

JOINT COTTAGE GROVE FIRE DEPARTMENT COMMITTEE

Monday, September 26, 2016

6:30 PM

Emergency Services Building
4030 County Rd N
Cottage Grove WI

AGENDA

1. Roll Call and confirm that the meeting was properly posted
2. Call to order
3. Public Appearances: Public's opportunity to speak about any subject that is not a specific agenda item
4. Approval of minutes of previous meeting
5. Discuss the status of the AFG Grant
6. Update on repairs to Emergency Services Building
7. Discuss Emergency Services Building Elevator - Annual Safety Testing
8. Discuss and consider installing a new garbage disposal at the Emergency Services Building
9. 2017 budget discussion
10. Chiefs report
11. Items for next agenda
12. Date of next meeting
13. Adjournment

ALL AGENDA ITEMS ARE SUBJECT TO ACTION

Notice: Persons needing special accommodations should call 839-4704 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 Town/Village Fire Department Committee

Wednesday, August 31, 2016

DRAFT minutes

1. **Roll Call and confirm the meeting was properly posted:** Committee members John Williams, Mike DuPlayee, Kris Hampton Steve Anders and Troy Allen were present, along with Fire Chief Bruce Boxrucker and Assistant Chief Tom Banigan.
2. **Call to order:** Meeting was called to order by Chair John Williams at 6:33 PM.
3. **Public Appearance:** none
4. **Approval of minutes of previous meeting(s):** Motion by Hampton/DuPlayee to approve the minutes of the June 27, 2016 meeting as presented. Motion passed 5-0.
5. **Discuss the status of the AFG Grant:** The application process is not open yet. Chief Boxrucker is researching air packs and the grant process/doing a grant workshop.
6. **Update on cylinder containment options:** Bids have been requested from two vendors ranging from \$3,500 to \$5,000. Still investigating actual containment dimensions. Committee is recommending tentative approval.
7. **Initial 2017 budget discussion:** Chief has just started working on the operating budget and will present it at the September 26th meeting. Building report was presented by Hampton.
8. **Chief's Report:**
 1. During the annual maintenance of Engine 3, it was discovered that the brakes were leaking. The repair estimate for the brakes is \$4,000. The pump needs work as well.
 2. There are currently 35 staff members and there have been 150 calls to date in 2016.
 3. There is \$42,000 left in reserve for paving of front parking lot. There was discussion about the need and contract definitions, and concerns that the lowest bid of \$22,000 is not realistic. Chief Boxrucker and Anders both recommended re-evaluating in a year.
9. **Items for next agenda:** 2017 budget, status of repairs approved tonight, AFG grant.
10. **Adjournment:** Motion by Anders/DuPlayee to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 7:42 P.M.

Submitted by: Mike DuPlayee

Cottage Grove Fire Department Profit & Loss Budget vs. Actual January 1 through September 20, 2016

	Jan 1 - Sep 20, 16	Budget	\$ Over Budget	% of Budget
Income				
41510 · Town Revenue	23,734.43	48,079.22	-24,344.79	49.4%
41640 · Village Revenue	32,693.62	59,580.78	-26,887.16	54.9%
41710 · Pleasant Springs Revenue	63,756.25	63,756.25	0.00	100.0%
Total Income	<u>120,184.30</u>	<u>171,416.25</u>	<u>-51,231.95</u>	<u>70.1%</u>
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Gross Profit	<u>120,184.30</u>	<u>171,416.25</u>	<u>-51,231.95</u>	<u>70.1%</u>
Expense				
Town & Village				
51210 · Joint Apparatus Expense	3,153.02	8,800.00	-5,646.98	35.8%
51220 · Fire Fuel Expense	1,360.06	4,000.00	-2,639.94	34.0%
51240 · Equipment Expense	1,915.28	11,540.00	-9,624.72	16.6%
51250 · Telephone Expense	1,058.20	1,600.00	-541.80	66.1%
51260 · Insurance Expense	18,812.00	20,000.00	-1,188.00	94.1%
51270 · Officer and Training Pay Exp	22,800.00	31,550.00	-8,750.00	72.3%
51280 · Training & Safety Expense	896.89	5,000.00	-4,103.11	17.9%
51290 · Hazmat & Investigation Expense	0.00	300.00	-300.00	0.0%
51300 · Personal & Records Expense	2,011.00	3,600.00	-1,589.00	55.9%
51310 · Fire Preplan & Prevention Exp	2,131.31	2,000.00	131.31	106.6%
51320 · Inspection Expense	157.90	300.00	-142.10	52.6%
51330 · Fire Chief Expense	1,475.00	750.00	725.00	196.7%
51340 · Maintenance Contracts Expense	795.64	9,220.00	-8,424.36	8.6%
Town & Village - Other	0.00	0.00	0.00	0.0%
Total Town & Village	<u>56,566.30</u>	<u>98,660.00</u>	<u>-42,093.70</u>	<u>57.3%</u>
Town				
51200 · Town Apparatus Expense	1,244.41	7,000.00	-5,755.59	17.8%
51201 · Town Insurance Expense	1,458.00	2,000.00	-542.00	72.9%
Town - Other	0.00	0.00	0.00	0.0%
Total Town	<u>2,702.41</u>	<u>9,000.00</u>	<u>-6,297.59</u>	<u>30.0%</u>
Pleasant Springs				
51230 · Pleasant Springs Expense	5,950.94	63,756.25	-57,805.31	9.3%
Pleasant Springs - Other	0.00	0.00	0.00	0.0%
Total Pleasant Springs	<u>5,950.94</u>	<u>63,756.25</u>	<u>-57,805.31</u>	<u>9.3%</u>
Total Expense	<u>65,219.65</u>	<u>171,416.25</u>	<u>-106,196.60</u>	<u>38.0%</u>
Net Income	<u>54,964.65</u>	<u>0.00</u>	<u>54,964.65</u>	<u>100.0%</u>

