

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

**Monday, January 27, 2020 - 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. Updates on:
 - A. Phone system upgrade
 - B. Rapid Response Vehicle
 - C. Trims and lamps replacement
 - D. Additional security lighting
 - E. EMS Quarter AC/furnace replacement
 - F. Second floor furnace replacement
 - G. UTV
 - H. Firehouse Subs grant
5. Discuss and consider approval of quote for installation of light fixtures in the bay.
6. Chief's report.
7. Future agenda items.
8. Discuss and consider next date of meeting.
9. Adjournment.

Submitted by: Kris Hampton
Committee Chair

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

Monday, November 25, 2019 – 6:30 PM

Emergency Services Building 4030 County Rd N

Cottage Grove, WI 53527

DRAFT - MINUTES

AGENDA

1. Call to order, roll call and confirm that the meeting was properly posted. Meeting called to order by Kris Hampton at 6:30 p.m. Meeting was properly posted in the Town and Village. Members present were Kris Hampton, Steve Anders, Mike Duplayee, Jon Russell, Jeff Lennberg and Melissa Ratcliff. Also present were Fire Chief Nick Archibald, EMS Chief Eric Lang, and Mark Kudrna.
2. Public's opportunity to speak. None.
3. Consider approval of minutes of previous meeting. Motion to approve by Steve Anders, 2nd by Mike Duplayee. Motion carried 6-0-0.
4. Update on phone system upgrade. The Town Board approved to replace the phone system. The contract has been signed and work will start soon on upgrading the phone system.
5. Discuss and consider use of ESOB Repair funds for:
 - A. Replacement of trims and lamps with LEDs (approved on July 22, 2019, at a cost of \$1,976.52) Motion by Mike Duplayee, 2nd by Jon Russell to use the ESOB repair funds to pay for the \$1,976.52 cost to replace trims and lamps with LEDs. Motion carried 6-0-0.
 - B. Additional security lighting (approved on July 22, 2019, at a cost of \$2,764.67) Motion by Melissa Ratcliff and 2nd by Mike Duplayee to use the ESOB repair funds to pay for the \$2,764.67 cost to add additional security lighting. Motion carried 6-0-0.Also, Kris Hampton will look into Focus on Energy grants with any funds reimbursed going back into the ESOB Repair Fund.
6. Discuss and consider quote to replace air conditioner/furnace for EMS quarters. Motion by Mike Duplayee, 2nd by Jeff Lennberg to approve \$7,400 quote by High Tech for replacement of the air conditioner and furnace with funds out of the ESOB repair fund. Motion carried 6-0-0.
Also, Kris Hampton will look into Focus on Energy grants with any funds reimbursed going back into the ESOB Repair Fund.
7. Discuss and consider quote to replace second floor furnace. Motion by Jeff Lennberg, 2nd by Mike Duplayee to approve the duct unit replacement with High Tech totaling \$4,915.00 with funds from the ESOB repair fund. Motion carried 6-0-0.
Also, Kris Hampton will look into Focus on Energy grants with any funds reimbursed going back into the ESOB Repair Fund.

8. Discuss and consider quotes to replace lights in bay. Motion by Mike Duplayee, 2nd by Steve Anders to replace 18 light fixtures in the bay with LED light fixtures at a cost of \$4,445.00 out of the ESOB Repair fund after January 1, 2020, with the installation being done by the VFDI.

Also, Kris Hampton will look into Focus on Energy grants with any funds reimbursed going back into the ESOB Repair Fund.

9. Update on card access system to the Emergency Services Building. Chief Archibald reached out to Convergent on multiple occasions and no one returned his calls. Capital Fire & Protection indicated that the system had an annual update with labor and software that cost \$920 annually which was not required. However, if the unit went longer than 2 years without the software updates/upgrade, then no tech support would be offered. Chief Archibald contacted 2 of Capital Fire & Protection's references, both of which indicated the system worked well and they liked Capital Fire & Protection's service person. The Capital Fire & Protection card access system cost \$16,215 that included 50 cards but no electrical work. This item will be held until September/October, 2020, to be discussed for the 2021 budgets in the Town and the Village.

10. Discuss and consider additional funds for replacement of 1997 Brush Truck with a rapid response vehicle from proceeds from the Town of Pleasant Springs Contract. At the Joint Fire Commission meeting on September 23, 2019, \$100,000 out of the Pleasant Springs funds was approved and the additional \$25,000.00 to be split by the Village and Town. The Village and Town both approved \$12,500 in capital spending. The Rapid Response Vehicle cost \$145,290.00. Motion by Melissa Ratcliff to approve \$20,290.00 to be paid out of the Pleasant Springs Contract proceeds, 2nd by Jon Russell. Motion carried 6-0-0.

Motion by Kris Hampton for the town and village to own the rapid response vehicle 50% town and 50% village. 2nd by Jeff Lennberg. Motion carried 6-0-0.

11. Review agreements and contracts related to the Cottage Grove Fire District.
 - A. 1997 Intermunicipal Agreement to create Cottage Grove Fire District
 - B. 2019 Agreement for Provision of Fire Protection (replaced 1997 agreement)
 - C. 2008 First Amendment to Intermunicipal Agreement to create Cottage Grove Fire District
 - D. 2014 Emergency Services Building Repair Fund Agreement
 - E. 2014 Agreement regarding use of proceeds from Town of Pleasant Springs Contract
 - F. 2019-2023 Contract for Provision of Fire Protection and Rescue Services to the Town of Pleasant Springs.

Agreements were reviewed.

12. Chief's report. Started the year out with 28 members. The membership drive brought in 12 members with the total number of members currently at 39, so it was a successful campaign. There are 7 officers, 10 probationary members, 20 fire fighters, and 2 driver operators. Currently at 247 calls for the year which is a little less/about the same as last year.

Engine 3's controller that controls the pump was not working. The part is not made any longer so the original manufacturer rebuilt the controller and they got it back. But now another part in it is bad. They should have it returned on 11/26/19. Not sure of the cost to rebuild the controller or for the new part to be repaired, however, the quote on the bill noted to not exceed \$600.00.

Chief Archibald applied for a Firehouse Subs grant of \$20,000 for 8 sets of turnout gear that includes coats, pants, boots, helmets, hoods and gloves. We will find out in the first quarter if we received the grant.

Chief Archibald has been directed that any surplus in the budget will go toward turnout gear (with or without the grant).

The VFDI are assembling a UTV to be used for brush fires and medical calls. They received a 50/50 DNR grant and the Association is also paying for some of it. They may be looking to get some of the costs of it out of the Pleasant Springs contract proceeds.

13. Future agenda items. Update on Rapid Response vehicle, Trims and lamps replacement, additional security lighting, AC/furnace replacement, second floor furnace replacement, lights/light fixture replacement in bay, UTV, Firehouse Subs grant.
14. Discuss and consider next date of meeting. Monday, January 27, 2019, at 6:30 p.m.
15. Adjournment. Motion by Mike Duplayee to adjourn. 2nd by Jeff Lennberg at 7:33 p.m. Motion carried 6-0-0.

ESB Property Repair Fund

Beginning Balance	\$ 6,387
2019 Village & Town Contribution To Fund	14,000
LED High Bay Fixtures	(4,445)
Telephone System Installation	(3,718)
Furnace Installation	(4,915)
2020 Village & Town Contribution To Fund	20,000
A/C System Installation	(7,400)
Ending Fund Balance	\$ 19,909