

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

**Monday, July 22, 2019 6:30 PM
Emergency Services Building 4030 County Rd N
Cottage Grove WI 53527**

AGENDA

1. Call to order, roll call and confirm that the meeting was properly posted.
2. Public's opportunity to speak.
3. Consider approval of minutes of previous meeting.
4. Discuss and consider quote to replace trims and lamps with LEDs.
5. Discuss and consider additional security lighting.
6. Discuss and consider replacement of 1997 Brush Truck with a rapid response vehicle using proceeds from the Town of Pleasant Springs Contract.
7. Discuss and Consider phone system, network infrastructure and internet service needs for the Emergency Services Building.
8. Chief's report.
9. Future agenda items.
10. Discuss and consider next date of meeting.
11. Adjournment.

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

Notice: Persons needing special accommodations should call 839-5021 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**JOINT COTTAGE GROVE
FIRE DEPARTMENT COMMITTEE
May 28, 2019
DRAFT MEETING MINUTES**

1. Roll Call and meeting was properly posted:

Meeting was called to order by Chair Russell at 6:30 PM. Meeting was properly posted in the Town and Village. Members present Jon Russell, Mike DuPlayee, Kris Hampton, Jeff Lennberg, Melissa Ratcliff, Steve Anders, Fire Dept Representatives Nick Archibald, April Hammond .

2. Public Comments:

None.

3. Approval of Minutes from Previous Meeting:

Motion by Duplayee 2nd by Anders to approve. Motion carried 5-0-1 with Ratcliff abstaining.

4. Update on building computer network infrastructure upgrades.

Quotes received were incomplete Motion by Anders 2nd by DuPlayee have vendors clarify their bids, and to table until the next meeting. Motion carried 6-0.

5. Discuss and consider quote for HVAC Repairs.

Electrical contactors, condensate pump and condenser fan motor require repair/replacement. Thermostat in front office and fishbowl recommended replacement. Motion by Williams 2nd by DuPlayee to accept bid by High-Tech Heating to proceed. carried 6-0.

6. Discuss and consider quote to replace trims and lamps with LED's.

Only one bid was received. Motion by Williams 2nd by Ratcliff to table and solicit additional quotes. Motion carried 6-0

7. Discuss and consider Schindler Elevator quote for Schindler ahead cellular solution.

The service provides wireless connectivity to alert Schindler if elevator or components operating outside of normal parameters. Motion by Williams 2nd by DuPlayee to not participate. Motion carried 6-0.

8. Discuss and consider quote from TDS for telephone and internet Service.

Currently using Frontier for Voice for 2 lines. Unable to determine where 2nd line is. Current Pyramid Voicemail Service not working well. Need to check with Town office and EMS to see how internet change will affect them. Motion by Williams 2nd by DuPlayee to see if Pyramid can repair/update voicemail and to check with EMS and Town for Internet upgrade. Motion carried 6-0.

9. Discuss and consider additional security lighting.

Concerns have been raised by employees about lack of lighting in the front parking area. Motion by Williams 2nd by DuPlayee to solicit bids for increased lighting. Motion carried 6-0.

10. Chief's Report:

31 Active Members. 5 officers, 2 probationary members. \$ personnel successfully completed Fire Officer Training at MATC. 105 calls to date.

Time Changed all batteries in Air Pacs. Fireman's Festival coming up in a few weeks.

11. Election of Officers:

Kris Hampton will be Chairperson, Ratcliff will be Sec'y.

12. Future Agenda Items:

The usual plus Computer network, Lighting in vestibule and Park Lot, internet services, phone services.

