

HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE

MEETING AGENDA

July 26, 2018

7:00 PM, ROOM 231 City Hall

I. Welcome and Roll Call

II. Approval of June 28, 2018 Minutes

III. Public Participation

IV. New Business

Action Items:

Fire Department

1. Approve a special capital appropriation in the amount of \$133,915 from the capital fund balance to increase the available funds for the purchase of SCBA air packs.
2. Authorize the Purchasing Agent to issue a purchase order to Shipman's Fire Equipment Co. Inc., 172 Cross Road, Waterford, CT 06835 for the purchase of SCBA (self contained breathing apparatus) for a total not to exceed \$493,915.00 #3809 SCBA Equipment. Account No. 09183110 5777 C0310

Discussion Items:

1. Ryan Park Cleanup
2. Zoning and Code Enforcement

V. Adjournment

CITY OF NORWALK
HEALTH, WELFARE, PUBLIC SAFETY COMMITTEE
June 28, 2018

ATTENDANCE: Nick Sacchinelli, Chairman; Barbara Smyth; Doug Stern;
Chris Yerinides

STAFF: Deanna D'Amore, Director of Health; Michelle DeLuca,
Deputy Director, Emergency Management

I. WELCOME - ROLL CALL

Mr. Sacchinelli called the meeting to order at 7:00 p.m. and stated that the above members were in attendance and there was a quorum present.

II. APPROVAL OF MINUTES

May 24, 2018

**** MR. YERINIDES MOVED TO APPROVE THE MINUTES FROM THE MEETING OF MAY 24, 2018 AS SUBMITTED.**

**** THE MOTION PASSED WITH UNANIMOUSLY.**

III. PUBLIC PARTICIPATION

No one from the public commented.

IV. NEW BUSINESS

Discussion Items:

1. Fracking Ordinance Enforcement

Mr. Sacchinelli said now that there is an ordinance in place something will need to be established regarding enforcement, and suggested that it be tailored to one department that is prepared to handle it and if possible provide additional resources for that department. Ms. D'Amore said that the Health Department can do it. Mr. Sacchinelli asked what the enforcement will entail. Ms. D'Amore said the biggest part will be to prevent fracking waste to come into the city. Mr. Sacchinelli asked who would be responsible for collecting the fine. Ms. D'Amore said that the Health Department does not typically collect fines, but that they can and they would just need assistance to figure out the process, and that they will also need to coordinate with DEEP to determine the violation. Mr. Sacchinelli suggested the newly appointed Sheriff get involved. Mr. Stern said it would be his preference to have a health professional or law enforcement is involved in issuing the fines. Mr. Sacchinelli asked Ms. D'Amore what kind of additional resources she would need. Ms. D'Amore said since the probability of fracking waste getting into the city is so low it would not require additional staff, but that training will need to be done, and establishing a process in the event it does happen and the steps that would need to be taken. She said she also spoke to the Director of Environmental Services and he would work with her on the enforcement and they would also work in conjunction with the State Health Department. Mr. Sacchinelli asked what she will need for the training. Ms. D'Amore said during the next budget process she may ask for a small increase in the training budget but she does not think they will need anything substantial. It was decided that the Health Department will be the body that will be enforcing the ordinance and the committee would support them to help obtain the funds that will be needed for the training.

2. All Hazards Emergency Planning

Ms. DeLuca provided an overview of the emergency planning process and said the city has a local emergency operations plan and each year it is reviewed and updated as necessary and that it includes a checklist. She said the plan is all hazards and that they do work with the school system on the plan

and now that there is a plan in place they have a full time employee that has taken the lead to update the plan. She said there is an emergency management team at that it consists on over 80 members and there is also a core team that meets on a monthly basis but still communicates with the bigger group. She said as part of the emergency plan that in the event of a disaster the shelters are open, and that the primary shelter is at Brien McMahon High School and secondary in Norwalk High School, and the Health Department and the Red Cross would help with those pieces. She said as well as being the Deputy Emergency Manager she is also the Shelter Manager and she works with volunteers. Mr. Sacchinelli asked if the volunteers are strictly municipal employees or if citizens are mobilized. Ms. DeLuca said she works with the Health Department with their volunteer program. Ms. D'Amore said there is an emergency response team of approximately 70 people. Mr. Sacchinelli asked how they drive people to volunteer. Ms. D'Amore said that notices are sent out every spring and fall when the trainings are held and she will send the committee the information to the committee the next time there is an opening. Ms. DeLuca discussed the community education regarding evacuation and said that they use Code Red which is the reverse notification system as well as other sources such as social media. Mr. Sacchinelli asked if this will now go though the new communication position. Ms. DeLuca said she has spoken to him and her hope is that it will be taking a lot of that on.

Mr. Sacchinelli said the issue that prompted this is the active shooter scenarios and asked what type of training is done for that and suggested a community event be held in terms of awareness. Ms. DeLuca said within the municipal buildings they use a foundation called the "I Love you Guys Foundation" which looks at simple language, and they have done employee training and all employees have a resource book and within the schools all the teachers have a resource book as well. She said that the high schools have been better with the training and that Brien McMahon is the stand out, and that the elementary and middle schools do lock out and lock down drills with shelter in place evacuation drills as well and have done some work with the PTO's but not as much as she would like. Mr. Sacchinelli asked if the training is a requirement and if there is confirmation that it has been done. Ms. DeLuca said within the state regulations for school safety and in addition to the requirement that every district has to have a plan, they are also required to keep a drill log and that gets turned into the state every July 1st. Mr. Sacchinelli asked if municipal building is also required to keep a drill log. Ms. De Luca said "no" but that all employees have a warnable app and all the phones have been upgraded with software with paging capabilities, and have also upgraded the

fire panel so that pre-recorded messages can now be done. She said that the goal is prior to the end of the summer to test the phone system as well as the fire panel so that everyone is aware of what it sounds like and practice the action plans and do them once an twice a year. Mr. Sacchinelli asked in the event of emergency where people are directed. Ms. De Luca said that city departments will send out consistent messages through social media, traditional media and the website at norwalkct.org and when action is required there will be a code red message sent out but primarily we drive to drive people to the norwalkct.org website. Mr. Sacchinelli asked if something is put on the homepage when there is an incident occurring. Ms. De Luca said “yes”

