

**BURLINGTON FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
Monday, October 10, 2011**

Members present: David Conrad, Brian Riddell, Bob Parson, Yvonne Manning, Bill Lipscomb, Chad Eha and Joe Walter

Also present were: Chief Barlow and Attorney Mike McKinney.

Chairman Conrad called the meeting to order at 7:00 p.m.

Chairman Conrad asked the members to excuse or not excuse the absence of himself for recovery from surgery and Brian Riddell for a previous engagement that he was unable to change from the September 12, 2011 District Board meeting. Bob Parsons made a motion to excuse both individuals from the September District Board meeting. Motion was seconded by Chad Eha. Motion passed unanimously.

Audience of Citizens

Member Jon Malloy asked the board members the question as to why the clock outside on top of the building has not been fixed. This building is seen by many people driving down KY 18 and it is awful that the clock for such a nice building is not working properly and hasn't for a while. Chief Jeff Barlow advised Chairman Conrad and the fellow board members that we are currently trying to fix the problem and have been for a while. One of the firefighters from Hebron has been gracious enough to help in fixing the clock for no cost. Due to his schedule and because the summer months it was too hot for him to get up into the hole that is located in the bay to pull the items out that needs to be placed. Chairman Conrad asked Chief Barlow to make a phone call to him and see if he is willing to work on the clock now. If not, please call someone else.

Chief's Report

Chief Barlow discussed the monthly and YTD fire/ems calls.

Chief Barlow advised the members that the audit for the 2010/2011 Fiscal year is underway. They were in a couple of weeks ago to take care of their fieldwork needed. We should be hearing from them soon in regards to when they believe the audit should be completed.

ISO will be here on Monday, October 24, 2011 to perform the assessment on our current public protection classification.

Chairmans Report

No Comments

Agenda Additions

Yvonne Manning made a motion to add the Explorer Update to Old Business. Motion was seconded by Bob Parsons. Motion passed unanimously.

Consent Agenda

Yvonne Manning made a motion to approve the Consent Agenda. Motion was seconded by Bob Parsons. Motion passed unanimously.

Old Business

Retaining Wall:

Chief Barlow advised the members that we did receive and email and letter approving our funding for the wall replacement up to \$123,931.04. The cost will need to be paid up front by the department and the invoices will need to be submitted to FEMA for reimbursement. All invoices need to be submitted, work needs to be finished and a final inspection done by November 2012.

Chairman Conrad has asked to get 1 or 2 more proposals for engineering and assigned the Chairman's Committee to work on funding plans for the construction loans and interest on loan pieces.

Chief Barlow said that we realistically need to plan on funding this project in full due to us not likely receiving reimbursement from FEMA due to other projects that are at a higher priority than us.

Explorer Program:

All of the Liability letters have been given to the Explorers for their parents to read and sign. We have had only (3) that have been returned. So far everything is moving smoothly. We will update the membership as we receive more information if needed.

New Business

Refund Authorization:

Chief Barlow let the board members know that he received the refund authorization form the Boone County Sheriff. Yvonne Manning approved Chairman Conrad to sign the refund authorization. Motion was passed by Bob Parson. Motion passed unanimously.

Requests for proposals:

Discussion has come up in the past for us to shop around for other insurance providers for our various needs. Chief Barlow asked the board members to allow the staff to draft and release requests for proposals for the following: District healthcare/medical physicals, Property/Casualty insurance coverage and the Unemployment coverage. Brian Riddell made a motion for the Chief and administrative staff to go ahead and release requests for proposal for the listed insurance services. Motion was seconded by Chad Eha. Motion passed unanimously.

Lateral Entry:

The board members were asked to review the attached SOP 500.39 – Lateral entry Firefighter/Paramedic program. The board members discussed and referred it to Mike McKinney to take a look at and report back next month.

Brush Truck Replacement:

Assistant Chief Klaserner had prepared a memorandum to Chief Barlow in regards to the intentions of the current Brush Truck 717. In this memorandum, he has included that following directions from the Chief he had sent pictures of the vehicle to Brindlee Mountain Fire Apparatus to obtain a current estimated value of the vehicle. Brindlee Mountain Fire Apparatus has prepared to offer us \$40,000.00 for the brush truck without equipment as it sits today. Per state bid, Assistant Chief Klaserner has requested quotes from both Chevrolet and Ford to purchase a new truck; both of the quotes listed are from the state contract, so they have already been bid. He also called around to various vendors to provide price quotes for brush truck skid units, emergency lightning and a snow plow system. He received (5) quotes for the brush truck skid unit, (3) quotes for the emergency lightning and (2) sets of pricing of the state bid for the snow plow system.

Based on the information received Assistant Chief Klaserner is asking approval to declare the current Brush Truck 717 as surplus and sell to Brindlee Mountain Fire Apparatus for the \$40,000.00 they have offered. He would like to see us purchase the 2012 Chevrolet Silverado 2500HD, 4WD extended cab pick-up with an 8' bed from Bob Hook Chevrolet, a skid unit from Vogelpohl Fire Equipment with an added pump foam system for, a snow plow system from Bob Hook Chevrolet, a lightning package from 911 Fleet and Fire Equipment and graphics from Digi Graphics for a total of \$42,935.00.

