

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, June 5, 2018
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Barbara Hemming, Anita Catardi,
Dean Mitchell and Chairman Ken Wilson

Department Members: Chief Charles Herrschaft; Assistant Chief Mike Shove; and
Deputy Chief Ken McGuiness

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

A motion was made by Commissioner Catardi and seconded Commissioner Mitchell to add
“executive session” to the agenda as item 9.

The vote was unanimous.

1. Public Forum

None

2. Approve minutes of:

2.1 Remove from table and approve minutes of the May 8, 2018 special meeting

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell,
the Board of Fire Commissioners voted to approve the minutes of the May 8, 2018
Board of Fire Commission meeting.*

In Favor: Hemming, Mitchell, Wilson

Opposed: None

Abstained: Catardi

3. Correspondence and Notices

3.1 Correspondence and Notices

Assistant Chief Shove announced the receipt of two awards; Jim Considine was awarded
Paramedic of the Year and a crew of volunteer firefighter/EMT’s received an award for the
“Code Save” at the fairgrounds.

3.2 Other Information

None.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal’s Report

The new ambulance is undergoing testing. We anticipate taking receipt of the vehicle sometime in late June.

The Chief met with rescue truck manufacturer regarding preliminary designs and specifications. The results were turned back to the vehicle committee for review.

The Department has one outstanding long term disability under worker's compensation. The Chief is thinks this will be resolved soon.

4.2 Assistant Fire Chief's Activity Report(s)

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

The Assistant Fire Chief reported that the new recruit program will be ending this week. They will then be assigned to respective shifts for the next two weeks. Manpower at North Guilford Fire Station will begin on July 1, 2018.

The Assistant Fire Chief reported two incidents that the Department was involved in.

1. Memorial Day Weekend the drone was deployed to locate a missing person in North Haven.
2. Trailer was deployed to Branford for a Commercial Fishing Boat incident.

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 including the ladder truck that have impacted the budget.

5.2 Consider and take action on monthly Department Expenditures

Major expenses included training, increased cost of medical supplies and the ladder truck repair. The expenses totaled \$69,994.95.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$69,994.95.

In Favor: Catardi, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue as of April, 30, 2018 is on target. In May there were 190 calls; 152 that were billed.

Reduced Revenue from Medicaid reduction was also reviewed.

6. Old Business:

None

7. New Business:

The Chief advised the Commissioners that he has identified a possible revenue source. He proposes charging for plan reviews by the Fire Marshall's office for commercial building plans. This would require a new town ordinance. The Chief will bring the proposal to the BOS. There were no objections from the Commission.

8. Public Forum:

None

9. Executive Session for the purposes of updating the Commission on IAFF and Executive Administrative position negotiations.

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to enter executive session at 5:55 pm. Invited into the session were Chief Herrschaft, Assistant Chief Shove and the Commissioners in attendance.

In Favor: Catardi, Hemming, Mitchell, Wilson

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to exit executive session at 6:25 pm. Note: Commissioner Mitchell exited the meeting at 6:10 pm.

In Favor: Catardi, Hemming, Wilson

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to adjourn the meeting at 6:26 pm.

In Favor: Catardi, Hemming, Wilson

Opposed: None

Abstained: None

Respectfully Submitted,

Sally J. Berezowskyj

Recording Secretary

Board of Fire Commissioners Draft Meeting Minutes June 5, 2018