

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, JUNE 4, 2019
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Barbara Hemming, Matt Healy, Josh Hershman, Dean Mitchell, and Chairman Ken Wilson

Department Members: Chief Charles Herrschaft; Assistant Chief Mike Shove; Deputy Chief Ken Maginniss; Firefighter Steve LaPaglia, IAFF; Captain James Considine; Firefighter Christopher Jones

Public: Mr. Jones, Father of Firefighter Christopher Jones

Commissioner Wilson called the meeting to order at 5:30 p.m.

1. Public Forum

Chairman Wilson, on behalf of the Fire Commission and the Fire Department, presented Firefighter Chris Jones with an Administrative Commendation for going above and beyond the call of duty both personally and professionally, by acting as a mentor to fellow firefighter Sean Marren. Firefighter Jones showed great initiative by: working extra shifts, creating lesson plans and an evaluation plan, all of which resulted in significant and continued improvement in his mentee's patient interaction.

Firefighter Jones was presented with a Class A Administrative Commendation ribbon, and was congratulated by the entire commission and his fellow department members.

With great sadness, Chairman Wilson announced the passing of former First Selectman Carl Balestracci, Jr. The Commission observed a moment of silence in his honor.

2. Approve minutes of:

2.1 Approve minutes of the May 7, 2019 regular meeting

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners approved the minutes of the May 7, 2019 meeting as presented.

In Favor: Healy, Hemming, Wilson

Opposed: None

Abstained: Hershman, Mitchell

2.2 Remove from table and approve minutes of the April 2, 2019 regular meeting

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Hershman, the Board of Fire Commissioners voted to remove from table and approve the minutes of the April 2, 2019 meeting as presented.

In Favor: Hemming, Hershman, Wilson

Opposed: None

Abstained: Healy, Mitchell

2.3 Remove from table and approve minutes of the March 5, 2019 regular meeting

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to remove from table and approve the minutes of the March 5, 2019 meeting as presented.

In Favor: Healy, Hershman, Mitchell, Wilson

Opposed: None

Abstained: Hemming

3. Chairman's Report

3.1 Correspondence and Notices

None

3.2 Other Information

None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Chief Herrschaft reported that the new rescue truck is making significant progress, and is expected to be delivered the first week in July, 2019. This is a complicated truck and it takes time to get it right. The engineers and designer/builders had to work out some issues. There is extra equipment that still needs to be installed, such as the air panel. The Chief has very high confidence that the truck will be well constructed; this is a very reputable company. No money has been paid for the truck to date.

4.2 Assistant Chief's Activity Report(s)

Assistant Chief Shove reported that there were 263 calls last month. There were no significant structure fire responses. So far this year, the department has responded to 3,260 incidents.

In May, the average town-wide response time was 7.2 minutes, and the average response time for North Guilford was 8.48 minutes. The department is meeting the targeted response times.

There were two animal related responses last month, one was to rescue some ducks stuck in a storm drain, and the other was to rescue some days old orphaned baby raccoons from a nest in a tree. The babies were taken to a local animal rescue and rehabilitation coordinator.

The Exhaust Recovery Grant is in progress and is about 80% completed, total completion is anticipated in about 2 weeks. Assistant Chief Shove has been working with Finance Director Maryjane Malavasi on the SAFER grant reimbursements to insure that they are applied to the correct fiscal year.

5. Monthly Business:

5.1 Status of Budgets

The budget is 6.8% over expended. There may be approximately \$5,000 - \$6,000 in encumbrances in the Operating Supplies line that can be surrendered at the end of the fiscal year.

Vehicle Maintenance is completely expended. The rescue truck had to go back to Superior Spring for a rear end repair and realignment.

One long term injury is currently under review as a worker's compensation claim. If it is accepted, the department will receive some salary reimbursement.

Another employee has been out of work for three months. Both of these absences affect the Replacement Salaries account.

5.2 Consider and take action on monthly Department Expenditures

Expenses for the month totaled \$39,391.34. There were no expenses of particular note.

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 \$39,391.34.

In Favor: Healy, Hemming, Hershman, Mitchell, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue to date is at 87.1%, which is 12% over target. There were 156 billable calls in May, for a total of \$194,000 invoiced. Unaudited revenue collected in May was approximately \$84,000.

More people are using the credit card option to pay their bills. Having the flexibility to pay with a credit card has had a positive impact on collections that have been in arrears.

The Fire Department administrative staff has been doing an excellent job with the collections, and the Commission thanked the firefighters responsible for implementing the ESO.

6. Old Business:

None

7. New Business:

Following the conclusion of the regular meeting, the Commissioners will be attending a recognition and award ceremony in the Fire Headquarters meeting room. The Commission will be recognizing civilians and Department members for a lifesaving incident that occurred in April. The Commissioners thanked the Department members responsible for organizing the ceremony.

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 6:03 p.m.

In Favor: Healy, Hemming, Hershman, Mitchell, and Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Clerk