

Town of Seymour

BOARD OF FIRE COMMISSIONERS

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

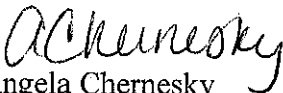
COPY RECEIVED
DATE: 1/25/16
TIME: 11:10 AM
TOWN CLERK'S OFFICE

Special Meeting Minutes
January 19, 2016, 6:00 p.m.
Citizens' Engine Co.

Attendees: Clay Jurgens, Dan Zaniewski, Pat Lombardi, Chief John Cronin, Asst. Chief Doug Zaniewski, Asst. Chief Tom Tomasheski, Pete Sampiere

- 1) The meeting was called to order at 6:03 p.m.
- 2) All were led in the pledge to the flag.
- 3) Discussion and approval FY 2016/2017 Fire Dept. Budget. Chief Cronin explained each line item individually with comparison to last year's budget. Discussion was had for each line item, changes, if any, were made and all agreed to submit the approved budget to be submitted to Town Hall and filed with the Town Clerk with all accompanying paperwork. A motion was made by Pete Sampiere to accept the budget figure of \$459,435.00 as presented by Chief Cronin with a second by Dan Zaniewski. Vote: 4/0.
- 4) Adjournment. A motion was made by Dan Zaniewski to adjourn at 6:40 pm, with a second by Pete Sampieri. Vote 4/0

Respectfully Submitted,


Angela Chernesky
Recording Secretary

**Seymour Fire Department
2016-2017 Budget Request**

		2015-2016 Approved	2016-2017 Requested
101	Salary Chiefs	0.00	2.00
105	Salaries	11,856.00	15,001.00
110	Apparatus Maintenance Officer	3,420.00	1.00
120	Clerk	24,720.00	24,720.00
125	Secretary Fees	1,700.00	1,700.00
220	Social Security	3,189.74	3,200.00
340	Purchased Professional Services	32,000.00	32,500.00
350	Education/Meeting/Semiars	36,411.00	39,200.00
430	Repairs & Maintainance	55,000.00	60,000.00
530	Communications & Telephones	7,900.00	14,000.00
580	Travel	200.00	200.00
610	General Supplies	3,000.00	3,500.00
615	Clothing	30,883.00	30,900.00
622	Electricity	26,000.00	27,500.00
624	Heating Fuel	29,736.00	30,000.00
626	Gasoline & Diesel	17,385.00	19,000.00
720	Building Improvements	35,000.00	37,400.00
740	Equipment Capital	0.00	30,000.00
741	Vehicle Lease	0.00	1.00
743	Machinery & Equipment - OSHA	48,700.00	52,400.00
745	Machinery & Equipment Non-Capital	36,500.00	38,210.00
	TOTAL	403,600.74	459,435.00

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

	Qty	Description	Cost
101 Salary Chiefs			
		Chiefs (1)	1.00
		Asst. Chiefs (3)	1.00
		TOTAL	2.00
105 Salary Staff			
	2	Engineers	5,400.00
	4	Asst. Engineers	9,600.00
		Storm Duty/Standby Events	1.00
		TOTAL	15,001.00
110 Apparatus Maintenance Officer			
		Salary	1.00
		TOTAL	1.00
120 Clerk			
		Salary	24,720.00
		TOTAL	24,720.00
125 Secretary Fees			
		Board Secretary Fees	1,700.00
		TOTAL	1,700.00
220 Social Security			
		Social Security	3,200.00
		Total	3,200.00

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

Qty	Description	Cost
530 Communications/Telephone		
	Verizon Account	4,000.00
	Comcast Account	1,400.00
	Station Alarm Monitoring/Service Account	2,600.00
	2 IPAD with mounts/install for Engine 13/16	1,800.00
	Firehouse Software License Renewal	4,200.00
	TOTAL	14,000.00
580 Travel		
	Travel Mileage	200.00
	Total	200.00
610 General Supplies		
	General House/Cleaning Supplies	3,500.00
	Total	3,500.00
615 Clothing		
	10 Sets of Turnout Gear	20,000.00
	15 Helmets	4,875.00
	10 Pairs of Boots	1,200.00
	25 Pairs of FF Gloves	2,750.00
	25 Nomex Hoods	700.00
	25 Extrication Gloves	1,250.00
	20 Safety Glasses	125.00
	TOTAL	30,900.00
622 Electricity		
	Electricity	27,500.00
	Total	27,500.00

