

COTTAGE GROVE FIRE DISTRICT COMMITTEE MEETING
Thursday, October 6, 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 August 22, 2022 Meeting.

Documents:

[8-22-22 JT FIRE DRAFT MINUTES.PDF](#)
[8-22-22 JT FIRE MINUTES-EXHIBIT A.PDF](#)

5. Chief's Report
6. Discuss And Consider Emergency Services Building Repair Account Balance.
7. Discuss And Consider Building Office Space.
8. Discuss And Consider Cost For Fish Bowl Remodel
9. Discuss And Consider Electrical Quote For Fire Station Sign.

Documents:

[CGFD.PDF](#)

10. Discuss And Consider Remaining 2022 Emergency Services Building Projects (Examples Include: Carpet Cleaning, Strip And Wax Floors, Radio Room Upgrades, Cabinets, And Gear Racks).
11. Discuss And Consider 2023 Budget Recommendation For Emergency Services Building.

Documents:

[FUND BALANCES.PDF](#)
[ESOB 22-23 EXPENSES.PDF](#)
[ESOB 23 BUDGET.PDF](#)

12. Discuss And Consider Changes To The 2023 Operating Budget.
13. Discuss And Consider 2023 Capital Budget
14. Discuss And Consider L1 Replacement Plan.

15. Future Agenda Items.

16. Next Meeting Date.

17. 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, August 22, 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. Committee members Sara Valencia, Chris Stoa, Steve Anders, Mike DuPlayee and Kris Hampton were also present, along with Fire Chief Nick Archibald, and Assistant Chiefs April Hammond-Archibald and Jess Robinson. EMS Chief Eric Lang attended virtually.
 2. Determination of Quorum and That the Agenda Was Properly Posted: **Confirmed**
 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 July 25, 2022, Meeting: **Motion by DuPlayee/Valencia to approve the July 25, 2022 minutes as printed. Motion Carried 6-0.**
 5. Chief's Report: **See written report (Exhibit A).**
 6. Discuss and Consider 2023 Fire Department Budget: **Motion by Hampton/Valencia to approve the 2023 budget at \$187,750 + Fire Inspection costs. Motion carried 6-0.**
 7. Discuss and Consider Station SCBA Fill System Grant: **\$15,000 in grant funding has been received. Motion by DuPlayee/Peterson to approve the quote from Macqueen Emergency for \$18,026.42, using Pleasant Springs funds to make up the difference. Motion carried 6-0.**
 8. Discuss and Consider Costs for Repairing Station Overhead Door: **Motion by DuPlayee/Valencia to approve the quote from Peak Garage Doors to replace the door for \$3,331.51 using the Building Maintenance fund. Motion carried 6-0.**
 9. Discuss and Consider All Future Fire Department Vehicle Purchases Be Paid for By Both Municipalities: **Motion by Hampton/Stoa that the District as a whole will be responsible for all future vehicle/apparatus and equipment purchases. Motion carried 6-0.**
 10. Discuss and Consider Powers and Duties of Commission: **Motion by Hampton/DuPlayee to table. Motion carried 6-0.**
 11. Discuss and Consider Emergency Services Building Repair Fund: **Motion by Hampton/DuPlayee to table. Motion carried 6-0.**
 12. Future Agenda Items: **Fish Bowl remodel, ESOB budget.**
 13. Next Meeting Date: **Tuesday, September 27th**
 14. Adjournment: **Motion by DuPlayee/Valencia to adjourn. Motion carried 6-0.**
- Minutes type by Town Clerk Kim Banigan from notes taken by Kris Hampton.

Chiefs Report

Staff Info

Total Staff: 41

Officers: 10

Driver Operators: 1

Firefighters: 24

Probationary: 6

192 Calls as of 8/21/2022 (This will put us at about 300 calls at the end of the year. If we stay at the current average .82 calls/day.) *To note- some of these were caused by repeated false alarm offenders (CG Commons), our own false alarm causes (hose testing/hydrant flushing), and bad weather (wires down)

87 Village of CG

46 Town of CG

30 Town of PS

29 Mutual Aid

Average number of responders- 13

Most Common Types:

Village of CG- 47% False Alarms, 17% Medical Assists, 16% Good Intent/Cancelled Enroute
Town of CG- 39% Vehicle Accidents, 33% Good Intent/Cancelled Enroute, 15% Hazardous Conditions

Town of PS- 39% Accidents, 23% Hazardous Conditions, 16% Fires (Building/Vehicles)

Response time overall Averages (from time of page to time on scene)-

*Note we do NOT run "hot" to all incidents based on call type and dispatch updates

Village of CG: 9:22

Town of CG: 9:53

Town of PS: 13:51

The District has had TWO building fires in 2022:

Village of CG, time (time of page to time on scene): 6:04 -total responders: 20

Town of PS, time (time of page to time on scene): 11:59 -total responders: 29

Apparatus Info: Trucks will begin the annual maintenance at the end of this week or early next week.

