

**BOARD OF FIRE COMMISSIONERS  
DRAFT REGULAR MEETING MINUTES  
TUESDAY, NOVEMBER 1, 2016  
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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

Department Members: Chief Charles Herrschaft

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 October 4, 2016 regular meeting.**

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to approve the minutes of the October 4, 2016 regular meeting.*

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

*Opposed: None*

*Abstained: None*

**3. Correspondence and Notices**

Jed Morrissey was recently hired and is currently training with the department.

The Honoring Shoreline Heroes Dinner was recently held. Guilford Firefighter James Considine was among those recognized.

**4. Departmental Officers and/or Committee Reports:**

**4.1 Fire Chief/Fire Marshal's Report**

The Worker's Compensation lost time injuries are impacting the replacement salaries line.

The generator on the ladder truck is in need of repair and will cost between \$5,000 and \$11,000 to repair. This is a hydraulic generator which powers fans, pumps and other equipment used at a fire scene. It is a part that gets a lot of use; this is the second unit

that has failed. This is a problem that is inherent with the unit, not the truck. The unit is being special ordered, and will be installed by the Fire Department mechanic.

The fire boat is out of service after an electrical short caused a fire. The Chief has been battling with the insurance company, who is trying to subrogate the claim. An investigator has been out twice to look at the boat, but as of yet no adjuster has been out to evaluate the boat.

#### **4.2 Assistant Fire Chief Report (Chief Herrschaft)**

##### **4.2.1 Activity Report(s)**

There were 302 calls in October and of those, 181 were back to back calls.

The format of the activity report was modified in an effort to provide a clearer picture of the call responses. The report shows only the certified firefighters who responded to calls.

NFPA standards require that any call classified as a structure fire should have 14 responders.

#### **5. Monthly Business:**

##### **5.1 Status of Budget**

The latest budget report illustrates that year to date the budget is 25.3% expended, and should be 24.9% expended. Replacement Salaries and Overtime are both up. Vehicle Maintenance is up due to large encumbrances and some large repairs, such as the generator.

##### **5.2 Consider and take action on monthly Department Expenditures**

Expenses for the past month totaled \$39,058.93.

The State of Connecticut changed codes, so the department had to purchase new code books from the Fire Academy bookstore, at a cost of \$2,479.94.

*Motion:* Upon a motion by Commissioner Gilbert, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted to approve the monthly expenses totaling \$39,058.93.

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

*Opposed:* None

*Abstained:* None

### 5.3 Receive Revenue Report

Chairman Wilson reviewed the revenues. Year to date, \$144,000 has been collected, bringing revenue to 18.1% of the budgeted amount for August and September. The department is ahead of budget.

### 6. Old Business:

None

### 7. New Business:

This North Guilford Fire Department banquet will be held this Saturday.

### 8. Review and discuss employment applications for vacant Assistant Fire Chief of Operations position. (Executive Session will be required.)

*Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted unanimously to enter into Executive Session at 6:01 p.m. and invited Chief Herrschaft to remain in Executive Session.*

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

*Opposed: None*

*Abstained: None*

*Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Hemming, the Board of Fire Commissioners voted unanimously to exit Executive Session and enter into Public Session at 7:01 p.m.*

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

*Opposed: None*

*Abstained: None*

No motions were made and no votes were taken in Executive Session.

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

Due to commissioners' scheduling conflicts, and in order to have a quorum, the December Board of Fire Commissioners meeting will be rescheduled to December 13, 2016 at 5:30 p.m. at Fire Headquarters.

**10. Public Forum**

None

*Motion: Upon a motion by Commissioner Hemming, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn at 7:03 p.m.*

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

*Opposed: None*

*Abstained: None*

Respectfully Submitted,  
*Karen Quercía*  
Clerk