RECOMMENDATION REPORT TO THE SMITHFIELD TOWN COUNCIL REGARDING FIRE & RESCUE SERVICE DELIVERY IN THE TOWN OF SMITHFIELD

BY: THE FIRE DEPARTMENT STUDY IMPLEMENTATION TASK FORCE

Recommendations submitted to the Smithfield Town Council

June 2018

Abstract

The Fire Department Study Implementation Task Force was appointed by the Smithfield Town Council for the following purpose.

1. Review the *Analysis of Fire Department Facilities and Operations* report as submitted by Kramer & Associates Group
2. Review the Public Protection Classification (PPC) survey as completed by the Insurance Services Office (ISO)
3. After review, investigate recommendations and shortfalls identified in the Kramer report and ISO report
4. Make final recommendations to the Town Council for consideration

The Task Force had identified the following topics to report to the Town Council.

1. Recommend property for site of a new north-end fire station.
2. Complete a conceptual design of new north-end fire station.
3. Final recommendation for location of Headquarters Offices.
4. Final recommendation of upgrade projects to the existing fire stations.
5. Recommendation for staffing configuration of fire stations.
6. Develop a financial plan to support the Task Force recommendations.
7. Develop a marketing plan to promote Task Force recommendations.

The *Analysis of Fire Department Facilities and Operations* report completed by the Kramer & Associates Group was accepted by the Smithfield Town Council in February of 2016. The report is extensive covering topics such as response data, fire station locations, organizational leadership, communications, evolving fire department mission, fire prevention, and ISO rating. The Town Council gave the report to the Task Force for review and final recommendations.

The desired outcome of the review conducted by the Task Force was to identify necessary improvements in the delivery of fire services and emergency medical services in the town of Smithfield.

The Task Force, met monthly, the first one in May of 2016. The methods used to make decisions at monthly meetings were either through consensus of the group or a vote on a formal motion.

The Task Force made the following recommendations.

1) The Task Force recommended that the Town of Smithfield purchase the 2.8 acre parcel on the southwest corner of the Route 116/Route 7 intersection to locate a new fire station. The parcel selected is property owned by the Rhode Island Department of Transportation.
2) The Task Force recommended that the headquarters offices should be located at the Log Road fire station as it is centrally located in town.
3) As was mentioned earlier in this report, all three existing fire stations have common deficiencies. They include crew quarters that do not comply with current building codes; no separate provisions for female firefighters; non-compliant with federal and state ADA requirements; and were never designed for current use or equipment/apparatus, to name the most important issues. The Task Force recommended that these issues and deficiencies, along with many of the others in the Kramer report, be addressed in all three existing fire stations through appropriate renovations.
4) The Task Force recommended that the fire chief, town manager and the town council consider the possible staffing options and develop a plan that fits the need to provide appropriate emergency services for the entire town population.
5) The Task Force recommended to the town council that the financial plan outlined by the FRC be considered for purposes of funding the fire station projects.
6) The Task Force recommended that a marketing pamphlet be designed that outlines all of the benefits of doing the project so that everyone can see the whole picture and all of the advantages it has for all residents of the Town.

Table of Contents

Abstract 2

Table of Contents 4

Introduction 6

Background and Significance 6

Procedures 9

Discussion 10

- Recommend property for site of a new north-end fire station 10
- Complete a conceptual design of new north-end fire station 13
- Final recommendation for location of Headquarters Offices 14
- Final recommendation of upgrade projects to the existing fire stations 16
- Recommendation for staffing configuration of fire stations 17
- Develop a financial plan to support the Task Force recommendations 18
- Develop a marketing plan to promote Task Force recommendations 19
- Improvements to the Town of Smithfield ISO rating 20
- Smithfield Fire Department Reorganization Step #1 (Kramer Report) 22

Recommendations 23

References 24

Appendix A Kramer Report Abstract 25

Appendix B Smithfield Fire Department Renovation and Expansion Project Abstract 34

Appendix C ISO Report 37

Appendix D Response Time Enhancement by Adding North-End Station 65

Appendix E Meeting Minutes: May 16, 2016 71

Appendix F Meeting Minutes: July 14, 2016 74

Appendix G	Meeting Minutes: August 11, 2016	77
Appendix H	Meeting Minutes: September 15, 2016	80
Appendix I	Meeting Minutes: October 19, 2016	83
Appendix J	Meeting Minutes: December 8, 2016	86
Appendix K	Meeting Minutes: January 12, 2017	89
Appendix L	Meeting Minutes: February 23, 2017	92
Appendix M	Meeting Minutes: April 12, 2017	95
Appendix N	Meeting Minutes: May 3, 2017	98
Appendix O	Meeting Minutes: May 11, 2017	100
Appendix P	Meeting Minutes: June 8, 2017	103
Appendix Q	Meeting Minutes: July 14, 2017	106
Appendix R	Meeting Minutes: July 27, 2017	109
Appendix S	Meeting Minutes: September 14, 2017	112
Appendix T	Meeting Minutes: October 12, 2017	115
Appendix U	Meeting Minutes: December 14, 2017	118
Appendix V	Meeting Minutes: January 11, 2018	121
Appendix W	Meeting Minutes: March 8. 2018	124
Appendix X	Members of the Fire Department Study Implementation Task Force	127

Introduction

The Fire Department Study Implementation Task Force was appointed by the Smithfield Town Council for the following purpose.

5. Review the *Analysis of Fire Department Facilities and Operations* report as submitted by Kramer & Associates Group
6. Review the Public Protection Classification (PPC) survey as completed by the Insurance Services Office (ISO)
7. After review, investigate recommendations and shortfalls identified in the Kramer report and ISO report
8. Make final recommendations to the Town Council for consideration

The Task Force has identified the following topics to report to the Town Council.

8. Recommend property for site of a new north-end fire station.
9. Complete a conceptual design of new north-end fire station.
10. Final recommendation for location of Headquarters Offices.
11. Final recommendation of upgrade projects to the existing fire stations.
12. Recommendation for staffing configuration of fire stations.
13. Develop a financial plan to support the Task Force recommendations.
14. Develop a marketing plan to promote Task Force recommendations.

Background and Significance

The *Analysis of Fire Department Facilities and Operations* (Kramer Report) report completed by the Kramer & Associates Group was accepted by the Smithfield Town Council in February of 2016. The report is extensive covering topics such as response data, fire station locations, investing in new facilities, fire department apparatus, organizational leadership, communications and dispatch, evolving fire department mission, fire prevention, mutual-aid, budgets, ISO and ensuring adequate resources. The Town Council gave the report to the Task Force for review and final recommendations. The table of

contents, forward and executive summary of the report are in Appendix A. The complete report is available from the chief of the fire department.

