

**Fire and Rescue Planning Meeting
Minutes of September 19, 2016**

Members Present: Co-Chair Kevin Johnson; Co-Chair Ben Wallace; Rick Daniel, Jonathan Burbank, Allan LeGrow, Dave Mercier and Gail Hart

Staff Present: Kristi Eiane, Town Administrator; Marguerite Kelly, Town Treasurer

Others present: Will Haskell, Engineer and members of the public

Site Visit Adjacent to EMS Building with Gorrill-Palmer Representative

Will Haskell, an Engineer with Gorrill-Palmer, reviewed the proposed site with Committee members. He was aware that the Committee has suggested a building with maximum dimensions of 76 feet in length and 66 feet in width, acknowledging that there will be some constraints with this site next to the EMS building. The issues of drainage, aprons, parking and site work need to be explored. Mr. Haskell indicated that it may be time to involve an architect to work with the Town on the best site location for the facility, as well as determining the needs of the Town which will then shape the costs. Mr. Haskell suggested a Site Assessment Study could be done to determine what sites should be considered for the facility.

Committee considered feedback from the September 12 meeting

There was general agreement that the departments should work more collaboratively on recruitment efforts, although it was noted that adding untrained volunteers alone will not solve the problem of needing trained firefighters. There was acknowledgment that a municipal fire chief could help lead recruitment efforts. In an effort to work together on recruitment issues, Committee member Mercier noted that the three departments were talking about hiring a recruiting expert, Tiger Schmittendorf, to work with the departments.

Next steps for October 10 Progress Report

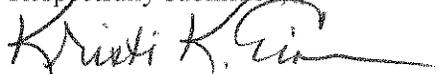
In implementing a municipal fire department, an ordinance would have to be adopted by the Town. The Committee plans to look at sample municipal ordinances and sample job descriptions for fire chief. An important piece that needs to be considered is the integration of the three departments with a municipal department and how existing contractual relationships may have to change. It was noted that if daytime staffing is implemented before there is a centralized location, the daytime staffers will have to be housed at a station with fire apparatus, and OBI is the closest. Whether OBI will undertake renovations has not been determined and if so, it is not clear who would pay for such renovations.

In terms of suggesting a budget figure for capital planning purposes, it was suggested that 10% of a \$1.5M project would be adequate. This funding could be used to evaluate sites and plan for a building.

Adjournment

The meeting adjourned by unanimous consent at 7:57pm.

Respectfully submitted



Kristi K. Eiane, Town Administrator