

COTTAGE GROVE FIRE DISTRICT COMMITTEE MEETING
Monday, August 22, 2022, 6:30 PM
Cottage Grove Town Hall, 4058 County Road N, Cottage Grove WI 53527

You may also join the meeting from your computer, tablet or smartphone at

<https://www.gotomeet.me/Towncg/joint-fire-committee>

You can also dial in using your phone. United States: +1 (872) 240-3212

Access Code: 433-882-293

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider The Minutes From The July 25, 2022 Meeting.

Documents:

[07-25-2022 JT FIRE DRAFT MINUTES.PDF](#)

5. Chief's Report
6. Discuss And Consider 2023 Fire Department Budget.

Documents:

[2023 BUDGET.PDF](#)
[COTTAGE GROVE QUOTE 003078.PDF](#)

7. Discuss And Consider Station SCBA Fill System Grant.
8. Discuss And Consider Costs For Repairing Station Overhead Door

Documents:

[TOWN OF COTTAGE GROVE FIRE DEPARTMENT LOWER DOOR.PDF](#)

9. Discuss And Consider All Future Fire Department Vehicle Purchases Be Paid For By Both Municipalities.
10. Discuss And Consider Powers And Duties Of Commission

Documents:

[82222_FIREAGREEMENTSECTIONS.PDF](#)

11. Discuss And Consider Emergency Services Building Repair Fund
12. Future Agenda Items.
13. Next Meeting Date.
14. 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.

COTTAGE GROVE FIRE DISTRICT COMMITTEE MEETING
Monday, July 25, 2022, 6:30 PM
Cottage Grove Town Hall, 4058 County Road N, Cottage Grove WI 53527

Draft Minutes

1. Call to Order: **Chair David Peterson called the meeting to order at 6:30 P.M.**
2. Determination of Quorum and That the Agenda Was Properly Posted: **Committee members David Peterson, Sarah Valencia, Chris Stoa, Steve Anders, Mike DuPlayee and Kris Hampton were present, along with Fire Chief Nick Archibald, Assistant Chiefs April Hammond-Archibald and Jess Robinson. EMS Chief Eric Lang attended virtually.**
3. PUBLIC APPEARANCES-Public's Opportunity to Speak About Any Subject That Is Not a Specific Agenda Item: **None**
4. Discuss and Consider the Minutes from The June 21, 2022, Meeting: **Motion by DuPlayee/Stoa to approve the minutes as printed. Motion carried 6-0**
5. Discuss Final Sale of Engine 3: **It was sold for \$19,850. Two ladders were sold separately.**
6. Discuss Revisions for Capital Budget: **Discussed when to replace turnout gear.**
7. Discuss Future Apparatus Replacements: **Ladder 1 is scheduled for replacement in 2028. A demo for a new style ladder truck from Pierce was looked at, current cost would be \$1.7 million. The current lead time is 2-years. In the five years before we would order it, the price is expected to increase by 3% each year. At that rate, a truck ordered in 2026 would be \$2.2M.**
8. Discuss and Consider Financial Management Responsibilities and Audit: **Motion by DuPlayee/Anders to table. Motion carried 6-0.**
9. Discuss and Consider Title and Ownership of Equipment: **Motion by Hampton/DuPlayee to table. Motion carried 6-0.**
10. Discuss and Consider Withholding of Payments (Municipalities Cannot Withhold Payments): **Motion by Hampton/Anders to table. Motion carried 6-0.**
11. Chief's Report: **There are currently 40 members, including 10 officers, 1 driver operator, and 6 Probationary members. There have been 169 calls to date in 2022, of which 74 were in the Village (23 in CG Commons), 43 were in the Town, 24 were in Pleasant Springs, and 28 were mutual aid. The radio room has been gutted; they are looking at cost of upgrades.**
12. Next Meeting Date: **August 22, 2022.**
13. Future Agenda Items: **Ownership of trucks.**
14. Adjournment: **Motion by DuPlayee/Peterson to adjourn. Motion carried 6-0. The meeting ended at 7:37 P.M.**