In February of 2014, the Fire Department staff put together a report named *Smithfield Fire Department Renovation and Expansion Project*. This report has several topic areas to include renovations and expansion to the current fire stations along with a recommendation of a north-end fire sub-station in the Route 116/Route 7 corridor. The report also includes a history of past studies conducted for the Town of Smithfield regarding the Smithfield Fire Department. The synopsis and table of contents of the report are included in Appendix B. The complete report is available from the chief of the fire department.

In the *Smithfield Fire Department Renovation and Expansion Project* report there were several facility deficiencies identified. The deficiencies are as follows.

Station 1 and Station 2 were built in 1939 by the individual fire companies. Station 3 was built in the 1950s by the fire company as a temporary structure and added onto in the 1980s by members of the department. The Town of Smithfield has never constructed a fire station. The issues below are common to all three stations.

- Crew quarters do not comply with current building codes (egress).
- No separate provisions for female firefighters
- Non-compliant with federal and state ADA requirements
- Never designed for current use or equipment/apparatus:

Apparatus is much larger and heavier than 1939. Fire apparatus have to be designed to fit in old station (primarily width & height). Proximity to personnel and structural components create a potential for injury and accidents and has occasionally resulted in equipment and building damage. The apparatus floors were designed for vehicles less than half of the current weight of today's fire apparatus. The apparatus floor at Station 1 was rebuilt & reinforced in 1997. The apparatus floor at Station 2 was replaced in 2013.

The station(s) houses equipment that did not exist or not used in the fire service when the facilities were constructed. This equipment includes:

- EMS equipment (gloves, dressings, oxygen & airway equipment, IV equipment, cardiac monitoring & other ALS equipment)
- Self-contained breathing apparatus/ bottles
- Washers, dryers, gear cleaners/extractors
- Dive, water, and ice rescue equipment
- Power, pneumatic, and hydraulic tools
- Air compressors and generators
- Portable radio, lighting, and other equipment chargers
- Computers, printers, and related equipment
- Training aides, A/V equipment, and reference libraries
- Exercise equipment

The headquarters space at the Putnam Pike Station is not adequate for the personnel using it as well as the storage requirements needed for the department. The inadequacy of the headquarters space was recognized as far back as 1990 in the Keyes Report and again in 1993 in the ERASE Study.
It was also identified back then, and has not been corrected to date, that the headquarters facility did not meet required building code standards or required fire code standards. This is a very embarrassing situation when the Town of Smithfield Building Department and Fire Department require adherence to these codes for all businesses in town, but a town building, specifically the fire department, is not held to the same standards. This is even more embarrassing since the public is in and out of the headquarters station on a daily basis, and can easily recognize that the building does not meet current code.

In order to provide an acceptable level of fire protection, a fire station is needed in the northeast section of Smithfield. Depending on the specific location of an incident, response times typically range

from 8-12 minutes in this district. These response times are a disservice to the taxpayers, unacceptable by any recognized standards, and may be exposing the fire department and the Town to significant liability. A fire station in the Route 7/Route 116/Route 295 area would improve fire and EMS protection by dramatically reducing response times on Route 7 to the North Smithfield & North Providence Town lines, the North-Central Airport/Limerock Road /upper Stillwater areas, and in both directions on Route 295. The northeast section of the town has seen a significant increase in fire department responses. This is not a new trend. The need for a station in this area was recognized as early as the mid-seventies following the arrival of Bryant University and early commercial development in the area.

There is also an opportunity to improve the ISO rating for the Town of Smithfield. By adding service to the north-end of town, additional credit would be awarded towards our ISO rating which in turn will enable better insurance rates for properties within the town borders.

Procedures

The desired outcome of the review conducted by the Task Force is to identify necessary improvements in the delivery of fire services and emergency medical services in the town of Smithfield. This outcome includes resources to provide the services as well as facilities to support the delivery of services.

In order to complete the work of the Task Force, meetings are held monthly, the first one in May of 2016. Some months were skipped if the Task Force was waiting for materials from outside sources and some months the Task Force met twice. On average, the Task force meets every month.

The methods used to make decisions at monthly meetings are either through consensus of the group or to vote on a formal motion. All meetings are very cordial and professional. The group as a whole works diligently at the task at hand.

All of the architectural work completed for the Task Force was done by Saccoccio & Associates of Cranston, Rhode Island.

All materials used for the review by the Task Force were publications available through our town government or were publications readily available in the fire department records.

Discussion

- *Recommend property for site of a new north-end fire station*

As noted in the Kramer report, the existing locations of fire stations in Smithfield are well positioned. Because Fire Stations tend to be built in populated areas they are usually well located when originally conceived, and growth in most communities tends to be concentric. However, the north-end of Smithfield has been less populated over the years and is now experiencing an increase in community growth as the other areas in town have limited growth potential. The potential for additional growth in the north-end of town has increased over the past few years as increased construction has taken place as well as a revision in the zoning rules to allow a more diverse use of land in the area.

When reviewing the options for fire station locations in the north-end of town, the Task Force used the Route 116/Route 7 intersection as a focal point, as response to emergencies from this general area significantly reduces response times in an area that the fire department currently has poor response times.

A response time study for the north-end of town was completed by fire department staff in 2013. The complete study is in Appendix D. The study showed that response times in the north-end of town can be significantly reduced by placing a fire station in the area of the Route 116/Route 7 intersection. The table below shows twenty-four (24) locations to measure north-end response times.