3. Potential Preparedness Community Awareness Events

Ms. De Luca provided an overview of community awareness events and said they do a number of large events such as open house, a lot of public education and for summer safety she gave out water tumblers with senior specific safety information flyers inside. Mr. Sacchinelli asked where those are distributed. Ms. De Luca said she worked with Meals on Wheels, Senior Services, Elderhouse and the Community Health Center and 500 water bottles were distributed. Mr. Sacchinelli asked if any community event is done. Ms. De Luca said an annual open house is held and this year is on September 29, 2018 at it is held at the Public Works Center and over 2,500 people attend and the Police, Fire, EMS and Public Works do it together. Mr. Sacchinelli requested that Council three be added to the communication list and that Ms. De Luca attend the August meeting to provide an update.

V. ADJOURNMENT

**** MR. YERINIDES MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services

CITY OF NORWALK

FIRE DEPARTMENT

Fire Chief

Gino Gatto

121 CONNECTICUT AVENUE
NORWALK, CONNECTICUT 06854



Tel: (203) 854-0232

July 19, 2018

Dear Health, Welfare, and Public Safety Committee members,

In the 2017/2018 Capital budget year the fire dept. was granted \$ 360,000.00 for SCBA air packs. Account No. 09183110 5777 C0310

I would like to move forward and purchase them. I have received 2 bids, the vendor we have chosen is Shipman's Fire Equipment, Waterford CT.

I would need a special capital appropriation of \$ 133,915.00.

There are several reasons for the additional money needed.

1. NFPA 1981 was revised in 2013. This revision has several operational changes.
2. New SCBA Masks and Regulators for each member are required with the new air packs.

The bid package has options and clarifications (see attached)

\$ 485,240.00 reduced to \$ 467,000.00 with 5 year maintenance agreement.
+ \$ 26,915.00 for 25 air cylinders
\$ 493,915.00 Total
-\$ 360,000.00 already in account 5777C0310
\$ 133,915.00 Special Capital Appropriation needed

Also I would like to add the language to "Authorize the Purchasing Agent to issue a purchase order to Shipman's Fire Equipment Co. Inc., 172 Cross Road, Waterford, CT. 06835 for the purchase of SCBA (self contained breathing apparatus) for a total not to exceed \$ 493,915.00 # 3809 SCBA Equipmrnt"

Thank you for your consideration and please let me know if you need anything else,

A handwritten signature in cursive script that reads "Gino Gatto".

Gino Gatto

February 14, 2018

**NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY - PROJECT # 3809
SCBA Equipment (self-contained breathing apparatus)**

Thank you for your response to our Request for bid submissions. The following is a summary of the firms that responded to this project.

Vendor Name		AAA Emergency Supply Co. Inc.		
	Description	Qty	Cost Per Unit	Total Cost
1.	Scott 4.5 WF75, SC QD , SEMS II , Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$5,895.00	\$330,120.00
2.	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$1,275.00	\$127,500.00
3.	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$272.00	\$27,200.00
4.	Scott Pak-Tracker Locating Wand w/ chargers	3	No	Charge
5.	1st year Flow Testing included	156	No	Charge
TOTAL COST OF LINES 1-5				\$484,820.00

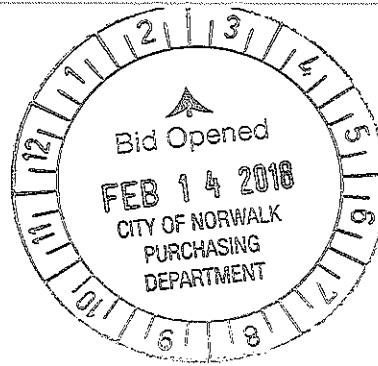
Vendor Name		Shipman's Fire Equipment Co., Inc.		
	Description	Qty	Cost Per Unit	Total Cost
1.	Scott 4.5 WF75, SC QD , SEMS II , Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$5,790.00	\$324,240.00
2.	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$1,355.00	\$135,500.00
3.	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$255.00	\$25,500.00
4.	Scott Pak-Tracker Locating Wand w/ chargers	3	N/C	N/C
5.	1st year Flow Testing included	156	N/C	N/C
TOTAL COST OF LINES 1-5				\$485,240.00

Extended lowest price item from each vendor :

Vendor	Description	Qty	Total Cost
Shipman's Fire Equipment Co., Inc.	Scott 4.5 WF75, SC QD , SEMS II , Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar	56	\$324,240.00
AAA Emergency Supply Co., Inc.	Scott NFPA 2013 CBRN Q.D. Regulators	100	\$127,500.00
Shipman's Fire Equipment	Scott AV-3000 HT 4PT Kevlar Harness Mask	100	\$25,500.00
Shipman's Fire Equipment Co., Inc./AAA Emergency Supply Co. Inc.	Scott Pak-Tracker Locating Wand w/ chargers	3	No Charge
Shipman's Fire Equipment Co., Inc. /AAA Emergency Supply Co. Inc.	1st year Flow Testing included	156	No Charge
Total Cost			\$477,240.00

Or

Shipman's Fire Equipment can offer a reduced price for the purchase of the complete SCBA package in the amount \$467,000.00 if City of Norwalk /Norwalk FD enters into a 5 – year service agreement. (see bid response)