With all of the information received the board members discussed the current information. Chairman Conrad had asked if anyone had anyone questions and wanted to proceed. Chad Eha made a motion to purchase the above listed equipment per direction of Assistant Chief Klaserner. Motion was seconded by Bill Lipscomb. Chairman Conrad asked for a sign of hands to approve, the vote stands with (4) yes and (2) no. Motion passed.

Included within the minutes is a copy of the memorandum with detail in full and the contract with Brindlee Mountain Fire Apparatus for the purchase of Brush Truck 717.

Executive Session:

At 8:19p.m. Bob Parsons moved to enter into Executive Session. Bill Lipscomb seconded the motion. Motion passed unanimously.

At 9:21 p.m. Yvonne Manning moved to leave Executive Session. Bill Lipscomb seconded the motion. Motion passed unanimously.

At 9:24p.m. Bob Parsons moved to adjourn. Bill Lipscomb seconded the motion. Motion passed unanimously.

Personnel:

Joe Walter made a motion to dismiss Robbie Mills, Donald Davidson and Christine Ball as members of the department. Bill Lipscomb seconded the motion. Motion passed unanimously.

Yvonne Manning made a motion to accept the resignations from Nathan Webster and Nathan Noguerras. Bill Lipscomb seconded the motion. Motion passed unanimously.

Bill Lipscomb made a motion to accept Lucas Darnell as a probationary member. Motion was seconded by Joe Walter. Motion passed unanimously.

Bill Lipscomb made a motion to make Phil Eha as a support member for the department. Motion was seconded by Bob Parsons.

Chief Barlow advised the board members that he received notice of (2) of the Lieutenants in regards to their retirement plans in the near future. The board members were advised of the entry level hiring process and the Lieutenants promotion process that are currently underway.

Secretary: _____
Yvonne Manning

Chairman: _____
David Conrad

MEMORANDUM

TO: Chief Barlow
FROM: Assistant Chief Klaserner
RE: Brush Truck 717
DATE: Friday, September 30, 2011

After our review of the current Vehicle Replacement Plan and following your instructions I submitted photos of Brush Truck 717 to Brindlee Mountain Fire Apparatus to obtain a current estimated value of the vehicle. As you remember we were offered \$36,000.00 for this vehicle in May 2010 when we were going through the Ladder 710 replacement process. At that time we were looking at replacing Brush Truck 717 with a smaller vehicle that was more suited for the terrain we encounter here in Northern Kentucky, the current brush truck is heavy and because of that often gets stuck after going off road.

After speaking with David Stewart from Brindlee Mountain, they are prepared to offer us \$40,000.00 for the brush truck without equipment as it sits today. Please see the attached signed contact that Brindlee Mountain has provided.

After receiving the firm offer from Brindlee Mountain I decided to call around and see what the cost would be to purchase a new pick-up truck and skid unit. I received price quotes from Chevrolet and Ford, both of the quotes are from the state contract, so they have already been bid and they are listed below.

1. Bob Hook Chevrolet – for a 2012 Chevrolet Silverado 2500HD, 4WD extended cab pick-up with an 8' bed and 6.0L V-8 gasoline engine the contract price is \$25,038.00.
2. Crossroads Ford – for a 2012 F350 Super Cab 4WD pick-up with an 8' bed and 6.2L V-8 gasoline engine the contract price is \$25,934.00.

Based on the above quotes and after reviewing chassis payload information I called around and asked various vendors to provide price quotes for brush truck skid units with at least a 200 gallon water tank and a single electric rewind hose reel. The basic unit also has an additional 1 ½" discharge as well. Following you find each price quote:

1. Crossroads Ford – SFA Fire Fighting Skid, 225 gallon poly tank, Darley Pump w/Electric Hose Reel w/100' of 1" hose - \$10,535.00
2. Camp Safety Equipment Inc. – CET Forest Pak Skid Unit, 200 gallon poly tank, Electric – Rewind Reel w/100' of 1" hose - \$8,485.00
3. Kimtek Corporation – Firelite Transport FDHP-11-200, 200 gallon poly tank, 100' of ¾" booster hose - \$9,675.00
4. NAFECO – 225 gallon poly tank, Electric reel w/100' of 1" hose - \$9,800.00

5. Vogelpohl Fire Equipment – CET Forest Pak Skid Unit, 200 gallon poly tank, Electric – Rewind Reel w/100' of 1" hose - \$8,318.00

Emergency lighting for the vehicle was also investigated and I received quotes from the following dealers:

1. Crossroads Ford – complete lighting package for \$6,445.00
2. Camp Safety Equipment Inc. – complete lighting package for \$3,718.48
3. 911 Fleet & Fire Equipment – complete lighting package for \$3,627.16

I also investigated pricing for a new snow plow system off of the state bid, as the current pick-up truck is 14 years old. The 1997 Dodge truck could last another 10 years or it could need major work tomorrow. In looking at pricing I received the following:

1. Crossroads Ford – \$5,295.00 for an 8' Western Snow Plow system.
2. Bob Hook Chevrolet - \$4,457.00 for a Meyer Snow Plow Steel LP, 8' Straight.

