

**CONSOLIDATION COMMITTEE MEETING  
16 W. SCRIBNER AVE.  
DUBOIS, PA 15801**

**WEDNESDAY, APRIL 13, 2022 @ 12:00 P.M.**

**MINUTES**

**MEETING CALL TO ORDER**

Dick Whitaker called the meeting to order at 12:00 p.m.

**ROLL CALL**

Committee Members:

Shawn Arbaugh  
Dan Kohlhepp  
Kris Kruzalak  
Joe Mitchell  
Chris Nasuti  
Kevin A. Salandra  
Herm Suplizio  
Ed Walsh  
Dick Whitaker

Staff Present:

Kristen Dunn, Committee Recording Secretary  
Bobbie Shaffer – City of DuBois Secretary  
Christopher Gabriel, Solicitor

Others Present: See attached sign-in Sheet

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Dick Whitaker led the audience in the Pledge of Allegiance to the Flag.

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

None

**APPROVAL OF THE MINUTES OF THE MARCH 23, 2022, MEETING**

Motion by Shawn Arbaugh, second by Kevin Salandra, to approve the Minutes of the March 23, 2022, meeting.

A roll call vote was taken.

Shawn Arbaugh – yes  
Joe Mitchell – yes  
Herm Suplizio – yes

Dan Kohlhepp – yes  
Chris Nasuti – yes  
Ed Walsh – yes

Kris Kruzalak - yes  
Kevin Salandra - yes  
Dick Whitaker - yes

Motion carried.

## NEW BUSINESS

### **1. Sub-Committee Updates**

Police (by Kris Kruzelak) – We will be sending out our Power Point presentation to the consultant. Once we hear back from the consultant, I will get it out to this committee to review before the April 27 meeting. I will email as PDF. Out of our original tasks – staffing and rank structure, and job descriptions are almost 100% complete. The other tasks are around 60%. There will be a “part two” power point presentation covering the other items on our list. The power point presentation on the 27<sup>th</sup> will cover our major objectives.

Public Works (by Chis Nasuti) – We have completed the department structure, job description and areas of responsibility. We are now working on inventory of equipment and vehicles and working on capital and the budget. We met with Union representatives to get input from them. I hope to have the facilities and equipment recommendations as well as the capital and budget recommendations for the April 27 meeting. Out of five original tasks, three of them are now 100% complete – being brought here for approval, and the final two tasks are now 50%, and we hope to be 100% by the next meeting.

Finance (by Joe Mitchell) – We had four major tasks. We are substantially complete on our logistical integration of existing accounts. We have been looking into tax structure. We have been provided some information on taxing opportunities by the consultants. We are awaiting input that they have on additional funding streams that other cities our size have. I personally have been helping the other subcommittees with their budgets. Most of the committees who have budgets are close to having deliverables on those. Our committee is waiting to reconvene once we get those back. We will validate calculations and put them in appropriate spots within the budget, and then bring that to the Board to review. I would say we are 67.86% complete.

Codes / Zoning (by Dan Kohlhepp) – At the last meeting our committee voted unanimously to present our 450-Chapter framework to this committee for review today. Attached and made a part of the Minutes is a written update. We are estimated to be 97% done. We are waiting on feedback from everyone.

Administration (by Shawn Arbaugh) – For the **Work Locations** task we have been evaluating upgrading the existing city building or looking into grants for a new municipal building. We want to work with Public Works department and see what equipment needs they have and what garages we need to keep or get rid of. **Administrative Codes** – we have completed and sent recommendations on to the zoning subcommittee. **Election Process** – This has been completed and it has been approved at the Joint Board level.

We have been asked by the Finance Committee about a Municipal Authority. There has been some discussion on it, and we did seek PEL’s assistance on what the pros and cons of a Municipal Authority are. One thing the public works and I have been back and forth on is the potential for a stormwater fee in the future to help fund stormwater projects and it is our understanding that it would need to be run through an Authority in a Third-Class City.



**Organizational Structure** – we have a draft plan. Our goal is to meet next week with the police and public works subcommittees to listen to ideas, ask questions, and see if we can come up with something close to being finalized at that point. **Union Contracts** – We did agree on some parameters for these contracts and drafted, in rough draft, for the solicitor to review. **Files and Technology Issues** – We are looking at a vendor for electronic document scanning. Currently the township has a house used for storage, and the City has a fire hall. It would be beneficial to condense those into electronic searchable format. We are about 85% done on that task. **HR Offices and Duties** – we have drafted an employee manual which is just out for discussion. **Salary and Pay** – one of the biggest items on that task is pensions and insurance. We have been waiting for information back on pensions from the consultants. We have also looked at numerous health insurance plans to see what the cost would look like and hope to have finalization in the near future. **Budget and Capital** – we have not had any action on this until we figure out work locations and employee numbers.