Location Number	LOCATION	CURRENT RESPONSE	PREDICTED RESPONSE
1	Bryant Townhouse N	11 minutes	4 minutes
2	Heritage Hills Nursing Home	11 minutes	5.5 minutes
3	970 Douglas Pike	6 minutes	1 minute
4	Navigant Credit Union	5 minutes	0.5 minute
5	50 John Mowry Road	8 minutes	3 minutes
6	Douglas Plaza Apartments	5 minutes	3.5 minutes
7	Twin River Nursery	8 minutes	4 minutes
8	Fidelity – 500 Salem St.	9 minutes	3.5 minutes
9	217 John Mowry Road	7.5 minutes	4 minutes
10	Route 295 Exit 8A	12 minutes	3 minutes
11	Subway – Douglas Pike	6 minutes	3.5 minutes

12	RI Aviation – Jenckes Hill Rd.	14 minutes	5.5 minutes
13	82 Limerock Road	7 minutes	4 minutes
14	Ocean State Baptist Church	8.5 minutes	2.5 minutes
15	Stork's Nest – GW Highway	10 minutes	2.0 minutes
16	CVS Call Center	6 minutes	1 minute
17	Alpine Motel	7 minutes	3 minutes
18	Holiday Inn Express	11 minutes	2 minutes
19	Douglas Pike & Twin River Road	6 minutes	3.5 minutes
20	Colonial Toyota	9 minutes	3 minutes
21	FGX International	10 minutes	3 minutes
22	Generations Adult Daycare	12 minutes	5.5 minutes
23	280 George Washington Highway	8 minutes	2 minutes
24	North Central Airport	12 minutes	5.5 minutes

The chart below indicates the reduced response times comparing the twenty-four (24) locations in the north-end of town. The dark line represents the current response times. The gray line represents the response times that may be achieved by adding a north-end fire station.

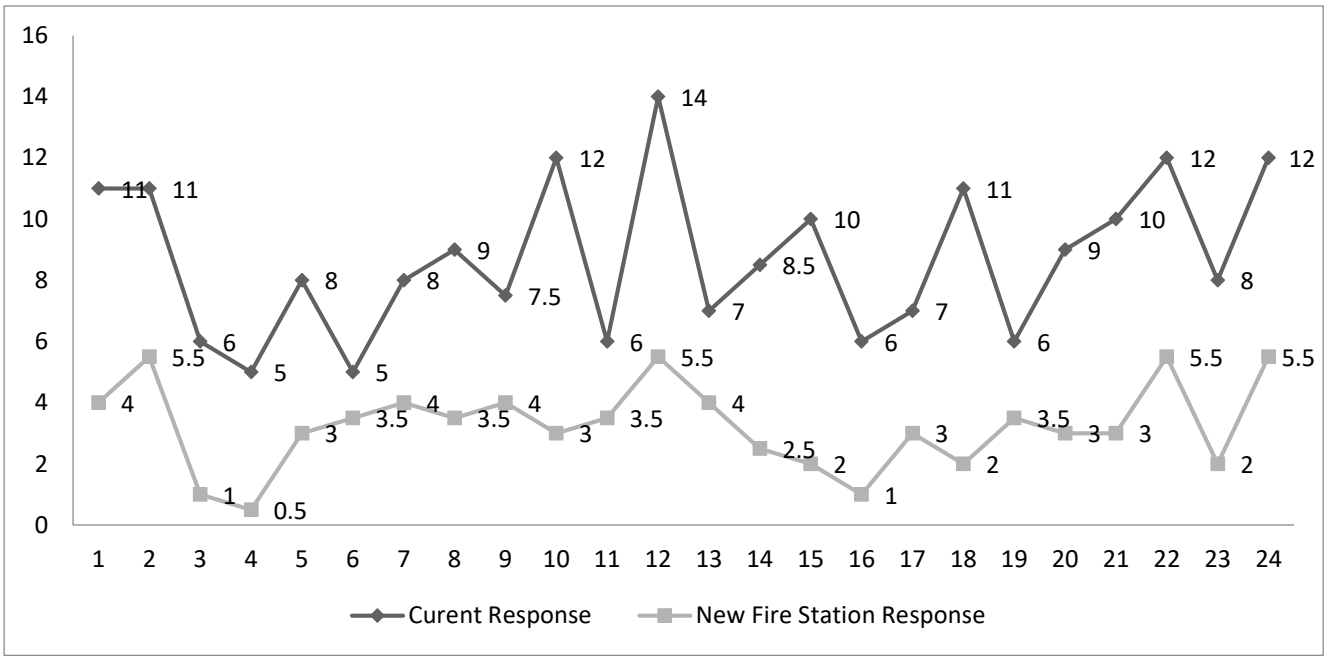


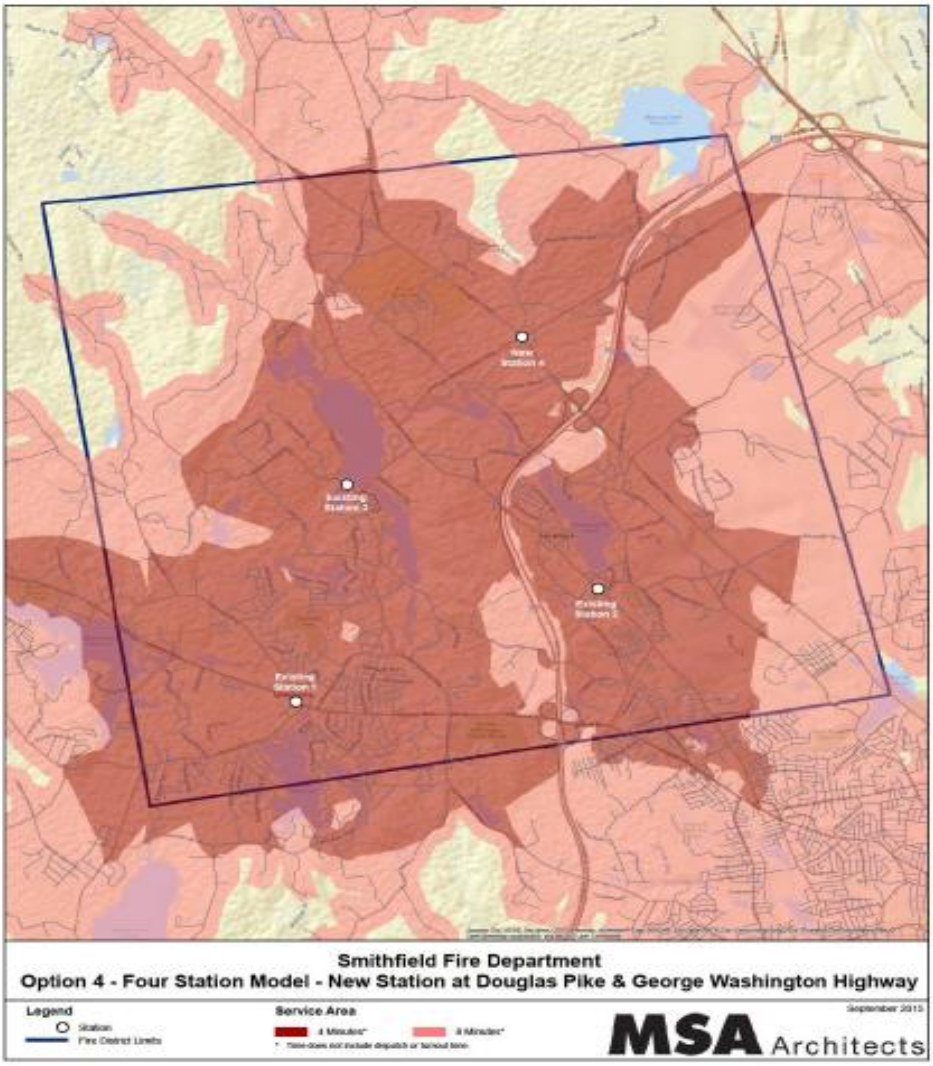
Chart shows time in minutes (Vertical) versus 24 locations (Horizontal).