Should we be able to sell the current brush truck and replace it with a more usable unit, graphics for the new unit would cost approximately \$750.00 based on information from Digi Graphics, whom we have used before.

So finally, after reviewing all of the above information I would like to see the board take action to replace the current brush truck with a unit that is lighter and more maneuverable than our current unit. The current brush truck does not have the capability to tow anything, nor has the air refill system ever performed to capacity because the air refill booster mounted in the compartment routinely freezes up.

Based on each of the quotes received I would recommend that we purchase a pick-up truck from Bob Hook Chevrolet (based purely on price), a skid unit from Vogelpohl Fire Equipment with an added Scotty around the pump foam system (\$672.00), a snow plow from Bob Hook Chevrolet, a lighting package from 911 Fleet and Fire Equipment and graphics from Digi Graphics for \$42,935.00 and declare the current brush truck surplus and sell it to Brindlee Mountain for \$40,000.00. Just as an fyi, the Ford F350 with all of the above would cost \$44,669.00.

We budgeted \$52,500.00 for a replacement brush truck in the current Vehicle Replacement Plan, expecting to get a trade-in of \$25,000.00. Based solely on the above information, purchasing a replacement pick-up now and selling the current brush truck for \$40,000.00 the District would save \$24,565.00.

If you should have any further questions or comments, please feel free to ask.

BRINDLEE MOUNTAIN

FIRE APPARATUS, LLC

15410 HWY 231 UNION GROVE, AL 35175 866.285.9305
WWW.FIRETRUCKMALL.COM

APPARATUS PURCHASE CONTRACT

Brindlee Mountain Fire Apparatus, LLC (Buyer) hereby agrees to purchase (1) 2003 Ford Brush Truck (Apparatus) from Burlington Fire Protection District (Seller) for the sum of \$40,000.00 (Forty Thousand Dollars and No Cents)

Terms and Conditions of sale:

Contract is valid for execution through October 10th, 2011.

Contract is contingent on buyer's inspection of Apparatus.

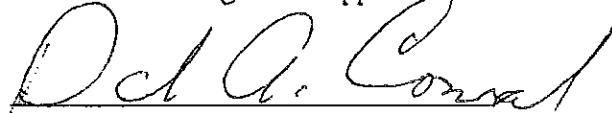
Buyer shall make payment in full prior to the release of the Apparatus via Certified Check or Wire Transfer.

Title, free of lien, must be provided to Buyer within 30 business days of receipt of payment.


Seller agrees to release Apparatus to Buyer no later than October 31st, 2011.

Ground ladders, hard suction, all discharge caps and intake plugs shall remain with Apparatus at the time of release.

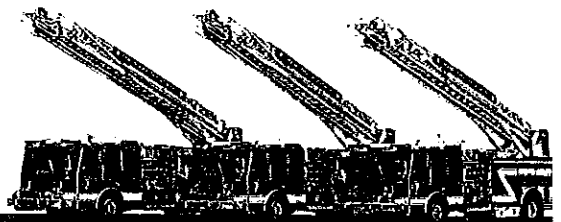
Apparatus is being sold AS IS WHERE IS, FOB Burlington Fire Protection District. Seller makes no representation of condition nor are there any expressed or implied warranties relating to the Apparatus.

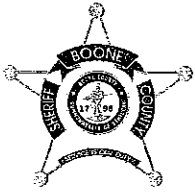


Authorized Signature
Burlington Fire Protection District (Seller)



David Stewart
Brindlee Mountain Fire Apparatus, LLC (Buyer)

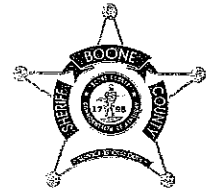




COL. LES HILL
 CHIEF DEPUTY
 INTERNAL OPERATIONS

**MICHAEL A. HELMIG
 SHERIFF
 BOONE COUNTY**

P.O. BOX 198
 BURLINGTON, KY 41005
 PHONE: (859) 334-2175
 FAX: (859) 334-2234

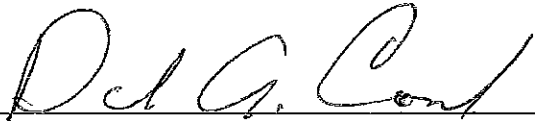


COL. JIM WHALEN
 CHIEF DEPUTY
 COURT SERVICES

Refund Authorization Statement

The Burlington Fire Protection District of Boone County hereby authorizes the Boone County Sheriff to issue all refunds for the Burlington Fire Protection District of amounts up to but not exceeding \$1,000.00 out of current collections. Any refund above this amount must be reviewed by the appropriate official of the Burlington Fire Protection District.

This authorization shall remain in effect until it is superseded by a future authorization statement.



 Signature of Taxing District Official

10/11/11

 Date

 Signature of Sheriff

 Date