Fire (by Herm Suplizio) – We had four tasks – one being to **Run as a Department or Individual Companies**. That task is done. The next task was **Location of Companies**. We have tried to locate them on a street or route. We do not have it down to the *exact* location. Route 255 – somewhere in that area, by Treasure Lake; First Street; Main Street; Dixon Avenue and somewhere along the Maple Avenue corridor. That takes it from nine fire stations we have now to five. The third task, **Equipment**, as seen in the attachments, is that right now we have 23 pieces of apparatus. We will take that down to 15 pieces. The final fire task was the **Budget**. We have approximately five million dollars for building some fire stations – that does not include selling of stations, grants or other things. Those are the four tasks we had, and those are complete. Now we are looking at the next steps – bylaws, chief elections, etc. You can review the attached budget. There are some new items in there such as Fire Administrator salary – someone to help in the new city with getting grants, etc., and a stipend for Chiefs, as well as money for recruitment and retention.

Dick Whitaker asked if anyone has heard from the Parks and Recreation subcommittee. Herm Suplizio believes we have not heard anything because they need some tasks. We are waiting to hear what we want them to do.

## **2. Consultant Update**

LeeAnne Rogers, Pennsylvania Economy League – We are working on questions, including questions that were brought up on pension as well as the analysis on Authorities. For the Authorities analysis we are close to 45% complete. We expect to be 50% complete with that analysis by the end of the week. We are also working on the financial analysis as part of the STMP program. This is a preliminary analysis of what a merged budget would look like for the two communities as well as doing some historical numbers to report. We have also been attending the subcommittee meetings when invited or possible, to stay connected to questions that emerge, and also to use that information to draft recommendations as well as the STMP report itself.

### **3. Discussion of Right to Know Law and Sunshine Act**

Chris Gabriel wanted to remind everyone that both this Committee and the Joint Board are behaving in accordance with both laws. We are having meetings in accordance with the requirements for open meetings, appropriately advertised with all requirements being met. As to the Right to Know Law, both committees are also acting as those requirements apply. A second item on this topic is that this committee should appoint a Right-to-Know officer.

Chris Nasuti stated that on both [DuBoispa.gov](http://DuBoispa.gov) and [Sandytownship.net](http://Sandytownship.net) are links to the consolidation. All the contact information for the 10-person Joint Board members, the 9-member Consolidation Committee, and all the subcommittee members are on those links, as well as the Minutes and Agendas for both meetings.

A Motion was made by Chris Nasuti to appoint Chris Gabriel as the Right-to-Know officer for the Committee. Second by Herm Suplizio.  
A roll call vote was taken.

Shawn Arbaugh – yes  
Joe Mitchell – yes  
Herm Suplizio – yes

Dan Kohlhepp – yes  
Chris Nasuti – yes  
Ed Walsh – yes

Kris Kruzelak - yes  
Kevin Salandra - yes  
Dick Whitaker – yes

Motion carried.

Chris Gabriel said that members of the public who have a right-to-know request should send that directly to him and that his contact information will be added to the website(s).

### **4. Zoning/Codes Subcommittee Presentation of Draft of 450-Chapter Framework**

Dan Kohlhepp – Sandy Township's Ordinances have 27 chapters – 9 of which are vacant. DuBois has 450 chapters – only 42 of which are used. We are integrating these. We are going with a 450-chapter framework into which we are going to integrate these two sets of ordinances. We are doing comparisons and created a matrix. Everyone received a copy of this excel spreadsheet. Our progress is 97% complete on integration of ordinances and 97% complete on integration of zoning ordinances. The committee plans to continue to meet on the first and third Wednesdays of each month.

Zack Lawhead from Codes/Zoning contact information will be on the consolidation website for questions and comments regarding codes and zoning.

### **5. Fire Subcommittee**

- a. Location and number of fire stations**
- b. Equipment and Deployment**
- c. Fire Budget**
- d. Permission to Apply for Grants**



Herm Suplizio discussed the template and information handed out to the Committee of how the Fire Subcommittee sees moving forward. We are seeking permission to apply for grants. It is very important for us to start moving forward especially when we are looking into possibly building fire companies or putting additions on to existing buildings. We will work with Chris Gabriel and our consultant group to do so.

Shawn Arbaugh made a motion to pass on to the 10-Member Board seeking permission to apply for grants now for the fire companies' future. Second by Dick Whitaker.

A roll call vote was taken.

Shawn Arbaugh – yes	Dan Kohlhepp – yes	Kris Kruzelak - yes
Joe Mitchell – yes	Chris Nasuti – yes	Kevin Salandra - yes
Herm Suplizio – yes	Ed Walsh – yes	Dick Whitaker – yes

Motion carried.