Electrical Solutions, Inc.

2928 County Road MN
Stoughton, WI 53589

www.electricalsolutions-inc.com

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

Proposal / Contract

September 19, 2016

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

Project: Fire Station
Garbage Disposal

Attention: Chris

To include;

1. Electrical connection of garbage disposal ¾ hp 120v
2. Cut in single pole switch
3. Surface mount receptacle under sink
4. Install cord on disposal

Excludes: All plumbing connections

Price: \$698.00

Approval _____ Date _____

Authorized Signature



Craig Ball

Date

9-19-16

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



Kim Banigan <clerk@towncg.net>

FW: Emergency Services Building

1 message

Kris Hampton <kdhampton82@gmail.com>
To: Kim Banigan <clerk@towncg.net>

Wed, Sep 21, 2016 at 10:52 AM

From: UPI [mailto:upi@uselmanplumbing.com]
Sent: Wednesday, September 21, 2016 8:23 AM
To: kdhampton82@gmail.com
Subject: Emergency Services Building

Replace garbage disposal at Fire Station: \$600.00

If you have any questions let us know.

Thank You



This email has been checked for viruses by Avast antivirus software.
www.avast.com

BUDGET - EMERGENCY SERVICES BUILDING

BUDGET ITEM	2012 BUDGET	2013 BUDGET	2014 BUDGET	2015 BUDGET	2015 YTD	2016 BUDGET	2016 YTD	2017 BUDGET
GAS/ELECTRICITY	26,000	26,000	26,000	26,000	18,099	26,000	11,741	26,000
WATER & SEWER	3,000	2,200	2,200	2,200	2,496	2,200	743	2,200
HVAC SERVICE	1,427	1,500	1,500	1,500	1,418	1,500	1,258	1,500
INSURANCE				2,884	2,076	2,076	2,159	2,159
ELEVATOR SERVICE/PHONE	600	2,800	600	1,475	3,187	3,000	1,967	2,500
GENERATOR SERVICE	600	600	1,200	1,200	440	1,200		
BLDG. CONSTR. MAINT.	3,500	14,000	14,000	1,000	3,520	5,843	6,030	
PROPERTY REPAIR FUND				14,000	14,000	14,000	14,000	14,000
FIRE EXT. SERVICE	0							
CLEANING SUPPLIES	1,500	1,500	1,500	1,500	419	1,000	423	1,000
CLEANING SERVICES	2,800	2,800	3,000	3,150	2,403	3,150	1,081	3,150
LAWN MAINTENANCE	0				128			
CRACK FILLING	0							
EMS Living Quarters Remodel	465							
TOTAL	\$ 39,892	\$ 51,400	\$ 50,000	\$ 54,909	\$ 48,187	\$ 59,969	\$ 39,402	\$ 52,509

Town Portion 50%
Village Portion 50%

\$ 19,946.00	\$ 25,700.00	\$ 25,000.00	\$ 27,454.50	\$ 24,093.25	\$ 29,984.50	\$ 19,700.99	\$ 26,254.50
\$ 19,946.00	\$ 25,700.00	\$ 25,000.00	\$ 27,454.50	\$ 24,093.25	\$ 29,984.50	\$ 19,700.99	\$ 26,254.50