

**TOWN OF WATERFORD  
AD HOC COMMITTEE ON FLEET SIZING AND UTILIZATION  
MINUTES  
SPECIAL MEETING, MARCH 11, 2010**

A Special Meeting of the Board of Finance Ad Hoc Committee on Fleet Sizing and Utilization was held on this date at 5:00 p.m. in the Appleby Meeting Room, located in Town Hall. Members present were George A. Peteros, Chairman; Daniel M. Steward, First Selectman; Ronald R. Fedor, Chairman, Board of Finance; Thomas Dembek, Party Leader, Representative Town Meeting and Rudie Beers, Director of Finance.

Bruce Miller, Fire Administrator, was also on hand for the meeting at the request of Chairman Peteros.

Meeting was called to order at 5:05 p.m. by Chairman Peteros after declaring a quorum was present. Mr. Peteros opened the meeting with the first agenda item, that being, review of recommendations in the "Report on Fleet Sizing and Utilization" dealing with Fire Services.

Mr. Miller explained the number of pumpers currently in the fleet as follows:

- 1) Waterford Fire Engine Company #1 – Two (W-11 & W-12) 1,500 GPM Pumpers with one Aerial/Pumper (W15) with a tank size of only 300 gallons. It is noted that W-12 is currently on the Plan as "Do Not Replace" and is acting in the capacity of a back-up pumper.
- 2) Quaker Hill Fire Company #2 - Two (W21 & W-25) 1,500 GPM Pumpers. It is noted that W-25 can also perform as an aerial.
- 3) Goshen Fire Department #3 – Two (W-31 & W-32) 1,500 GPM Pumpers
- 4) Oswegatchie Fire Department #4 – Two (W-41 & W-42) 1,500 GPM Pumpers
- 5) Cohanzie Fire Company #5 – Two (W-52 & W-55) 1,500 GPM Pumpers. It is noted that W-55 can also perform as an aerial.

A review of the number of pumpers required to afford proper coverage of the Town ensued. Mr. Peteros referenced the chart provided in the "Study" noting that to attain an ISO Maximum Score, the Town would need to maintain nine frontline pumpers and one spare. Currently we exceed that standard if W-15 were to be counted among the frontline pumpers. Mr. Peteros moved to recommend that W-12, the back-up pumper, be taken off the plan and surplused for sale, that an existing pumper be designated as the reserve, and that one pumper currently in the plan be deleted. He further moved that the decision as to which pumper to delete and which to designate as the reserve should be left to the discretion of the Fire Commission. Motion was seconded by Mr. Fedor. Mr. Peteros noted that this will leave the fleet with eight front-line pumpers and one reserve, excluding W-15 the aerial/pumper with the small tank. This number will allow adequately for a four-pumper attack. Following a quite lengthy discussion, the motion was approved. Those voting in favor were Messrs. Peteros, Fedor, Steward and Ms. Beers. Mr. Dembek was opposed.

Mr. Peteros moved on to Agenda Item #2 dealing with the review of recommendations included in the "Study" and the Committee's recommendation upon implementation. In that regard, the following is a list of considerations the Committee by consensus agreed to recommend for implementation:

