



UNDERHILL – JERICHO FIRE DEPARTMENT, INC.

420 VT Route 15, Underhill, VT 05489
(802) 899-4025

December 28, 2018

Dear Jericho and Underhill Selectboard members,

Fiscal year 2017 – 2018 was a busy year for the Underhill-Jericho Fire Department. During the year we completed several projects while other are still in progress. Overall during the year the department responded to 352 calls for assistance. The breakdown of the responses is as follows;

Fires - 19
Crashes - 41
EMS – 119
Mutual Aid – 17
Other – 156

Of the fires that we responded to with our day time staffing, we were able to control and contain the fire early preventing major damage to the property and environment. Unfortunately we are not always able to achieve such an outcome depending upon when we are notified of the fire. Having the full time staff in the station has had a positive outcome in several fires.

The other major function of the daytime staff is to provide EMS first response coverage for the communities. During the FY 17-18 year we hired John Ouellette as our second staff member replacing Sean McCann. We interviewed several candidates with great qualifications. The process of finding a good qualified candidate that is a good fit with the UJFD is a lengthy process but with John we have found a great fit. With both Harry and John in the station we typically provide 12 hours of daytime EMS first response coverage Monday through Friday from 7:00 AM to 7:00 PM. The exceptions being holidays, sick time, vacation time or when one of them has to attend a class out of town. The EMS first response duties have been allowed to operate under an agreement with Essex and Richmond Rescue for many years. However due to changes in requirements at both the State and National level and within each organization the ability for Essex and Richmond Rescue to continue to provide EMS license coverage is coming to an end. As a result of that the communities of Underhill and Jericho will need to consider other options to provide EMS first response coverage for the communities. The UJFD is very willing to participate in those discussions and become a part of the solution of providing EMS first response service to the communities in the future.

Unfortunately car crashes occur and during the year we had several crashes that resulted in severe injury or death for the occupants of the vehicle. These incidents take a toll on the first responders who work hard in attempt to save a life and cannot. PTSD is something that not only affects military personal, it affects the first responder community as well. We make every attempt to monitor our members, but often times we won't see them after an incident for what might be several days. We follow up with people and make sure everyone is OK.

Whenever an emergency incident happens the volunteers of the UJFD leave their work, families and friends and respond to do their best to help someone in need. It takes hours of training on nights and weekend to obtain the complex knowledge involved in today's firefighting world. The various types of construction in homes from truss roofs, to truss floors and laminated beams. The numerous different types of vehicles we encounter from the gasoline powered vehicles to hybrids and compressed gas vehicles the knowledge to safely remove the vehicle from around the occupants to get them out has become ever more complex. The UJFD trains almost every Tuesday night throughout the year. There are also classes offered by the State of Vermont or other various training agencies that occur on weekends or other nights during the week that many of our members attend. With all the new types of home and vehicle construction we must constantly review our tactics, techniques and tools to ensure that we maintain the knowledge, skills, tools and leadership to effectively and efficiently accomplish the mission of the UJFD. All of this requires constant training and education. During the fiscal year the department held 49 training events. For the people that attended every training, that amounts to 112 hours of just training time.

Throughout the year the department holds many fire prevention and education activities at the local schools, senior centers and youth groups in the community. We have had a solid program for many years and the benefits of that program are evident in the community. The majority of all the homes we go into have some sort of smoke or fire detection and carbon monoxide detection. These devices save lives and everyone needs to have them in their home. The Red Cross has a smoke and carbon monoxide detector installation program that is free to all. If you are in need of a smoke or carbon monoxide detector please contact the UJFD at 899-4025 and we can help you with the process to make sure your family and home are protected against the danger of fire and carbon monoxide.

The UJFD closed out the SCBA grant that we received the year before with the implementation of our new filling station at the Underhill station. This station is now NFPA compliant and provides for a safer filling of the SCBA cylinders for our firefighters. Should a cylinder fail while being filled the people in the area are shielded by the use of a blast containment station to prevent cylinder fragments from flying through the air and injuring people. Through the grant we also installed a mobile fill containment device on our heavy rescue truck to allow for NFPA compliant filling of cylinders out in the field. These improvements have improved the safety of our firefighter significantly.

