

**BOARD OF FIRE COMMISSIONERS
DRAFT SPECIAL MEETING MINUTES
TUESDAY, DECEMBER 13, 2016
5:30 P.M. – GUILFORD FIRE HEADQUARTERS**

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

Department Members: Chief Charles Herrschaft, Deputy Chief Ken Maginniss, and
Firefighter/Paramedic Steve Lapaglia, President IAFF 4177

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 November 1, 2016 regular meeting.

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the minutes of the November 1, 2016 regular meeting.

In Favor: Catardi, Gilbert, Mitchell and Wilson

Opposed: None

Abstained: None

3. Correspondence and Notices

Chairman Wilson noted there will be a special meeting of the Board of Fire Commissioners on December 27, 2016 in order to conduct interviews for the vacant Assistant Chief of Operations position.

The Chairman and Chief Herrschaft attended the Capital Budget workshop on December 1, 2016, and presented the Fire Department Capital Plan for 2017-2022. There were very few questions from the Board of Selectmen.

Chairman Wilson attended a recent Freedom of Information workshop. It was very worthwhile, and he encouraged other commissioners to attend should they have the opportunity.

There were several very thoughtful thank you notes this past month, and a letter to the editor of the Guilford Courier extending thanks to the Fire Department for their efforts to contain the Seaview Condominium fire.

On December 17, the Department will be holding a holiday food drive at the Big Y parking lot from 9 a.m. – 5 p.m. In addition, the department again this year will assist Santa with package deliveries, and will also be assisting the Social Services Department by making deliveries to 24 families in need this holiday season.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

The fire boat is on a flatbed truck being delivered to Canada for repairs. The total damage estimate is \$65,000. Wiring needs to be replaced from stern to bow. CIRMA, the town's insurance carrier, stepped up and is paying the lease on a loaner boat. The Chief said the boat is necessary; there have recently been a few duck hunting incidents that required the department's assistance.

The generator on the ladder truck has been repaired at a cost of approximately \$6,000. In response to a question from Chairman Gilbert, the Chief informed the Commissioners that no corrective measures can be taken to avoid this repair, it is from wear and tear on the generator.

There are still two employees out on Workers Compensation injuries.

4.2 Assistant Fire Chief Report (Chief Herrschaft)

4.2.1 Activity Report(s)

There were 282 incidents in November, 147 of those calls were simultaneous. One of note was a structure fire on Three Corners Road. Hot embers from a fireplace ignited the fiberglass insulation in a vent pipe. It was very fortunate that the fire was found and stopped before there were any injuries, or more damage.

The Commissioners reviewed and discussed some of the details of the reports.

5. Monthly Business:

5.1 Status of Budget

As of October 31, the budget is 31.7% expended, and should be at 33%. Replacement Salaries are over by about 3%, and Full Time Salaries are under by about 3.5%.

The Chief noted that the information needed to craft the FY2017-18 budget has been slow in coming from the Finance Department. As soon as it is available, he will share it

with the commissioners. Chairman Wilson noted that there is a new Finance Director, who is still in the process of learning the Town's policies and procedures. The Chief stated that the Replacement Salary issue needs to be addressed during the budget process.

The Commissioners discussed the budget process and documents that comprise the back-up information for the budget.

5.2 Consider and take action on monthly Department Expenditures

Expenses for the past month totaled \$66,483.17. An invoice from Brown's Boatyard should be deducted from the total, it will be paid by the insurance company. This brings the total expenses for the month to \$65,559.17

Motion: Upon a motion by Commissioner Mitchell, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the monthly expenses totaling \$65,559.17.

In Favor: Catardi, Gilbert, Mitchell and Wilson

Opposed: None

Abstained: None

5.3 Receive Revenue Report

The unaudited revenue for the month totaled \$74,574. This puts the department \$35,000 ahead of last year at this time. November's billable calls totaled \$90,000. Commissioner Catardi praised Nancy Mathewson for her efforts in getting the billing out and keeping current. In November there were 175 ambulance calls, and 146 were billable.

6. Old Business:

None

7. New Business:

7.1 Discuss and take possible action on 2017 Board of Fire Commissioners meeting dates.

The Commissioners reviewed the proposed dates, and agreed to hold the January, July, and November 2017; and the January, 2018 meetings, to the second Tuesday of the respective months.

Motion: Upon a motion by Commissioner Catardi, and seconded by Commissioner Gilbert, the Board of Fire Commissioners voted to approve the 2017 monthly meeting schedule as amended.

In Favor: Catardi, Gilbert, Mitchell and Wilson

Opposed: None

Abstained: None

8. Public Forum

None

Motion: Upon a motion by Commissioner Gilbert, and seconded by Commissioner Mitchell, the Board of Fire Commissioners voted to adjourn at 6:09 p.m.

In Favor: Catardi, Gilbert, Mitchell and Wilson

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercía
Clerk