES
TUESDAY, MAY 8, 2018
7:00 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Barbara Hemming, Gary Gilbert, Dean Mitchell,
Chairman Ken Wilson

Department Members: Chief Charles Herrschaft, (arrived 7:05 p.m.); Assistant Chief
Mike Shove

Commissioner Catardi was absent due to illness

Commissioner Wilson called the meeting to order at 7:00 p.m.

1. Public Forum

None

2. Approve minutes of:

2.1 Remove from table and approve minutes of the February 6, 2018 regular meeting

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to remove from table and approve the minutes of the February 6, 2018 Board of Fire Commissioners meeting.

In Favor: Hemming, Gilbert, Mitchell, Wilson

Opposed: None

Abstained: None

2.2 Remove from table and approve minutes of the February 24, 2018 special meeting

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to remove from table and approve the minutes of the February 24, 2018 Board of Fire Commissioners special meeting.

In Favor: Hemming, Gilbert, Mitchell, Wilson

Opposed: None

Abstained: None

2.3 Approve minutes of the April 3, 2018 regular meeting

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the minutes of the April 3, 2018 Board of Fire Commissioners meeting.

In Favor: Hemming, Gilbert, Mitchell

Opposed: None
Abstained: Wilson

2.4 Approve minutes of the April 12, 2018 special meeting

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to remove from table and approve the minutes of the April 12, 2018 Board of Fire Commissioners meeting.

In Favor: Hemming, Gilbert, Wilson
Opposed: None
Abstained: Mitchell

3. Correspondence and Notices

3.1 Correspondence and Notices

Chairman Wilson read a letter from a resident who was provided assistance with an insurance matter by Administrative Assistant Nancy Mathewson. The resident praised Nancy's expertise, kindness and professionalism and made a donation to the department in recognition of Nancy's helpfulness.

3.2 Other Information

The Honoring Shoreline Heroes dinner was recently held. This year's Guilford honorees were Captain Dan Fisher from the Fire Department, and Officer Joanne Shove from the Police Department.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Two SWAT medics assisted at a recent incident in North Haven. The medics were selected to attend the 10 day incident review. The Department drone was also utilized at the incident.

4.2 Assistant Fire Chief's Activity Report(s)

The numbers remain consistent with prior months. Missing units numbers are consistent, North Guilford numbers should improve when the new staff is trained and in place.

A roof fire on Nut Plains Road remains under investigation. It was a good stop and there was a good show of department members.

The Commissioners discussed the response codes. They also discussed the importance of measuring response times going forward as the eight new firefighters begin to staff North Guilford. This information will be needed for planning for future budgets and to justify the additional staffing.

5. Monthly Business:

5.1 Status of Budget

The addition of the eight new employees is beginning to impact the budget; additional expenses include gear, equipment and training. The Chief informed the Commissioners that the majority of the encumbrances will be used this year. There were also some unexpected major repairs that have impacted the budget.

Reimbursements from the Federal Government are expected in the future, and overtime expenses should stabilize when the new hires are fully trained and working in North Guilford.

5.2 Consider and take action on monthly Department Expenditures

Major expenses included training, boat maintenance, uniforms, physicals, gear racks and lockers, an intercom for the North Guilford station and training materials for the new hires. The expenses totaled \$68,436.20.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$68,436.20.

In Favor: Gilbert, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue as of March 31st is 1.6% under target. Approximately \$90,000 has been collected this month. In April there were 162 calls that were billed for a total of \$149,000. Revenue from burn and blast permits was also reviewed.

6. Old Business:

The new ambulance is completed and has been sent to Indianapolis for testing; the testing process will take 3-4 weeks. The Chief hopes to have the ambulance in Guilford by the end of May or beginning of June. The Police Department has requested Unit 1-9-4 for their use.

7. New Business:

The Chief advised the Commissioners that he used one week of his vacation.

8. Public Forum:

Ms. Hemming noted that the orchid plant the Department sent to Commissioner Catardi was gorgeous, and very much appreciated.