

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

Present: Commissioners: Anita Catardi, Gary Gilbert, Barbara Hemming, Dean Mitchell

Department Members: Chief Charles Herrschaft, Captain Mike Shove, Assistant Chief Wayne Vetre

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

1. Public Forum

None

2. Approve minutes of:

2.1 Approve minutes of the March 1, 2016 regular meeting

Motion: Upon a motion by Ms. Hemming, and seconded by Mr. Gilbert, the Board of Fire Commissioners voted to approve the minutes of the March 1, 2016 meeting.

In Favor: Catardi, Gilbert, Hemming, Mitchell

Opposed: None

Abstained: None

3. Correspondence and Notices

Mr. Mitchell shared two thank you notes that were sent to the department.

4. Departmental Officers and/or Committee Reports:

4.1 Fire Chief/Fire Marshal's Report

Chief Herrschaft reported that the calls were constant last month, but there were no major issues to note.

Two employees who had been out on worker's compensation returned to work, but another employee is out of work with a knee injury.

The recent storm caused many power outages around town. The department responded to calls for downed trees and other calls they typically get during periods of high winds. The Moose Hill Road area was without power for a considerable amount of time, as were some areas in North Guilford.

4.2 Assistant Fire Chief Report

4.2.1 Activity Report(s)

There were 270 calls in March. The total calls year to date are 2,655.

Simultaneous calls were as follows:

2 or more calls at once 142 times
 3 or more calls at once 52 times
 4 or more calls at once 20 times
 5 or more calls at once 8 times
 6 or more calls at once 2 times

The SAFER grant application was submitted.

Mr. Mitchell complimented the department for their efforts to secure grant funding.

5. Monthly Business:

5.1 Status of Budget

The March budget report is not yet available. At the end of February, the budget was 68.5% expended, and should have been at 66.6%. The Operating Supplies line is over budget by \$12,000. The Chief is holding expenditures to only those items that are necessary.

Ms. Catardi asked if the repairs to the sidewalk were included in the current budget. The Chief explained that the repairs are included in the 2017 Capital budget.

5.2 Consider and take action on monthly Department Expenditures

Invoices for the month of March totaled \$68,931.60.

The Chief hopes to see a reduction in utility expenses with the warmer weather. The electricity bills have been fluctuating. The most recent invoice from Constellation, the energy supplier, covered the period from December – March.

A payment in the amount of \$7,075.08 to Shipman's is for mandatory OSHA and NFPA testing of regulators.

A bill from Sutphen for \$5,874.41 was for last fiscal year. Records show that it had been approved by the Fire Department last year, but was never paid by the Finance Department.

Mr. Mitchell asked if there were average monthly figures for vehicle maintenance expenses available, and what percentage of the budget was spent on vehicle maintenance. At a certain point it becomes important to compare the cost effectiveness of vehicle replacement costs vs. vehicle maintenance costs.

Ms. Catardi asked about an expense for medical waste pick up under Vehicle Maintenance. It was explained that although it does not pertain to vehicles, this is a maintenance expense, and there is no other maintenance line item to charge it to.

Motion: Upon a motion by Ms. Hemming, and seconded by Mr. Gilbert, the Board of Fire commissioners voted to approve the expenditures in the amount of \$68,931.60 as presented.

In Favor: Catardi, Gilbert, Hemming, Mitchell

Opposed: None

Abstained: None

5.3 Receive Revenue Report

Mr. Mitchell reported that revenue collected is ahead of budget.

The office administrators are doing a great job with collections. Mr. Mitchell noted that he has seen the revenue accelerate over the past year.

Chief Herrschaft explained that the increase in call volume has helped to offset the Medicare reimbursement cutbacks.

6. Old Business:

None

7. New Business:

Mr. Mitchell noted that the job posting announcing that the Town of Guilford will be accepting applications for Firefighter/EMT and Firefighter/Paramedic positions has been published. Applications are due on May 6th.

A department member recently resigned for personal reasons.

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

The Chief stated that Congresswoman DeLauro, and Senators Blumenthal and Murphy submitted a joint letter of support for the SAFER grant application.

9. Public Forum

None

Motion: Upon a motion by Ms. Hemming, and seconded by Ms. Catardi, the Board of Fire Commissioners voted to adjourn the meeting at 5:53 p.m.

In Favor: Catardi, Gilbert, Hemming, Mitchell

Opposed: None

Abstained: None

Respectfully Submitted,
Karen Quercia
Clerk