#### **6. Public Works Subcommittee Recommendations for Department Structure and Job Descriptions**

Chris Nasuti sent all Committee members the PW Subcommittee recommendations. If everyone can stay in touch with Chris over the next two weeks, we can update and have everything ready for the vote on the 27<sup>th</sup>. There is no proposed increase to the operating budget. We found efficiencies in reducing our reliance on subcontractors and reducing our overtime. To do that we created a couple new positions (1) an electrician and (2) a maintenance position. We are recommending adjusting schedules to cover early and later hours, and weekend hours to reduce overtime. We are also recommending a two-department structure – one for water and sewer and the other for streets and facilities. We would like you to focus on department structure being two departments so we can have better leadership in each department with the two new positions so we can do more in house. The concept of the schedules is what we are discussing now. It is too early for specific schedules. Our committee came up with the idea of cross-training everyone – possibly having three to five different positions rather than 20 like we have now. We believe cross-training will allow us to be more efficient and be able to cover vacations, etc.

#### **OPEN MEETING TO THE FLOOR**

Dr. Harold Webster (Codes/Zoning Subcommittee) asked if we can quickly review the locations of the five fire departments?

Herm Suplizio answered that right now we are looking at First Street, (there is currently a station there); Main Street, (there's a station there now); Dixon Avenue, (there's also a station there now); Somewhere along the Route 255 corridor, probably near Treasure Lake, and the fifth one would be on Maple Avenue, exact location has yet to be determined.

Mark Sullivan (Fire Subcommittee) commented that when we are applying for fire company grants, we need to keep in mind which entity is applying for that grant. Are we applying as a consolidated entity, or are we applying as two individuals? Solicitor Chris Gabriel said that is something we are looking at and is also something we need to be careful of.

Dana Smith (Fire Subcommittee) announced that they have started working between the City and the Township fire companies and had a box-alarm meeting. Box alarms are predetermined responses to different types of incidents. The city is already on different Sandy Township box-alarms, specifically for structure fires, and vice versa.

Sherry Beers (resident) asked the question of how long before this actually happens and are we not getting the cart ahead of the horse right now, trying to get grants when not knowing how many departments we're getting grants for, or how many pieces of equipment they have right now. She said it is her understanding that one department in the City that has already ordered a new fire truck. If you take these fire departments and put them together, are we going to have two pieces of the same equipment and have spent that money where we could use it for something better? If you apply for a grant you need to make sure it is going to give us what we want and what is going to help people of both communities.

Dick Whitaker stated that one of the things the fire departments started at their meetings was having everyone in the department sign off that they agreed to matters and that most of them were unanimous. They have decided that they have 20-some pieces of equipment which they are going to downsize to about 15. They have already decided that there will be five locations, under one department. The grants they are talking about are grants for the future. Those, for the most part, will be joint ventures when they have decided as a group.

Dick Whitaker said we are sort of one community now and we are looking at that. I have encouraged both directors here that we do not want one community going out creating debt for the other community. We are going to work together and make sure it is what is best for the whole community.

Herm Suplizio explained that topics were broken down to a subcommittee of our fire subcommittee – there has been different groups looking at all the apparatus we need, a different group looking at what locations we need, etc. We did not take this lightly. There is an apparatus ordered that will be in during December of this year. We considered all that and is no different than one of the Sandy companies I think having a loan out on a piece of apparatus right now – we will take all that into consideration.

Solicitor Chris Gabriel – just to be clear, that purchase of that apparatus by DuBois was not done by this Committee, that was something the City did prior. When consolidation happens and the Committees are first formed, both municipalities have business that was already on the table, and this purchase is one of those things.

Rob Burgeson, Fire Subcommittee, mentioned that the apparatus is being counted towards the fifteen pieces needed for the future.



Dick Whitaker stated that we have tried to be very transparent and get all the information we can out because the only way we can make good decisions is make sure everyone knows all the facts.

Herm Suplizio said that Dubois' air packs will go out of date beginning next year. That is a purchase that will have to be made. Sandy township is even looking at how we can incorporate that together.

Rob Burgeson said there is a grant that we applied for that if we get it, there will be no problem with air packs. If we do not, we will have to take off some debt because we have to have air packs.

Herm Suplizio said we can only go by information that is given to us. So far what has been given to us has been unanimous - the four Sandy fire companies signed on. He would like everyone to know that we did our due diligence.

Dana Smith – I want to say for the record we are looking far ahead. Discussing purchasing apparatus so that *all* apparatus will be set up the same. When members respond, they can respond for any station. We can help our manpower situation this way. Decisions are not made lightly - we have run tests, taking the data we have, such as where our fire fighters are located currently. People must keep in mind this is a starting point, not an end point. Right now we are just getting a foundation.

Dick Whitaker mentioned that he strongly urges everyone to not come back with a 4-3 vote for recommendation to the Board. That shows division. Try to get everything unanimous as most of the votes have been.