The UJFD also applied for and obtained a grant to purchase and install new gear extractors and a gear drying unit at the Underhill Station. Recent studies around the risks firefighters face has shown that the exposure to the byproducts of fires is a significant health hazard. The protective clothing firefighters wear to protect them while fighting fires absorbs the carcinogens generated during the fires. The firefighters are then exposed to those carcinogens when they remove their SCBA. While the UJFD had a heavy duty home type washer and dryer we could only wash one set of gear at a time and it took almost 2 hours to wash and dry a set of gear. The new gear extractors and dryer allow us to wash and dry 2 to 3 sets of gear at a time and takes under 2 hours to complete. This allows our firefighters to get their gear washed and dried, removing the harmful carcinogens and returning them to service to continue to protect the community.

During the year the department took on several projects to make repairs and improvements to the stations. The Underhill station is 20 years old and was in need of repairs and improvements.

Many of the windows on the station had seal failures and were no longer energy efficient. The operation of the windows had also become difficult. We repaired or replaced many of the windows to improve our energy efficiency and operation. We also painted the roof of the Jericho Station as it had become worn and was showing signs of age and corrosion. We investigated several options for the roof from total replacement, partial replacement and repair and painting. Based upon the recommendation of the specialty contractors we contacted a special metal roofing paint was applied to the roof to preserve it and extend the life of the roof. We also upgraded our door security system. The system in place was original with the building and had to be manually programmed at each and every door. We replaced the system with a more modern key fob system that can be programmed and controlled from our station based computer system and provides a greater level of security for the stations. The new system also enabled us to install some security cameras in the station to be able to monitor the stations should someone break into either station. Break-ins to fire stations are becoming a more regular occurrence and these security upgrades provide better protection for the stations. In the middle of the year we were made aware of a possible grant opportunity to fund station security improvements through the State of Vermont. The rules of the grant stated that the work could not have been completed until the grant was awarded. We had several more projects that we intended to complete and placed those on hold and applied for the grant. As of the end of FY 17-18 we had not received word on the grant and those projects and funding remained on hold and would carry into FY 18-19.

During the year we also replaced our squad vehicle. This is our heavy duty pickup that is used by our daytime staff to support their response and provide transportation for their daily activities. The current F350 had severe corrosion and was unlikely to pass its next State of Vermont safety inspection. With this information we reviewed the department response procedures, needs of the full time staff, positive outcomes of having quick fire suppression response, the continued policy of new roads being private roads and exceptions to town road specifications resulting in poor access for the fire department and decided to replace the current F350 with a similar type vehicle but to add some fire suppression capability to the vehicle through some method. Although that method at the time was still to be determined the use of a smaller 4 wheel drive vehicle to provide access to bad roads and drives was determined to be necessary. We changed the design of the vehicle slightly to be able to incorporate a new firefighting skid into the truck in the future.

The department also reviewed offerings from several turnout gear manufacturers. We did order and replace several sets of gear for our most active firefighters but that still left us with several sets of gear that needed to be repaired to maintain their integrity. We did order gear from 2 different manufacturers to provide some diversity and competition in our suppliers. We will continue to evaluate gear purchases to ensure the best protection at a fair price for our firefighters.

As a result of the Fire Services Task force undertaken at the direction of the Town of Jericho, the UJFD started the process of reviewing and revising its bylaws. During the year we determined that the department needed some legal advice to help us determine the requirements for the bylaws of a 501(c3) organization in the State of Vermont and that we wanted the bylaws to be able to be in place for a long time without needing major modifications in the future. With the potential for the start of first response we needed to make sure the bylaws allowed for this in the future. At the close of the fiscal year a draft of the bylaws had been presented to the membership for review and discussion. While we continued to work on the bylaws good progress had been made.

