

MEETING AGENDA
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
COUNCIL CHAMBERS
128 SMITH STREET
CITY OF PLYMOUTH, WISCONSIN
TUESDAY FEBRUARY 13, 2024 @ 6:30 PM

Members Present:
____ Mayor Pohlman
____ John Nelson
____ Jeff Tauscheck
____ Greg Hildebrand
____ Mike Penkwitz

Staff:
____ Tim Blakeslee
____ Anna Voigt

Other:

1. Call to order and roll call.
2. Approval of meeting minutes for October 10, 2023 meeting
3. Summer Internship Pilot Program Discussion and Recommendation
4. Fire Department Ladder Truck Discussion and Recommendation
5. Adjournment

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

OFFICIAL MINUTES

FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL

TUESDAY OCTOBER 10, 2023

- 1. Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Greg Hildebrand, and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Dave Herrmann, Alder, Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Police Chief Ken Ruggles, and Clerk/Deputy Treasurer Anna Voigt.
- 2. Approval of meeting minutes for September 26, 2023 meeting:** Motion was made by Tauscheck/Penkowitz to approve the minutes from September 26. A unanimous aye vote was cast. Motion carried.
- 3. 2024 Budget Work Session – Utility Operating and Capital:** City Administrator/Utilities Manager Blakeslee gave an update from prior work sessions. He presented the proposed Operating and Capital budget for the Utilities. Electric Utility rate increase is planned for 24/25. Users may still see an increase in their power bill due to purchased power cost increases. This is a passthrough cost for the Utility. A larger expense in 2024 is part of the substation work and on-going electric line move/rebuild/replace program.
- 4. Adjournment:** Motion was made by Pohlman/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



DATE: February 8, 2024
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Discussion and recommendation regarding summer intern pilot program

Background: The primary objective of a summer intern pilot program is twofold:

1. Generate interest in the future of local government among those looking to begin their career.
2. Benefit from intern contributions to daily operations with their assistance of office tasks.

Pilot Program:

Position Title: Summer Intern
Duration: Summer months (May 12 to August 16)
Hours: 15-20 hours per week, \$16.00 per hour.
Budget: \$4,000 (Contingency Funding)

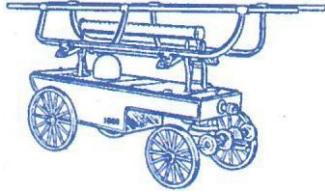
Key Responsibilities:

1. **Summer Long Research Project:** The intern will undertake a research project focused on a relevant topic related to local government. This project will provide them with an opportunity to delve deeper into an area of interest while contributing to the City of Plymouth.
2. **Supporting Office Work:** The intern will assist with various office tasks including filing, election work, and administrative duties. This will allow them to gain hands-on experience in a professional setting while providing valuable support to our team.
3. **Attendance at Staff Meetings:** The intern will have the opportunity to attend various staff meetings, providing them with insights into our organization's decision-making processes and exposing them to different aspects of local government operations.
4. **Resume Development:** At the end of the program, the intern will work to put together a comprehensive resume highlighting their experiences and skills gained during their time with us. This will help them to effectively market themselves for future opportunities in the field of public service.

Candidate Recommendation:

Based on a recommendation from a colleague in a local municipality, we have identified a candidate who comes highly recommended and is eager to learn more about local government. Their previous experience and enthusiasm make them an ideal candidate for the pilot program.

Staff Recommendation: Recommend approval of summer intern pilot program to Common Council.



Plymouth Fire and Rescue

Serving Plymouth since 1868

*Ryan Pafford
Fire Chief*

920-893-3744

rpafford@plymouthfd.com

MEMORANDUM

To: City Administrator Blakeslee, Mayor Pohlman, Alderperson Hildebrand, Nelson, Tauscheck, and Penkwitz.

From: Fire Chief Ryan Pafford

Date: 1/30/2024

Re: Ladder Truck Replacement and Future Vehicle Replacement Plan

The Fire Department has begun the work on putting together a Spec for a new aerial. This has been something that the department was working on before I was hired. There are some points to highlight at this point:

- Price- The current spec price is \$2,093,121.05. This is an ever-changing environment when we are looking at pricing. Since 2023 the price has increased by nearly \$200,000.
- The current lead time is 34-36 months. This gives us time to plan for the allocation of funds.
- Signing a contract for the truck would put Plymouth in line to receive this truck in 2027. If something were to happen where the funds could not be allocated, Plymouth would be able to break this contract. The problem with this would be that we would start all over in the process.
- The current ladder truck is a 1996. At time of replacement (if we were to sign a contract) the current truck would be 31 years old.
- The signing of a contract would lock in the price. Without signing a contract, we can continue to expect the price to increase by \$75,000 to \$100,000 every 6 months, or roughly \$50,000 per quarter.

Sincerely,

Ryan Pafford

Chief

Plymouth Fire and Rescue

NFPA 1911:

D.1 General.

To maximize firefighter capabilities and minimize risk of injuries, it is important that fire apparatus be equipped with the latest safety features and operating capabilities.

In the last 10 to 15 years, much progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus. Apparatus more than 15 years old might include only a few of the safety upgrades required by the recent editions of the NFPA fire department apparatus standards or the equivalent Underwriters Laboratories of Canada (ULC) standards. Because the changes to NFPA 1901 and NFPA 1906 (which are now consolidated in NFPA 1900) have been truly significant, especially in the area of safety, fire departments should seriously consider the value (or risk) to firefighters of keeping fire apparatus more than 15 years old in first-line service.

It is recommended that apparatus more than 15 years old that have been properly maintained and are still in serviceable condition be placed in reserve status, be upgraded in accordance with this standard, and incorporate as many features as possible of the current fire apparatus standard (see Section D.3). This will ensure that many of the improvements and upgrades required by the current editions of the standards are available to the firefighters who use the apparatus, even if the apparatus might not comply completely with current editions of automotive fire apparatus standards.

Apparatus that were not manufactured to the applicable NFPA fire apparatus standards or that are over 25 years old should be replaced.



SUTPHEN

PROPOSAL

TO THE:
Plymouth Fire Department
Attn: Chief Ryan Pafford
111 E Main Street
rpafford@plymouthfd.com
Plymouth, WI 53073

DATE: January 1, 2024

We hereby propose and agree to furnish the following firefighting equipment upon your acceptance of this Proposal:


**One (1) Sutphen Heavy Duty 100' Mid-Mount Aerial Ladder (SL100) Complete and
Delivered for the Total Sum of \$2,093,121.05**

A Pre-Build trip for up to Six Truck Committee Members is Provided.
A Mid-Inspection trip for One Truck Committee Member is Provided.
A Final Inspection trip for up to Six Truck Committee Members is provided.

The apparatus and equipment being purchased hereunder shall be completed within approximately 34 - 36 months after the Sutphen's receipt and approval of Purchaser's acceptance of this Proposal.

This Proposal shall be valid for thirty (30) days. If a Purchase Agreement or Purchase Order is not received by Sutphen within 30 days of the date of this Proposal, Sutphen reserves the right to extend, withdraw, or modify this Proposal, including pricing, delivery times, and prepayment discounts, as applicable.

Respectfully submitted,



Wayde Kirvida
Custom Fire Apparatus, Inc.
Authorized Representative for Sutphen Corporation



(800) 443-8851