

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, JUNE 2, 2020
5:30 P.M.**

Electronic meeting due to Governor Lamont's Executive Order 7B

Present: Commission Members: Barbara Hemming, Matt Healy, Josh Hershman,
Dean Mitchell and Chairman Ken Wilson

Department Members: Fire Chief Charles Herrschaft, Assistant Fire
Chief Mike Shove

Chairman Wilson called the meeting to order at 5:32 PM. Due to the meeting being held via conference-bridge, he requested that each Commissioner identify themselves when speaking, making a motion, and voting, to ensure the accuracy of the meeting record.

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the May 5, 2020 regular meeting

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners approved the minutes of the May 5, 2020 meeting as presented.

In Favor: Hemming, Healy, Mitchell, Wilson

Opposed: None

Abstained: Hershman

2.2 Approve minutes of the May 27, 2020 special meeting

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Mitchell, the Board of Fire Commissioners approved the minutes of the May 27, 2020 special meeting as presented.

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

Opposed: None

Abstained: None

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson thanked the Commissioners for their participation in the interviews last week.

The IAFF contract extension agreement has been signed and copies have been provided to the Union President and Human Resources Director. The candidates were sent either a conditional letter of employment or a letter advising that they had not been selected. The two candidates that were offered conditional letters did accept the positions and are going through the hiring process. The goal is to have them start on July 1, 2020.

Information for the Chief and Assistant Chief's contracts is being finalized. The Chairman will be speaking with town officials regarding either a one-year contract extension or new three-year contract for each of the Chiefs.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The manufacturer of the rescue truck has accepted full responsibility for the "chelsea-box" failure and the parts have been shipped to the manufacturer. The Chief requested and received a corrective plan of action and it is currently being reviewed. It could be another month before the rescue truck is back in service.

Due to the Coronavirus, there has been no movement on the ambulance. No chassis' are being delivered. The Chief confirmed this by contacting local dealers and fleet managers. No deliveries are being made.

In response to a question from Commissioner Healy, the Chief stated that due to Federal Coronavirus Guidelines, the manufacturers are behind schedule. He calls the manufacturer weekly for updates.

4.2 Assistant Chief's Activity Report(s)

There were no structure fires last month. There were seven cooking fires, all contained to their point or origin. There was one smoke inhalation.

Average attendance was consistent at 10 personnel per call. The average response times were also consistent. North Guilford remains below the nine-minute targeted average.

The COVID-19 situation report was reviewed. Currently there are just over 100 cases in Guilford, and there have been 11 deaths attributed to COVID-19. Nursing and long-term care facilities continue to be the hot spots. The department has been working with these facilities to try to minimize the number of cases. The number of cases is trending downward throughout the

state. The department is aware that the recent peaceful protests may cause an increase in cases.

Included in the COVID-19 report are a few pictures of Guilford restaurants that have begun to reopen with outdoor dining as part of the State's Phase One reopening. Businesses are using fencing, and one is using parked cars, as a barrier between diners and the cars driving in and out of the parking lots.

The Finance Department has not yet made the \$24,000 deposit for April. The Fire Department is applying for an Assistance to Firefighters grant in the amount of approximately \$15,000 to help offset costs associated with COVID-19. Should the department not receive this grant award, there are other funding opportunities that will be targeted.

Early on two firefighters were quarantined. Everyone has been offered testing and some have taken advantage of this. Each member of the department has done a great job of following procedure and wearing PPE. The procedures are working well.

5. Monthly Business:

5.1 Status of Budget

For the month of May, the budget is 86.2% expended, which is 3.2% over budget. The Chief reported that he is doing his best to keep the budget under control.

5.2 Consider and take action on Monthly Department Expenditures

Monthly expenditures were \$42,137.62 minus \$5,262.71 for (COVID-19 related expenses which will be charged to FEMA), for a total of \$36, 874.91. A payment to Superior Spring was for Engine 152 at Eagle Hose. Both rear springs were split in half. This was discovered during routine maintenance.

Invoices for disinfecting town buildings will be charged to COVID-19/FEMA. The vendor uses an aerosolized mist that disinfects all surfaces on contact. It is safe to reenter a building 15-20 minutes after the disinfectant has been applied. Buildings were disinfected when the Coronavirus first hit, and again before the buildings were reopened. All apparatus has been disinfected as well. The vendor did not charge for the second treatment to the department apparatus.

Turn out gear was purchased through State Contract.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Healy, the Board of Fire Commissioners approved the monthly expenditures in the amount of \$36,874.91.

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

Abstained: None

5.3 Receive Revenue Report

Revenue is at 89.2%, which is 14.5% over the budgeted target of 74.7%.

6. Old Business:

None

7. New Business:

7.1 Update on status of FY2020-21 budget

The Chief reported that there have been no changes to the FY 2020-21 budget.

7.2 Appointment of Sub-Committee

Chairman Wilson explained that he and Vice Chairman Hershman discussed the oral board questions used in the interview process. It was decided that it would be appropriate to appoint a sub-committee to review the questions to determine if any edits or amendments are necessary.

The Sub-Committee members will be Commissioner Healy, Commissioner Mitchell and Assistant Chief Shove. At the August, 2020 meeting, the Sub-Committee will present a suggested total of six oral board questions to the full commission for their consideration. The questions will be reviewed by Town Counsel for appropriateness as well.

8. Public Forum:

The next meeting will be an in-person meeting in the large meeting room at Fire Headquarters to insure proper social distancing.

Motion: Upon a motion by Commissioner Hershman, and seconded by Commissioner Healy, the meeting was adjourned at 6:09 p.m.

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

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercía
Clerk