



Firehouse Study Committee
174 Main Street
Deep River, Connecticut 06417

Regular Meeting Minutes of January 20, 2011

The meeting was called to order on January 20, 2011 at 7:00pm by First Selectman, Richard H. Smith.

This was the first official meeting of the Firehouse Study Committee which was commissioned by the Town of Deep River Board of Selectman. The goal of this Committee is to evaluate and determine the town's fire fighting / protection needs over the next twenty years. The study will be in two phases, with the results of Phase I providing the requisite information to pursue Phase II. Their proposed Charter is attached to these minutes. The Committee is comprised of four (4) members of the Deep River Fire Department and three (3) citizens of the Town of Deep River, selected by the First Selectmen.

Members of the Fire Department

John Kollmer
Tim Lee
Tim Ballantyne
David Berardis

Citizens of Deep River

Steve David
Paul Carlson
3rd Member (TBD)

Members in Attendance: Richard Smith, John Kollmer, Tim Lee, Tim Ballantyne, Steve David and Paul Carlson

Audience of Citizens: None

At the beginning of the meeting John Kollmer was appointed Chairman of the Committee and Richard Smith will appoint a recording secretary for all future meetings.

John Kollmer passed out copies of the Deep River Fire Department's Public Protection Report done by the Insurance Services Office (ISO), a Structural Assessment Report of the Fire Department's Union Street Station prepared by B&L Companies, and a Needs Assessment Report done by Larry Davis a Certified Fire Protection Specialist. All of these documents were supplied by the Deep River Fire Department. John Kollmer and Dave Berardis also compiled data from Connecticut Towns of the same demographics, including fire department stats and info for comparison purposes.

Tim Ballantyne, who is familiar with ISO documentation, briefly explained the purpose and benefits of the ISO report.



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The Committee reviewed the proposed “Charter” of the Committee, which was drafted by the Board of Selectmen. The Committee felt that most of the requirements listed in “Phase 1” have already been completed by the Deep River Fire Department and their previous Building Committee. The Committee agreed that 60 days was sufficient to complete Phase 1.

Richard Smith explained in detail what the Selectmen and the Board of Finance are looking for from the Firehouse Study Committee. The Committee needs to review and effectively present the past, current and future needs of the Fire Department and explain how the current building is no longer big enough to accommodate these needs and equipment. The top five concerns that he has heard from Deep River residents is cost, location, size, design, and the house next door that the Fire Department purchased for the expansion. The Committee will address all of these concerns in detail and report to the Selectman at a regular Board of Selectman’s meeting. The Committee will also focus on better marketing of the project and selling the public on how important investing in their Fire Department really is.

The Committee has tentatively scheduled their meetings for the 1st and 3rd Thursdays of every month at 7:00pm at the Town Hall with their next meeting being February 3, 2011.

John Kollmer assigned the following tasks for completion prior to their next meeting;

- Tim Ballantyne: Review DRFD ISO documentation and extract pertinent information.
- Tim Lee: Meet with Bob Raymond (previous Building Committee Chair) to acquire previous materials and information
- Paul Carlson: Review documentation and become acquainted with the Deep River Fire Department and the fire service.
- Steve David: Research and provide documentation for alternative locations for a firehouse in Deep River.
- John Kollmer: Acquire lists of key equipment, i.e. SCBAs, Turnout Gear, Extrication Equipment, etc. from DRFD Engineers.
- Dave Berardis: Dave assisted in supplying some of the data for the documentation distributed at the meeting and will assist other members with their tasks as needed.

The meeting was adjourned at 8:38pm

Respectively Submitted,

John R. Kollmer
Chairman

The Board of Selectmen commissions the Firehouse Study Committee to evaluate and determine the town's fire fighting / protection needs over the next twenty years. The study will be in two phases, with the results of Phase I providing the requisite information to pursue Phase II.

Phase I Charter – Equipment / Apparatus Requirements

The Fire Department Study Committee is tasked with:

- Performing a thorough evaluation / study of Deep River Fire Department's equipment / apparatus / manpower needs to adequately respond to all areas within town limits.
- The study will include current needs and will project future needs through 2031 with consideration towards population / structures growth & shift within town limits.
- Resources available to the committee include ISO, Kemco Insurance, experience of similar town fire departments, applicable state standards, statutory requirements, etc.
- The committee will provide a report / presentation to the Board of Selectmen (& BOF) within Three months of this commission. This documented / referenced / footnoted report will provide the foundation for Phase II. The report will include a recommended twenty-year plan for equipment/apparatus acquisition and / or replacement.

Sample Needs Table

<i>Equipment / Apparatus</i>	<i>2011</i>	<i>2016</i>	<i>2021</i>	<i>2026</i>	<i>2031</i>
Ladder Truck (20 year life)	2	2	2	3	3
Pumper Truck (15 year life)	2	2	2	2	2
Rescue Truck (18 year life)	1	1	1	2	2
Etc					

Phase II Charter – Building Requirements

The Fire Department Study Committee is tasked with:

- Performing a thorough evaluation / study of Deep River Fire Department's facility / building needs to adequately house and protect the equipment / apparatus identified in Phase I, as well as determine offices, training room(s), storage and other spaces as appropriate.
- The study will include current needs and will project future needs through 2031 with consideration towards population / structures growth & shift within town limits.
- Resources available to the committee include Report from Phase I, comparison with similar sized town fire departments, etc.
- The study will include an Assessment of Alternatives that takes into consideration adding to existing structure(s), new construction, relocation and consolidation.
- The committee will provide a report / presentation to the Board of Selectmen (& BOF) within six months of commission. The report will provide a twenty-year facility requirements plan that supports equipment / apparatus identified in Phase I and should describe alternatives that were considered in the study.