BFL

1.1 PRICING RESPONSE INFORMATION: #3809 SCBA Equipment (self-contained breathing apparatus)

Vendor Name - Shipman's Fire Equipment Co., Inc.			
Address - 172 Cross Road, Waterford, CT 06385			
Phone - 860-442-0678	Fax - 860-444-7395	Email	ssuper@shipmans.com
Manager Stephen Super	Fed ID# 06-0851636		

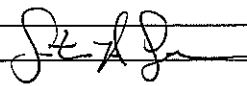
The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

	Description	Qty	Cost/Per Unit	Total Cost
1.	<u>Scott 4.5 WF75, SC QD, SEMS II, Dual EBSS, Spring Clip Harness, AV3000 Mask 4PT Kevlar</u>	56	\$ 5,790.00	\$ 324,240.00
2	<u>Scott NFPA 2013 CBRN Q.D. Regulators</u>	100	\$ 1,355.00	\$ 135,500.00
3.	<u>Scott AV-3000 HT 4PT Kevlar Harness Mask</u>	100	\$ 255.00	\$ 25,500.00
4.	<u>Scott Pak-Tracker Locating Wand w/ chargers</u>	3	\$ N/C	\$ N/C
5.	<u>1st year Flow Testing included</u>	156	\$ N/C	\$ N/C
TOTAL COST OF LINES 1-5				\$ 485,240.00
TOTAL COST OF LINES 1-5 IN WRITING		Four hundred eighty five thousand two hundred forty dollars		

**** SEE ATTACHED OPTIONS & CLARIFICATIONS PAGE FOR FURTHER INFORMATION**

Submitted by:

Authorized Agent of Company – Printed Name	Stephen A. Super
Authorized Agent of Company - Signature	
Date	February 9, 2018

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #1, Dated -	01/25/2018	Addendum #2, Dated -	
Addendum #3, Dated -		Addendum #4, Dated -	

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

CLARIFICATIONS:

CLARIFICATION #1:

Scott 4.5 WF 75, SC QD/SEM/DEB will require the following units for proper operation:

Qty. 1: Scott, SEMS II, USB Gateway (\$2,100.00)

Qty. 1: Scott SC MON BASE UNL (\$100.00)

SHIPMAN'S WILL PROVIDE THE ABOVE (2) UNITS AT NO CHARGE TO THE CITY OF NORWALK/NORWALK FIRE DEPT. TO ENSURE PROPER OPERATION OF AIR PAK SPECIFIED

CLARIFICATION #2:

Qty. 3: Scott Pak-Tracker Hand Held Receiver (\$5,100.00)

Qty. 3: Scott Pak-Tracker Hand-Held Truck Charging System 12V DC (\$1,800.00)

SHIPMAN'S WILL PROVIDE THE HAND-HELD RECEIVER AND TRUCK CHARGING SYSTEM AT NO ADDITIONAL COST TO THE CITY OF NORWALK/NORWALK FIRE DEPARTMENT

CITY OF NORWALK
PROJECT #3809 SCBA EQUIPMENT
(self-contained breathing apparatus)

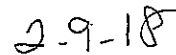
OPTION:
REDUCED PURCHASE PRICE PACKAGE

OPTION #1

Shipman's will offer a reduced price for the purchase of the complete SCBA package in the amount of \$467,000.00 if City of Norwalk/Norwalk FD enters into a 5-year service agreement. This agreement will lock in pricing for flow testing at \$45.00 per pak and \$20.00 per regulator. This price will apply for all new and existing paks. At the end of this 5-year period, pricing will be reviewed for possible extensions by both parties.



Stephen A. Super, Supplied Air Manager



Date

1.2 BIDDER'S QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - 60
2. Number of personnel employed Part-time - 4, Full - time 42
3. List projects of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.
City of Stamford	09/2017	Chief Trevor Roach	203-424-7021
Town of Windsor	07/2017	Chief Bill Lewis	860-982-8143
Town of North Stonington	02/2018	Chief Charlie Steinhart	860-367-4898
Town of West Hartford	02/2018	Chief Gary Allen	860-883-7953
Simsbury Fire District	11/2015	Chief Jim Baldis	860-658-1976
Northville Fire Dept.	11/2017	Chief Allen Harris	203-417-3821

SHIPMAN'S FIRE EQUIPMENT CO., INC.
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
Years Ended December 31, 2016 and 2015

BAUDE & ROLFE, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
35 Huntington Street
New London, Connecticut 06320

SHIPMAN'S FIRE EQUIPMENT CO., INC.

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BAUDE & ROLFE, P.C.
Certified Public Accountants & Business Advisors

35 Huntington Street, New London, Connecticut 06320

(860) 442-1040

(860) 437-1599 Fax

www.bauderolfecpas.com

Ronald J. Baude, CPA

Brian D. Rolfe, CPA / PFS

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors
Shipman's Fire Equipment Co., Inc.
Waterford, Connecticut

Management is responsible for the accompanying financial statements of Shipman's Fire Equipment Co., Inc. (an S Corporation), which comprise the statement of assets, liabilities, and equity—tax basis as of December 31, 2016 and 2015, and the related statements of revenues, expenses, and retained earnings—tax basis for the years then ended in accordance with the tax basis of accounting, and for determining that the tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements prepared in accordance with the tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's assets, liabilities, equity, revenues and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Supplementary Information

The supplementary information contained on page 5 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. The information was subject to our compilation engagement, however, we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

Baude & Rolfe, P.C.

