

**BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
TUESDAY, AUGUST 11, 2020
Electronic Zoom Meeting**

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

Department Members: Fire Chief Charles Herrschaft, Captain Clint Haverkamp

Chairman Wilson called the meeting to order at 5:34 p.m.

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the July 7, 2020 regular meeting

Motion: Upon a motion by Commissioner Healy, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to approve the minutes of the July 7, 2020 minutes as presented.

In Favor: Healy, Hershman, Mitchell, Wilson

Opposed: None

Abstained: Hemming

3. Chairman's Report

3.1 Correspondence and Notices

Chairman Wilson reported that the Board of Selectmen approved Assistant Chief Shove's one-year contract extension.

A FEMA Assistance to Firefighters Grant was awarded to the Department in the amount of \$445,454.55 to replace the Department's self-contained breathing apparatus. Captains Haverkamp and Manware were commended for their efforts to secure this highly competitive grant.

The Department was also awarded an Assistance to Firefighters- COVID-19 Supplemental Grant in the amount of \$12,547.65. The town must contribute 10% of the awarded funds, or \$1,254.76. Captain Haverkamp was recognized for his work to secure these funds.

Firefighter Ashely Vargoshe, the department's newest member, responded to a maternity call her first day on the job, and delivered a healthy baby boy. This story was reported by several different media outlets.

The vacant part time administrative assistant position has been filled. Kathrine King began working on August 3, 2020.

3.2 Other Information

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Chief Herrschaft reported that activity is getting back to normal in the aftermath of Tropical Storm Isaias. The department responded to a record number of carbon monoxide calls involving generators after the storm and subsequent prolonged power outages. Over 30 calls to homes involved fixing generators. The high humidity may have caused the increase in CO calls. The CO may have entered homes through soffit vents. The Chief will be reaching out to his peers to see if any other departments experienced the same problem.

In a three day period, the Department responded to over 180 storm-related calls.

A water tank was placed at the North Guilford Fire House, and water was also made available at Baldwin Middle School, with assistance from the CT Water Company. Water was also available for residents at Fire Headquarters. Water will remain available at these sites until the end of this week.

The Parks and Recreation Department did an excellent job of opening and running the Community Center as a shelter for residents without power or water.

A major repair to Squad 1 was done in-house, saving the department approximately \$20,000. It was a labor-intensive repair completed by Firefighter/Mechanic Dave Lindgren who did an excellent job! The parts cost \$300.00.

The majority of the new rescue is complete. The Chief expects to get a delivery date soon. The new ambulance is also making good progress.

Wind from Tropical Storm Isaias hit the old siren tower at the North Guilford Fire Station. The siren has been out of service for quite some time and is now down permanently.

Chairman Wilson thanked the Department for all their hard work in response to the storm, and commended them on their efforts.

4.2 Assistant Chief's Activity Report(s)

The Assistant Chief was not in attendance, no reports were available at the time of the meeting.

5. Monthly Business:

5.1 Status of Budget FY 2019-20

The preliminary EOY budget is 6.8% over budget. There are approximately \$28,000 in encumbrances which will be liquidated and reduce the overage.

Chief Herrschaft noted that the COVID-19 and SAFER Grant funds have not been applied to the budget yet. The Finance Department has assigned each department a budget line item specific to COVID-19 expenses.

5.2 Consider and take action on Monthly Department Expenditures

Monthly expenses totaled \$91,346.32. These expenses are applied to the FY2020-21 budget. The beginning of the fiscal year expenses include three months of medical supplies, and this year includes an expense for 10 sets of new bail out gear for escapes. The gear has a ten-year life expectancy and was due for replacement.

The Chief will also be reviewing the Eversource electrical bill, which appears to be higher than normal. It may be for a two-month period.

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 \$91,346.32.

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

Opposed: None

Abstained: None

5.3 Receive Revenue Report

The revenue report reflects eleven months of revenue, which is 18.8% ahead of projected revenue. The last day to deposit funds for FY 2019-20 was July 31, 2020. Unaudited revenue for July was approximately \$70,000. There were 197 calls for ambulance service in July, 165 of which were billable. July was a very busy month and generated significant revenue.

6. Old Business:

None

7. New Business:

7.1 Subcommittee presentation: Review and discuss examination test questions to be administered for Guilford Fire Department employment examinations. (Executive Session will be required per FOI Act 1-210(b)(6).)

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to enter Executive Session at 5:58 p.m. The Commissioners, Chief Herrschaft, and the clerk were invited to remain in Executive Session. The clerk will be muted during executive session.

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

Opposed: None

Abstained: None

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 6:23 p.m.

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

Opposed: None

Abstained: None

7.2 Approve examination test questions to be administered for Guilford Fire Department employment examinations.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Hershman, the Board of Fire Commissioners voted to approve the examination test questions to be administered for Guilford Fire Department employment examinations.

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

Opposed: None

Abstained: None

8. Public Forum:

None

Motion: Upon a motion by Commissioner Wilson, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn at 6:25 p.m.

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

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Clerk