Linda Vancise, resident – Will you be keeping Subula as part of the City? We have heard that it has been brought to Huston Township in the past about taking Subula. If Subula is going to stay with the city, what is going to happen to the public works as far as sewage, water and roads. There are a lot of dirt roads in Sabula they could all stand to be paved. They have been taken care of in the past, and some of them have gone downhill considerably. The water and sewage are big topics - most people do not want it because we have excellent well water.

Shawn Arbaugh answered that it is our understanding that Subula cannot become part of Huston Township, especially at this time. There has been no talk about that from anyone except residents in Subula. As far as water and sewer, it is not feasible at this time to run water and sewer up there. If we were mandated to because of on-lot sewer failures or things along those lines, we would have to follow DEP regulations to make sure we took care of those issues.

Solicitor Chris Gabriel – as part of consolidation, remember this Committee is just working on how to put the two communities together – specifics about where water lines will be in the new city is not something this committee is dealing with.

Linda Vancise – If it is not feasible to run water and sewage out there, what are we paying taxes for?

Solicitor Chris Gabriel – To the extent that this Committee or the Joint Board will ever deal with specifics like where water lines go in Sabula, it will be in the following three years after what we are working on right now. If it gets to that point, you should come to those meetings. There is nothing about water lines in Subula before this committee right now.

Shawn Arbaugh – Tax dollars do not support sewer and water; it is a fund that stands on its own. Our sewer and water fund is supported by sewer and water revenue, not by tax dollars.

Linda Vancise – for Codes and Zoning, I would like you to consider at your meetings, the hunting and target practice and other things that happen in Sandy Township outside of the City area. I understand it is illegal to use a firearm in the city, but many people who live in outlying rural areas do hunt in and around their own properties.

Solicitor Chris Gabriel – Hunting is potentially something that the committee might at some point get to, but it has not yet. I will get your contact information, and when that subject comes up, I will make sure someone talks to you.

Joe Mitchell – To be clear, the discharge of firearms within the city limits is limited only by the State Game Commission rules of safety zones. There is no ordinance against it. It is regulated by the safety zones of the Game Commission. If you can abide by those rules, you can hunt anywhere in the city – *following those rules*.

### **CLOSE MEETING TO THE FLOOR**

Chairman Dick Whitaker called for an Executive Session at 1:01 p.m.

Meeting reconvened at 1:20 p.m.

### **ADJOURN**

Joe Mitchell made a motion to adjourn. Shawn Arbaugh second. (Unanimous vote).

The meeting adjourned at 1:22 p.m.

Respectfully submitted:

Kristen Dunn  
Consolidation Committee Recording Secretary



To: Dick Whitaker, Chairman, 9-Member Consolidation Committee  
CC: Codes/Zoning Sub-Committee Members  
From: Dan Kohlhepp, Chairman, Codes/Zoning Sub-Committee  
Date: April 11, 2022  
Subject: Summary, April 6, 2022

Attendance:

- Hank Webster, sub-committee member
- Ed Clark, sub-committee member
- Pat Green, sub-committee member
- Gary Gruda, sub-committee member
- Melissa Keen, sub-committee member
- Bill Kulbacki, sub-committee member
- Zac Lawhead, sub-committee member
- Pat Reasinger, sub-committee member
- Andy Sayers, sub-committee member
- Latoya Bellamy, Invited Guest (Eckert Seamans) via phone
- Gerald Cross, Invited Guest, (Pennsylvania Economy League) via phone

### **Reviewed Progress of 450-Chapter Framework**

The Codes/Zoning Sub-committee reviewed the 450-chapter Framework and voted unanimously to submit it to the 9-Member Consolidation Committee as a draft for review at its April 13<sup>th</sup> meeting. This draft is being submitted as an Excel Workbook. The 450-Chapter Framework is submitted as Sheet One, which is labeled "Draft Layout." The subsequent sheets contain most of the sub-committee's comparison matrices which were used to organize, compare, and analyze the DuBois and Sandy township Ordinances. For example, Sheet Two is labeled "Animal Comparison Ch 122", and it contains a comparison of the two ordinances.

In effect, this Workbook contains most of the work that the Codes/Zoning Sub-Committee has done to date. The draft Layout has red "Comment Boxes" next to each chapter of the proposed Framework. The Comment Boxes contain general observations and recommendations for the chapter. Each of the other Sub-Committees have been asked to comment on the comparison of the DuBois and Sandy ordinances. Their comments and recommendations are also summarized in the Comment Boxes.

The final chapter in the Draft Layout is labeled Chapter 450 Zoning. As indicated in the Comment Box none of the Zoning districts have been expanded or eliminated this Layout. Rather, all of the 18 districts are included in a Comparison Matrix that indicates which districts are most similar and the best candidates for future integration or consolidation.

The Sub-Committee believes that its assignment "to organize, compare, and analyze" the ordinances has been 97% accomplished at this time, and it is looking to the 9-Member Committee for comments on this draft before this comprehensive Workbook is submitted as a final draft.