Typed by Town Clerk Kim Banigan from notes taken by Kris Hampton

2023 Cottage Grove Fire Department Joint Operational Budget

	2022	2023
(A) Joint Owned Apparatus Expenses		
1- Maintenance	\$9,800	\$9,800
2- Fuel	\$3,900	\$7,000
3- Insurance	\$23,000	\$23,000
4- Apparatus Repairs (Unplanned repairs- like L1 and S1 in 2021/E3 in 2020)	\$20,000	\$30,000
5- E4 Tires	\$3,200	\$0
6- MDT Router Install (One time Fee)	\$3,500	\$0
Total	\$63,400	\$69,800
 (B) Personnel Cost & Reimbursement		
1- Chiefs Pay	\$6,000	\$4,800
2- Officers Pay	\$8,400	\$9,600
3- Firefighters Training Pay	\$16,000	\$19,000
4- Sunday Duty Pay	\$4,800	\$5,000
5- South WI & North IL/WI State FF Association Dues	\$1,000	\$1,000
Total	\$36,200	\$39,400
 (C) Division Expenses		
1- Training/ Safety	\$5,500	\$5,500
2- Investigation	\$300	\$300
3- Prevention	\$3,500	\$3,500
4- Personnel/ Records	\$4,500	\$13,450
5- Inspection Supplies	\$300	\$300
6- Chief	\$1,500	\$1,000
Total	\$15,600	\$24,050
 (D) Maintenance Contracts & Certifications		
1-Extrication Equipment	\$1,400	\$1,400
2- Scott Air Pack Hydrostatic Testing	\$2,850	\$3,000
3- Apparatus and Building Fire Extinguishers	\$425	\$425
4- Cascade Air Compressor Annual Maintenance	\$600	\$700
5- Pagers and Radios	\$2,000	\$2,000
6- Aerial Certification and Maintenance	\$2,600	\$2,600
7- Ground Ladder Certification	\$500	\$500
8-MDT Cad Licensing (Initial cost 1200 per unit then reduces to a 22% maintenance fee)	\$6,200	\$1,500
9- MDT VPN licenses	\$2,200	\$1,500
10- Fire Hose Testing	\$0	\$5,000
Total	\$18,775	\$18,625
 (E) Phone		
1- Telephone (landline and internet)	\$1,600	\$1,600
2- MDT Mobile phone service (Monthly Data for the MDTs and a mobile phone for an emergency)	\$3,000	\$3,000
3- MDT Routers (One time fee)	\$2,600	\$0
Total	\$7,200	\$4,600
 (F) New Equipment and Supplies		
1- Firefighter Turn Out Gear	\$14,000	\$14,000
2- Fire Hose	\$360	\$5,000
3- (3) 50 ft 2-1/2" NFT Hose	\$525	\$0
4- Foam	\$1,000	\$1,000
5- Bloodbourne Pathogens Supplies	\$300	\$300
6- Batteries	\$1,000	\$1,000
7- Handtools	\$1,400	\$1,400

8- Miscellaneous Supplies	\$1,250	\$1,250
9- Oil Dry	\$400	\$400
10- Hazardous Materials Supplies	\$350	\$350
11- Uniforms and Badges	\$1,500	\$5,000
12- Accountability Systems	\$500	\$500
13- Tablets/Mounting Brackets (One time fee)	\$3,800	\$0
Total	\$26,385	\$30,200

(G) New Engine 3 Outfitting (one time fee)

1- New Hose	\$6,000	\$0
2- Portable Generators	\$2,500	\$0
3- Shelving and brackets	\$7,500	\$0
Total	\$16,000	

Budget Total **\$183,560** **\$186,675**

(T) Town Owned Apparatus Expenses

1- Fuel	\$2,100	\$2,500
2- Insurance	\$2,000	\$2,000
3- Tires Tender 2	\$5,500	\$0
4- Tender 2 Complete Re-lamp	\$0	\$9,500
Total	\$9,600	\$14,000

Pleasant Springs Account

1- Maintenance Town Owned Apparatus (Planned/scheduled maintenance and minor repairs)	\$3,100	\$3,500
Total	\$3,100	\$3,500

Village 2% Dues

Savings Account for Vehicle Replacement- *Must use exact Dues amount	\$34,610	\$34,610
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Town 2% Dues

Savings Account for Vehicle Replacement- *Must use exact Dues amount	\$18,981	\$18,981
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Fire Inspections (Previously this money was not in the annual operating budget. Moved per PAA report)

Village of Cottage Grove		\$9,000
Town of Cottage Grove		\$2,130
Town of Pleasant Springs		\$780



350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

Ship To: COTTAGE GROVE FIRE DEPT.
 4030 CTY HWY N
 COTTAGE GROVE, WI 53527

Invoice To: COTTAGE GROVE FIRE DEPT.
 4030 CTY HWY N
 COTTAGE GROVE WI 53527

Attention: NICK ARCHIBALD

Branch 16 - DELAFIELD, WI		
Date 08/15/2022	Time 13:14:35 (O)	Page 1
Account No COTTA005	Phone No 6088394427	Est No 02 003078
Ship Via	Purchase Order QUOTE	
Tax ID No		
	Salesperson 324 / 349	

ESTIMATE EXPIRY DATE: 09/14/2022

QUOTE

NEW NAME, SAME GREAT COMPANY! 5 ALARM FIRE & SAFETY EQUIPMENT IS NOW
 MACQUEEN EMERGENCY. IF YOU ARE IN NEED OF ANY DOCUMENTS TO UPDATE OUR NAME
 IN YOUR SYSTEM, PLEASE REACH OUT TO AR@MACQUEENGROUP.COM.
 THANK YOU FOR YOUR CONTINUED BUSINESS.

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
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INSTALLATION OF FILL STATION,
 STORAGE CYLINDERS, AND ASSOCIATED HOSES.