The Task Force reviewed available property in the Route 116/Route 7 corridor that could be considered for a fire station. The parcels are limited as most optimal property is either already taken, sold for development, or cost prohibitive. The Task Force used a 4-minute and 8-minute model of response in

its review of available property. The 4-minute model is the optimum first responder time to arrive on scene at a fire or medical call and provide the best chance of successful fire suppression or survival from a medical or trauma insult. The 8-minute model is the time by which additional responders should arrive on scene to complete the mitigation of a fire or emergency medical incident. The 4-minute and 8-minute models are consensus standards defined in the National Fire Protection Association (NFPA) standard number 1710.

The map below shows the area that the Task Force agreed would be optimal to meet the NFPA 1710 standard for response.

MAP No. 4-B 4-minute and 8-minute response zones for Proposed 4-Station Coverage - Option B keeping the three existing stations and adding a fourth station at the northwest corner of Douglas Pike and George Washington Highway



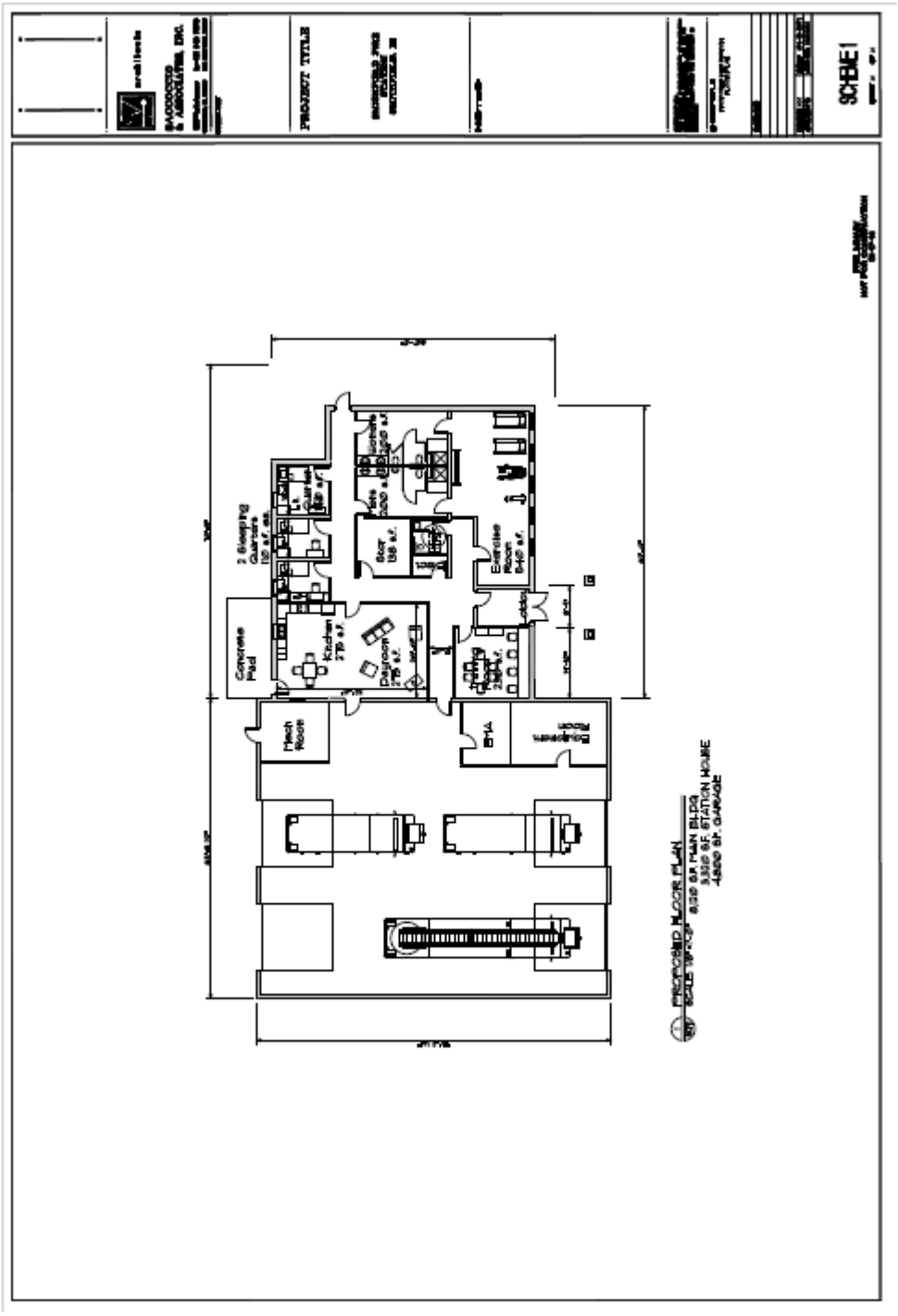
Taking into consideration the NFPA 1710 standard, considering the square footage of property needed, reviewing the available properties, and considering the financial impact of the purchase, the Task Force agreed that the 2.8 acre parcel on the southwest corner of the Route 116/Route 7 intersection would suit the need to locate a new fire station. The parcel selected is property owned by the Rhode Island Department of Transportation.

- *Complete a conceptual design of new north-end fire station*

The Task Force worked with Saccoccio & Associates architects to complete a conceptual design of a fire station for the north-end of town. The design was based upon a sub-station that would be situated on the parcel in such a way that the building could be added to for future expansion if needed.

The following drawing depicts the proposed sub-station. Keep in mind that the design is not final and that more detailed plans would be developed if and when the project were to move forward.