### **Future Work**

The Codes/Zoning Sub-Committee looks forward to continuing its work by suggesting detailed changes to each chapter. It appreciates that Chapter 450 Zoning will require the most analysis and effort. The Sub-Committee will continue to expand and revise the Excel Workbook, but for clarity, the April 7 version will be submitted to the 9-Member Consolidation Committee

### **Progress on Subcommittee Assignments:**

Integration of Ordinances: 97% complete, plus or minus 3%

Integration of Zoning Ordinances: 97% complete, plus or minus 3%

Hard copies of the Draft Layout will be provided to the 9-Member Committee at the April 13<sup>th</sup> meeting.



## CITY OF DUBOIS, PENNSYLVANIA

16 W. SCRIBNER AVE. • P.O. BOX 408 • DUBOIS, PENNSYLVANIA 15801  
TELEPHONE: (814) 371-2000

### Memorandum

**To:** Nine Person Consolidation Committee  
**From:** Fire Sub-Committee  
**Date:** March 2, 2022  
**Subject:** Department Structure (Department or Individual Companies)

1. Operation of the Fire Department

**Department Structure.**

The Fire Committee made up of the following individuals:


Bill Beers	Tony Roy
Rob Burgeson	Dana Smith
Mike Federici	Herm Suplizio
Joe Mitchell	

After meeting with all nine (9) Volunteer Fire Company's and meeting with several individual fire personnel, it is the recommendation of the Fire Sub-Committee that the new City of DuBois Volunteer Fire Department operates on a Department Model Fire Department and not as individual fire companies.

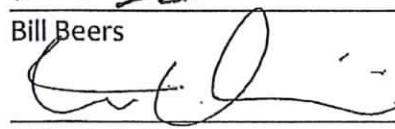
Although there may be several fire companies in the new City, the operation will run as a Department with X number of companies making up this number.


In future recommendations, the sub-committee will provide specific recommendations as to the number and location of these fire houses. These future recommendations will also deal with the necessary discontinuation of service contracts with existing township fire houses as well as future deployment of personnel and equipment.

Signed by the Chairman of the Fire Committee

  
Herm Suplizio

  
Bill Beers

  
Mike Federici

  
Tony Roy

MARCH 2 2022

Date

  
Rob Burgeson

  
Joe Mitchell

  
Dana Smith





## CITY OF DUBOIS, PENNSYLVANIA

16 W. SCRIBNER AVE. • P.O. BOX 408 • DUBOIS, PENNSYLVANIA 16801  
TELEPHONE: (814) 371-2000

### Memorandum

To: Nine Person Consolidation Committee  
From: Fire Sub-Committee  
Date: March 8, 2022  
Subject: Locations & Number of Fire Stations

2. Locations & Number of Fire Stations.

The Fire Committee made up of the following individuals:

Bill Beers	Tony Roy
Rob Burgeson	Dana Smith
Mike Federici	Herm Suplizio
Joe Mitchell	

The Fire Sub-Committee has four assignments that need to be completed in the very near future. One of those tasks is to figure out the number of Fire Stations and also the locations of those stations. This task is a monumental task that this Committee does not and did not take lightly. We have to understand that this is a very delicate situation.

We have met with all nine (9) Volunteer Fire Company's, and once again have met with several members from both DuBois Volunteer Fire Department and Sandy Township Volunteer Fire Department; the majority feel that we do not need nine (9) fire companies to serve and protect the new consolidated City.

This being said, we have to make sure we do everything in our power to keep all the volunteers that we presently have and do our best to recruit as many volunteers in future. Everyone involved needs to understand that the "volunteer" is the most valued person that we have in both the DuBois and Sandy Fire Departments and is the backbone of our entire area. That being said we understand that the cost of running nine (9) Fire Stations in today's society is becoming harder and harder economically.

So, the Fire Sub-Committee strongly believes that the new City can run efficiently on five (5) Fire Stations and as of today's date those stations would be located as follows:

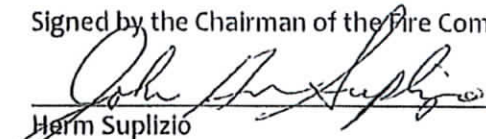
1. Route 255  
As close as we can to the front gate at Treasure Lake.
2. First Street
3. Main Street
4. Dixon Avenue
5. Maple Avenue


What the Committee must understand is when we go from nine (9) stations to five (5) stations, we will be combining stations and have to build at least two and put an addition on one existing fire hall to make this work. That being said, the budget may go up before we see a savings going from nine (9) to five (5).

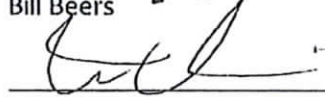
But, it is still the consensus and recommendation from this Fire Sub-Committee to run the new Fire Department with five stations.