**Seymour Fire Department
2016-2017 Budget Request Breakdown**

Qty	Description	Cost
	Fire Pump Testing	2,500.00
	Fire Pump Maintenance	3,300.00
	Hose Testing	6,800.00
	Hydraulic Rescue Tool Preventative Maintenance	4,000.00
	Ladder Testing - Ground Ladders	2,800.00
	Meter Maintenance	1,200.00
	Battery Replacement, SCBA, Portables	2,000.00
	Breathing Air Testing	4,300.00
	Annual SCBA Flow Testing	3,400.00
	SCBA Compressor Maintenance	1,600.00
	Truck 14 Ladder Testing	1,000.00
	TOTAL	52,400.00
745 Machinery & Equip		
24	Pagers @500.00 ea	12,000.00
2	Hurst MOC Combi Tool @7490.00 ea	14,980.00
1	Hurst JL-30C Ram	3,540.00
1	Hurst JL-60C Ram	3,690.00
	Fire Hose Replacement	4,000.00
	Total	38,210.00

Town of Seymour

Capital Budget Expenditure Request

This request form must be completed for all capital expenditure requests that exceed \$10,000 in total, regardless of the funding source or sources. It must be submitted no later than December 1 of each year in order to be considered and, if accepted and approved, incorporated into the budget for the then upcoming fiscal year. Please attach all supporting documentation as requested below.

Identify the Project by Name, Location, and Proposed Scope of Work :

30 Scott SCBA Cylinders

* This is 30 of 120 to be replaced over 4 yrs *

Total Capital Cost :

30,000.00

Budget Fiscal Year in Which Expenditure is Required :

2017-2018

Potential Sources of Funding : (check all that apply)

Annual Town budget



Lease financing

Long Term borrowing

State or Federal Reimbursement

Grants

Utility Rebates

- A. Provide and attach a written description identifying the purpose of the project. Please include information which will specifically address the Needs (why this project is proposed), the Justifications (why is this project the appropriate solution), and the Impacts (who it affects and how it affects them).
- B. Identify any Restrictions or Special Comments associated with the project (e.g. Grant Funding, Legal or Regulatory requirements, etc.).
- C. Identify the proposed timeline that the Department/Division would like to see the project completed within.
- D. Sketches / Drawings: If a concept of the desired layout, appearance, or project is available, please include a copy of this information.

Town of Seymour

Capital Budget Expenditure Request

- E. **Business Plan:** Provide a supporting business plan that specifically addresses the financial impact of the project. If, for example, the equipment will lead to greater workforce efficiency, please provide all calculations of such positive impacts over the next five years, and identify all assumptions underlying the analysis.
- F. In every case possible, please provide current quotations or other current evidence supporting the proposed capital cost. Identify all assumptions regarding cost escalation or other changes when dealing with expenditures slated for more distant future years.
- G. If existing equipment will be sold, please provide the expected salvage value. If existing equipment will not be sold, please describe in detail why it should remain in service, including all expected costs relating thereto.
- H. In all cases possible, please provide a simple payback analysis showing how soon any savings from the proposed project exceed the initial capital costs.
- I. If the capital item is replacing or upgrading an existing piece of equipment, please provide a five year cost analysis showing the impacts of continuing to utilize and maintain the current equipment rather than proceeding with a new purchase. Also identify all risks and potential negative impacts of continuing to rely on the current equipment.
- J. With respect to any mobile equipment that exceeds \$50,000 in original cost, please provide benchmarking analysis that shows how Seymour's inventory of equipment for the affected Department including this proposed purchase stacks up against similar communities, in terms of total population, square miles of community size, miles of roads, and any other pertinent measures.
- K. Incorporating any applicable information provided in response to the requirements above, and all additional information as required, please provide a total lifecycle cost analysis that compares the proposed expenditure to any alternatives, including (a) deferring the expenditure by one or more years, (b) refurbishing existing equipment and forgoing this proposed expenditure, (c) purchasing used or alternative equipment rather than the item proposed, (d) and exploration of significant alternatives, such as outsourcing the function, renting the equipment only when required, or entering into a compact with neighboring communities to share equipment or services. In all cases, please include in the analysis all cost attributable to each approach, including not only upfront capital costs but all ongoing operation, maintenance, repair, and eventual replacement costs and salvage value.
- L. Identify the Project Champion (i.e., the person that will be responsible for executing and overseeing this capital expenditure), and provide evidence of all required approvals at the Department level (cognizant Board or Commission, or cognizant executive officer)