

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, DECEMBER 6, 2019
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commission Members: Matthew Healy; Josh Hershman; Chairman Ken Wilson

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

Chairman Wilson called the meeting to order at 5:32 p.m.

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the November 6, 2019 regular meeting

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners approved the minutes of the November 6, 2019 meeting as presented.

In Favor: Healy, Hershman, Wilson

Opposed: None

Abstained: None

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson informed the Commissioners that following last month's meeting, he received a call from the First Selectman regarding the personnel changes that were approved at the last meeting. The changes were clarified and questions were resolved.

The Chairman received an e-mail from Finance Director Malavasi informing him that the SAFER grant reimbursement in the amount of \$101,802.26 was deposited and debited to the Full Time Salaries account.

The Chief received a thank you note last month.

Per the request of the Human Resources Department, the Commissioners were provided a copy of the Town's Code of Ethics. The commissioners who were not in attendance will receive a copy via e-mail.

3.2 Other Information

None

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The rescue truck has been delivered and accepted. It should be in service in approximately two weeks, department members are installing the equipment presently. The dealer came on site to make some minor adjustments. The truck has been paid for.

The new ambulance box has been built and primed. The module is substantially complete, but the chassis has not arrived yet. The GM strike will cause a delay in the delivery of the ambulance.

4.2 Assistant Chief's Activity Report(s)

In November the department responded to 290 calls. There were no structure fires, but there were some small fires. The average response was 10 personnel. There was a vehicle fire last month as well.

In January the seventh SAFER grant reimbursement request will be submitted.

5. Monthly Business:

5.1 Status of Budgets

The budget was 1.3% over last month. Overall the budget is on target.

5.2 Consider and take action on Monthly Department Expenditures

Total expenses for the month were \$48,324.64. The Commissioners reviewed the expenses. One expense line under Education and Training was for two employees to attend a week - long accreditation class.

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the expenses of \$48,324.64.

In Favor: Healy, Hershman, Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Revenue is .4% under target year to date.

Unaudited revenue for the month of November totaled \$74,000. Medicare reimbursements are still behind, they have yet to catch up from the government shutdown.

6. Old Business:

The Commissioners discussed personnel matters, including the upcoming interviews for the vacant Firefighter/EMT position. The Commissioners will be contacted soon to schedule oral interviews. All Commissioners are encouraged to attend.

7. New Business:

7.1 Discuss and take possible action on meeting schedule for CY2020.

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the CY 2020 meeting schedule as presented.

In Favor: Healy, Hershman, \Wilson

Opposed: None

Abstained: None

7.2 Review of Five-Year Capital Plan

Chief Herrschaft distributed copies of the department's 5-year Capital Plan for FY2021-2025. The plan was reviewed by the Commissioners. Requests include, but are not limited to, interior painting and carpeting for headquarters, vehicle replacements, and replacement of the 13-year old Polaris that is used for plowing.

The firefighting foam replacement is necessary, it is not a high use item, but is no longer considered safe for the environment. The State may pay for the disposal costs.

The department is once again applying for a grant for replacement of the air pak cylinders. The amount in the capital plan would be the town's portion should we receive the grant. Otherwise it would be a bonding item.

The thermal imaging cameras are reaching the end of their life cycle, the technology is changing rapidly. The Capital Plan includes replacement of three cameras per year in years 2023, 2024, and 2025.

8. 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 6:09 p.m.

In Favor: Healy, Hershman, Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercía, Clerk