

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 4, 2020
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commission Members: Matthew Healy; Barbara Hemming, Dean Mitchell, Chairman Ken Wilson, Josh Hershman (arrived 5:49 p.m.)

Department Members: Chief Charles Herrschaft; Assistant Chief Michael Shove; Deputy Fire Marshal James Considine; IAFF President Steve LaPaglia

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

Chairman Wilson requested a motion to add an item to the agenda regarding union and management contracts. Executive Session will be required.

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hemming, the Board of Fire Commissioners approved the addition of Items 9.1, Executive Session to Discuss Union Contracts, and Item 9.2, Executive Session to Discuss Management Contracts.

In Favor: Healy, Hemming, Mitchell, Wilson
Opposed: None
Abstained: None

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the January 7, 2020 regular meeting

Chairman Wilson asked that the minutes be amended to delete the word “testing” in the fourth paragraph under Item 8.1. It should state: “Chairman Wilson further noted that interviews for the Firefighter/Paramedic position will begin soon.”

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners approved the minutes as amended.

In Favor: Healy, Hemming, Mitchell, Wilson
Opposed: None
Abstained: None

2.2 Approve minutes of the December 6, 2019 regular meeting.

This item was tabled until Commissioner Hershman's arrival at 5:49 p.m.

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to approve the minutes of the December 6, 2019 regular meeting as presented.

In Favor: Healy, Hershman, Wilson

Abstained: Hemming, Mitchell

Opposed: None

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson read a letter of resignation from Firefighter/Paramedic Matthew Nolan effective March 6, 2020. He will be joining the Hamden Fire Department.

Motion: Upon a motion from Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to accept the letter of resignation from Firefighter/Paramedic Matthew Nolan.

In Favor: Healy, Hemming, Mitchell, Wilson

Abstained: None

Opposed: None

Chairman Wilson read a letter from IAFF Local 4177 asking for a one-year extension of their collective bargaining agreement.

3.2 Other Information

Chairman Wilson shared two thank you notes from residents.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Chief reported that the new ambulance box has been constructed and painted and they are waiting for the chassis so it can be mounted and wired.

Two executives are coming from Marion to go over the punch list for the new rescue truck. These items are beyond the scope of the local dealer's decision-making authority. The problems are small, but if they are not corrected now, they could lead to major issues in time.

4.2 Assistant Chief's Activity Report(s)

The department responded to 296 calls last month.

There was one structure fire on Peddlers Road. It was a good stop and there were no injuries. The average town-wide response time was 7.22 minutes.

The latest SAFER grant reimbursement was submitted. Payment for the previous quarter has been received, but is not yet reflected in the budget report. The reimbursement should be reflected in next month's numbers.

The commissioners reviewed and discussed the monthly activity reports.

5. Monthly Business:

5.1 Status of Budgets

The budget is 55.1% expended, which is 5.3% over budget. It should be at 49.8%. If the SAFER grant reimbursement had been included in this report, the budget would not be over by such a large percentage.

5.2 Consider and Take Action on Monthly Department Expenditures

Expenses for the month totaled \$50,914.98. A payment of \$9,988.93 was actually for several software licenses.

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 \$50,914.98.

In Favor: Healy, Hemming, Mitchell, Wilson

Abstained: None

Opposed: None

5.3 Receive Revenue Report

Revenue is over projections by 3.7%. This was a record month for ambulance calls. Of 205 calls, 180 were billed. Unaudited collections for the month of January totaled \$82,000.

6. Old Business:

None

7. New Business:

The Chief, Assistant Chief and Chairman Wilson made the budget presentation to the Board of Selectmen and Board of Finance last month. There were very few questions. All agreed this was a very reasonable budget. The presentation went smoothly.

Chief Herrschaft reported that he received a request from the Finance Director to defer some of the department's capital requests, which he did. The total capital request for FY 2020-21 is now \$222,020.00.

The Commissioners discussed the budget process and timeline.

8. Public Forum:

None

9. Executive Session to discuss labor contracts.

9.1 Discussion of Local IAFF union contract. Executive Session will be required.

9.2 Discussion of management contracts. Executive Session will be required.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to enter into Executive Session to discuss Items 9.1 and 9.2, union and management contracts at 5:56 p.m. Chief Herrschaft and Assistant Chief Shove were invited to remain in Executive Session for Item 9.1, Discussion of union contract.

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

Opposed: None

Abstained: None

The Chief and Assistant Chief exited the meeting at 5:59 p.m.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to exit Executive Session and enter Public Session at 6:19 p.m.

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

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to authorize Chairman Wilson to meet with First Selectman Hoey to review the proposal from IAFF Local 4177 regarding a contract extension.

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

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the Board of Fire Commissioners voted to authorize Chairman Wilson to meet with First Selectman Hoey regarding the Commission's intention to extend the contracts of Chief Herrschaft and Assistant Chief Shove.

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

Opposed: None

Abstained: None

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn at 6:21 p.m.

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

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercía, Clerk