

**BOARD OF FIRE COMMISSIONERS
DRAFT REGULAR MEETING MINUTES
TUESDAY, OCTOBER 4, 2016
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

Present: Commissioners: Anita Catardi, Gary Gilbert, Barbara Hemming, Dean Mitchell,
and Ken Wilson, Chairman

Department Members: Chief Charles Herrschaft, Assistant Chief Wayne Vetre, Deputy
Chief Ken Maginniss

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

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the September 2, 2016 regular meeting

Mr. Wilson asked that the following corrections be made: Item 4.1
Correct line 1 to "Guilford Fire Department provided mutual aid to Clinton".
Correct line 2 to "Guilford Fire Department provided mutual aid and a drone to Middlefield"
Page 3, Paragraph 2, Change "date" to "data"

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to approve the amended minutes of the August 2, 2016 regular meeting.

In Favor: Catardi, Gilbert, Hemming, Mitchell and Wilson

Opposed: None

Abstained: None

3. Correspondence and Notices

The Department dinner dance will be held on October 29 at 6:00 p.m. at Woodwinds.

The Branford Exchange Club will be hosting the "Honoring Shoreline Heroes" dinner tomorrow evening at Woodwinds. Firefighter/Paramedic Jim Considine will be recognized.

Chairman Wilson shared a letter from the First Selectman thanking the Department for the participation in the 9/11 ceremony. He also shared two thank you notes.

As a follow up to the last meeting whereby the Commissioners voted to make a lateral, probationary, conditional offer of employment on the recommendation of the Chief, Chairman Wilson informed the Board that a conditional offer of employment for a one year probationary period was made for a Grade B Firefighter/Paramedic position. The Chief will be monitoring the employee during their probation and make a recommendation for permanent employment after the one year probationary period.

Chairman Wilson also noted that Guilford Radiology is offering free exams to first responders through the month of October in recognition of National First Responders Day.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The Chief reported that there was a serious structure fire at Seaview Condominiums. The fire was very involved when the first unit arrived, but the fire was held and knocked down quickly so there was minimal damage. In addition to city water, the fire boat was used to provide salt water. The early warning system worked very well and all the occupants were able to get out. There was severe exposure and heat damage to the attached units.

Branford, Madison and Clinton provided additional manpower, and North Branford provided personnel to cover headquarters. Everyone did a very good job.

There are still two employees out on workers compensation.

4.2 Assistant Fire Chief Report

4.2.1 Activity Report(s)

There were 288 calls in September, bringing the year to date total to 940. Assistant Chief Vetre explained that Fridays were the busiest days. There were five structure fire responses. The department is averaging about 300 calls per month.

Back to back calls were as follows:

2 or more calls at once	160 times
3 or more calls at once	66 times
4 or more calls at once	26 times
5 or more calls at once	9 times
6 or more calls at once	2 times
7 or more calls at once	2 times
8 or more calls at once	1 time

5. Monthly Business:

5.1 Status of Budget

As of August 31, 2016 the budget was 15% expended, and should be at 16.66%. Overall the budget is in good shape. Replacement Salaries are 16.3% expended, and Overtime is 18.5% expended.

5.2 Consider and take action on monthly Department Expenditures

Expenses for the past month totaled \$43,618.88, and included a high rope rescue device that was charged to Operating Supplies.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the monthly expenses totaling \$43,618.88.

In Favor: Catardj, Gilbert, Hemming, Mitchell and Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

The unaudited revenue for September was over \$100,000, putting revenue at the same pace as last year. Chairman Wilson provided the Commissioners with a year to date report, and a 15 year revenue comparison worksheet, proving the direct correlation between call volume and revenue.

6. Old Business:

Chairman Wilson discussed the Salary line item in last year's budget. There were two major factors that put the salaries line over: extra days in the calendar year that are not accounted for at the time that the budget is put together, and increase in salary steps is also not reflected in the proposed budget.

The sidewalk outside fire headquarters is scheduled to be repaired. The sidewalk contractor that the town has been using will be doing the work. \$24,000 was approved to be used for this project. The funds will come from Capital. The Capital budget included a payment for defibrillators, but the funds are not needed for that purpose.

Assistant Chief Vetre recognized Town Engineer/Public Works Director Jim Portley, and Facilities Manager Steve Neydorff for the great job their departments did in maintaining the sidewalks as best as was possible. A trench drain will also be installed to provide proper drainage for the sidewalk area.

7. New Business:

This being the last Fire Commission meeting he will attend before leaving for his new position, Assistant Chief Vetre thanked the Commissioners for all of their support over the years, and their dedication. It has been an honor to work with them.

8. Review and discuss procedures for filling Fire Department Management Positions.

Chairman Wilson informed the Commission that he contacted Human Resources, the First Selectman and Town Counsel regarding the proper procedure for hiring a new Assistant Chief. The first step was for the Chief to review the job description to make it current and applicable to what he wants under his command. The job description has been updated and approved by both the Human Resources Director and the First Selectman.

Additionally, a procedure for filling a top management position in the Fire Department was created and reviewed. There is one additional edit that must be made in order to comply with Town Charter, but overall this procedure outlines the process to be used in order to insure that the selection process is fair and equitable and protects the town. The Selection Committee will consist of the five commissioners and the Chief, but only the Commissioners will vote on a candidate.

The Commissioners reviewed and discussed the procedure. All of the Commissioners agreed that initially the job should be posted internally only. Each commissioner expressed the opinion that it would only be fair to allow members of the department the first opportunity to apply for this position. The Chief noted the fact the Assistant Chief Vetre is the second management personnel to advance to a Chief's position speaks to the level of training and development Guilford provides.

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted unanimously to advertise the Assistant Chief's position internally only at this time.

In Favor: Catardi, Gilbert, Hemming, Mitchell and Wilson

Opposed: None

Abstained: None

The Commissioners discussed the time frame for posting, submitting and accepting applications and supporting documents.

Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell the Board of Fire Commissioners voted unanimously to accept job applications and all supporting documents in sealed envelopes until Friday, October 28, 2016 by 12:00 p.m. The application packets should be addressed to The Board of Fire Commissioners, 390 Church Street, Guilford, CT and will only be opened by Chairman Wilson after 12:00 p.m. on October 28, 2016. No applications will be accepted after the deadline.

In Favor: Catardi, Gilbert, Hemming, Mitchell and Wilson

Opposed: None

Abstained: None

Once he opens the packets, Chairman Wilson will make copies and distribute them to the Commissioners for their review, and will be discussed in Executive Session at the November 1, 2016 Board of Fire Commissioners meeting.

Commissioner Hemming thanked the Chairman for his hard work on this project.

9. Any other business to properly come before the Fire Commission

Commissioner Catardi expressed her appreciation for receiving meeting information prior to the meeting so that there was time to properly review all the documents.

Each of the Commissioners wished Assistant Chief Vetre all the best in his new position as Chief of the Wells, Maine Fire Department, and thanked him for his service to the Town of Guilford.

10. Public Forum

None

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to adjourn at 6:29 p.m.

In Favor: Catardi, Gilbert, Hemming, Mitchell and Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Clerk