One of the new things that the UJFD has started to do is a check of people's smoke, fire and carbon monoxide detectors whenever we are at your home. This is optional for you but since we are there we take the time to inspect the detectors for proper placement, operation and function. All smoke, fire and carbon monoxide detectors have a useful life. This is usually found on the label on the back of the detector. Many times through our inspections we have found detectors that were near or past their life expectancy. If you ever have a question regarding your smoke, fire or carbon monoxide detectors please feel free to reach out to us at either 899-4025 or by contacting Harry via email at Harry@UJFD.org.

At the start of 2017 the department experienced some major upsets when several of it's experienced officers stepped down unexpectedly. This caused us several months of work to elect new officers to fill the vacated positions. The remaining officers covered extra duty nights, planned extra training and had many extra hours of work to maintain the readiness and function of the department. As we entered FY 17 – 18 we had a new set of officers in place and we began to rebuild the officer ranks understanding the expectations of the officers, the needs of the members, the needs of the department and our role in serving the community. Even with all of these events we were able to accomplish a great deal in FY 17-18 and continued to provide top quality fire protection services to the communities of Underhill and Jericho.

As you can see FY 17-18 was a busy year for the UJFD. We worked hard throughout the year to train and educate ourselves to provide the best possible fire protection, education and prevention services to the community. We obtained and implemented grants to improve the protection of our firefighters while they serve the community. We worked on many projects throughout the year to allow us to continue to provide top quality service to the community. Most importantly the UJFD responded to all calls for help during the year. With limited volunteer support during the day time our full time staff have their hands full on calls until the volunteer members can respond from out of town. We continue to have good volunteer staffing at this time to provide proper protection on night and weekends, but the full time staff are essential during the day when the majority of the volunteers are out of town at work. The UJFD sincerely thanks the communities of Underhill and Jericho for their continued support of the department to provide the quality service that the community needs.

Best Regards,



Mathew Champlin, Chief
Underhill – Jericho Fire Department, Inc.



UNDERHILL – JERICHO FIRE DEPARTMENT, INC.

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(802) 899-4025

December 28, 2018

Dear Jericho and Underhill Selectboard members,

The UJFD provides the following report regarding the FY 17 – 18 Budget expenses and the FY 19 – 20 budget request.

FY 17 – 18 Income and Operating Expenses

1. UJFD received \$18,916 in miscellaneous income. \$7022 was from insurance reimbursements, \$2138 mostly from the sale of 911 address signs and a refund of \$9756 from our workers comp insurance carrier after we successfully challenged the findings of their audit.
2. Full time salary, medical benefits and uniforms was significantly underspent due to not having a full time person for most of the fiscal year. \$44,848 was transferred to the full time payroll reserve and is intended to be applied to the FY 19-20 budget request.
3. Professional services were overspent for the following reasons;
 - a. Legal advice for the update of the department bylaws
 - b. Over expenditure on the audit due to the number of hours to review and organize the department expenditures.
4. Workers compensation underspent after a successful challenge of the carriers audit.
5. Vehicle maintenance was overspent due to repairs to squad 51, utility 3 and tanker 2. Squad 51 has been replaced, utility is scheduled for replacement in the near future and tanker 2 is scheduled for replacement in the FY 19-20 budget.
6. Firefighter safety equipment was overspent due to damage repair of existing gear. While we did purchase replacement gear for several of our most active firefighters we still had several sets of gear that needed repair to maintain the integrity of the gear. We did purchase gear from 2 different manufacturers this year to ensure competition in pricing while maintaining the protection of our firefighters.
7. Office expenses exceeded the budget as we needed to upgrade our wifi system in both stations to properly interface with our security system upgrades and to ensure the protection of our intranet. This was the vast majority of the expenses above the budget. The new system was installed by a member of the organization thereby resulting in a significant savings in what it would have cost should we have used an outside service.
8. Capital expenditures were underspent for the year as a truck was paid off the prior year. These funds were transferred to the capital equipment reserve.