13. Next Meeting Date:

July 22, 2019

14. Adjournment:

Meeting Adjourned at 7:30PM

SUBMITTED BY STEVEN ANDERS

Emergency Service Building

	2018 Budget	2018 Expenses	2019 Budget	2019 Expenses
Gas/Electricity	26,000	18,127	20,000	10,167
Water and Sewer	2,200	1,651	2,000	905
HVAC Service	504	1,238	1,000	2,039
Insurance	2,200	2,114	2,200	2,336
Elevator Service / Telephone	2,000	2,180	2,500	881
Generator Service		636	700	
Building Maintenance	2,000	2,183	5,400	1,063
Property Repair Fund	14,000	14,000	14,000	14,000
Door Repair		708	150	4,549
Cleaning Supplies	200	1,068	500	
Cleaning Services	3,100	2,160	2,500	1,435
Parking Lot Repaving		75,629		
TOTAL	\$ 52,204	\$ 121,695	\$ 50,950	\$ 37,376
Budget Amendment	<u>\$ 75,629</u>			
Adjusted Budget	<u>\$ 127,833</u>			
Repaving Funded By ESB Property Repair Fund and Huston's 1/3 Share		<u>\$ (67,619)</u>		
Total 2018 Expense		<u>\$ 54,076</u>		
Town Portion 50%	\$ 34,112	\$ 27,038	\$ 25,475	\$ 18,688
Village Portion 50%	\$ 34,112	\$ 27,038	\$ 25,475	\$ 18,688
Huston's 1/3 Share Of Repaving		\$ 4,005		
Repaving Funded By ESB Property Repair Fund	\$ 59,609	\$ 63,613		
Fund Balances				
ESB Property Repair Fund		\$ 6,387		
2019 Village & Town Contribution To Fund		14,000		
Ending Fund Balance		<u>\$ 20,387</u>		
Pleasant Springs Fire Department Capital Expenses Fund		\$ 85,557		

PO BOX 7662
Madison, WI 53707

ACCURATE ELECTRIC CONSTRUCTION, LLC

BUS: 608-222-8800
FAX: 608-222-8900

June 1, 2019

Attn: Kris Hampton
Emergency Services Building
4030 Co Hwy N
Cottage Grove, WI 53527

Re: 1. Remove existing can lights and install 23-6" new LED can lights and 2-4" LED can lights will cost \$1,976.52

~~2. Install new power pole to get power to Conference Room table will cost \$887.15-~~
(Already done, was for Emergency Gov't)

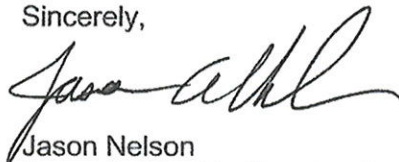
3. Install new wiring from existing sign to new 15' light pole with 150 Watt LED fixture with sonatube and concrete will cost \$2,764.67. Please verify location of light before installation.

All electrical work done to 2017 NEC.

Thank you for the opportunity to bid this project.

Please call if you have any questions.

Sincerely,



Jason Nelson
Accurate Electric Construction
Office (608)-222-8800
Cell (608)-332-5812

As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans, or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

Electrical Solutions, Inc.

2928 County Road MN
Stoughton, WI 53589

www.electricalsolutions-inc.com

Telephone: 608-838-5159
Fax: 608-838-0307

Proposal / Contract

June 12, 2019

Town of Cottage Grove
4058 County Road N
Cottage Grove, WI 53527

Project: Cottage Grove Fire Station

Attention: Chris

Add 1 -- LED parking lot fixture on a 20' square steel pole, bronze in color on a 18" concrete base
This fixture will be tapped off of the monument sign and be located by front parking lot 4' off black top and centered on the 12 parking stalls

Price: \$5,162.00

Approval _____ Date _____

Authorized Signature



Craig Ball

Date

6-12-19

Terms / Conditions: Payments to be made 15 days after invoice date, to the value of 100 percent (100%) of all work completed. Invoicing will be done on a monthly basis with the entire amount of contract to be paid within 15 days after completion. A finance charge computed by a periodic rate of 1 ½% per month (APR 18%) will be applied on previous months' adjusted balance. Adjusted balance is the unpaid balance, including finance charges, less all payments and credits made since the last billing. Any alteration or modification from the above specifications involving extra cost of material or labor will be executed only upon written change order and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing

Price quote good for 10 days

Electrical Solutions, Inc.

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Stoughton, WI 53589

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Telephone: 608-838-5159
Fax: 608-838-0307

Proposal / Contract

April 4, 2019

Town of Cottage Grove
221 E Cottage Grove Road
Cottage Grove, WI 53527

Project: Cottage Grove Fire Station

Attention: Chris

Replace 25 – existing 8" recessed trims and lamps with 8" LED trims

Price: \$2,686.00 Approval _____ Date _____

Authorized Signature  Date 4-4-19
Craig Ball

Terms / Conditions: Payments to be made 15 days after invoice date, to the value of 100 percent (100%) of all work completed. Invoicing will be done on a monthly basis with the entire amount of contract to be paid within 15 days after completion. A finance charge computed by a periodic rate of 1 ½% per month (APR 18%) will be applied on previous months' adjusted balance. Adjusted balance is the unpaid balance, including finance charges, less all payments and credits made since the last billing. Any alteration or modification from the above specifications involving extra cost of material or labor will be executed only upon written change order and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing

Price quote good for 10 days

Project Proposal - Quote



Date: March 8, 2019
 Invoice # N/A
 Expiration Date: April 7, 2019

To: Jeff Matcha
 Deer Grove EMS
 4030 County Hwy N
 Cottage Grove, WI 53527

Account Manager	Project Description	Project Location	Payment Terms
Mike Rhode	Basement AP Add	Cottage Grove	Net 30 or See Below

Qty	Item #	Description	Unit Price	Line Total
1.00	Labor	Installation Labor	\$ 210.00	\$ 225.00
1.00		Materials	\$ 104.28	\$ 127.10
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ 352.10
				\$ -
				\$ 352.10

Please see Next Page for Scope Summary and Assumptions.

Project Proposal - Scope and Assumptions



Date: June 13, 2018
 Invoice #: N/A
 Expiration Date: July 13, 2018

Summary of Work to Be Performed

Install new Cat.6 cable to basement office area
 Cable will be terminated, tested and labeled
 Provide patch cords for each end

Assumptions

Work will take place during normal business hours M-F 8-5

Payment

Payment Due Net 30 upon receipt of Invoice.
 A 1.5% monthly late charge applied to all late invoices.

Acceptance

To Accept this Quotation and authorize to proceed work, please sign and date below.

Print Name and Title

Sign Name and Date

Thank you for your business!

3040 Laura Lane Suite 130 Middleton, WI 53562 P: 877-627-1057 Email: info@networkcablingsolutions.com

Project Proposal - Scope and Assumptions



Date: March 8, 2019
Invoice #: N/A
Expiration Date: April 7, 2019

Summary of Work to Be Performed

Install new Cat.6 cable to 1st floor conference room
Cable will be terminated, tested and labeled
Provide patch cords for each end
Convert voice location in conference room to data. Test and label location

Assumptions

Work will take place during normal business hours M-F 8-5

Payment

Payment Due Net 30 upon receipt of Invoice.
A 1.5% monthly late charge applied to all late invoices.

Acceptance

To Accept this Quotation and authorize to proceed work, please sign and date below.

Print Name and Title

Sign Name and Date

Thank you for your business!

3040 Laura Lane Suite 130 Middleton, WI 53562 P: 877-627-1057 Email: info@networkcablingsolutions.com

Project Proposal - Scope and Assumptions



Date: March 8, 2019
Invoice #: N/A
Expiration Date: April 7, 2019

Summary of Work to Be Performed

Install two post rack in original data room. Rack will be anchored to the floor and have a ladder rack which will connect the top to the backboard.

Relocate existing Cat5e patch panel and add an additional 24 port Cat.5e patch panel for existing cables

Add a 24 port Cat.6 patch panel for new Access Point Cables

Pull back cables from 4 post rack to new 2 post rack and reterminate/test/label

Move switch and UPS to new rack and patch cables back in

Run new Cat.6 cable and relocate Access Point from hallway outside data room to EOC

Firestop low-voltage sleeves entering data room

Ground new 2 post rack to grounding busbar

Assumptions

Work will take place during normal business hours M-F 8-5

Data network will be down temporarily while switch is moved

Payment

Payment Due Net 30 upon receipt of Invoice.

A 1.5% monthly late charge applied to all late invoices.

Acceptance

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Sign Name and Date

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Project Proposal - Scope and Assumptions



Date: March 8, 2019
Invoice #: N/A
Expiration Date: April 7, 2019

Summary of Work to Be Performed

Install new Cat.6 cable in Truck Bay and 2nd floor Meeting Room
Cables will be terminated, tested and labeled
Provide patch cords for each end
Provide Lift for installation
Mount new AP in Bay.

Assumptions

Work will take place during normal business hours M-F 8 -5

Payment

Payment Due Net 30 upon receipt of Invoice.
A 1.5% monthly late charge applied to all late invoices.

Acceptance

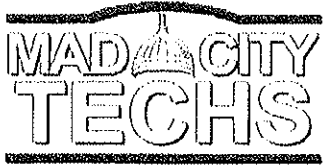
To Accept this Quotation and authorize to proceed work, please sign and date below.

Print Name and Title

Sign Name and Date

Thank you for your business!

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6300 Monona Dr.
Monona, WI 53716
608-663-8324
support@madcitytechs.com

Wireless Installation quote

3/5/2019

Location: Deer Grove EMS
4030 County Hwy N
Cottage Grove WI 53527

Objective:

To install and configure the necessary equipment to extend customer provided internet services to provide Wi-Fi access to throughout the building at the address listed above.