Baude & Rolfe, P.C.
Certified Public Accountants

New London, Connecticut
March 15, 2017

SHIPMAN'S FIRE EQUIPMENT CO., INC.
STATEMENTS OF ASSETS, LIABILITIES AND EQUITY - TAX BASIS
December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 501,688	\$ 455,564
Accounts Receivable	1,387,017	1,079,548
Inventory	666,134	580,594
Stockholder Loan	<u>17,981</u>	<u>17,981</u>
TOTAL CURRENT ASSETS	<u>2,572,820</u>	<u>2,133,687</u>
PROPERTY AND EQUIPMENT		
Office Equipment	96,629	88,492
Furniture and Fixtures	67,064	47,491
Equipment	183,521	155,649
Vehicles	969,592	882,595
Leasehold Improvements	<u>186,531</u>	<u>163,745</u>
	1,503,337	1,337,972
Less: Accumulated Depreciation	<u>(1,359,013)</u>	<u>(1,190,246)</u>
TOTAL PROPERTY AND EQUIPMENT	<u>144,324</u>	<u>147,726</u>
OTHER ASSETS		
Goodwill	103,749	103,749
Covenant Not to Compete	35,000	35,000
Lease Deposits	50,000	15,500
Accumulated Amortization	<u>(128,638)</u>	<u>(117,322)</u>
TOTAL OTHER ASSETS	<u>60,111</u>	<u>36,927</u>
TOTAL ASSETS	<u><u>\$ 2,777,255</u></u>	<u><u>\$ 2,318,340</u></u>

See independent accountant's compilation report.

SHIPMAN'S FIRE EQUIPMENT CO., INC.
STATEMENTS OF ASSETS, LIABILITIES AND EQUITY – TAX BASIS (CONTINUED)
December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
LIABILITIES AND STOCKHOLDER'S EQUITY		
CURRENT LIABILITIES		
Line of Credit	\$ -	\$ 300,000
Current Portion of Long-Term Debt	18,155	19,126
Accounts Payable	564,441	314,552
Sales Tax Payable	949	3,265
Payroll and Payroll Liabilities Payable	73,524	23,732
Accrued Retirement Plan Expense	65,000	50,000
Customer Deposits	30,285	-
Stockholder Loan	-	27,500
	<u>752,354</u>	<u>738,175</u>
TOTAL CURRENT LIABILITIES		
LONG-TERM LIABILITIES		
Long-Term Debt, Net of Current Portion	<u>13,305</u>	<u>30,975</u>
TOTAL LIABILITIES	<u>765,659</u>	<u>769,150</u>
STOCKHOLDER'S EQUITY		
Common Stock, \$100 par value, 1,000 shares authorized		
600 shares issued, and outstanding	60,000	60,000
Additional Paid - In Capital	145,141	145,141
Retained Earnings	<u>1,806,455</u>	<u>1,344,049</u>
TOTAL STOCKHOLDER'S EQUITY	<u>2,011,596</u>	<u>1,549,190</u>
TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	<u>\$ 2,777,255</u>	<u>\$ 2,318,340</u>

See independent accountant's compilation report.

SHIPMAN'S FIRE EQUIPMENT CO., INC.
STATEMENTS OF REVENUE, EXPENSES AND RETAINED EARNINGS – TAX BASIS
Years Ended December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
SALES	\$ 19,172,483	\$ 19,695,055
COST OF SALES		
Beginning Inventory	580,594	796,682
Purchases	13,190,600	13,894,256
Freight	112,477	109,523
Shop Supplies and Tools	184,939	-
Cost of Labor	123,539	55,031
	<u>14,192,149</u>	<u>14,855,492</u>
Ending Inventory	(666,134)	(580,594)
COST OF GOODS SOLD	<u>13,526,015</u>	<u>14,274,898</u>
GROSS PROFIT	5,646,468	5,420,157
OPERATING EXPENSES	<u>4,971,842</u>	<u>5,079,250</u>
INCOME BEFORE OTHER INCOME AND EXPENSES	674,626	340,907
OTHER INCOME (EXPENSES)		
Interest Income	4	734
Warranty Revenue	100,281	17,593
Commission Revenue	19,792	23,996
Other Income	1,343	13,611
Interest Expense	(9,717)	(6,027)
TOTAL OTHER INCOME (EXPENSES)	<u>111,703</u>	<u>49,907</u>
INCOME BEFORE PROVISION FOR INCOME TAXES	786,329	390,814
INCOME TAXES	<u>956</u>	<u>35,993</u>
NET INCOME	785,373	354,821
BEGINNING RETAINED EARNINGS	1,344,049	1,960,057
SHAREHOLDER DISTRIBUTIONS	<u>(322,967)</u>	<u>(970,829)</u>
ENDING RETAINED EARNINGS	<u>\$ 1,806,455</u>	<u>\$ 1,344,049</u>

See independent accountant's compilation report.