FY 17 – 18 Capital Expenses

1. Capital expenses for Fy 17 – 18 were planned to be \$90,406 for the payment on one truck, replacement of tanker 2 each with an a cost of \$45,000. During the year when it

was determined that squad 51 needed to be replaced immediately the plan was changed and the replacement of tanker 2 was pushed out to allow for the replacement of squad 51. During the year we also obtained 2 grants. One grant was for the replacement of our SCBA filling station and the addition of a blast container on the mobile tank filling station. In addition to that a grant was obtained for the gear washer and dryer. We executed both of these grants in FY 17-18.

FY 19 – 20 Budget request

1. The UJFD has budgeted for a stipend increase for the volunteer members of the department. It has been nearly 10 years since the members received a raise and the State of Vermont minimum wage has increase to \$10.50 an hour. The department is still using a value of \$10.00 per hour for our firefighters. We will increase the on call pay to \$11.00 per hour, training pay to \$25 per training and give a slight increase to the stipend pay to administrative and line officers of the department.
2. Full time salary is slightly increase to accommodate the potential for raises. Medical benefits is our best prediction of the plan cost, maintaining the same levels of coverage as we had last year. We have budgeted a slight increase in payroll taxes based upon having a second full time person for the full year.
3. The estimates for insurance cost have been provided by our carrier. These are the best numbers they can provide based upon the current conditions. In the past we have considered trying to find another carrier but we are very limited in Vermont and our current carrier is offering us the best rates we can find. We looked for other providers during the last budget cycle.
4. With the proposed changed in rate structure for Green Mountain Power we anticipate a slight increase in our utility cost.
5. We have increased the budget in our new equipment line item as we anticipate the need to replace more hose this year. It has been several years since we replaced our hoses and we expect them to fail soon and will start to purchase replacement hoses in this year.

FY 19 -20 Capital Plan

1. We will make the loan payments on our Engine 8 pumper tanker, squad 51 and fund the down payment on the replacement truck for tanker 2. We anticipate the need for a loan to fully pay for the truck. We have also applied for a grant to replace our extrication tools in this year. The grant requires a 5% match of UJFD funds.

This is the high level review of our budget expenses for FY 17 -18 and our Fy 19 – 20 request. We have provided a more detailed capital plan under separate cover for your review. We request a meeting with both selectboards, preferably in a joint session to discuss the budgets and capital expenses.

Sincerely,



Mathew Champlin, Chief

Underhill – Jericho Fire Department, Inc.

