

# BRANDON FIRE DISTRICT NO 1

## Prudential Committee Meeting – July 7, 2022 – 6:30 PM

**Present:** Bill Moore, Dennis Reisenweaver, Jon Wyman, Natalie Steen, Michael Markowski

**Also in Attendance:** Raymond Counter, Tom Kilpeck, Kristy Pinkham, Jesse Bilodeau & Pat Shaw

- 1) **Call to Order**  
Bill Moore called meeting to order at 6:33 pm.
  - a) **Agenda Adoption** – Natalie Steen made motion to adopt agenda **Motion passed 4-0**
  - b) Dennis Reisenweaver made motion to add Fire truck bid opening as #1 agenda item under old business. **Motion passed 4-0.**
- 2) **Old Business**
  - a) **FD Truck Bid Opening** - Bill Moore opened the bid proposals for fire truck purchase. The following bids were received:  

Alexis - \$785,661.00	DeSorcie - \$737,5544.00	Bull Dog/KME - \$845,000.00
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The board asked to receive digital copies of the bids for review. Dennis Reisenweaver stated that he has bid evaluation sheets for use by the truck committee and the board. Dennis Reisenweaver made motion to have special meeting on Thursday, July 14<sup>th</sup> at 6:30 pm for the purpose of truck bid review. **Motion passed 5-0**
  - b) **LOSAP** - Dennis Reisenweaver gave an update on the status of the LOSAP program. Dennis explained that the final trust agreement, fee schedule and written board agreement need to be signed for it to be in effect as of July 1, 2022. Natalie Steen made motion for board to sign agreements and fee schedule for the LOSAP program. **Motion passed 5-0.**
  - c) **FD Rules & Regulations** Changes discussed in the previous meeting need to be updated to the draft for review and approval by the board.
  - d) **Basin Road** – Final site visits are being scheduled with the property owners and final documents prepared for bid.
  - e) **BFD1/BFD2** – We are still waiting for construction permit from the Drinking Water & Groundwater Protection division.
  - f) **FD Truck Update** – Chief Kilpeck spoke about potential milestones to purchase the new truck.
  - g) **Reserve Funds** – Kristy Pinkham spoke about her conversation with Sarah Macy of VLCT regarding the existing funds for the district. The recommendation is to acknowledge the existence of these funds for public record and the board could then officially create a reserve fund at an annual or special meeting of the Fire District. Dennis Reisenweaver made motion to acknowledge that the Fire District has two so-called reserve funds which have been existence for decades. The purpose of these funds is for capital reserve for the fire and water departments. **Motion passed 5-0.** Kristy Pinkham asked for authorization to transfer \$292,335.74 of water system funds from the Fern Lake account to the Tank account for proper separation of the reserve funds for each department. Motion by Jon Wyman to authorize transfer of \$292,335.74 from the Fern Lake to Tank account. **Motion passed 5-0.**
- 3) **Approval of Minutes**  
Motion by Dennis Reisenweaver to accept the regular meeting minutes of June 2, 2022, special meeting minutes of June 6, 2022 and June 28, 2022. **Motion passed 5-0.**
- 4) **Fiscal**
  - a) **Fire** – Michael Markowski made motion to approve the fire department warrant in the amount of \$22,576.62. Dennis Reisenweaver asked about an invoice from Reynolds & Sons. He stated that this purchase is over \$10,000.00 and should have received board approval prior according to our purchasing policy. He also questioned why there was no description of the items purchased on the invoice. Michael Markowski asked both department heads to ensure all purchases have an itemized list attached and any purchase over \$10,000.00 receive prior approval according to board and district policy. **Motion passed 5-0.**
  - b) **Water** – Michael Markowski made motion to approve water department warrant in the amount of \$17,779.47. **Motion passed 5-0.**
  - c) **Payroll** - Michael Markowski made motion to approve payroll warrants in the amount of \$10,070.50. **Motion passed 5-0.**
- 5) **Treasurer Report** – Kristy Pinkham provided current account balances and provided an updated budget status report to the board. She has been working with Sarah Macy of VLCT on the NEMRC accounting system. Sarah will provide a proposal for services to assist the treasurer in compliance for an audit. Kristy asked about the status of the payroll for the fire department as this needs to be completed to close out the fiscal year and enable regular payroll to be calculated. Chief Kilpeck stated that the payroll is done and he will send to the treasurer.
- 6) **Water Department Report**  
Motion by Natalie Steen to accept the water department report as printed. **Motion passed 5-0.**
- 7) **Fire Department Report**  
Motion by Natalie Steen to accept the fire department report as printed. **Motion passed 5-0.**
- 8) **Public Comment** – None
- 9) **New Business**
  - a) **Water Department Project Financing** – Raymond Counter explained that we have received invoices for 3 water projects that the Fire District is currently working on: 1. System evaluation/planning loan, 2. BFD1-BFD2 consolidation, 3. Basin Road wells. He stated that there has not been a plan to address the financing of these projects and there are options including possible rate increase or using some existing funds. Michael Markowski made motion to utilize the Tank fund for engineering and Basin Road wells. Dennis Reisenweaver inquired about the amounts of the bills and suggested paying the Basin Road invoice from the General Fund. Michael Markowski amended earlier motion to utilize the Tank fund for payment of engineering bills associated with the water system evaluation. **Motion passed 5-0.**
- 10) **Executive Session** – Dennis Reisenweaver made motion to enter into executive session for the purpose of #2 – Appointment or employment or evaluation of a public officer or employee. **Motion passed 5-0.** The board entered executive session at 7:30. The board exited executive session at 7:46. Michael Markowski made motion to reconvene meeting. **Motion passed 5-0.** Jon Wyman made motion to give water department employees an increase in pay as per the budget. **Motion passed 5-0.**
- 11) **Adjournment** - Motion by Natalie Steen to adjourn at 7:48 pm. **Motion passed 5-0.**