(See next page)



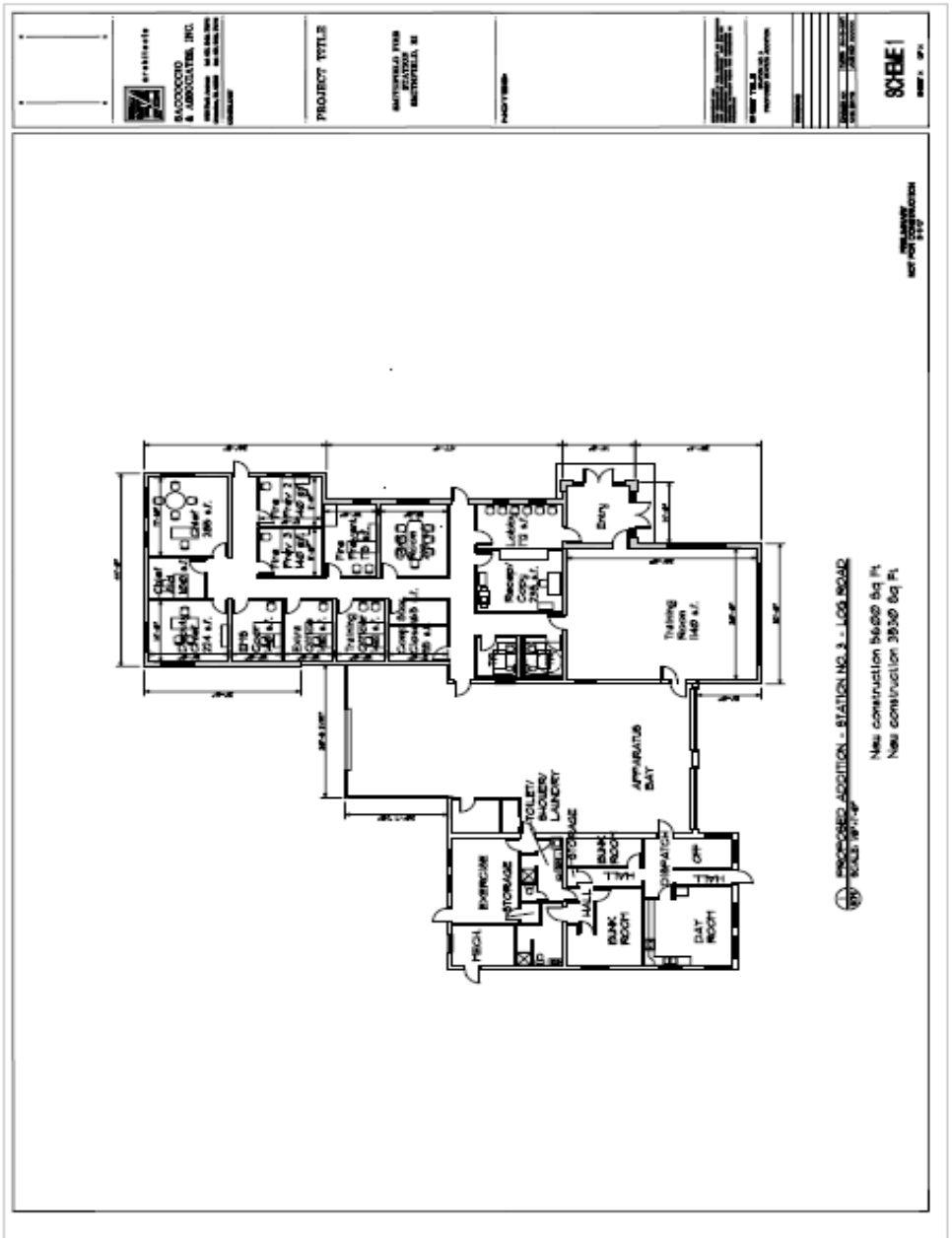
- *Final recommendation for location of Headquarters Offices*

The Task Force agreed that the headquarters offices should be located at the Log Road fire station as it is centrally located in town. In addition, the Log Road station is immediately across from the police station and is in close proximity to the town hall. Since many town residents and contractors working in

town frequent all three buildings, therefore locating them in closer proximately makes sense for customer service.

Also, noteworthy in the Kramer report, the consultants also recommended that the fire department headquarters be located at the Log Road station.

The Task Force worked with Saccoccio & Associates architects to complete a conceptual design of an addition to the Log Road fire station that would accommodate the headquarters staff offices. The following drawing depicts the proposed headquarters addition.



- *Final recommendation of upgrade projects to the existing fire stations*

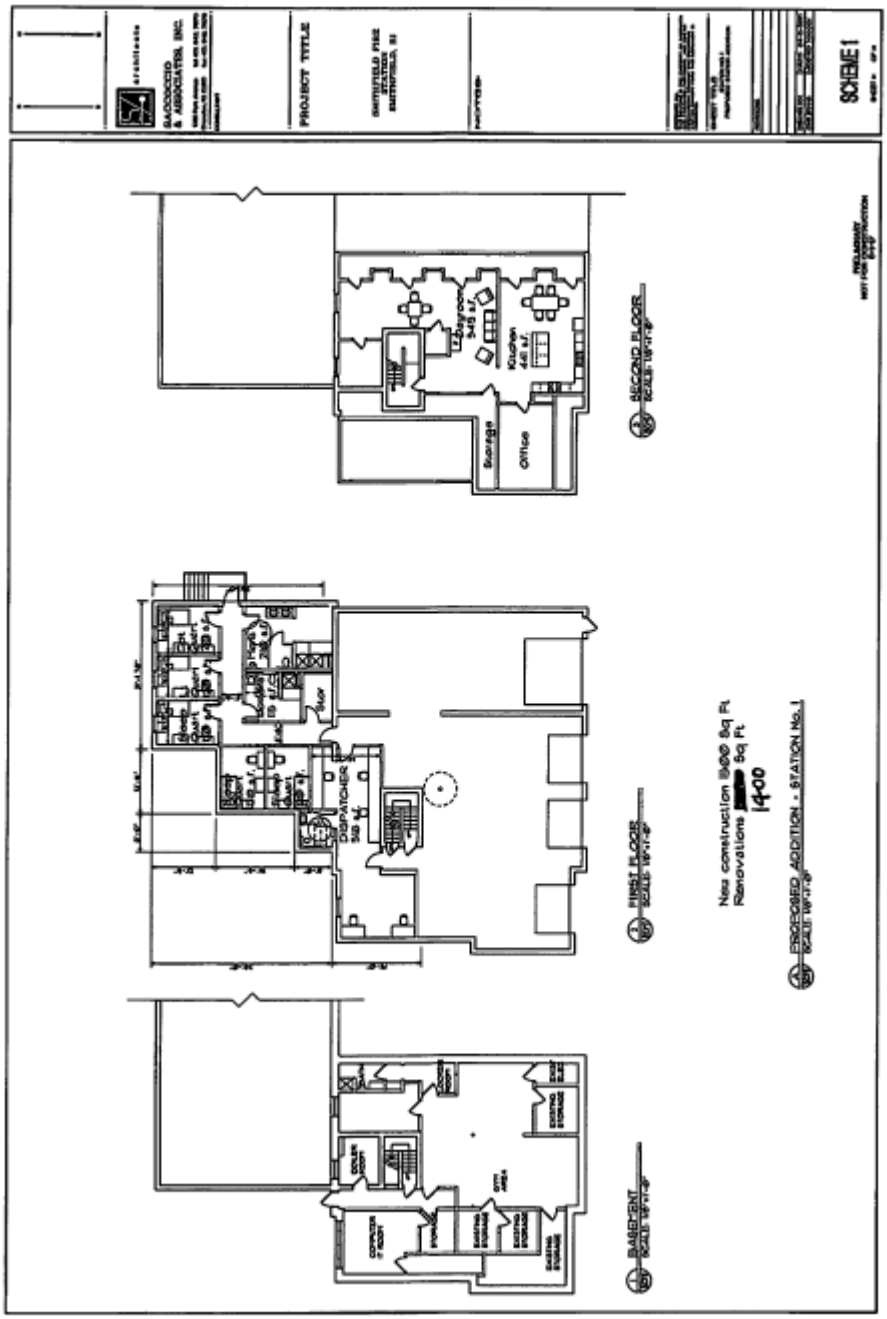
As was mentioned earlier in this report, all three existing fire stations have common deficiencies. They include crew quarters that do not comply with current building codes; no separate provisions for female firefighters; non-compliant with federal and state ADA requirements; and were never designed for current use or equipment/apparatus, to name the most important issues.