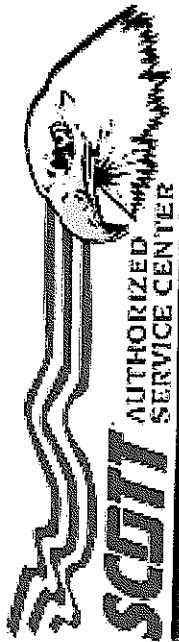
**SUPPLEMENTARY
INFORMATION**

SHIPMAN'S FIRE EQUIPMENT CO., INC.
SCHEDULE OF OPERATING EXPENSES – TAX BASIS
Years Ended December 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Salaries and Wages	\$ 3,171,049	\$ 3,140,813
Payroll Taxes	225,913	231,106
Employee Benefits	187,933	183,142
Retirement Plan Expense	65,000	50,000
Auto and Truck Expense	153,419	177,071
Travel and Lodging	16,196	29,138
Cleaning	10,713	4,150
State and Local Taxes	17,072	28,668
Advertising	46,168	29,112
Amortization	21,816	6,722
Business Promotions	14,551	28,357
Conventions, Courses and Seminars	58,013	18,760
Computer Repairs and Training	60,884	69,880
Donations	24,710	34,092
Depreciation	168,767	256,743
Dues and Subscriptions	16,307	3,974
Insurance	200,604	216,191
Professional Fees	35,635	37,897
Bank and Credit Card Fees	17,499	28,803
Licenses and Fees	3,900	9,048
Meals and Entertainment	18,096	14,593
Miscellaneous Expense	7,206	3,433
Office and Other Supplies	15,032	68,482
Postage and Shipping	6,462	17,324
Rent	138,495	121,000
Repairs and Maintenance	41,684	68,516
Refuse Removal	4,114	3,895
Shop Expense	135,126	89,032
Outside Services	6,598	27,931
Telephone	33,119	30,844
Uniforms	9,654	6,278
Utilities	40,107	44,255
TOTAL OPERATING EXPENSES	<u><u>\$ 4,971,842</u></u>	<u><u>\$ 5,079,250</u></u>

See independent accountant's compilation report.

This Certificate is Issued Jointly To



Certification ID : C008832

Don Chapman and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until*

February 22, 2019

February 22, 2017

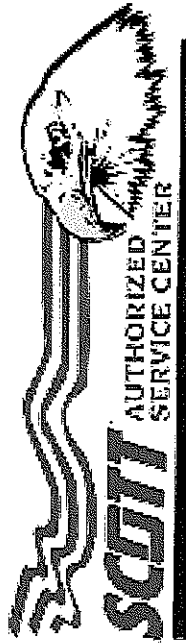
Date Issued

Daniel Naughton

Scott Representative



This Certificate is Issued Jointly To



Certification ID :C008833

Joseph K. Fulmore and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until February 22, 2019*

February 22, 2017

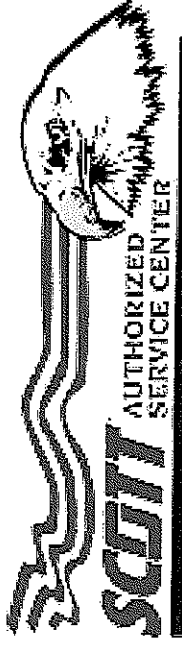
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C006819-1

Kurt MacDonald and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until* **May 26, 2021**

May 26, 2017

Robert Smith

Date Issued

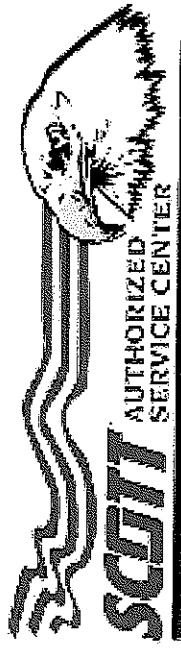
Scott Representative

****RECERTIFICATION****



****RECERTIFICATION****

This Certificate is Issued Jointly To



Certification ID : C008029

Stephen Super and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name *Organization*

***to certify satisfactory completion of the
course in and requirements of
Scott Air Supplied Products Technician
Maintenance and Overhaul***

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until* **July 21, 2018**

July 21, 2016

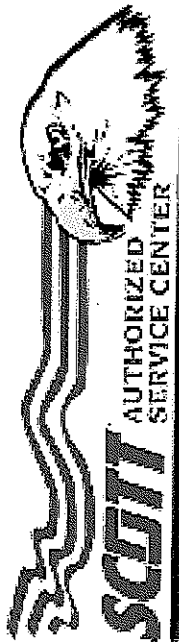
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID :C006818

Stephen Super and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

*to certify satisfactory completion of the
course in and requirements of*

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

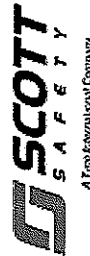
*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until* **May 27, 2019**

May 27, 2015

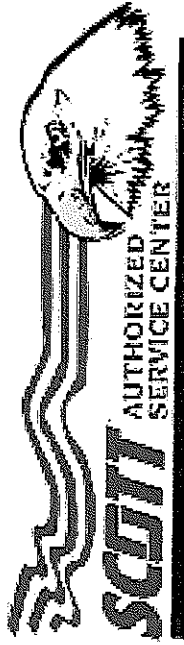
Robert Smith

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C008329-1

Timothy Whalen and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of
Scott Air Supplied Products Technician
Maintenance and Overhaul***

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until December 22, 2018*

December 22, 2016

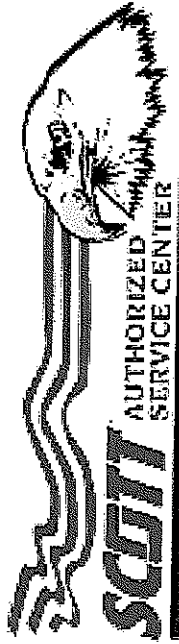
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID :C008835

Timothy Whalen and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
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February 22, 2017

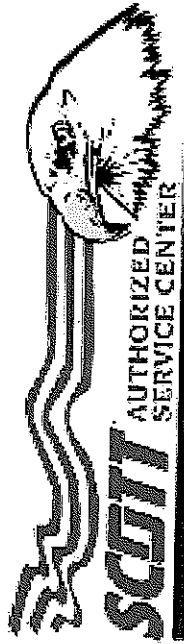
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C008634

Charles Steinhart _____ and **SHIPMAN'S FIRE EQUIPMENT CO.** _____

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Air Supplied Products Technician
Maintenance and Overhaul**

Issued By

Scott Technical Support

*This certificate is valid in conjunction with the Authorized Service Agreement
for the sponsoring organization shown above or until* **December 22, 2018**