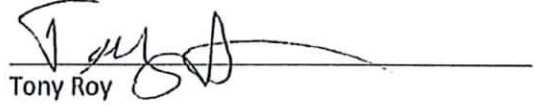
Future recommendations from this Fire Sub-Committee as to the apparatus needed will be forthcoming.

Signed by the Chairman of the Fire Committee

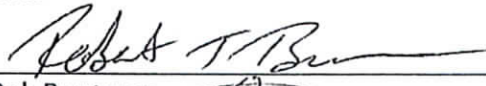
  
Herm Suplizio

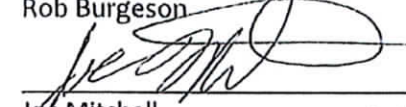
  
Bill Beers

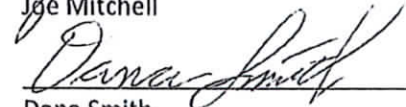
  
Mike Federici

  
Tony Roy

3-23-2022  
Date

  
Rob Burgeson

  
Joe Mitchell

  
Dana Smith





## CITY OF DUBOIS, PENNSYLVANIA

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TELEPHONE: (814) 371-2000

### Memorandum

**To:** Nine Person Consolidation Committee

**From:** Fire Sub-Committee

**Date:** March 23, 2022

**Subject:** Equipment & Deployment

**3. Equipment & Deployment.**

The Fire Committee made up of the following individuals:

Bill Beers	Tony Roy
Rob Burgeson	Dana Smith
Mike Federici	Herm Suplizio
Joe Mitchell	

The Fire Sub-Committee has four assignments that need to be completed in the very near future. One of those tasks is to figure out equipment and deployment. This task is a monumental task that this Committee does not and did not take lightly. We have to understand that this is a very delicate situation.

City of DuBois apparatus:

1. 2008 Engine
2. 2004 Ladder Truck
3. 1999 Engine
4. 2002 Engine
5. 1990 Spare Engine
6. 2017 Engine/Rescue
7. 1992 Rescue/Utility
8. 1996 Engine

Sandy Township apparatus:

1. 2012 Ladder/Quint
2. 2003 Tanker
3. 2003 Brush Truck
4. 2003 Squad
5. 2017 Engine/Rescue
6. 2001 Tanker
7. 2003 Squad
8. 2020 Brush
9. 1997 Engine/Tanker
10. 2009 Engine/Rescue
11. 1998 Engine/Tanker
12. 2020 Engine/Rescue
13. 2004 Tanker

As you can see this is a total of 21 pieces and I am sure you all know that this equipment is very expensive. For example, the Quint and Ladder Trucks are in the neighborhood of \$1,000,000 each if not more.

At this point in time, the Fire Sub-Committee believes the New City needs to reduce the 21 pieces of equipment to 15. This is a 29% reduction in fire apparatus.

- 2 ea. Ladders or Quints
- 10 ea. Engines, Engine Rescue or Engine Tankers
- 3 ea. Brush Trucks

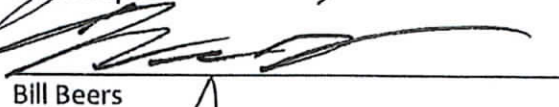
See attached sheet for a tentative plan for deployment of each piece.

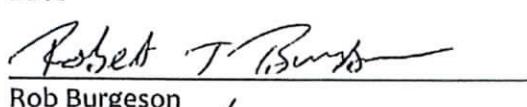
In closing, we all have to keep in mind that this is a tentative plan at this time. We also have to remember, that the Volunteer is the most vital part of a Volunteer Fire Department and has been the backbone of both Communities for a very long time. We have to do everything in our power to retain them and even recruit them in the future.

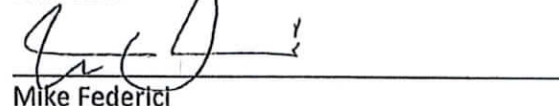
Signed by the Chairman of the Fire Committee

  
Herm Suplizio

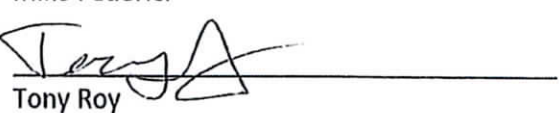
3-23-2022  
Date

  
Bill Beers

  
Rob Burgeson

  
Mike Federici

  
Joe Mitchell

  
Tony Roy

  
Dana Smith



APPARATUS COMMITTEE	
5	Engines
2	Rescue
2	Trucks or Quints
2 - 3	Tankers
2 - 3	Brush
1 - 2	Boats

