



ANDOVER FIRE COMMISSION  
11 SCHOOL ROAD  
ANDOVER CT 06232

JANUARY 4, 2016 Meeting

In Attendance: W. Barton, S. Yeomans, G. Wright, C. Dowling, M. Williams  
Guests: R. Mike, Jr., A. Mandeville

- 1 Call Meeting to Order: 7:00 p.m.
- 2 Quorum: YES
- 3 Additions / Deletions: Add Item 11B – STEP Grant Letter Add Item 11B – Fire Marshall – Discussion
- 4 Correspondences: Letter about putting Labor Posters Up – We'd have to pay \$75. Reply by all NO  
Chairman handed out copies of the Towns Insurance Policy with CIRMA  
Chairman gave Commissioners copy of the Annual Report Years 2014-2015 he provided to the Town
- 5 Approval of December 7, 2015 Meeting Minutes: Change Item 7 Treasure TO Treasurer  
**Motion to approve December 7, 2015 Meeting Minutes as corrected. Motioned by S. Yeomans 2<sup>nd</sup> by C. Dowling APPROVED BY ALL**
- 6 Financial Report: A) Treasurers Report - \$22,127.52 in checkbook Treasurer has requested 3<sup>rd</sup> Quarter monies from Town.  
**Motioned to add \$800 to the bill to pay for Truck Repairs. Repairs were slightly over approved amount. Motioned by C. Dowling 2<sup>nd</sup> by S. Yeomans APPROVED BY ALL**  
**Motion to accept Treasurers Report as presented. Motioned by C. Dowling 2<sup>nd</sup> by G. Wright APPROVED BY ALL**
- 7 Building and Grounds: Everything is Good. Floors should be done the weekend of 1/17.
- 8 Apparatus: Good
- 9 Chief's Report: Chief advised that the department handled 375 call in 2015 and about 250 of the were medical calls  
**Spending Request** – 1 Door Lock for the Mechanic's Room at the cost of \$1,250.00 - Out of Account 301  
Previously you used a KEY to enter room, but to many people have key access. Decided to go to with a Computer Code Lock to allow only required personnel access.  
**Motion to spend \$1,250.00 on a Door Lock for the Mechanic's Room. Motioned by S. Yeomans 2<sup>nd</sup> by C. Dowling APPROVED BY ALL**
- 10 Old Business; A) 2016-2017 Budget – Right now the total budget amount is \$152,597.00 \*. If the Commissions want to increase the amount of money budgeted for Gas/Diesel another \$500 then budget amount would increase to \$153,097.00. The increase to this account (276) would be because they are requesting a large diesel tank to \$5 installed.  
**Motion to increase the Account 276 for Gas/Diesel from \$4,000 to \$5,500 an increase of \$1,500. Motioned by C. Dowling 2<sup>nd</sup> by G. Wright APPROVED BY ALL**

\* Cost includes putting Insurance under Fire Commission's budget – it would be less if insurance does not get approved to be added to this budget.

B) Government Surplus Equipment – Nothing new

C) CIP Items – Commissioner Dowling provide quotes on three requests they would like added to the CIP requests. Two quotes are the lowest and preferred quotes and he does have the other quotes available. \*\* Only one quote at this time quotes available.

1 – Bay Floors	\$29,950.00	from Northeast Industrial Flooring Inc.
2 – Exhaust System for the Bays	\$45,900.00	from Air Cleaning Specialists
3 – Boiler/Hot Water System **	\$42,000.00	from Nutmeg Mechanical Services, Inc.

10 Old Business.....continued.....

After some discussion the Commissioners decided to see about getting quotes for larger oil and diesel tanks that have been requested already to the CIP.

**Motioned to increase the Oil Tank to 2,000/gallons and to increase the Diesel Tank to 500/gallon.**  
**Motioned by C. Dowling 2<sup>nd</sup> by S. Yeomans APPROVED BY ALL**

After discussion following a tour last month of the Fire House with two members of the Board of Finance it was suggested that the Fire Commission should add the replacement of the Boiler/Hot Water System to the CIP Requests. Per the above Item 3 shows that it would cost \$42,000.00 to do the replacement.

**Motion to replace the Boiler/Hot Water System and put the request through this year's CIP Request at the value of \$42,000.00**  
**Motioned by S. Yeomans 2<sup>nd</sup> by M. Williams APPROVED BY ALL**

- 11 New Business:
- A) Standard Operating Guidelines (SOG) – Chief Mike provide the Fire Commissioners a copy of the new "rules" the Firefighter/EMS members will be following. This was given to them for informational purpose only.
  - B) STEP Grant Requests – Commission Chair provide the Commissioners with a letter that will go out to the Board of Selectmen and carbon copied to the CIP Board and Board of Finance. The letter is requesting that the Selectmen apply for STEP Grans on the following four (4) items
    - 1- Replacement of a 2,000/gallon Fuel Oil Tank that is 26-years old and replace it with a 2,000/ gallon above ground Oil Tank and also a 500/gallon above ground tank for the Diesel Fuel COST: TBD
    - 2- Replace a 26-year old heating and hot water system with a more efficient operating system. COST: \$42,000.00
    - 3- Install an Exhaust System in the Bays for a better Health & Safety within the bays. COST: \$46,000.00
    - 4- Re-paint the floors of the Bays with Industrial Non-Slip Floor Covering providing better Health & Safety in the Bays. COST: \$30,000.00

Board of Finance Liaison Adrian Mandeville suggested getting all STEP Grant paperwork off of the computer and fill-out information and provide it to the Selectmen for their signature. This might help push the process through faster. Commissioner Dowling advised he would get the documents and see about processing them.

**Motion to forward STEP Grant Letter to the Selectmen for them to process. Motioned by C. Dowling 2<sup>nd</sup> by M. Williams APPROVED BY ALL**

C) Fire Marshall Discussion – Current Fire Marshall – John Roache – has accepted a Chief's position in Somers and this position will eventually will include being Somers Fire Marshall. John has discussed this with his Deputy and the Deputy is agreeable to take over as the Fire Marshall for Andover. This change should not happen until maybe early summer or so.

12 Liaison Report: Adrian suggested making note of the 2016-2017 budget with and without the insurance bill added to the Budget. He also suggested noting the CIP how many times certain items have been requested in previous years even if they weren't on the list for a year or two, He feels this may help explain that you have needed items for "years" but have not received them.

- 13 Oher Business: NONE
- 14 Items for Future Agendas: Normal Items
- 15 Public Comment: NONE

16 Adjournment: **Motion to adjourn at 8:15p.m. Motioned by M. Williams 2<sup>nd</sup> by G. Wright APPROVED BY ALL**

Submitted by

*Carol Barton*

Carol Barton  
Clerk

**RECEIVED FOR RECORD**  
1-6-2016 @ 3:00pm  
*Carol N. Doe*  
**TOWN CLERK**