

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, AUGUST 7, 2018
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Anita Catardi, Gary Gilbert, Barbara Hemming,
Chairman Ken Wilson

Department Members: Chief Charles Herrschaft, Assistant Chief Mike Shove, Deputy
Chief Ken Magginnis, Firefighter Glenn Mate, Firefighter
Steve LaPaglia, IAFF President; Firefighter Rob Piascyk

Town Officials: Mitch Goldblatt, Human Resources Director; Chris Hodgson,
Esq., Town Attorney

Commissioner Mitchell was absent.

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

1. Public Forum

None

2. Approve minutes of:

2.1 Approval of the minutes of the July 10, 2018 Board of Fire Commissioners meeting

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to approve the minutes of the July 10, 2018 Board of Fire Commissioners meeting as presented.

In Favor: Catardi, Gilbert, Wilson

Opposed: None

Abstained: Hemming

3. Correspondence and Notices

3.1 Correspondence and Notices

None

3.2 Other Information

Chairman Wilson noted that three candidates were interviewed for the part time secretary position for the Fire Department. Mr. Goldblatt advised that he received a verbal commitment from the selected candidate today.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The new ambulance arrived this past Monday. It is scheduled to be inspected late this week or early next week, and should be in service very soon.

An issue with the new rescue truck was resolved. The rim style was changed, which solved the weight issue and also saved \$10,000. The full set of drawings is not ready yet.

There was a major structure fire at the intersection of the towns of Guilford, Branford and North Branford, all three departments responded. It was determined that the structure was located in Guilford, so the Guilford Police Department and State Fire Marshal's office are involved in the investigation.

A car went into the pond at the Guilford Lakes Golf Course. The driver was very lucky, and was able to escape by the passenger side of the vehicle. The dive team did go into the water to insure there were no other passengers in the vehicle, and the car was recovered.

4.2 Assistant Fire Chief's Activity Report(s)

The Assistant Chief reviewed both the missing units report and the 1710 compliance report. The additional personnel at Station 5, North Guilford, has had a significant impact on the responses. The average response time is now under nine minutes.

Two cardiac arrests patients were successfully resuscitated to the Emergency Department. The additional staffing is having a direct impact on positive patient outcomes.

5. Monthly Business:

5.1 Status of Budget

At the June 30, 2018 fiscal year end, the budget was 104.8% expended. Approximately \$125,000 of the overage was expected, due to the hiring of the additional firefighters. Two major vehicle mechanical problems also negatively impacted the budget.

Partial reimbursement for some expenses is anticipated, bringing the total over expended for FY18 end to approximately \$140,000.

5.2 Consider and take action on monthly Department Expenditures

Expenses for the month totaled \$88,848.59. There were several payments for annual subscriptions or dues and service contracts, such as ESO software patient tracking, annual CMED dues to Valley Shores, and software training packages.

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 \$88,848.59.

In Favor: Catardi, Gilbert, Hemming, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

The preliminary, unaudited revenue as of June 30, 2018 is \$800,935.00, or 91.5% of budget. July receipts are approximately \$64,000.00, so the revenue will be over the anticipated total for the year end.

The ambulance calls totaled 2,111 for the fiscal year. Of those, 1,791 were billable.

6. Old Business:

6.1 Travel Policy Update

In Commissioner Mitchell's absence, Chairman Wilson provided an update on the Town's new Travel Policy. Commissioner Mitchell had discussions with the Chief of Police, Chair of the Police Commission and Town officials. The result is that it is business as usual for the Fire Department. The Fire Commission oversees the Fire Department budget.

6.2 Proposed Fire Marshal Fees

Chairman Wilson provided the proposed fee increases to Selectman Federici for the Fee Sub-Committee's review.

7. New Business:

7.1 Swearing In Ceremony

The Commissioners agreed on a date of September 11, 2018 at 6:30 p.m. for the Swearing-In Ceremony for the new firefighters. Assistant Chief Shove will coordinate the event.

8. Public Forum:

None

9. Executive Session to discuss personnel matter.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to enter into Executive Session at 5:53 p.m. to discuss a grievance by Firefighter Glenn Mate. Invited to join the Commissioners in Executive Session were: Chief Herrschaft; Assistant Chief of Operations Shove; Attorney Chris Hodgson; Human Resources Director Mitchell Goldblatt; and Firefighters Glenn Mate, Rob Piascyk, and Steve LaPaglia

In Favor: Catardi, Gilbert, Hemming, Wilson

Opposed: None

Abstained: None

No action was taken in Executive Session.

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted to exit Executive Session and enter Public Session at 6:06 p.m.

In Favor: Catardi, Gilbert, Hemming, Wilson

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Catardi, the Board of Fire Commissioners voted, based on the terms of the contract, to deny the grievance as submitted.

In Favor: Catardi, Gilbert, 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 6:07 p.m.

In Favor: Catardi, Gilbert, Mitchell, Wilson

Opposed: None

Abstained: None

Respectfully Submitted,

Karen Quercía

Clerk