- 1) Recommend the Town discontinue the practice of re-assigning retired police cruisers to meet municipal needs, but rather fill the auto pool needs with smaller, lower-cost sedans
- 2) Have an independent and qualified outside party review future fire apparatus purchase specifications to insure they are written in a manner that will result in multiple, competitive bids. Responsible Departments: Board of Fire Commissioners/Finance Department
- 3) Both municipal and Fire Company fleet users should exclusively use the Town's three fueling sites and use the same fuel management system. Responsible Department: Fire Administrator/Commission
- 4) Install video security cameras at the Town's three fueling sites to monitor fuel transaction activity. Responsible Department: Public Works
- 5) Adopt two quantitative methods for determining when a vehicle or equipment should be replaced after it has gone into service. A copy of a Vehicle Assessment Report is attached as Exhibit 1. A second report based upon repair cost history would meet the requirements of this recommendation. Responsible Departments: All Department with assets in the Plan
- 6) Fire companies and the Public Works Department should use the same information system (software) for capturing vehicle and apparatus maintenance and repair history including costs. Responsible Departments: Public Works and Fire Administrator/Commission
- 7) The parts management system should be maintained to ensure data accuracy and to develop performance measures and reduce repair time. Responsible Department: Public Works
- 8) For vehicles or equipment > 10,000 GCVW, a formal pre and post trip inspection report should be adopted to address safety items required by the U. S. Department of Transportation. A copy of a Driver Vehicle Inspection Report is attached and marked as Exhibit 2. Responsible Department: All Departments with vehicles over 10,000 GCVW
- 9) The Town should standardize a preventive maintenance program around the DVIR safety items of inspection. Responsible Department: Public Works
- 10) All Town vehicles inclusive of those owned and operated by the Board of Education should be clearly identified as Town vehicles
- 11) That the following vehicles be eliminated from the Fleet Management Plan due to under utilization:
  - a) A-4 a "Do Not Replace" 1999 Chevrolet Monte Carlo assigned to Permitting
  - b) H-49 a "Do Not Replace" 1970 Ingram Roller assigned to Public Works
  - c) R-1 a "Do Not Replace" 2003 Chevrolet Crown Victoria assigned to Recreation and Parks

There being no further business to come before the Committee, the meeting was adjourned at 7:05 p.m.

Respectfully submitted



Rudie Beers  
Secretary Pro-Tem

TOWN OF WATERFORD  
FLEET SIZING AND UTILIZATION STUDY

Exhibit 1

VEHICLE ASSESSMENT REPORT

VEHICLE	MAKE	MODEL & YEAR			
<b>Rating Legend: 5 = Excellent; 4 = Very Good; 3 = good; 2 = Average; 1=Poor</b>					
DESCRIPTION	AWARDED RATE	MULTIPLIER	ACTUAL RATE	MAX RATE	FACTORED - SCORE
<b>SECTION-01 CHASSIS TOTAL MAX POINTS = 15</b>					<b>10.8</b>
RUST & CORROSION CONDITION	3	x	20	60	100
ACCIDENT DAMAGE GLASS	4	x	40	160	200
INTERIOR	3	x	10	30	50
			<b>360</b>	<b>500</b>	360 72%
<b>SECTION -02 TIRES TOTAL MAX POINTS = 15</b>					<b>9.0</b>
TREAD WEAR	3	x	60	180	300
WALL CONDITION	3	x	40	120	200
			<b>300</b>	<b>500</b>	300 60%
<b>SECTION-03 BODY TOTAL MAX POINTS = 15</b>					<b>9.0</b>
BODY EXTERIOR	3	x	20	60	100
BODY INTERIOR	3	x	20	60	100
FIFTH WHEEL	3	x	20	60	100
LIGHTS	3	x	20	60	100
GLAD HANDS & HOS	3	x	20	60	100
			<b>300</b>	<b>500</b>	300 60%
<b>SECTION-04 BRAKE SYSTEM TOTAL MAX POINTS = 15</b>					<b>12.0</b>
SERVICE BRAKES	4	x	60	240	300
EMERGENCY BRAKE	4	x	40	160	200
			<b>400</b>	<b>500</b>	400 80%
<b>SECTION-05 STEERING/SUSPE TOTAL MAX POINTS = 15</b>					<b>12.0</b>
LOOSENESS	4	x	20	80	100
VIBRATION	4	x	20	80	100
PULLING	4	x	20	80	100
PARALLEL TO GROU	4	x	40	160	200
			<b>400</b>	<b>500</b>	160 80%
<b>SECTION-06 ENGINE &amp; DRIVEL TOTAL MAX POINTS = 25</b>					<b>16.0</b>
LEAKS	2	x	20	40	100
VIBRATION	2	x	20	40	100
NOISE	3	x	20	60	100
SHIFTING	4	x	20	80	100
ROUGH RUNNING	5	x	20	100	100
			<b>320</b>	<b>500</b>	320 64%
<b>GRAND TOTAL</b>	<b>TOTAL RATE AWARDED</b>		<b>2080</b>		<b>TOTAL SCORE</b>
					<b>68.8</b>
<b>AWARDED RATE LEGEND</b>			<b>AWARDED SCORE LEGEND</b>		
2400 - 3000 - EXCELLENT			80-100 - EXCELLENT		
1800-2400 - VERY GOOD			60-80 - VERY GOOD		
1200-1800 - GOOD			40-60 - GOOD		
600-1200 - AVERAGE			20-40 - AVERAGE		
0-600 - POOR			0-200 - POOR		