The next regularly scheduled meeting for the Prudential Committee will be held on Thursday, August 4<sup>th</sup> at 6:30 pm in the Fire Department conference room at 61 Franklin Street.

## Water Department Report – July 2022

- VLCT completed property appraisals for the water department.
- Well #3 (primary well) is repaired and back in service.
- As part of the Unregulated Contaminants Monitoring Rule, we were selected do additional testing of water. The testing will occur in 2023 and 2024 and is 100% reimbursable.
- The Well #3 ventilation system has been repaired and is working properly.
- Quarterly monitoring was completed this past month.
- Additional flow testing of hydrants was conducted with Otter Creek Engineering.
- We received a grant to do 2 days of valve exercising/inspection for a portion of the water system (Park Village).
- We have applied for another grant for leak detection.
- Meter repair/replacement has been done on Champlain and Carver Street.
- We met with Stephanie Jerome to discuss the merger with BFD #2. She has reached out to the secretary of state office to provide us assistance.
- Application for a Phase II/V monitoring exemption for Inorganic Compounds has been submitted.
- A new water connection is being installed for a home on Kennedy Drive.
- Hydrant on Park Street was repaired and put back in service. Additional hydrant maintenance has been done in the Forest Dale area.
- We are investigating an issue with flow of water on Carver Street. It is possible that we have an obstruction in the line south of Church Street.
- Stone Motors will be receiving delivery of a new truck with utility box in July. The Fire District will have an opportunity to purchase for water department if it fits the needs of the department.

## Chiefs Report for the month of June 2022

FD responded to 21 calls in June, 6-1 thru 6-30

Dispatch Canceled	Hubbardton
Alarm Activation	Mulcahy Dr
Control Burn	Tubbs Ave
Electrical Issue	Supermarket Dr
MVA	McConnell Rd
MVA	Grove St
Water Issue	Conant Sq
Alarm Activation	Mulcahy Dr
Alarm Activation	Court Dr
Alarm Activation	Faivre Cir
Alarm Activation	W Seminary
Medical Assist	W Seminary
Alarm Activation	Leicester Whiting Rd
Sprinkler Activation	Faivre Cir
Medical Assist	Franklin St
Smoke Detector	River St
Medical Assist	Sandy Meadow Dr
Alarm Activation	Faivre Cir
Medical Assist	Hawk View
MVA	Smalley Rd
Mutual Aid	Pittsford

- We participated in the Brandon Independence Day festivities along with the Bristol Parade.
- State FF1 and FF2 annual recertifications completed for 11 personnel.
- FD provided traffic control 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 another event in July and Aug.
- FD annual physicals for members completed, including Fit Testing and EKG.
- Engine 1 has been mostly prepared for sale. Equipment is being removed. The buyer is scheduling a trucking company for transport the last week of July.
- We have a house to use for training purposes that the Town has acquired through FEMA buyout. We will be able to use it for various scenarios, until it gets demolished.
- VSP Westminster, State Dispatch, is continuing to have personnel issues. By the end of July they are predicted to be at 50% staffing. The state and county FF assoc. are working on the situation. The current goal of going to Regionalized Dispatching is being worked on.
- I have spoken with the Town Manager and Highway Foreman about getting the back part of the yard paved when they do paving in town. The contractors bidding to the town have been to the station to measure, however I have not seen anything in writing yet. This would get us much lower pricing than going out on our own for bids. We would separately be responsible for any grading or digging before paving, but the TM has agreed to assist us with equipment use if needed.