

**BOARD OF FIRE COMMISSIONERS  
DRAFT REGULAR MEETING MINUTES  
TUESDAY, JANUARY 7, 2020  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

---

Present: Commission Members: Matthew Healy; Barbara Hemming, Dean Mitchell, Chairman Ken Wilson

Department Members: Chief Charles Herrschaft; Assistant Mike Chief Shove; Deputy Chief Ken Maginniss; Deputy Fire Marshal James Considine

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

**1. Public Forum**

None

**2. Pre-Termination Hearing for Firefighter/Paramedic Kyle Winters and Possible Action. (Executive Session will be required).**

This item was not required. (See Item 4.1, Correspondence and Notices)

**3. Approve minutes of:**

**3.1 Approve minutes of the December 6, 2019 regular meeting**

This item was tabled as a majority of members that were present at the December 3<sup>rd</sup> meeting were not in attendance.

**3.2 Approve minutes of the December 28, 2019 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 December 28, 2019 meeting as presented.*

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

*Abstained: None*

*Opposed: None*

**4. Chairman's Report**

**4.1 Correspondence and Notices**

Chairman Wilson read a letter of resignation/request for disability pension from Firefighter Kyle Winters received today, January 7, 2020. Firefighter Winters notified the Fire Department that he could no longer perform his

duties to NFPA standards, and requested a line of duty disability pension. Mr. Winters request will be forwarded to the Pension Committee for their review.

*Motion: Upon a motion from Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to accept the letter of resignation/request for disability pension from Kyle Winters.*

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

*Abstained: None*

*Opposed: None*

Chairman Wilson shared several letters of appreciation from residents who were aided by various members of the Fire Department.

#### **4.2 Other Information**

Chairman Wilson shared the upcoming budget workshop schedule. The Fire Department will be presenting its budget to the Board of Selectmen on January 22, 2020 at 11:00 a.m. in the Selectman's Meeting Room at Town Hall.

There are three contracts that are due for renegotiation: the Fire Chief's, the Assistant Chief's, and IAFF Local 4177. All three contracts will expire on June 30, 2020. Chairman Wilson will be meeting with town administrators in the near future regarding upcoming negotiations.

### **5. Departmental Officers and/or Committee Reports:**

#### **5.1 Fire Chief/Fire Marshal's Report**

The new rescue truck is in service, and has responded to several calls.

The new ambulance is waiting for a chassis, the box is fabricated and painted. Delivery has been delayed due to GM's backlog, which is a result of their worker's strike in 2019.

Deputy Fire Marshal Jim Considine reported that on December 22, 2019 the Fire and Police Departments responded to a call, and an extreme hoarding condition was discovered at the residence. Based on safety concerns, a search warrant was obtained and on December 24, 2019 it was determined by the Town's Fire, Health, Building and Police officials that the residence was unsafe and closed the house. Based on conditions, power to the house was disconnected due to concerns that a fire could start.

The State Fire Marshal upheld the town's abatement order, which was issued yesterday. Per State Statute, the Town now has 30 days to address this matter and provide relocation services for the resident. The resident must contact the town and initiate a request for relocation to begin the process. This was a very dangerous situation.

## **5.2 Assistant Chief's Activity Report(s)**

The department responded to three building fires last month. The average attendance was 12.33 personnel. The above average attendance is attributed to the fact that the fires were in the evening, so more volunteers were available to respond. The call volume was up last month, there was a total of 323 calls.

The town wide average response time was 7.43 minutes, and the average response time for North Guilford was 9.12 minutes.

The department also responded to a barn fire on Little Meadow Road.

On Christmas Day, the Project Lifesaver was deployed, and a missing child was successfully found unharmed. This system has been in place for eight or nine years, but this was the first time it was ever utilized. It worked perfectly, exactly as it is designed to.

There are approximately six Guilford residents that are registered with Project Lifesaver. This is a national program, so if a visitor to town was registered with the program and went missing, the department would be able to search for them as well.

The next quarterly reimbursement request for the SAFER grant will be submitted shortly. A required monitoring review of the grant will be submitted to the federal government as well.

## **6. Monthly Business:**

### **6.1 Status of Budgets**

The budget is 44.3% expended, and should be at 41.5%.

### **6.2 Consider and Take Action on Monthly Department Expenditures**

Expenses for the month totaled \$66,312.76. Hose testing was completed, there were very few failures. A bulk order for job shirts was placed, it is more economical to place a bulk order.

The Commissioner discussed the drugs that the department is required to stock, and the costs associated with these medications. Eventually, the department will be required to follow a regional medication protocol, which will negatively impact the budget.

*Motion:* Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the monthly expenses in the amount of \$66,312.76.

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

*Abstained:* None

*Opposed:* None

### **6.3 Receive Revenue Report**

Revenue is over projections by 1.1%. Unaudited collections for the month of December totaled \$95,000.

### **7. Old Business:**

None

### **8. New Business:**

#### **8.1 Discuss and take possible action on FY 2020-21 budget as recommended by the Fire Chief.**

The Commissioners reviewed the budget that was presented by the Fire Chief. Full time salaries reflect contracted step increases, and SAFER grant offsets. Any future increases determined by upcoming negotiations are not included. Those are included in the Reserve for Personnel budget line item.

The Commissioners agreed that this was a very reasonable, fair budget.

*Motion:* Upon a motion by Commissioner Wilson, the Board of Fire Commissioners voted to accept the budget in the amount of \$4,946,424 as prepared and presented by the Fire Department administration.

Chairman Wilson also noted that the five-year capital plan was included with the budget. The Commissioners voiced their unanimous support of the Five-Year Capital Plans as prepared and presented by the Fire Department administration.

Chairman Wilson further noted that interviews for the Firefighter/Paramedic position will begin soon.

A conditional offer of employment has been made to a qualified candidate for the Firefighter/EMT position.

**9. Public Forum:**

None

*Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to adjourn the meeting at 6:19 p.m.*

*In Favor: Healy, Hemming., Mitchell, Wilson*

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercía, Clerk*