

**Board of Fire Commissioners Special Meeting
Commissioners' Conference Room
at Fire Headquarters
72 New Haven Avenue, Milford, CT
Thursday, October 13, 2016**

1. **Call to Order** : Chairman McGrath called the meeting to order at 19:04 hours. A quorum was present.

Roll Call: In addition to Chairman McGrath, Commissioners Stein, Brennan, Smith and Weber were present. Also, present were Chief Douglas Edo and Assistant Chiefs Gary Baker and Bernie Begley.

2. **New Business**:

A) Review request for qualifications (RFQ#1640) to assist BLS.

The Chairman thanked the Commissioners for attending this Special Meeting. The Chairman announced that the Board was dealing with Request for Qualifications (RFQ) #1640 to consider Basic Life Support Services. He indicated that responses to RFQ #1640 were due in the City's Purchasing Agent's Office by 4:00 p.m. on Tuesday, October 11, 2016. The Chairman indicated that the City of Milford reserves the right to reject any and all Responses or any part thereof, or to waive defects in same, or to accept any Response deemed to be in the best interests of the City of Milford. The Chairman informed the Board that the scope of the of service, standards and criteria contemplated by RFQ#1640 is contained on pages 9–11 of the RFQ. The Chairman indicated that three (3) Responses were received by the City's Purchasing Agent and were forwarded to the department for review. The Responses were from Danbury Ambulance (Danbury), American Medical Response (AMR) and Nelson Ambulance (Nelson). The Chairman then asked Chief Edo to present the department's review of the Responses to the Board.

Chief Edo reported that the department has received a letter together with Primary Service Area Responder – Basic Ambulance level License from the State of Connecticut Department of Public Health memorializing that the Milford Fire Department will become the Primary Service Responder at the Basic Ambulance level within the boundaries of the Town of Milford effected 12:00 a.m. on October 17, 2016. The Chief also noted that the letter indicated that the Primary Service Area Responder assigned to American Medical Response of CT, Inc. at the Basic Ambulance level for the boundaries of the Town of Milford dated November 10, 1994 will be null and void at 12:00 a.m. on October 17, 2016.

Chief Edo indicated that the Responses received by the City pursuant to RFQ #1640 were reviewed by the management staff of the department including himself, Assistant Chief's Baker and Begley and EMS Battalion Chief Dan Wassmer. Chief Edo asked Chief Wassmer to review the evaluation criteria and conclusions reached by the department with the Board regarding RFQ #1640.

Battalion Chief Wassmer reiterated to the Board that three (3) Responses were received. The minimum services, standards and criteria that the Responses were obligated to address were contained in pages 9–11 of the RFQ. The department established a worksheet used by the department to review each submission regarding the minimum services, standards and criteria contained in the RFQ. After reviewing all the proposals, Chief Wassmer noted that Nelson's proposal was very detailed and complete. The Chief noted that Danbury and AMR proposal addressed some of the basic criteria but both companies submitted very basic, non-descript proposals. Most significant was the absence by both Danbury and AMR of a proposed bundle billing agreement as required by the RFQ. Chief Wassmer further indicated only Nelson's proposal was a zero bid (no cost to the City). AMR required the City to pay AMR a subsidy and Danbury did not address this point at all. Chief Wassmer indicated to the Board that following the review of each proposal pursuant to all of the minimum services requirements, standards and criteria it was the unanimous recommendation of the management staff of the department that Nelson's Responses to the RFQ were deemed to be in the best interests of the City of Milford.

Commissioner Brennan asked who makes the determination as to whether a call for service is ALS or BLS. Chief Wassmer indicated that dispatch will make the preliminary determination. Commissioner Weber asked what are the closest towns that have had experience with Nelson's? Chief Wassmer indicated that Nelson's maintains a base of operations in Stratford and provides mutual aid backup to Stratford EMS. Additionally, Nelson's maintains a base of operations in North Haven and submitted a recommendation from a Chief of the North Haven Fire Department with their Response. Chairman McGrath asked if there were any further questions.

Commissioners Stein and Smith made and seconded a motion to recommend that the services to be provided to the City pursuant to RFQ #1640 be awarded to Nelson's Ambulance pursuant to the terms and conditions outlined in the City's RFQ #1640, Nelson Ambulance written Responses to RFQ #1640 and subject to final review of all documents by the City Attorney's Office. Motion carried unanimously.

3. **Adjournment:**

Commissioners Smith and Stein made and seconded a motion to adjourn at 19:21 hours. Motion carried unanimously.

Recorded by Diane Stein.