

BOARD OF FIRE COMMISSIONERS
DRAFT
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 4, 2018
5:30 P.M. – GUILFORD FIRE HEADQUARTERS

Present: Chairman Ken Wilson, Anita Catardi, Barbara Hemming,
 And Dean Mitchell
 Absent: Gary Gilbert and Chief Charles Herrschaft
 Department Members: Assistant Chief Mike Shove and Deputy Chief Ken Maginniss
 Town Officials: None
 Guests: None

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

1. Public Forum None

2. Approve minutes

2.1 Approval of the minutes of the August 7, 2018

Motion: Commissioner Hemming moved to approve the August 7, 2018 minutes, with an amendment to Page 3, 5. Monthly Business change "totaled" to "to-date". I was seconded by Commissioner Catardi.

*Vote: Vote carried - Catardi, Hemming, and Wilson
 Abstained - Mitchell (absent at August meeting)*

3. Correspondence and Notices

3.1 Correspondence and Notices

- Guilford Board of Fire Commissioners and Fire Department's Public Invitation flyer to a September 11, 2018, Swearing-In-Ceremony for eleven newly hired firefighters will be held at 6:30 pm.
- Chairman Wilson read a letter from residents thanking the "hero" EMTs and Firefighters for their assistance during an emergency.

3.1 Other Information None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Fire Chief/Fire Marshal was not in attendance.

4.2 Assistant Fire Chief's Activity Report(s)

Assistant Chief Mike Shove submitted the "1710 Compliance Report 8-1-18 to 8-31-18" and the Dispatch Statistics Report:

- Additional personnel at Station 5, North Guilford continues to have a significant positive impact on patient outcomes. Response times are averaging under nine minutes versus over thirteen minutes in the past.
- CAD vendor will be asked to update the dispatch report to format it in chronological order by dates and clarify the "Invalid" status category and other information.
- Medic 1 and 2 are the primary responder ambulances. Medic 2 is housed in North Guilford. Medic 3 is volunteer fire departments unit and Medic 4 is also housed at Fire Headquarters.
- Guilford is the Regional Hazardous Material Primary Responder for the shoreline towns.
- There were 78 calls from May 1 to June 30, 2018 and 86 calls from July 1 to September 4, 2018 in the North Guilford area.
- The current average response time is 8 minutes and 30 seconds.
- Five Firefighters received awards for saving lives at three different incidents. It was posted on Face-Book, residents expressed appreciation to the emergency personnel.

The Assistant Chief discussed the goal is to improve response time to under nine minutes or less for all sections of the Town.

- Press releases will be published to inform the public of the statistics and positive impact of adding personnel. Social media and community events will be held to introduce all Firefighters.
- A fire at Apple Rehabilitation Center had a successful result due to an active sprinkler system and the "Protect In Place" program, which prevented smoke from reaching residents.

5. Monthly Business:

5.1 Status of Budget

The 2017-2018 fiscal year end budget and Year-To-Date Expense Report dated 8-17-2018 were reviewed:

- In addition to the settlement of the IAFF contract just prior to the year end, the following contributed to \$113,668 over budget expenditures: major repairs on vehicles; increased cost of medicine and medical supplies; and ten weeks of replacement costs for the in-house training instructor.
- It was an unusual year for hiring and training nine new firefighters. Some firefighters were certified prior to their hire.

- The Guilford Fire Department provided a "mini" Fire Academy which saved approximately \$45,000 versus \$5,000 per firefighter trainee to attend the CT Fire Academy.

Discussion took place regarding the core program for the EMS course. The 2018-2019 budget should return to normal.

5.2 Consider and take action on monthly Department Expenditures

Upon reviewing the monthly Department Expenditure warrant list,

Motion: Commissioner Mitchell moved to approve the monthly expenditures at \$89,515.82, it was seconded by Commissioner Catardi.

Discussion followed on details of the September 2018 Warrant List. Assistant Chief Mike Shove explained costs and ordering procedures. (Reader: see report) He reminded all that residents can safely dispose of solid unused medications, used and unused needles and blood related supplies at the Police Department and Fire Headquarters.

Assistant Chief Shove will research whether or not the \$8,910.80 CMED invoice has been paid.

Motion was made and amended to include that Assistant Chief Shove will research the CMED invoice of \$8,910.80 to avoid a possible duplicate payment.

Vote: Vote was unanimous

5.3 Receive Revenue Report

June 'Remaining Revenue' totaled \$13,921.83 with 'Actual Year-to Date', As of 8-17-2018, at \$862,078.17. Figures are under budget from last year. Some insurance payments, credit card charges and over payments are not received within the same month the Finance Department report is generated. This must be remedied for the Board to plan next year's budget.

Since 2001 (17 years), the Fire Department has exceeded its target goals by over \$500,000 total year-to-date.

6. Old Business:

Chairman Wilson reported on the proposed increase of fees associated to the Fire Marshal's office and activities performed.

- Chairman Wilson read an August 18, 2018 memo he gave to Selectman Lou Federici regarding a proposed fee schedule for fire inspections and other activities performed by the Fire Marshall's office to generate additional revenues.
- Fees are regulated by the Town and State statutes.

7. New Business:

Chairman Wilson provided an overview of the Swearing In Ceremony to take place on September 11, 2018, at Fire Headquarters at 6:30 pm. A Public Flyer was sent out and a copy was submitted for review. Commissioners will administer the oaths to each new firefighter as families, friends and colleagues participate. Chairman Wilson will be the master of ceremonies. The New Haven County Firefighter Emerald Society Pipe and Drum Corp. and Guilford High School Chorus will perform. Local and state dignitaries will be present. A moment of silence will be held on the seventeenth anniversary of the September 11th terrorist attack in New York City.

8. Public Forum:

Deputy Chief Ken Maginniss commented that in-house training for the firefighters is ongoing and a cost savings for newly hired personnel and existing personnel.

Motion: At 6:42 pm Commissioner Hemming moved to adjourn the meeting, it was seconded by Commissioner Mitchell.

Vote: Vote was unanimous

Respectfully Submitted,

Judith Anderson Castellano
Recording Secretary Pro Tem