The Task Force recognized these issues and recommends that these deficiencies, along with many of the others that were identified in the Kramer report, be corrected in all three existing fire stations. To accomplish this, all three stations will require various levels of renovations.

The most significant deficiencies were identified in the Putnam Pike fire station. In order to correct the deficiencies, the Putnam Pike station will require an addition to the rear of the building and renovations to the second floor located above the apparatus bay.

The Task Force worked with Saccoccio & Associates architects to complete a conceptual design of an addition to the Putnam Pike fire station as well as renovations required to the second floor. The following drawing depicts the proposed headquarters addition and second floor renovations.

(See next page)



- *Recommendation for staffing configuration of fire stations*

The fire chief has suggested a reconfiguration of fire department operations so that current apparatus assignments, specifically the staffing of the part-time rescue, be reviewed to enable moving personnel to staff the proposed new fire station. The Kramer report suggested hiring sixteen (16) new firefighters to staff the new fire station with two pieces of apparatus. The fire chief does not agree with such a staffing increase at this time. A more economically feasible solution is suggested.

The fire chief's initial review of staffing reconfiguration suggests that the worst case scenario would be to hire five (5) new firefighters and with a reconfiguration, would allow for staffing of the new fire station around-the-clock, seven days a week. The fire chief also suggests that such hiring take place over a three year period in order to minimize the impact on the annual operating budget.

The Task Force suggests that the fire chief, town manager and the town council consider the possible staffing options and develop a plan that makes the most economical sense while keeping in mind the need to provide appropriate emergency services for the entire town population.

- *Develop a financial plan to support the Task Force recommendations*

  The Task Force worked with the Town Manager and the Finance Review Commission (FRC) to determine the best financial plan to implement the upgrades and additions to the current fire stations as well as the best option to finance a new fire station. A considerable amount of time was devoted by the Task Force and the FRC to investigate possible financing options for these projects. Based upon the work of both groups, the FRC presented the following recommendation to the Town Council. The Task Force is also in agreement with the FRC recommendation.

(See next page)

To: The Honorable Members of the Town of Smithfield Town Council

From: Smithfield Financial Review Commission

Subject: Fire Department Projects Financing

Date: January 3, 2018

The Smithfield Financial Review Commission recommends that the proposals for the renovations of Fire Stations 1, 2, and 3, and the construction of a new fire station become separate projects.

The new fire station should be financed with the issuance of a bond in an amount up to $4.5 million (which includes approximately $500,000 for the acquisition of the land) or by entering into a public – private partnership. It is not possible to select the bond option or public private partnership option until architectural drawings are complete.

Bonding should not be utilized to finance the renovations to Fire Stations 1, 2, and 3. These renovations can and should be financed through the Town's capital budget.

Respectively,

Smithfield Financial Review Commission

Michael P. Iannotti, Chair
Christopher Billotti, Vice Chair
Mirek Kula, Secretary
Patrick McAssey
Michael Tartaglia

- *Develop a marketing plan to promote Task Force recommendations*

The Task Force agrees that the best way to market the project is to develop a pamphlet that demonstrates all of the benefits of doing the project so that everyone can see the whole picture and all of the advantages it has for all residents of the Town.

Such an information pamphlet would include information outlining improvements to response times and the potential savings in insurance costs related to an improved ISO rating.

- *Improvements to the Town of Smithfield ISO rating*

The following correspondence was received from the Insurance Services Office (ISO) regarding improvements to our current Public Protection Classification (PPC) or sometimes referred to as a community's ISO rating.

2/28/2018 RE: Contact-ISOMITIGATION

RE: Contact-ISOMITIGATION
From: PPC-Cust-Serv
Sent: Tue, Feb 27, 2018 at 8:18 am
To: chief@smithfieldfire.com

image001.png (9.4 KB) image002.png (12.7 KB) image003.png (18 KB) image004.png (< 1 KB)
image005.png (6.5 KB) – **Download all**

Good morning-

ISO does not monitor cost savings. The insurance companies that use our information apply their own factors and rates; this varies between insurance companies. *The insurance companies would have to provide this*. In general, the price of fire insurance in a community with a good PPC is lower than in a community with a poor PPC, assuming all other factors are equal.

Thank you,

Community Mitigation Analyst

Further, the question regarding insurance cost savings with an improved PPC rating was asked of an insurance agent from which we received the following response.

(See next page)

From: Seagreaves, Sean
Sent: Thursday, March 01, 2018 2:47 PM
To: Lawton, Kerri
Subject: RE: ISO rating

Kerri,

Yes, moving down from each level 5 to 4, 4 to 3 will result in a price reduction. It's difficult though to determine exactly how much it would be since the factors vary by the 12 different perils.