Scope of work:

The installation and configuration of four and the relocation of two wireless access devices at the address listed above. The units to be moved include a Ubiquity AP from the hallway in the lower EMS offices to be moved into the EOC, and a similar unit currently in the sleeping quarters to be moved to a more central location in the same space. The remaining Four AP's will include one in the Lower EMS offices, one in the first-floor meeting room, two in the equipment bay, and one (optional) in the weight room. Additional hardware installation and configuration will include one 48 port Power over Ethernet network switch mounted in the data rack in the basement data room. The centralized management software for the wireless devices is to be installed and configured on the local server (Not currently in use), an alternative would be the computer in the general reception area.

Estimated installation and configuration time of equipment is 4~5 hours and will be billed at our Non-Profit rate of \$100.00 / hour.

Additional Items to be considered:

During the site evaluation there was also discussion about the potential need for Anti-Virus. In the Materials and cost section I have included a price quote for ESET antivirus at the non-profit rate with options for 1,2, or 3 years. The listed pricing is on a per computer bases and is based on 5 – 10 computers. The AV deployment would be estimated at approximately 2~3 hours.

This quote is valid for a period of 30 days please verify pricing at time of acceptance.

Materials and cost:

4x Wireless access points (Blue) @ \$299.00 ea.	\$1196.00
1x Cisco 48 Port POE network switch.	\$660.00
Shipping and handling.	\$30.00
Misc mounting hardware	\$20.00
Total	\$1886.00

Hours (Wireless)

4 Hours at Non profit rate of \$100/hr	\$400.00
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ESET (per computer for 5-10 computers)

1yr	\$21.50
2 years	\$30.00
3 years	\$37.99

Hours (Eset)

3 Hours at Non profit rate of \$100/hr	\$300.00
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This quote is valid for a period of 30 days please verify pricing at time of acceptance.

Star Business Bundle Pricing Quote
Brand New Customers
Deer Grove EMS

High Speed Data pricing	150M x 40 M (PON)	\$59.00
<i>Monthly Price (after discounts are applied)</i>		
Additional Data Pricing		
Total Monthly Data Cost		\$59.00

Qty of Unlimited long distance Voice lines	1	
Additional Voice Line Cost/ Per Line	\$29.99	
Total Monthly Cost - Additional Voice lines:		\$29.99

Number of Static IP's	1	
Cost		
Total Monthly Cost - Static IP's		\$10.00

Included Features	Qty	
Caller ID Deluxe	1	
Call Forwarding	1	
Call Forwarding Remote Access	1	
Call Waiting/Cancel Call waiting	1	
Call Conference (3-Way)	1	
Voice Mail	1	
Additional price for features		

	Qty.	
MTM Data Install Fee	1	WAIVED
MTM Voice Line Install Fee	1	WAIVED
Modem Shipping Fee		\$ -

Total Monthly Solution Cost: \$98.99

One Time Fee: \$ -

FCC, 911 , Local and state taxes extra.

Total Talk - Voice Monthly Recurring Charges			Enter Term:
Products	Qty	Price	Total
Total Talk Service (limit qty to 4)		\$35.00	\$0.00
Total Talk Service - with Voice Mail (limit qty to 4)	4	\$35.00	\$140.00
Total Talk Main Service (limit qty to 1)		\$0.00	\$0.00
Total Talk Main Service - with Voice Mail (limit qty to 1)		\$0.00	\$0.00
Calling Features	Qty	Price	Total
Auto Attendant - Total Talk		\$10.00	\$0.00
Voicemail Box - Total Talk		\$5.00	\$0.00
Total Talk - Phones & Accessories			
Polycom VVX411 w/Power Supply Bundle (limit qty to 4)	4	\$8.33	\$33.32
Total Talk - Phones & Accessories Purchase			
Polycom VVX411 w/Power Supply Bundle (limit qty to 4)		\$200.00	\$0.00
Polycom VVX411 Protective Cover-5 pack		\$15.00	\$0.00
Polycom Power Supply Only for VVX		\$24.00	\$0.00
Wall Mounts VVX411		\$19.00	\$0.00
Installation/One-time Charges	Qty	Price	Total
TDS Technician Installation - Total Talk		\$500.00	\$0.00
Service Order Charge	1	\$20.00	\$20.00
Totals			
Equipment - NRC (one-time)			\$14.95
Installation NRC (one-time)			\$20.00
Monthly Total			\$173.32

