

TOWN OF BOLTON CONNECTICUT
REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES FOR THE PREPARATION OF A MASTER PLAN
FOR THE BOLTON VOLUNTEER FIRE DEPARTMENT

Focus shall be inclusive of staffing, equipment and facilities.
The study shall assess current ability to provide service and shall provide necessary information
To plan ahead for a minimum of ten years.

Deadline for submission: July 7, 2025, before 11:00 am

All proposals shall be submitted as a hard copy with one original, one PDF and seven copies to the Bolton Selectman's Office located at 222 Bolton Center Road, Bolton CT 06043. They shall be in a sealed envelope and clearly marked BFD Masterplan. No faxed or emailed copies will be accepted.

Town contact:

James Rupert, Town Administrator
222 Bolton Center Road
Bolton, CT 06043

860-640-8066 ext 6111
hr@boltonct.gov

Key Dates

- RFP posted for review May 30, 2025
- Written questions due not later than June 23, 2025
- Addendums posted on Town of Bolton Website not later than June 30, 2025
- Proposals due to Bolton Selectman's office July 7, 2025, before 11:00 am

BFD = Bolton Volunteer Fire Department
Town = The Town of Bolton

Proposal information

The Town in conjunction with the BFD is seeking a qualified professional fire service consultant to prepare a master plan. The master plan shall review the overall effectiveness of and efficiency to include recommendations on staffing, facilities and equipment. The plan should identify opportunities for improvement and consider the staffing, facilities and equipment needs for a minimum of ten years to aid the Town and BFD in long range planning. The plan should also identify overall goals for BFD and the Town with suggestions on how to achieve them.

The BFD is an all-volunteer fire company with stipends paid to company officers. There are approximately seven company officers and 30 volunteers. We would like the plan to identify opportunities to recruit and retain volunteers at all levels of the organization. The BFD has a part time administrative assistant to aid with various administrative duties. The BFD provides emergency responses for fire, rescue and medical needs 24/7 through a contract with the Town. The BFD is a non-transport agency and ASM is the PSA provider for Bolton. The Town provides operational funding for the department and purchases all apparatus.

The Town of Bolton is in Tolland County and is comprised of approximately 15 square miles. It is a rural community with some commercial and industrial uses. The town still has an active farming community and has several apartments throughout the Town. There are approximately 5000 residents. Bolton has both an elementary and high school. We are a Resident State Trooper Town and often have a coordinated response between the FD and the Resident Troopers. The Town is home to the 175 acres Lower Bolton Lake which is partially in the adjacent Town of Vernon. Bolton operates under a Town Charter with a Selectman/Town Administrator form of government.

The intent of this study is to evaluate the current status based on the current deployment model and identify opportunities for increased efficiency and effectiveness. Additionally, the plan should identify the future needs of the BFD for at least ten years of long-range planning. The key parts of

that revolve around staffing, equipment and facility needs. The condition of the facility is not part of this plan.

The submission should include information about the key personnel assigned to this project. References for similar projects that include a name, the agency they represent, a phone number and email address.

The respondent shall include a detailed description of the scope of services and the expected schedule. The respondent should expect to meet with the Board of Selectmen and Fire Commission and senior officers of the BFD as part of the process. A joint presentation to the Board of Selectmen, Fire Commission and senior officers will be held at the end of the project.

The Town and BFD accept no financial responsibility for costs incurred by any offeror responding to this RFP. All responses and materials related to this RFP shall become the property of the Town upon submission.

Additional information

Current Company Officers

Officers

Chief:	Bruce A. Dixon
Deputy Chief:	Matthew Perriera
Assistant Chief:	vacant
Captain:	Daniel Ross
Captain:	James DeMorro
Lieutenant:	Tyler Clark
Lieutenant:	Jason Vincent
Lieutenant (EMS):	Melissa LeGeyt
Safety Officer:	Peter Morra
Fire Marshal:	William Call
Deputy Fire Marshal:	James Quish
President:	Joseph "Chip" White
Vice President:	Daniel Ross
Secretary:	Steven Clark
Treasurer:	James Aldrich
Fire Commissioner's Chairperson:	John Morianos



Truck 134 (TK134) is a 2008 Pierce 100-foot aluminum ladder truck on a Velocity chassis. The truck has a 2,000 GPM pump, 500-gallon booster tank, thermal imaging camera, 15 KW generator, 6,000 watts of lighting, Amkus extrication equipment including hydraulic cutter and spreader, EMS equipment, and seating for six. Truck 134 is first due at structure fires.



