



## 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:

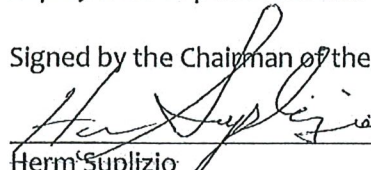
Bill Beers	Tony Roy
Rob Burgeson	Dana Smith
Mike Federici	Herm Suplizio
Joe Mitchell	

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.

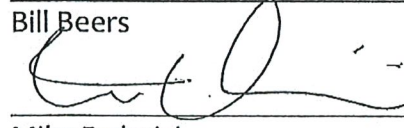
Although there may be several fire companies in the new City, the operation will run as a Department with X number of companies making up this number.

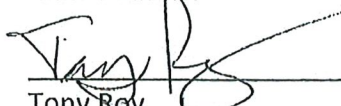
In future recommendations, the sub-committee will provide specific recommendations as to the number and location of these fire houses. These future recommendations will also deal with the necessary discontinuation of service contracts with existing township fire houses as well as future deployment of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

Signed by the Chairman of the Fire Committee

  
Herm Suplizio


  
Bill Beers

  
Mike Federici

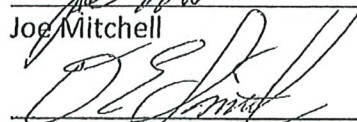
  
Tony Roy

MARCH 2 2022

Date

  
Rob Burgeson

  
Joe Mitchell

  
Dana Smith



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### 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


3-23-2022  
Date


  
Bill Beers

  
Rob Burgeson

  
Mike Federici

  
Joe Mitchell

  
Tony Roy

  
Dana Smith





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### 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

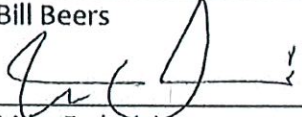
See attached sheet for a tentative plan for deployment of each piece.

In closing, we all have to keep in mind that this is a tentative plan at his 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 Community's 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

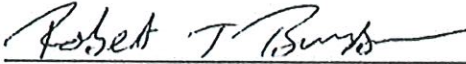
  
Bill Beers

  
Mike Federici


  
Tony Roy

3-23-2022

Date

  
Rob Burgeson

  
Joe Mitchell

  
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





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### 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

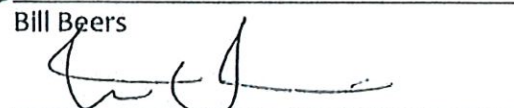
  
Herm Suplizio

3-23-2022

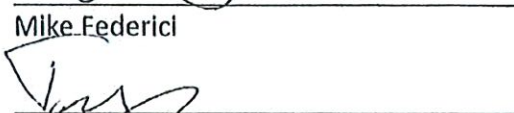
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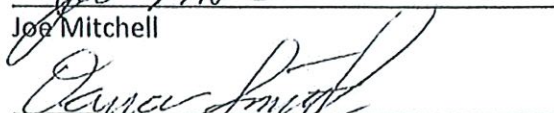
  
Bill Beers

  
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 wmen 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 up keep 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
*DuBois' 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:*

*\* The replacement of Engine 75 & the replacement of the SCBA.*

*\* 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.*



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### 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



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Joe Mitchell



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Dana Smith