December 22, 2016

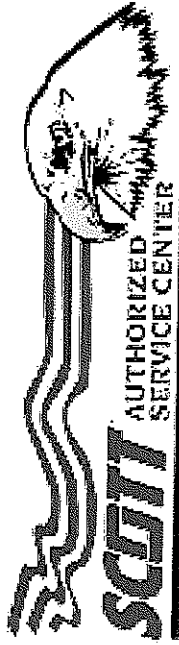
Daniel Naughton

Date Issued

Scott Representative



This Certificate is Issued Jointly To



Certification ID : C008834

Charles Steinhart and **SHIPMAN'S FIRE EQUIPMENT CO.**

Individual Name

Organization

***to certify satisfactory completion of the
course in and requirements of***

**Scott Certified Trainer - Air Supplied Specialist Level
Maintenance and Overhaul**

Issued By

Scott Technical Support

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February 22, 2019

February 22, 2017

Daniel Naughton

Date Issued

Scott Representative





SHIPMAN'S FIRE EQUIPMENT CO., INC.
172 CROSS ROAD
WATERFORD, CONNECTICUT 06385-0257
(860) 442-0678

City of Norwalk, CT
PROJECT #3809 SCBA EQUIPMENT

AFFIRMITIVE ACTION POLICY STATEMENT

It has always been the policy and will continue to be the strong commitment of Shipman's Fire Equipment Company, Inc. to provide equal opportunities in employment to all qualified persons solely on the bases of job-related skills, ability and merit. Shipman's will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age physical disability (but not limited to blindness), marital status, mental retardation, and criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. Shipman's and its subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies, which speak to equal employment opportunity.

The principles of Affirmative Action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11245, amended by 11375, (nondiscrimination under federal contracts), Act I, Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81, Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46-77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (36-436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972.

This Affirmative Action Policy Statement re-affirms my personal commitment to the principles of Equal Employment Opportunity.

Theresa Baker, Vice President, 02/09/2018

FIRE & SAFETY EQUIPMENT

FAX (860) 444-7395

www.shipmans.com

Email info@shipmans.com

CAPABILITY STATEMENT

COMPANY OVERVIEW

Shipman's Fire Equipment Co., Inc., serving municipal and volunteer fire departments, businesses, and industries in CT, RI and Southern MA has been in business for over fifty-seven years. The Woman Owned Small Business represents the finest manufacturers of equipment and supplies specifically designed to meet stringent requirements and demands of the fire service and business community. Sales personnel provide technical pre-purchase assistance, demonstrations of products and training related to all equipment sold.

CORE SERVICES

- SCOTT Breathing Apparatus Sales & Service
- High Pressure Breathing Air Compressors
- Full Line of Firefighting Equipment
- Fire Extinguishers, Fire Hose, Nozzles
- Rescue Tools

OTHER SERVICES

- Full Fire Apparatus Service & Maintenance
- Custom Apparatus Building
- Training Programs
- Pump Testing

DIFFERENTIATORS

- New, state-of-the-art SCOTT Service Center
- SCOTT Certified Technicians
- USDOT certified hydrostatic test facility
- SCOTT Breathing Apparatus
- Mobile Apparatus and Mobile SCOTT Service

PAST PERFORMANCES

- City of Providence, RI
- City of Hartford, CT
- Dominion Nuclear USA
- State of CT – Public Safety Agencies
- Connecticut Fire Academy

CHARITABLE DONATIONS

- University of Rhode Island
- Children's Museum of Southeastern CT
- Fire Departments in CT and RI – Golf Tournaments and Charities
- Eugene O'Neill Theater Center
- Phoenix Rising Equine Rescue
- Pet 02 Kit Donation Program - 150 Kits Donated to CT & RI Fire Departments

Shipman's Fire Equipment Co., Inc.



Company Data

DUNS Number: 018766295

CAGE Code: 0ZLF9

EIN: 06-0851636

NAICS Codes:

- 561990 All Other Support Services
- 423990 Other Misc. Durable Goods Merchant Wholesalers

SIC Codes:

- 73899919 Fire Extinguisher Servicing
- 50990300 Safety Equipment and Supplies

SAM Registration: Active

Women Owned Small Business

Accepting Credit Cards: YES

Business Size: 46 Employees

Certifications

Scott Safety – Maintenance and Overhaul

Scott Safety – Gas Detection

Scott Safety – Thermal Imaging

Scott Safety – High Pressure Breathing Air Compressor

EVT Certification

US DOT Certified Hydrostatic Test Facility

CT DMV Dealer and Repair License # U8329

Contact Person

Lorraine Wallace Harrington

172 Cross Road, Waterford, CT 06385

Phone: 860-442-0678

E-mail: lharrington@shipmans.com

Shipman's Fire Equipment Co., Inc.

Owners Lorraine Wallace Harrington and Christina Wallace LaPlante.

172 Cross Road, Waterford, CT 06385-0257 - Phone: 860-442-0678 E-mail: lharrington@shipmans.com

www.shipmans.com



WOSB Program Certification- WOSB

OMB Control No: 3245-0374

Expiration Date: 11/30/2017

Warning: By signing this certification you are representing on your own behalf, and on behalf of the WOSB, that the information provided in this certification, and any document or supplemental information submitted, is true and correct as of the date set forth opposite your signature. Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and non-procurement transactions; and 5) program termination.

☒ I am an officer of the WOSB authorized to represent it and sign this certification on its behalf.

x

Signature

Date (Month/Day/Year)

Print Name (First, Middle, Last)

Lorraine Harrington

2/3/15

Title

Owner

Business Name Shipman's Fire Equipment

DUNS #018766295

PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this information collection unless it displays a valid OMB approval number. The estimated burden for completing this form, including reading the instructions and compiling the information, is 2 hours. If you have questions or comments concerning this estimate or other aspects of this information collection, please contact the US Small Business Administration, Chief, Administrative Information Branch, Washington, D.C. 20416 and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503.

