

TOWN COUNCIL
STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

Wednesday, May 4, 2016
6:15 PM
Town Hall Council Chambers

Attendance: Councilman Kenneth Kellogg, Chairman (“KK”)
Councilwoman Dee Dee Martin (“DM”) (Arrived at approx. 6:30)
Councilman Kevin Reid, Secretary (“KR”)

Also Present: Frank Lieto, Town Council Chair, (“FL”)
Chief George Lattanzi, (“GL”)
Chief Bob Galbriath, (“BG”)
Chief Scott Rose – Stepney, (“SR”)
Dep. Chief Josh Krize, (“JK”)

1. Call to Order
 - a. 6:25 by KK
2. Public Participation
 - a. None
3. Minutes of the 03/07/2016 Meeting
 - a. KR Motion to approve, KK second.
 - b. Passed 2-0 (DM had not yet arrived)
4. Unfinished Business
 - a. Fire Apparatus
 - a. Updated estimate from original meeting: moved from \$3.9m to \$3.7m
 - i. Stevenson truck from 4-wheel drive to 2-wheel drive
 - ii. All other aspects are the same
 - b. Second vendor estimated at \$3.88m
 - i. Not including potential discount from the manufacturer
 - c. Attendees and Council members brought up if this would this be a bid process? KK asked if bid spec should go to the major three? JK mentioned that issues with fire

- apparatus could mean low bid may yield an insufficient deliverable. Action on Sub-Committee would be to follow up with Board of Finance and Finance Department. JK will work on a generic bid spec.
- d. FL and KK brought up to the Fire Dept Attendees that prioritizing truck needs and being prepared to stagger the purchases if necessary based upon input from BoF. In case needed considering financial availability in F16. DM mentioned we should speak to Finance about this as soon as possible. FL agreed.
 - e. Proposed actions: Follow up with BoF at end of May.
 - i. Discuss bid logistics with BoF leadership between now and then.
 - ii. FL recommended we bring this up at Council on May 9 meeting. Get a consensus and then it's on record to transfer to BoF. We ask to get on next BoF agenda.

5. New Business

- a. Fire Study for the Town: KK wants to get this subject back on the table. Feels it's a good concept. Posed: How would the study be defined? What goes into it?
 - i. Fire Dept Attendees expressed: aprx \$40k is a full comprehensive study.
 - 1. Fire Stations
 - 2. Number of stations
 - 3. Size of town
 - 4. 20-year plan
 - 5. Trucks
 - 6. Process and Policy
 - 7. Best Practice
 - 8. Retention
 - 9. Dispatch
 - 10. Not limited to the above...
- b. Fire service representatives stated that much work has been done already to define a potential study. KK requested that this be finalized and submitted to SPC for further consideration.

6. Adjournment

- a. KK motioned to adjourn
- b. KR seconded
- c. KK adjourned meeting at 19:05