TREASURE LAKE
Engine (w/Tool)
Engine Tanker
Brush
Boat

MAPLE AVENUE
Truck
Engine/Light Rescue
Brush
Tanker
Boat
Water Rescue Trailer

DIXON AVENUE
Ladder
Tanker
Brush
Engine

FIRST STREET
Engine
Engine

MAIN STREET
Engine
Engine/Rescue
Tanker
Utility



## CITY OF DUBOIS, PENNSYLVANIA

16 W. SCRIBNER AVE. • P.O. BOX 408 • DUBOIS, PENNSYLVANIA 15801  
TELEPHONE: (814) 371-2000

### Memorandum

To: Nine Person Consolidation Committee  
From: Fire Sub-Committee  
Date: March 23, 2022  
Subject: Budget

4. Budget

The Fire Committee made up of the following individuals:

Bill Beers	Tony Roy
Rob Burgeson	Dana Smith
Mike Federici	Herm Suplizio
Joe Mitchell	

The Fire Department had four tasks to accomplish:

1. Department Structure - Whether to run as a department or as individual companies.
2. Location of the Companies
3. Equipment and Deployment

and the 4<sup>th</sup> and final task is the Budget and Capital Issues.

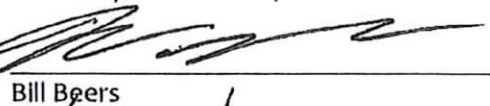
So attached is the budget line item by line item along with a Capital Budget.

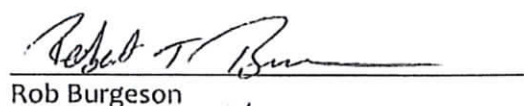
Signed by the Chairman of the Fire Committee

  
Herm Suplizio

3-23-2022

Date

  
Bill Beers

  
Rob Burgeson

  
Mike Federici

  
Joe Mitchell

  
Tony Roy

  
Dana Smith

### General Expenses

Fire Administrator Salary/Benefits	\$	5,000.00
Fire Chief Stipend	\$	10,000.00
Workmen's Compensation	\$	65,000.00
Insurance (Building and Apparatus, Inc.)	\$	30,000.00
Recruitment/Retention	\$	30,000.00
Training Officer/Facility/Supplies	\$	20,000.00
Training Travel	\$	5,000.00
Utilities Phone	\$	10,000.00
Utilities Gas	\$	50,000.00
Utilities Electric	\$	45,000.00
Vehicle Fuel	\$	10,000.00
Vehicle General Repair	\$	25,000.00
Building General Repair	\$	20,000.00
Building Supplies (\$4,000 Per Company)	\$	20,000.00
Contractual Maintenance	\$	20,000.00
Fire Prevention	\$	3,000.00
Office Supplies	\$	4,000.00
Radio Maintenance	\$	5,000.00
Fire Equipment	\$	25,000.00
Special Rescue Team	\$	10,000.00
Total	\$	412,000.00



## EXPENSE DEFINITIONS

### 210 FIRE ADMINISTRATOR - SALARY/BENEFITS

This position is a support position for the new fire department. This position will assist in grant writing, ISO documents, membership, meeting minutes and other records that need kept.

### 211 FIRE CHIEF STIPEND

This would be a small amount to give to each Fire Chief to help defray cost for their time.

### 213 WORKERS COMPENSATION

This is the payment for Worker's Compensation this is the amount that is paid for to have every member of the new fire department covered under Worker's Compensation.

### 214 INSURANCE (Building and Apparatus), Etc.

This is an insurance policy on all the buildings and all the apparatus in the new fire department. This also covers all the equipment of the new department.

### 215 RECRUITMENT/RETENTION

It is a known fact that the fire service is losing members each year, it is also known that it is harder and harder to get new men and women to join. This line item will help keep members and get new ones to join.

### 216 TRAINING OFFICER/FACILITY/SUPPLIES

This line item is for the reimbursement of the training officer along with the upkeep of the fire training facility and to purchase any material or data needed for the training of the membership.

### 217 TRAINING TRAVEL

This item is for out of town training; also, for Fire Chief conferences.

218 UTILITIES PHONE

Payment of a line in each fire station along with a stipend to each fire chief and training officer for their cell phone.

219 UTILITIES - GAS

This line item is for the payment of natural gas use at each fire station for heat, cooking, etc.

220 UTILITIES - ELECTRIC

For each fire companies electric bill to run all electric items in the fire stations.

221 VEHICLE FUEL

Diesel Fuel and Gasoline for all City owned Fire Equipment

222 VEHICLE GENERAL REPAIR

This line item is set up for general repairs, inspections, body work, or fire apparatus and fire owned vehicles and equipment.

223 BUILDING GENERAL REPAIR

This would be for any minor repairs to the actual fire station. Such as, but not limited to ceiling tile, paint, boiler, lights, light bulbs, minor roof repairs, doors, locks, etc.

224 BUILDING SUPPLIES

This item is divided evenly between all the fire halls to be used for general items; such as: Soap, Toilet Paper, Cleaning Supplies, Janitor, Cable, Internet, etc.