Sean R. Seagreaves
Senior Product Consultant
Product Management Department - Northeast Region
Allstate Insurance Company
610-251-3457

The following excerpt was taken from the isomitigation.com website.

Benefits of the PPC™ Program for Communities

The Public Protection Classification (PPC™) program recognizes the efforts of communities to provide fire protection services for citizens and property owners. A community's investment in fire mitigation is a proven and reliable predicator of future fire losses. Insurance companies use PPC information to help establish fair premiums for fire insurance — generally offering lower premiums in communities with better protection. By offering economic benefits for communities that invest in their firefighting services, the program provides an additional incentive for improving and maintaining public fire protection.

The program also provides help for fire departments and other public officials as they plan, budget for, and justify improvements.

The most significant benefit of the PPC program is its effect on losses. Statistical data on insurance losses bears out the relationship between excellent fire protection — as measured by the PPC program — and low fire losses. PPC helps communities prepare to fight fires effectively.

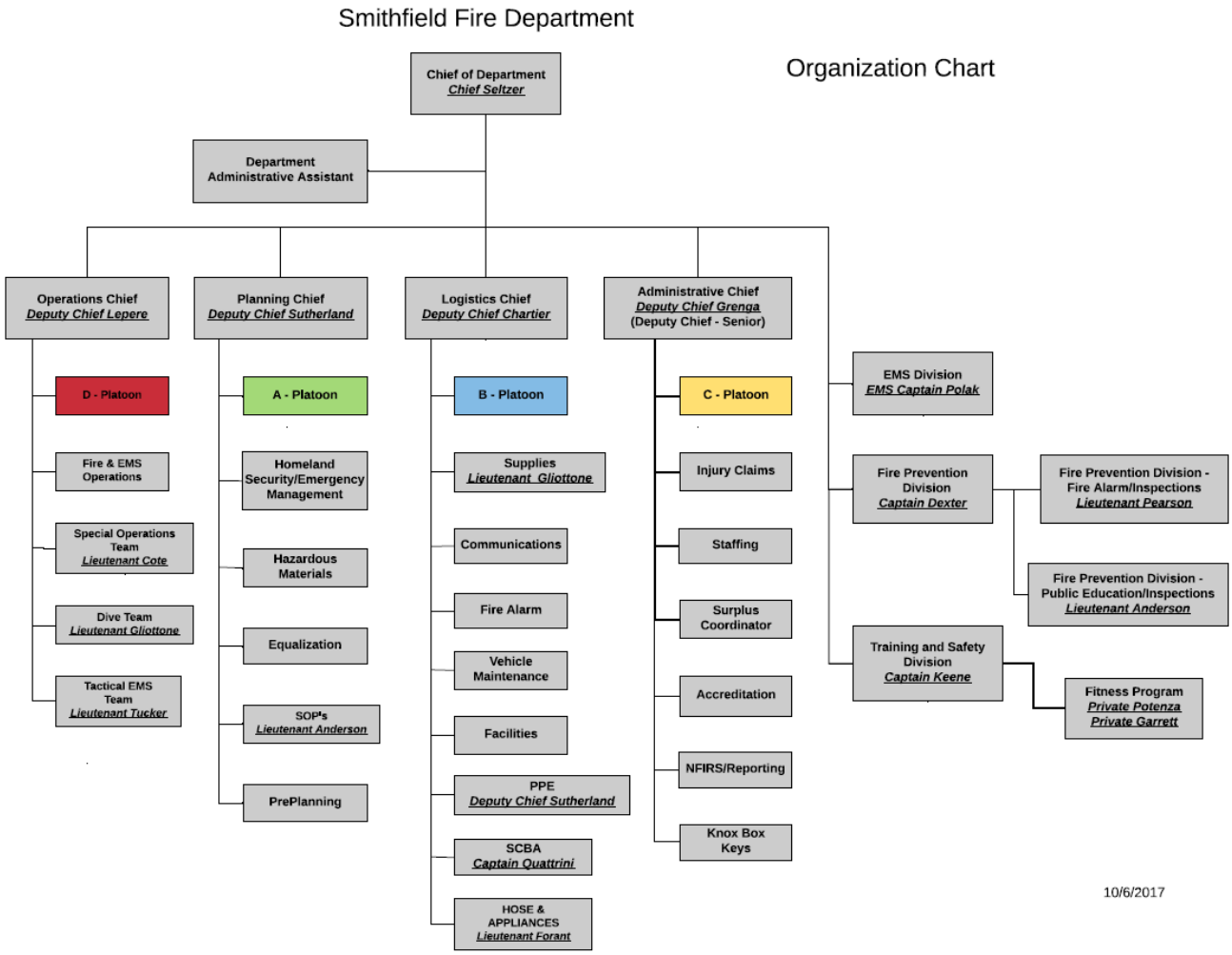
For more information on any topic related to the Public Protection Classification (PPC™) program or the Fire Suppression Rating Schedule,Contact ISO Mitigation, or call the ISO mitigation specialists at 1-800-444-4554.

The PPC rating for the Town of Smithfield is currently a 4. Moving forward with the recommendations of this report will put the Town into a comfortable PPC rating of 3. It is the intent of the fire department to continue other improvements to their operation to achieve a PPC rating of 2.

- *Smithfield Fire Department Reorganization Step #1 (Kramer Report)*

One of the early projects of the Task Force was the recommendation to reorganize the operational structure of the fire department as recommended in the Kramer report. The Town Council approved the reorganization of the fire department in the fall of 2016 and it was implemented in the spring of 2017.

The organization structure of the fire department is as follows after the reorganization. The most notable change to the organization was the addition of a Deputy Chief working on each work group.



Recommendations

The Task Force makes the following recommendations.

1) The Task Force recommends that the Town of Smithfield purchase the 2.8 acre parcel on the southwest corner of the Route 116/Route 7 intersection to locate a new fire station. The parcel selected is property owned by the Rhode Island Department of Transportation.
2) The Task Force recommends that the headquarters offices should be located at the Log Road fire station as it is centrally located in town.
3) As was mentioned earlier in this report, all three existing fire stations have common deficiencies. They include crew quarters that do not comply with current building codes; no separate provisions for female firefighters; non-compliant with federal and state ADA requirements; and were never designed for current use or equipment/apparatus, to name the most important issues. The Task Force recommends that these issues and deficiencies, along with many of the others in the Kramer report, be addressed in all three existing fire stations through appropriate renovations.
4) The Task Force recommends that the fire chief, town manager and the town council consider the possible staffing options and develop a plan that fits the need to provide appropriate emergency services for the entire town population.
5) The Task Force recommends to the town council that the financial plan outlined by the FRC be considered for purposes of funding the fire station projects.
6) The Task Force recommends that a marketing pamphlet be designed that outlines all of the benefits of doing the project so that everyone can see the whole picture and all of the advantages it has for all residents of the Town.

