

**VILLAGE OF COTTAGE GROVE
TOWN OF COTTAGE GROVE**

**NOTICE OF PUBLIC MEETING
AMENDED**

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

**Monday, July 27, 2020
6:30 p.m.**

Via Zoom

**AGENDA
Draft Minutes**

1. Call to order, roll call and confirm that the meeting was properly posted. Meeting called to order by chair Melissa Ratcliff at 6:30 p.m. via zoom. Committee members attending were Melissa Ratcliff, Kris Hampton, Paul VanderVelde, Steve Anders, Jeff Lennberg, and Mike DuPlayee. Others present included Fire Chief Nick Archibald, Assistant Fire Chief April Hammond, and DGEMS Chief Eric Lang.
2. Public's opportunity to speak. None.
3. Consider approval of minutes of previous meeting on May 28, 2020. Mike DuPlayee made motion to approve, seconded by Kris Hampton. Motion passed 6-0-0.
4. Update on:
 - A. Rapid Response Vehicle. Chief Archibald hoped the chassis would be completed in the next week and then it would be put together with the coach so hopeful for delivery in the next couple months.
 - B. Discuss 2% fire dues. Will be looked at during the budget and discussed how to keep track of it in the future.
 - C. Engine 3 future replacement. Issue with Engine 3 that is a 1996 vehicle and has been needing sporadic repairs that cause it to be out of service for weeks to months at a time while it is being repaired. Discussion on financing a new truck in 2021. Currently in plan to replace in 2022. Chief will have quotes on trucks at our next meeting.
 - D. Meeting Room and Bay WI-FI. Previously discussed at a Joint Fire committee meeting and estimates were expensive. Estimate in packet from Horstman Networks totaling \$1,367.99 for upgraded WI-FI in the meeting room and a hotspot in the Bay. Chief Lang indicated that this would qualify for reimbursement from the COVID-19 relief funds as the wi-fi was extremely important for their virtual meetings and education. Motion by Jeff Lennberg to approve spending \$1,367.99 from the building repair fund for the Horstman Networks estimate for the WI-FI in the meeting room and bay and to be looked into for reimbursement from COVID-19 relief funds. Seconded by Paul VanderVelde. Motion approved 6-0-0.
5. Discuss and consider estimate for furnace repairs. Blower motor in furnace on second level was not functioning properly and discovered during maintenance. Estimate in packet from High Tech Heating & AC totaling \$1,030.86. Motion by Kris Hampton

- to approve the quote from High Tech for the blower motor replacement from the building repair fund totaling \$1,030.86 and for possible rebate from Focus on Energy. Seconded by Jeff Lennberg. Motion approved 6-0-0.
6. Discuss and consider washer and dryer repairs/replacement and dryer vent cleaning. Current washer and dryer are approximately 15 years old. Since COVID-19 everyone was told to wash their clothes at the building so as not to take any possible contaminated clothing back to their homes. The dryer was having issues drying clothes. Chief Lang provided information on 2 sets of washers/dryers from Maytag and Whirlpool which cost approximately \$900 per unit so a total of \$1,800 per set. As the washer and dryer are required as a result of the pandemic, the funds could be reimbursed from COVID-19 relief funds. Motion by Paul VanderVelde to approve the purchase of a new washer and dryer up to \$2,000 from the building repair funds and to be submitted for reimbursement from COVID-19 relief funds. Seconded by Jeff Lennberg. Motion approved 6-0-0.
 7. PFAS Foam disposal and replacement. Two quotes provided in packet. Motion by Melissa Ratcliff to approve the quote from North Shore Environmental Constructions (NSEC) totaling up to \$7,700.00 for PFAS removal and disposal with each municipality paying their equalized value portion with possible reimbursement in the future from the state, Clean Sweep or other entities. Seconded by Steve Anders. Motion passed 6-0-0.
 8. Discuss fire agreements. Discussion regarding age of agreements between fire department, town and village and current practices that may be different than what the agreements indicate. Agreement by all to have village attorney review fire agreements to consolidate and update. Trustees Lennberg and VanderVelde noted it was good practice to have agreements reviewed at least annually, which the fire agreements have not been. Supervisor Anders indicated concern regarding length of time of village attorney to review agreements. Chair Ratcliff indicated that the agreements would hopefully be reviewed and brought back to the next joint fire commission meeting in September.
 9. Discuss fire inspections and enhanced repeaters. New development in village, large cement buildings, causes fire department radios to not work effectively, thus the fire chief's recommendations that the builder/developer install an enhanced repeater. Chief Archibald noted he made these recommendations based on NFPA-1. Although they are recommendations, the fire department does not have the ability to enforce their recommendations. Discussion regarding municipalities roles.
 10. Chief's Report. Staffing levels remain the same as last meeting. 129 calls for the year.
 11. Future agenda items. Rapid response vehicle update; Engine 3 quotes; fire agreements; budget planning process update.

12. Discuss and consider next date of meeting. Monday, September 28, 2020, at 6:30 p.m. via Zoom.

13. Adjournment. Motion to adjourn by Mike DuPlayee, seconded by Steve Andres. Motion passed 6-0-0. Meeting adjourned at 7:55 p.m.