**UNDERHILL-JERICHO
FIRE DEPARTMENT INC.
2016 - 2017 Budget Report
2018 - 2019 Budget Request**

	BUDGET 2017 - 2018	ACTUAL 2017 - 2018	BUDGET 2018 - 2019	BUDGET REQUEST 2019 - 2020	
INCOME:					
1 UNDERHILL	\$224,989	\$224,989	\$214,074	\$219,026	2%
2 JERICHO	\$337,484	\$337,484	\$321,111	\$328,539	2%
3 MISCELLANEOUS		\$18,916			
4 DONATIONS		\$3,619			
5 TRANSFER FROM RESERVES			\$42,794	\$45,000	5%
TOTAL INCOME	\$562,473	\$585,008	\$577,979	\$592,565	
EXPENSES:					
6 PAID ON CALL STIPENDS	\$63,000	\$61,167	\$60,000	\$68,000	13%
FULL TIME STAFF					
7 SALARY	\$103,300	\$70,111	\$104,000	\$105,000	1%
8 MEDICAL BENEFITS	\$25,000	\$14,777	\$25,000	\$27,200	9%
9 UNIFORMS	\$3,000	\$1,564	\$3,000	\$3,000	0%
10 PAYROLL TAXES	\$14,000	\$10,239	\$14,000	\$17,300	24%
PROFESSIONAL SERVICES					
11 LEGAL	\$300	\$6,061	\$500	\$1,000	100%
12 ACCOUNTING	\$9,000	\$9,352	\$9,000	\$9,500	6%
13 AUDIT	\$5,500	\$11,723	\$8,000	\$8,000	0%
INSURANCE					
14 WORKERS COMPENSATION	\$17,000	\$14,546	\$22,500	\$15,000	-33%
15 AUTO	\$16,000	\$14,056	\$16,000	\$15,500	-3%
16 FIRE DEPARTMENT PACKAGE	\$16,000	\$19,799	\$18,000	\$24,000	33%
17 ACCIDENT / DISABILITY	\$4,500	\$4,234	\$4,000	\$4,300	8%
18 UTILITIES	\$18,000	\$18,152	\$18,000	\$20,000	11%
19 VEHICLE MAINTENANCE	\$30,000	\$37,018	\$30,000	\$30,000	0%
20 FUEL	\$7,500	\$4,462	\$6,500	\$5,500	-15%
21 EQUIPMENT MAINTENANCE	\$2,500	\$285	\$2,500	\$2,000	-20%
22 NFPA REQUIRED TESTING	\$5,050	\$4,166	\$4,600	\$4,700	2%
23 STATION MAINTENANCE AND IMPROVEMENTS	\$56,000	\$56,032	\$16,000	\$13,000	-19%
24 FIREFIGHTER SAFETY EQUIPMENT	\$13,000	\$15,196	\$13,000	\$10,000	-23%
25 EMERGENCY COMMUNICATIONS	\$4,000	\$639	\$4,000	\$3,000	-25%
26 NEW EQUIPMENT AND HOSE	\$11,000	\$8,137	\$9,500	\$11,000	16%
27 EXTRICATION & HAZMAT EQUIPMENT	\$3,000	\$1,929	\$3,000	\$3,000	0%
28 FIREFIGHTER PERSONAL SAFETY (PHYSICALS)	\$6,000	\$7,916	\$10,000	\$10,000	0%
29 FIRE EDUCATION AND PREVENTION	\$3,000	\$3,427	\$3,000	\$3,000	0%
30 ANNUAL AWARDS AND APPRECIATION	\$3,500	\$2,426	\$3,500	\$3,500	0%
31 MISCELLANEOUS	\$450	\$480	\$500	\$500	0%
32 OFFICE EXPENSE	\$6,000	\$9,797	\$6,250	\$6,250	0%
33 CAPITAL EXPENDITURES	\$90,406	\$45,185	\$100,429	\$114,539	14%
34 TRANSFER TO CAPITAL RESERVE FUND	\$26,467	\$59,388	\$63,200	\$54,776	-13%
35 TRANSFER TO RESERVES	\$0	\$46,681	\$0	\$0	0%
36 TOTAL OPERATING EXPENSES	\$562,473	\$558,945	\$577,979	\$592,565	3%

UNDERHILL-JERICHO FIRE DEPARTMENT INC.

Reserve Account Statement	Ending Balance As of 6/30/2017	Transactions	Ending Balance As of 6/30/2018
CAPITAL FUND			
CAPITAL FUND	\$125,651	\$59,388	\$185,039
PAYROLL RESERVES			
PAID ON CALL PAYROLL RESERVE	\$40,053	\$1,833	\$41,886
FULL TIME SALARY RESERVE	\$74,603	\$44,848	\$119,451
MISCELLANEOUS RESERVES			
NEW EQUIPMENT RESERVE	\$11,114	\$0	\$11,114
PRIVATE DONATIONS	\$11,881	\$815	\$12,696
MEMORIAL PARK	\$1,227	\$0	\$1,227
TRAINING CENTER	\$3,975	\$0	\$3,975
FIREFIGHTER PERSONAL SAFETY (PHYSICALS)	\$2,794	\$0	\$2,794
CAR SEAT SAFETY	\$4,930	\$0	\$4,930
Explanation of changes to reserve accounts:			
Capital Fund: \$59,388 Budgeted transfer			
Paid on call Payroll Reserve: \$1833 underspent transfer			
Full Time Salary Reserve: \$44848 transferred underspend			
New Equipment Reserve: No Change			
Private Donations Fund: Donations of \$815 dollars			
Memorial Park: No Change			