Training Information: August is the annual hose testing. The department was offered an opportunity to burn a house down. Waiting for asbestos testing to come back.

Staff Milestones:

Trevor Cooper (8/20): 2 Years

Tim Miller (7/14): 8 Years

Mitch Strehlow (7/19): 3 Years

Nate Walker (7/21): 1 Year

Josh Hammond was promoted to the rank of Captain.

Jaimie Gogola was promoted to the rank of Lieutenant.

Other News: The department received a grant from TC Energy to help pay for an in station SCBA fill system.

Electrical Solutions, Inc.



2928 County Rd MN Stoughton, WI 53589 608 838 5159 www.electricalsolutions-inc.com

Proposal / Contract

September 28, 2022

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

Project: Cottage Grove fire station sign
4030 County Hwy N

Attn: Kris

Run new conduit & rewire sign and replace ground box

\$2,176.00 Approval _____ Date _____

Authorized Signature  Date 9-28-22
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

Pricing good for 5 days only

Fund Balances	
ESB Property Repair Fund Beginning Balance	\$ 187
2022 Village & Town Contribution To Fund	40,000
Ending Fund Balance	<u>\$ 40,187</u>
Pleasant Springs Fire Department Capital Expenses Fund	\$ 98,549
T2 Tires - Pumps	\$ (3,100)
Ending Fund Balance	<u>\$ 95,449</u>

Emergency Service Building

2022 / 2023 Expenses:	
Radio Room Counter Tops and Benches	\$1,700
Flammable Cabinets	\$1,700
Strip and Wax Floors	\$3,000
Gear Rack	\$1,400
	\$7,800
Electric Heat	
Paint	
Weather Stripping all Doors	
Carpet Cleaning	
Carpet Removal / Tile Basement	
Outside Stone	
Total Additional Expenses	

Emergency Service Building

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2021 Expenses	2022 Budget	Jan. - Sept. 22 Expenses	2023 Budget
Gas/Electricity	26,000	20,000	20,000	20,000	17,647	20,000	14,367	21,270
Water and Sewer	2,200	2,000	2,000	2,000	1,749	2,000	1,121	2,242
HVAC Service	504	1,000	2,928	2,000	1,170	3,200	1,624	3,500
Insurance	2,200	2,200	2,500	2,600	2,864	2,900	3,097	3,100
Elevator Service / Telephone	2,000	2,500	2,048	2,000	1,519	1,520	1,678	1,520
Generator Service		700	800	800	682	800	487	780
Building Maintenance	2,000	5,400	11,040	5,400	13,475	2,000	730	2,000
New Telephone System			1,859					
LED High Bay Fixtures			1,872					
WI-FI Upgrade (Submit to Covid-19 Relief Fund)			1,368					
Washer and Dryer (Submit to Covid-19 Relief Fund)			1,839					
Ceiling Fans						2,750		
Property Repair Fund	14,000	14,000	20,000	20,000	20,000	40,000	40,000	40,000
Door Repair		150			1,732			
Cleaning Supplies	200	500	500	500				
Cleaning Services	3,100	2,500	2,500	2,500	2,460	2,500	1,667	3,150
Furnace Installation			12,315		11,450			
TOTAL	\$ 52,204	\$ 50,950	\$ 83,569	\$ 57,800	\$ 74,747	\$ 77,670	\$ 64,771	\$ 77,562
Budget Amendment	\$ 75,629	\$ 8,246		\$ 13,081				
Adjusted Budget	\$ 127,833	\$ 59,196		\$ 70,881				
ESB Property Repair Fund - Install Vacuum Breaker Valves					\$ (1,710)			
ESB Property Repair Fund - Repair Generator					\$ (682)			
ESB Property Repair Fund - Parking Lot Lights					\$ (710)			
ESB Property Repair Fund - Furnace A/C Installation					\$ (7,600)			
ESB Property Repair Fund - Photo Smoke Detector					\$ (317)			
ESB Property Repair Fund - Disposal Connection					\$ (694)			
ESB Property Repair Fund - Grease Interceptor					\$ (885)			
ESB Property Repair Fund - Landscaping Rock					\$ (484)			
ESB Property Repair Fund - Hose Tower Tuckpointing					\$ (3,500)			
ESB Property Repair Fund - Door Installation					\$ (1,500)			
ESB Property Repair Fund - Roof Repair					\$ (1,732)			
					\$ 54,934			
Town Portion 50%	\$ 34,112	\$ 25,475	\$ 41,784	\$ 28,900	\$ 27,467	\$ 38,835	\$ 32,386	\$ 38,781
Village Portion 50%	\$ 34,112	\$ 25,475	\$ 41,784	\$ 28,900	\$ 27,467	\$ 38,835	\$ 32,386	\$ 38,781