Tanker 234 (T234) is a 2017 US Tanker Heritage body on a Kenworth T800 Chassis. It has a 1,500 GPM Waterous pump, 3,000-gallon water tank, tanker shuttle equipment, as well as EMS and LifeStar landing equipment. Tanker 234 shuttles water to structure fires and is first due at LifeStar incidents.



Engine Tank 134 (ET134) is a 2023 Pierce Velocity engine. It features a 1,500 GPM single-stage Hale pump, 1,000-gallon booster tank, foam equipment, thermal imaging camera, EMS equipment, and seating for six. Engine Tank 134 responds to vehicle accidents and fires and is second due to structure fires.



Rescue 134 (R134) is a 2013 Pierce Heavy Rescue. It features full EMS capabilities including AED, cold water rescue suits, 15 KW PTO powered generator, six hydraulic lines to include Amkus spreader, cutter and rams, pneumatic lift bags, cribbing, gas meters, 8,000-pound capacity winch, light tower and scene lights, and seating for six. Rescue 134 is first due to vehicle accidents or any incident where heavy rescue capabilities are needed.



Service 34 (S34) is a 2008 Chevy Suburban. It has full EMS capabilities including AED, equipment for command operations, and seating for five.



Service 134 (S134) is 2021 Dodge Ram 3500. It has full EMS capabilities including AED, equipment for command operations, and has seating for five. Service 134 is used to transport LifeStar crews and is first due to house medical calls.



Service 234 (S234) is a 2018 Dodge Ram 3500 utility truck. This is the Department's workhorse utility vehicle, capable of transporting and trailering primary and support equipment to an incident.



Forestry 134 (F134) is a 2022 Ford F550 4X4 with CET fire pump, 300-gallon booster tank, Indian Cans, winch, and a multitude of other wildland firefighting equipment.



Marine 134 (M134) is a 2020 Rescue One 16-foot aluminum boat with a 40 HP 4 stroke engine, center console, and has a dive/rescue platform. It is a trailer towed by Service 234. Our boat has seen service not only in Bolton Lake but in many lakes and ponds in eastern Connecticut.



Utility Vehicle 134 (UTV134), a 2004 Kubota RTV900, complements Forestry 134 for wildland firefighting and remote search and rescue operations. It is equipped with detachable firefighting or EMS equipment packages.

BOLTON BUDGET WORKSHOP

FIRE COMMISSION

Code 4203	FIRE COMMISSION	Adopted Expenditures		Unaudited Actual Expenditures		Adopted Expenditures		Request for		Proposed by Selectmen	
		2023-2024	2024-2025	2023-2024	2024-2025	2024-2025	2025-2026	2025-2026	2025-2026	2025-2026	2025-2026
Accounting Codes	Category										
51610	Payroll	57,132	82,503	48,183	82,503	84,978					
53200	Professional Education Training	12,800	8,800	10,169	8,800	8,800					
53400	Other Professional Services	7,200	7,200	5,709	7,200	17,400					
54302	Fire/Security Maint. & Supply	46,125	46,125	72,267	46,125	46,125					
55300	Communications	30,183	30,786	28,881	30,786	31,886					
55800	Travel	0	0	1,390	0	0					
55900	Proficiency Fund	19,974	29,200	19,974	29,200	30,900					
56100	Repairs & Maintenance Supplies	7,900	7,900	4,280	7,900	7,900					
56120	Office Operation Expenditures	500	500	544	500	500					
56300	Other Supplies	1,400	1,400	1,709	1,400	1,400					
56900	Medical Expenses	8,100	8,100	2,945	8,100	8,100					
56930	Uniforms & Supplies	25,200	25,200	8,180	25,200	25,200					
57300	Equipment	40,167	38,500	44,382	38,500	38,500					
58100	Dues & Fees	1,300	1,300	1,130	1,300	1,400					
	Total	257,981	287,514	249,743	287,514	303,089					0