WOSB Program Certification- WOSB

Page 5 of 5

Shipman's Fire Equipment Co., Inc.

Company Overview, Service Center Capabilities

The following is an outline of Shipman's Fire Equipment's ability to responsibly accomplish the delivery of equipment and completion of services to the Fire Department.



About Shipman's

Serving fire departments, businesses, and industries in Connecticut, Rhode Island, and southern Massachusetts, Shipman's has been in business for over fifty-six years. Founded in 1957 the business continues to be family owned. Committed to offering quality products at affordable prices and supported by exceptional service, Shipman's is well known for its knowledge, skill, ability, and especially the personal attention provided to their customers. Company offices are located at 172 Cross Road, Waterford, CT. The company currently has 43 full and part-time employees working in five (5) departments including: Administrative Department; Sales Department (loose fire equipment & Ferrara Fire Apparatus); Scott Service Department; Technical Services Department (fire extinguishers, compressors, hydraulic rescue tools); and Apparatus Service Department.

Authorized Scott Distributor & Service Center

Shipman's Fire Equipment Co., Inc., as an Authorized Scott Distributor and Service Center for Connecticut and Rhode Island, is fully trained, certified, and equipped to provide repair, maintenance, overhaul, upgrade, and testing necessary to meet these strict standards. Our dedicated sales and service technicians are trained specialist possessing the necessary product knowledge and practical experience to meet the changing needs of fire and industrial professionals. In addition to SCBA, Shipman's provides service and support for other Scott Safety products including: Thermal Imaging Cameras, Accountability Locators, Instruments, and Breathing Air Compressors:



Our Scott Service Center Philosophy

The proper maintenance of Scott Air-Paks, self-contained breathing apparatus (SCBA), in accordance with the requirements of NFPA standards and Scott Safety's manufacturing recommendations is vital to protecting the safety of fire service personnel who utilize this equipment. Our Waterford, Connecticut facility has a complete in-house service center that is also supported on the road at the customer's location with two (2) fully stocked and equipped Mobile Service Trucks. The Scott Service Center is staffed with Six (6) factory trained and certified Scott Technicians. All work performed on SCBA's is of the highest quality and complies with various NFPA and OSHA safety standards that impact air-paks and related components (cylinders, PASS, mask, etc.). Examples of referenced standards used in the administration of our service program include, but are not limited to, the following:

- Scott Safety's instructions and service requirements as the manufacture of the air-pak.
- NFPA 1981 Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire Fighters.
- NFPA 1982 Standard on Personal Alert Safety Systems (PASS).
- NFPA 1852 Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA).
- NFPA 1500 Standard on Fire Department Occupational Safety and Health Program.
- NFPA 1989 Standard on Breathing Air Quality for Emergency Services Respiratory Protection.
- OSHA 29 CFR 1910.134 Respiratory Protection.
- U. S. DOT and Compressed Gas Association CGA Guidelines for Visual Inspection and Requalification of High Pressure Cylinders.

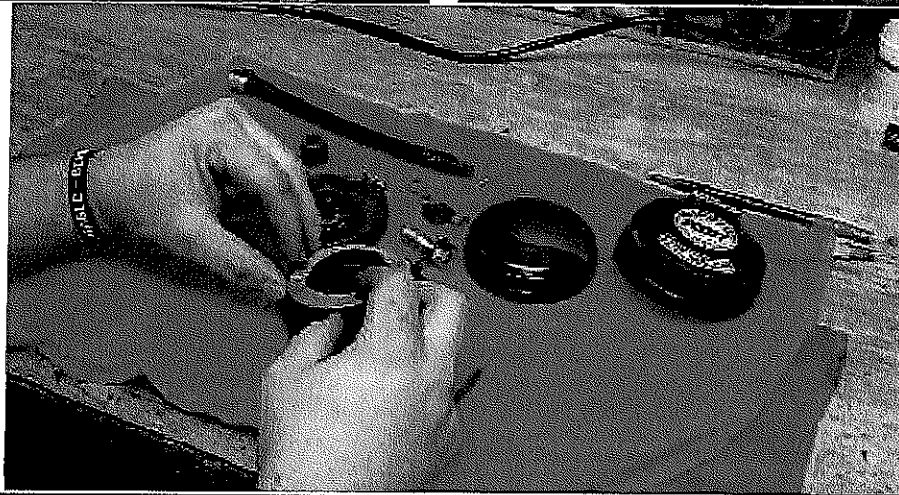


Examples of Services Provided:

Flow Testing of SCBA is conducted annually using a fully automated Posi-Check test instrument that is supported with Scott software. This test determines if the unit is operating within manufacturers' specifications. A written test document is provided to the customer at the completion of the test.