**UNDERHILL-JERICHO FIRE
DEPARTMENT INC.
CAPITAL EXPENSES REPORT**

INCOME:	BUDGET 2017 - 2018	ACTUAL 2017 - 2018	BUDGET 2018 - 2019	BUDGET REQUEST 2019 - 2020
OPERATIONAL BUDGET INCOME	\$90,406	\$45,185	\$100,249	\$114,539
GRANTS		\$83,137		\$110,000
LOAN		\$90,000		\$330,000
TOTAL INCOME	\$90,406	\$218,322	\$100,249	\$554,539
EXPENSES:				
TRUCK LOAN PAYMENT	\$45,186	\$45,185	\$56,461	\$56,206
BUNKER GEAR LOAN PAYMENTS	\$14,000	\$0	\$14,000	\$13,333
NEW APPARATUS PURCHASES	\$15,000	\$47,183	\$0	\$375,000
BUNKER GEAR PURCHASES	\$0	\$52,535	\$0	
SCBA FILLING STATION	\$0	\$58,925	\$0	
GEAR WASHER AND DRYER	\$0	\$21,996	\$0	
UNDERHILL STATION CONSTRUCTION	\$0	\$0	\$30,000	
EXTRICATION TOOL REPLACEMENT				\$115,500
TOTAL EXPENSES:	\$74,186	\$225,824	\$100,461	\$560,039

Rivers Land Account Statement

INCOME:	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018
STARTING CASH BALANCE	\$47,357	\$35,884	\$45,022
RIVERS HOUSE RENTAL	\$14,308	\$14,340	\$14,340
GRAVEL PIT	\$9,507		
MISCELLANEOUS	\$20	\$22	\$16,845
TOTAL INCOME	\$61,685	\$50,246	\$76,207
EXPENSES:			
HOUSE REPAIRS	\$3,512	\$277	\$135
PIT CLOSURE BOND	\$1,950	\$1,950	\$0
LEGAL		\$3,220	\$15,128
PROPERTY TAXES	\$9,445		\$2,628
MISCELLANEOUS	\$10,894	-\$223	\$128
TOTAL EXPENSES	\$25,801	\$5,224	\$18,019
CASH BALANCE	\$35,884	\$45,022	\$58,188
LIABILITIES			
SECURITY DEPOSIT	\$2,390	\$2,390	\$2,390
TAXES DUE		\$27,435	\$0
LEGAL EXPENSES DUE		\$14,880	\$0
OTHER DUE	\$74	\$297	\$35,357
 ENDING NET ASSETS	 \$33,420	 \$20	 \$20,441

Underhill - Jericho Fire Dept. Inc
 Capital Plan
 January 2019

	HEAVY RESCUE/ LADDER	ENGINE	PUMPER/ TANKER	SQUAD	UTILITY	TIC	RADIO	SCBA	BUNKER GEAR	STATION/ BUILDING	EXTRICATION TOOLS	CAPITAL PAYMENTS	RESERVE FUND PAYMENT
FISCAL YEAR													
2018-2019													
2019-2020			\$375,000									\$114,539	\$54,776
2020-2021					\$70,000				\$42,300	\$300,000		\$183,216	-\$7,974
2021-2022												\$115,625	\$65,750
2022-2023	\$800,000					\$37,000						\$175,370	\$12,353
2023-2024									\$49,000			\$220,413	-\$26,120
2024-2025				\$92,000								\$236,713	-\$35,619
2025-2026		\$461,000					\$48,000					\$289,713	-\$81,581
2026-2027									\$56,800			\$319,229	-\$103,812
2027-2028												\$262,914	-\$39,958
2028-2029												\$262,914	-\$32,154
2029-2030									\$65,800			\$248,814	-\$9,978
2030-2031						\$40,000						\$244,014	\$3,181
2031-2032				\$125,000								\$275,114	-\$19,267
2032-2033								\$525,000	\$76,200			\$289,114	-\$24,312
2033-2034		\$567,000									\$150,000	\$225,390	\$48,680
2034-2035												\$255,403	\$28,259
2035-2036							\$65,000		\$88,200			\$273,403	\$20,188
2036-2037												\$277,003	\$26,863
2037-2038												\$253,003	\$61,499
2038-2039				\$150,000								\$303,003	\$22,506
2039-2040			\$650,000									\$300,003	\$36,899