 DOES NOT INCLUDE ELECTRICAL WORK - THIS MUST BE PERFORMED
 BY A LICENSED ELECTRICIAN

 MACQUEEN EMERGENCY WILL NOT PERFORM ANY
 MODIFICATIONS TO YOUR BUILDING.

C-FS2C55	DBL FILL W/CONT		1	9870.83	9870.83
	ARCTIC COMPRESSOR TWO POSITION FILL STATION W/ 4 BANK CASCADE CONTROL PANEL				
C-6000-UN	ARCTIC 6000 PSI		4	1520.86	6083.44
	ARCTIC 6000 PSI UN STORAGE CYLINDER				
A-I1350	ARCTIC CGA-702		4	54.51	218.04
	ARCTIC Compressor CGA-702 Nut and Nipple W/JIC Elbow				
C-CLAMPS1-4	ARCTIC UNISTRUT		1	194.95	194.95
	ARCTIC UNISTRUT & CLAMPS FOR 4 CYLINDERS				
A-H1000-0072	ARCTIC HOSE 72"		2	68.77	137.54
	ARCTIC HOSE 72" (6 FT) 6000 PSI W/ENDS				
A-H1000-0096	ARCTIC HOSE 96"		2	85.81	171.62
	ARCTIC HOSE 96" (8 FT) 6000 PSI W/ ENDS				
FRT	FREIGHT		1	850.00	850.00
IN SERVICE SET UP	WITH TRAINING		1	500.00	500.00



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 Delafield, WI 53018
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Attention: NICK ARCHIBALD

Branch 16 - DELAFIELD, WI		
Date 08/15/2022	Time 13:14:35 (O)	Page 2
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Ship Via	Purchase Order QUOTE	
Tax ID No		
	Salesperson 324 / 349	

ESTIMATE EXPIRY DATE: 09/14/2022

QUOTE - ORDER ACKNOWLEDGEMENT

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
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**DOES NOT INCLUDE ELECTRICAL
 OR PLUMBING IF NEEDED**

Subtotal: 18026.42

Tax: .00

TOTAL: 18026.42

Authorization: _____



Salesperson	Job
Boyd Olbert	Fire Department Lower door

TO
 Town of Cottage Grove
 4058 County Rd. N
 Cottage Grove WI 53527
 Attn: Dan

Date: 8/18/2022

Description

We are pleased to present the following for your review and consideration.

1-12'2"x8' RAYNOR AP200C

- 2" Thick section construction R-Value 18
- Section color white embossment Flush
- 2" Angle mount double track low headroom track
- 20000 Cycle torsion spring assembly
- Jamb and Head seal
- Rehook existing operator.....\$3331.51

Existing sections NO longer available.

All prices include labor, material & freight f.o.b. jobsite

Quotation prepared by: _____

Openings are to be prepared by others in accordance with our specifications. The above price does not include glass, glazing, painting or wiring from electric operator, unless included in above proposal. Above proposal is made for prompt acceptance. Prices subject to review after 30 days. Agreements are contingent upon accidents or other conditions beyond our control. We carry manufacturers contracts, and employers liability and workman's compensation insurance. We reserve the right to add finance charges to past due accounts.

To accept this quotation, sign here and return: _____

Thank you for your business!

POWERS AND DUTIES OF COMMISSION A. The Commission shall have the following duties and powers:

1. The possession, care, control, and management of the affairs and property of the District, subject to the terms and conditions of this Agreement;
2. Oversight of the Emergency Services Building;
3. Control of the finances of the District;
4. To enter into reciprocal fire protection agreements with departments of other municipalities or other districts. All costs incurred under such agreements shall be considered as part of the overall operational expenses of the District;
5. Oversight of any entities that the District contracts with to provide fire protection services for the District.

Emergency Services Building Property Repair Fund

1. The Commission shall have a separate Emergency Services Building Property Repair Fund account (the “Account”) for purposes of maintaining and repairing the Emergency Services Building. Contributions to the Account shall be based upon each Municipality’s ownership interest in the Emergency Services Building.
2. Appropriations from the Account shall be restricted to such projects that are approved by the Commission and for purposes of repairing or maintaining the Emergency Services Building.
3. Contractual Procedure. The District shall let contracts for public construction in accordance with Wis. Stat. § 61.54. The following additional requirements shall apply.
 - a. The Commission shall prepare a request for bids or proposal.
 - b. The Fire Chief shall make good faith efforts to obtain at least two bids, unless an emergency exists.
 - c. Following receipt of the bids, the Commission shall make a recommendation to the Village and Town as to the award of the contract.
 - d. Unless the Town or the Village provides the Commission and the other Municipality a “notice of objection” to awarding the contract within 30 days of receiving the Commission’s recommendation, the Municipalities shall be deemed to have approved the contract.
 - e. If either of the Municipalities provides a notice of objection, then the contract shall not be awarded.
 - f. If the Municipalities approve the contract, or do not provide a notice of objection, the Commission may enter into the contract.