

BRANDON FIRE DISTRICT NO 1
Prudential Committee Meeting – June 2, 2022 – 6:30 PM

Present: Bill Moore, Dennis Reisenweaver, Jon Wyman, Natalie Steen (7:10)

Also in Attendance: Raymond Counter, Tom Kilpeck, Kristy Pinkham, Jesse Bilodeau

- 1) **Call to Order**
Bill Moore called meeting to order at 6:38 pm.
 - a) **Agenda Adoption** – Dennis Reisenweaver made motion to adopt agenda **Motion passed 3-0**
 - b) Dennis Reisenweaver made motion to add LOSAP and fire truck update as agenda items under old business. **Motion passed 3-0.**
- 2) **Old Business**
 - a) **LOSAP** - Dennis Reisenweaver gave an update on the LOSAP program. He stated that Pentax doesn't recommend adding anyone to the plan that is over 60. Dennis Reisenweaver made motion to have retirement plan age cap set at 60 years of age. **Motion passed 3-0.** Dennis explained that the final trust agreement will be in effect as of July 1, 2022 and needs board approval at the next regular meeting.
 - b) **FD Rules & Regulations** The draft fire department rules and regulations were discussed with some recommended changes to match current approved policies. Changes will be updated to the draft for approval by the board at the next regular meeting.
 - c) **Basin Road** – Final site visits, bid and contract documents are expected to be completed in June with anticipation of sending out RFP in July.
 - d) **BFD1/BFD2** – We are still waiting for construction permit. Contract signing and schedule can be developed once the permit is in place.
 - e) **FD Truck Update** – Chief Kilpeck spoke about upcoming milestones to purchase the new truck. He stated that the RFP is ready to be sent out. Dennis Reisenweaver stated that the Prudential Committee is responsible for the RFP and approval of such according to our policies. He stated that he has questions about the specifics in the RFP and asked that there be a minimum of two bids required for the purchase. Bill Moore brought up to the board that he should have voted on the motion to approve the vehicle replacement plan for the fire department so therefore there was not a majority vote. Bill Moore made motion to cancel June 28th special meeting and to hold special meeting on Monday, June 6th @ 5:00 pm to reconsider approval of fire department vehicle replacement plan which may require financing from outside sources. **Motion passed 4-0.**
- 3) **Approval of Minutes**
Motion by Jon Wyman to accept the minutes of May 5, 2022. **Motion passed 4-0.**
- 4) **Fiscal**
 - a) **Fire** – Dennis Reisenweaver made motion to approve the fire department warrant in the amount of \$12,931.84. **Motion passed 4-0.**
 - b) **Water** – Dennis Reisenweaver made motion to approve water department warrant in the amount of \$18,737.54. **Motion passed 4-0.**
 - c) **Payroll** - Natalie Steen made motion to approve payroll warrants in the amount of \$13,337.33. **Motion passed 4-0.**
- 5) **Treasurer Report** – Kristy Pinkham provided current account balances and has provided an updated budget status report to the board. She has been working on account reconciliation and also learning the nuances of the NEMRC software. Letters were sent to contractors for proper documentation like insurance, 1099's, W-9's, etc. Additionally, work is ongoing to ensure personnel files are in order and located in proper locations. Motion by Jon Wyman to accept the treasurer report. **Motion passed 4-0.**
- 6) **Water Department Report**
Motion by Natalie Steen to accept the water department report as printed. **Motion passed 4-0.**
- 7) **Fire Department Report**
Motion by Dennis Reisenweaver to accept the fire department report as printed. **Motion passed 4-0.**
- 8) **Public Comment** – None
- 9) **New Business**
 - a) **Assignment of Funds** – This item is for any excess funds that may be used for board approved purchases. Motion by Dennis Reisenweaver to have the treasure make a list of recommendations and re-warn the June 28th meeting for the purpose of assignment of funds.
- 10) **Executive Session** – None
- 11) **Adjournment** - **Motion** by Dennis Reisenweaver to adjourn at 8:18 pm. **Motion passed 4-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, July 7th at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

Raymond Counter
Clerk for the Board

Water Department Report – June 2022

- Mike Markowski and Ray Counter attended the BFD #2 special meeting at Neshobe School regarding consolidation. There were general questions about billing and the existing land that the well is on. A unanimous vote was received to consolidate with BFD #1.
- Well #3 (primary well) is out of service due to a burned-out fuse and wire to the motor controller. A new fuse block is on order and expected in 3-5 days. We are using Well #2 as primary and our emergency well (#1) is our backup.
- We have been selected to do additional testing of water for PFA's by EPA. We will be reimbursed for the testing.
- A squirrel got into the Well #3 ventilation system again trying to build a nest. A replacement piece of the unit and a new security screen has been ordered by the contractor.
- Work continues on updating water tie records and importing into Diamond Maps.
- Hydrant flushing of the entire system was completed.
- We have applied for a grant to do valve exercising/inspection for a portion of the water system (Park Village).
- Quarterly meter readings have been completed.
- We have a significant water leak in the system which we have not been able to locate at this time. Leak detection measures are on-going.
- The department members attended the Green Mountain Water Environment Association spring conference in Killington. Continuing education classes attended included: Trench Safety, Remote Testing of Water and Drinking Water Program Update
- We have an opportunity to receive board training free of charge from RCAP. Attached is information to review for future discussion/training.
- Hydrant flow testing was completed as part of the system engineering evaluation being conducted by Otter Creek Engineering.
- The department is gathering information to begin the process of replacement of our existing truck.

Chiefs Report for the month of May 2022

FD responded to 19 calls in May

MVA	Wheeler Rd
Vehicle Fire	Champlain St
CO alarm	Delorm Rd
Assist BPD	High Pond Rd
CO Alarm	Dyer St
Wildland Fire	Hooker Rd
Power Line issue	Franklin St
Cooking Incident	W Seminary St
False Call for MVA	Lovers Ln
Rescue/ extrication	W Seminary St
Mut Aid, Structure Fire	Salisbury
MVC	Conant Sq
Weather/Flooding	Shacket Rd
CO alarm	Steinberg Rd
Rescue/ Fall	Park St
MVA	Franklin St
Medical Assist	Fox Rd
MVA	Champlain St
Fire Alarm Activ.	Neshobe Cir

- 4 members have completed 200+ hrs of the Firefighter I course in Middlebury. Ken Backus, Brent Young, Brian Kilpeck, Bradley Danforth
- CVC radio tech was in to do programing and updating of some radios
- Engine 1 was in for service and a Cummins engine recall.
- I received a resignation from 1 member. Final payroll being processed.
- We participated in the Memorial Day Parade in Brandon and then Pittsford
- We participated in Brandon's Safety Day and the Stone CDJR Safety Event in Middlebury.

- FD will be providing support for the Vt Sun Triathlon, traffic safety at Leicester 4-corners for the cyclers turning off Fren Lk Rd onto Route 7. There will be 3 events over the summer.
- FD physicals scheduled for July for all members, including annual Fit Testing
- LIFENET Helicopter LZ training scheduled in June, in conjunction with BPD, BARS, SVFD, PFD
- Engine 1 was posted for sale through FIRETEC. Have received multiple calls about it and we have a department from NC scheduled to come here and look at it. This department is prepared to provide us a Letter of Intent to Purchase if they decide they like the truck.
- The RFP for a new rescue pumper was sent to 5 distributors. Bulldog Fire (KME), Lakes Region Fire (HME Alexis), Desorcie Fire (E-One), Adirondak (Ferrara), New England Fire (Spartan)