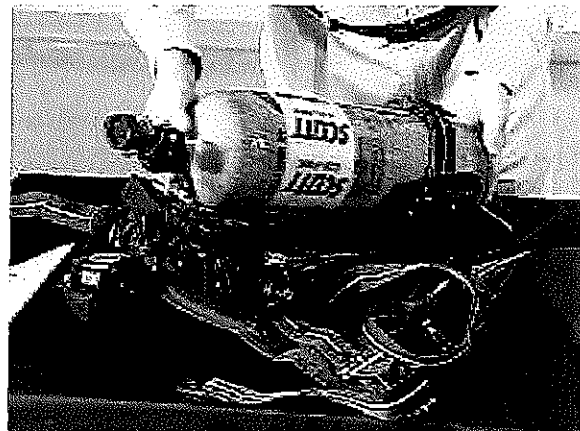
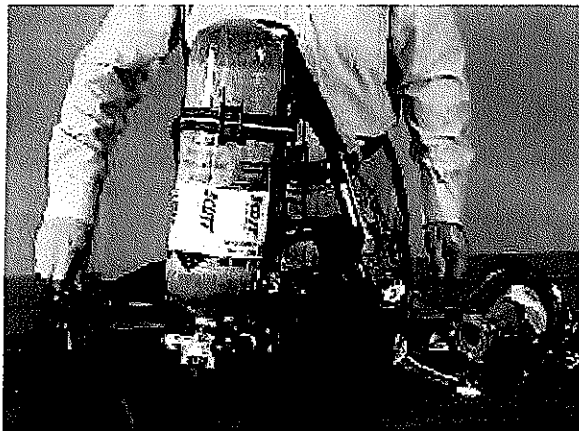
Repairs and Upgrades are completed by factory trained and certified technicians using only Scott original parts in accordance with manufactures' instructions. Shipman's maintains an extensive supply of replacement parts and components to keep your air-paks, cameras, compressors, and instruments in operation.



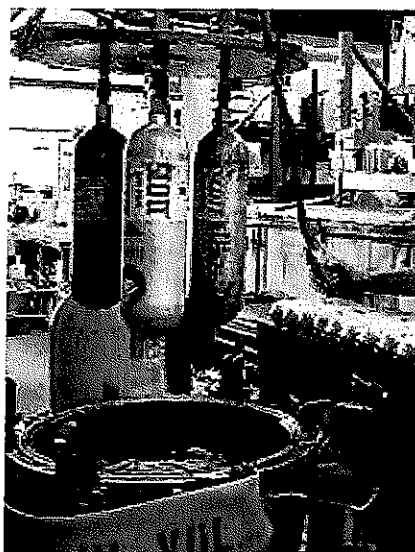
Two (2) Mobile Service Units are fully stocked and equipped, allowing our technicians to bring the Service Center directly to the fire department's location for testing and repairs, reducing the down-time air-paks are off-line.



Training is available to customers of new Scott Safety products on the proper use and care, including SCBA, Thermal Imaging, Compressor, and Instruments. Additionally, training classes for Field Level Maintenance are available to assist departments with routine in-house maintenance issues. Specialized training classes in New Technology, New Products, and NFPA Standards Changes are offered as required.



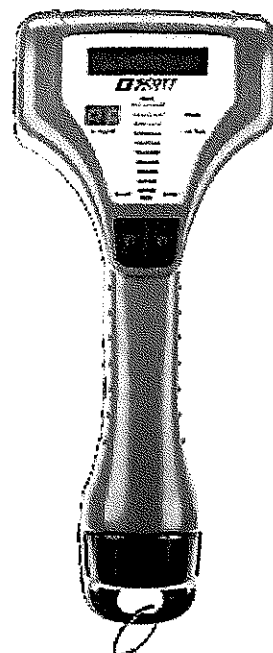
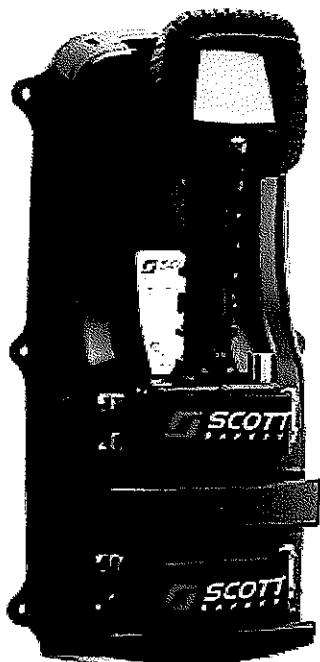
Hydrostatic Testing is conducted in our U.S. DOT licensed re-testing facility (RIM# AO45) to insure SCBA cylinders will not become a potential hazard. . Hydrostatic testing of pressure cylinders is accomplished using calibrated test equipment that is supported by computerized record keeping.



Mask Fit Testing is provided using OHD quantitative respirator fit test instruments. Fit testing is done to comply with OSHA respiratory protection requirements by providing verification of training to make sure the person has learned how to properly put on and wear a mask without assistance, and secondly to insure the mask is the proper size to provide protection when worn.



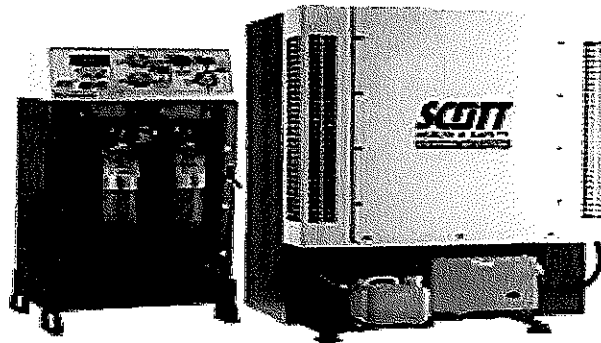
Thermal Imaging & Pak-Tracker Locator repairs are completed using only Scott original parts in accordance with manufactures' instructions.



Gas Detection Instruments are calibrated and repaired using only Scott original parts in accordance with manufacturers' instructions.



Breathing Air Compressors are repaired and maintained using only manufacturer's original parts in accordance with manufacturers' instructions. Shipman's services all major brands, including Scott, Bauer, Mako, Eagle, etc.



Air Quality Testing of breathing air systems are collected on demand, quarterly, and before and after changing purification components in accordance with NFPA 1989. Samples are analyzed by an accredited third party testing laboratory. Complete written reports are provided to the customer.



SHIPMAN'S FIRE EQUIPMENT CO. INC.

172 Cross Road
Waterford, CT 06385
1-800-775-7332
www.shipmans.com