225 CONTRACTUAL SERVICES

Such as: Hose testing, ladder testing, yearly boiler maintenance, garage doors.

226 FIRE PREVENTION

Purchase of material, pamphlets, etc. for schools. Items to help educate our kids in fire prevention.

227 OFFICE SUPPLIES

Basic items needed; paper, pens, pencils, ink, computer items.

228 RADIO MAINTENANCE

Batteries and repairs to portable and stationary radios.

229 FIRE EQUIPMENT

General fire equipment; supply hose, attack hose, nozzles, generators, anything equipment that the fire company may need for the purpose of fighting fire.

230 SPECIAL RESCUE TEAM

Equipment to support water rescue team and other specialized rescue operators the department needs.



## Capital Expenses

Buildings (\$5,000,000 Loan)	\$	325,000.00	(Per Year for 20 Years)
Apparatus	\$	475,000.00	
S.C.B.A	\$	44,000.00	
Turn Out Gear	\$	44,000.00	
Total Capital Expenses	\$	888,000.00	
Total General Expenses	\$	412,000.00	

Total Expenses \$ 1,300,000.00

### Estimated Revenue

Fundraising				\$	200,000.00
Municipal Tax	\$	375,000.00	City	\$	725,000.00
	\$	350,000.00	Sandy		

\*DuBols' grant average used for the Fire Department over the last 20 years. \$275,000

Total \$ 1,200,000.00

The City of DuBois has used several grant programs over the past 20 years to help fund capital items in the DuBois Volunteer Fire Department such as, but not limited to: CDBG, AFG, DCED and some others. Additionally, the Fire Department has received assistance through large donations, such as Penn Highlands. On the low end, this number seems to average approximately \$275,000 per year.

Also, the following up coming expenses for the year 2023 are not included in the figures:

<sup>3</sup> The replacement of Engine 75 & the replacement of the SCBA.

<sup>‡</sup> The replacement of the DuBois Ladder Truck would be coming in the near future.

*\* We understand that in the near future Treasure Lake & Oklahoma would be in need of a new Fire Station.*

*All these items come in to play when looking into the future of the Fire Department and financing.*



## CITY OF DUBOIS, PENNSYLVANIA

16 W. SCRIBNER AVE. • P.O. BOX 408 • DUBOIS, PENNSYLVANIA 15801  
TELEPHONE: (814) 371-2000

### Memorandum

**To:** Nine Person Consolidation Committee  
**From:** Fire Sub-Committee  
**Date:** March 30, 2022  
**Subject:** Permission to apply for Grants

The Fire Sub - Committee made up of the following individuals:

Bill Beers	Tony Roy
Rob Burgeson	Dana Smith
Mike Federici	Herm Suplizio
Joe Mitchell	

Had four tasks to accomplish by June 1, 2022

1. Department Structure – Whether to run as a department or as an individual company.
2. Location of the companies.
3. Equipment and Deployment
4. Budget and Capital Issues

Attached is a signed copy of all four tasks given to the Fire Sub-Committee.

I can assure you that every person on the Fire Sub-Committee took all of these tasks very seriously. They have tried to come up with the best fire plan for the New City, while keeping in mind the financing and trying our best not to lose the men and women that volunteer and dedicate their time to both departments now.

Please note as I have said several times in the past the “Volunteer” is the most important commodity that a volunteer fire department has, and we have to do everything we can to keep every man and woman that we presently have and do our best to recruit for our future.

One of the big things this Committee took into consideration was the financing. We understand there is only so much tax dollars to go around; so, as you can see we made numerous cuts to the Fire Department as it is now. But as you may or may not know, combining fire stations and building new stations will make the budget go up before it can level off. At this time, we are not estimating grant dollars. If we can secure grant funds, it will help bring down the budget dollars needed.

This Committee is recommending going from nine (9) fire stations to five (5) and from 21 pieces of equipment to 15. This is a huge cut from how both departments are running now.

We feel at this time this is a good plan moving forward, but we would like permission to move forward to aggressively go after grant funding to help pay for any new construction for new Fire Halls, additions or apparatus.

Signed by the Chairman of the Fire Committee

Herm Suplizio



Bill Beers



Mike Federici



Tony Roy

Date



Rob Burgeson



Joe Mitchell



Dana Smith



# SIGN-IN SHEET

DuBois/Sandy Consolidation Committee

Wednesday, April 13, 2022 @ Noon

PRINT NAME

ADDRESS

Richard Whitaker

Sonya Fetterhoff

Doug Smith

Rod Fairman

Elynn Huff C-S

Patsy Green

HAROLD WEBSTER

Sherry Bessis

Linda VanSice

Rob Burgeson

Jason Runyon

12 W Long Ave

520 Walnut Dubois

5780

211 EAST LOGAN AVE 15801

80 Suburban Dr. Pensfield, PA 15849

83 Jones Ct. Dubois PA

Oklahoma VFC