TOWN OF WATERFORD  
FLEET SIZING AND UTILIZATION STUDY

DRIVER VEHICLE INSPECTION REPORT (DVIR)

Company \_\_\_\_\_

Route # \_\_\_\_\_

Route Mileage \_\_\_\_\_

Maintenance Mileage \_\_\_\_\_

Location \_\_\_\_\_

Start: \_\_\_\_\_

Start: \_\_\_\_\_

Date: \_\_\_\_\_

End: \_\_\_\_\_

End: \_\_\_\_\_

Total: \_\_\_\_\_

Total: \_\_\_\_\_

Time: \_\_\_\_\_

a.m. / pm.

INSPECT ITEMS LISTED - IF DEFECTIVE CIRCLE OR CHECK AND DESCRIBE IN "REMARKS"

<b>PRE-TRIP</b>		<b>POST-TRIP</b>	<b>PRE-TRIP</b>	<b>POST-TRIP</b>
_____ FLUID LEAKS UNDER VEHICLE		_____	_____ EMERGENCY EXITS, DOOR & BUZZER	_____
_____ LOOSE WIRES, HOSE CONNECTION		_____	_____ HEADLIGHTS, FLASHERS & FOUR-WAYS	_____
_____ UNUSUAL ENGINE NOISE		_____	_____ RIGHT TIRE AND WHEEL	_____
_____ GAUGES AND WARNING LIGHTS		_____	_____ LEFT TIRE AND WHEEL	_____
_____ SWITCHES		_____	_____ FRONT OF WINDSHIELD	_____
_____ HORN		_____	_____ LEFT SIDE OF VEHICLE WINDOWS & LIGHTS	_____
_____ FANS AND DEFROSTERS		_____	_____ LEFT REAR TIRE AND WHEEL	_____
_____ WIPERS AND WASHERS		_____	_____ REAR OF BUS WINDOWS & LIGHTS	_____
_____ INSIDE AND OUTSIDE MIRRORS		_____	_____ RIGHT REAR TIRE AND WHEELS	_____
_____ BRAKE PEDAL & WARNING LIGHTS		_____	_____ RIGHT SIDE OF VEHICLE WINDOWS AND LIGHTS	_____
_____ OPERATION OF PASSENGER DOOR		_____	_____ DRIVERS SEAT AND SEATBELT	_____
_____ EMERGENCY EQUIPMENT		_____	_____ DIRECTIONAL SIGNAL LIGHTS	_____
_____ FIRST AID KIT		_____	_____ PARKING OR SERVICE BRAKE	_____
_____ ENTRANCE STEPS		_____	_____ STEERING	_____
_____ CONDITION OF FLOOR		_____	_____ WHEELCHAIR LIFT OPERATION	_____
_____ CARRY ON FIRE EXTINGUISHER		_____	_____ ENGINE FIRE EXTINGUISHER	_____

**Maintenance Call Over**

Defect \_\_\_\_\_ PM \_\_\_\_\_ DOT \_\_\_\_\_ Body Work \_\_\_\_\_ Management \_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITION OF ABOVE VEHICLE  SATISFACTORY  UNSATISFACTORY

I have reviewed the last driver's report for this vehicle.  No defects  Defects as found Driver's signature \_\_\_\_\_

PRE-TRIP DRIVER'S SIGNATURE \_\_\_\_\_  SATISFACTORY  UNSATISFACTORY  
 POST-TRIP DRIVER'S SIGNATURE \_\_\_\_\_  SATISFACTORY  UNSATISFACTORY

ABOVE DEFECTS CORRECTED  
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANICS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_