References

Insurance Services Office, Inc. (2016, April). *Public protection classification summary report Smithfield, Rhode Island*. Mt. Laurel, NJ: Author

Insurance Services Office, Inc. *Benefits of the PPC*. Retrieved March 5, 2018 from https://www.isomitigation.com/ppc/program-works/benefits-of-the-ppc-program-for-communities/

Kramer & Associates Group. (2016, February). *Analysis of fire department facilities and operations* (Smithfield, Rhode Island). Blue Ash, OH: Author.

Smithfield Fire Department Staff. (2014, February). *Smithfield fire department renovation and expansion project*. Smithfield, RI: Author.

Appendix A

KRAMER & ASSOCIATES GROUP
Fire Service Consultants
9 Heritage Rd.
Blue Ash, OH 45241
513-678-2279
and MSA Architects

Analysis of Fire Department Facilities and Operations

Feb. 2, 2016

SMITHFIELD, RHODE ISLAND

Project Team Leader:
William M. Kramer, Ph.D.

Project Team Associates:
Nestor Melnyk, AIA NCARB
Randall W. Hanifen, Ph.D.
Michael Washington, B.S.
Cari A. Kramer, B.B.A. EMT-P
Daniel Montgomery, AIA LEED A

SMITHFIELD, RHODE ISLAND

Analysis of Fire Department Facilities and Operations

Table of Contents

I. FOREWORD..... P 4

II. EXECUTIVE SUMMARY ..... P 8

III. HISTORICAL PERSPECTIVE ..... P 12

IV. SMITHFIELD OVERVIEW ..... P 15

V. BALANCING FIRE AND EMS RESPONSES ..... P 16

VI. RESPONSE DATA ..... P 18

VII. BRYANT UNIVERSITY AS A FACTOR ..... P 21

VIII. INTRO: ARCHITECTURAL REVIEW OF STATIONS P 27

IX. FIRE STATION LOCATIONS ..... P 32

X. REPLACING FIRE STATIONS ..... P 47

XI. INVESTING IN NEW FACILITIES ..... P 50

XII. SMITHFIELD FIRE DEPT. APPARATUS ..... P 54

XIII. ORGANIZATIONAL LEADERSHIP ..... P 68

XIV. FUTURE SCHEDULING ..... P 74

XV. COMMUNICATIONS AND DISPATCH ..... P 77

XVI. EVOLVING FIRE DEPARTMENT MISSION ..... P 80

XVII. INTEGRATED EMERGENCY SERVICES ..... P 81

XVIII. SMITHFIELD CORPORATE CITIZENS ..... P 82

XIX. FIRE PREVENTION ..... P 83

SMITHFIELD, RHODE ISLAND

Analysis of Fire Department Facilities and Operations

Table of Contents (Continued)

XX. WATER DEPARTMENT..... P 87

XXI. PRE-INCIDENT PLANNING ..... P 88

XXII. MUTUAL AND AUTOMATIC AID ..... P 88

XXIII. RELEVANT NATIONAL STANDARDS ..... P 94

XXIV. ENSURING ADEQUATE RESOURCES ..... P 97

XXV. REGIONAL STATION COVERAGE ..... P 99

XXVI. BUDGETING AND FINANCE ..... P 102

XXVII. EXCELLENCE CHECKLIST ..... P 107

XXVIII. INSURANCE SERVICES OFFICE (ISO) ..... P 108

XXIX. IMPLEMENTATION OF IMPROVEMENTS …..... P 109

XXIX. CONCLUSION ..... P 113

XXX. APPENDICES ..... P 114

XXXI. MSA ARCHITECTURAL REVIEW ..... P 194

XXXII. END OF DOCUMENT ..... P 223

FOREWORD

In the summer of 2015 William Kramer of the firm ***Kramer and Associates*** led a team of consultants in conducting a study regarding the state of fire protection in Smithfield, Rhode Island, delivered from three fire stations. Two architects from the acclaimed MSA firm teamed up with the Kramer group. (Resumes of consulting team members are found in **Appendix 1.**)

With William Kramer personally conducting the majority of the study, the consultants performed an analysis to determine the capability of the Smithfield Fire Department to deliver necessary fire protection and emergency medical service, both now and into the future. Staffing, Organizational Structuring, Fire Station conditions and locations and similar factors were studied in detail.

A complete analysis is a complex undertaking where a change in one factor has a ripple effect changing all others. For example, the types of fire apparatus and medical emergency response vehicles determine the size needs of a given station. The age and condition of an existing station determines whether it is viable or needs replacing. If it needs replacing then maybe the property can be sold and a replacement facility can be relocated to a more advantageous location. The frequency with which service is demanded must be balanced with reasonable response times which vary widely from one portion of a community to another. The consultants have worked diligently to balance all of these factors in presenting a blueprint for the future in Smithfield.

The Town of Smithfield deserves credit for seeking a neutral opinion regarding the Fire Department and EMS Operations since these are among the most vital and expensive of Town services.

Lengthy interviews with a wide cross section of stakeholders indicated that there are differing opinions regarding the state of fire protection in Smithfield. In discussions with governmental leaders, fire officials, union leaders, and ordinary citizens, however, the consultants found appreciation for the fine fire protection and EMS services provided in Smithfield.

Officers and members of the Smithfield Fire Department participated actively in meetings with the consultants, consistently displaying a progressive spirit that can only be beneficial to the residents and corporate citizens of Smithfield.

A consultant is usually no more intelligent than the client that he or she is serving, but can bring objectivity and non-bias to a jurisdiction that can be quite valuable. It is hoped that this study will provide information that can be used by Smithfield officials to create a Fire and Rescue service commensurate with increasing demands, and quality service which residents and businesses of Smithfield deserve. In its unique position within Providence County and as a municipality with diverse corporate members and residential neighborhoods, the town has unique challenges in providing services but corresponding opportunities for creative service delivery.

Increasingly scarce tax dollars mean that there is a genuine community value in any efficiency that can be gained in fire department operations. In a career department like Smithfield, the primary share of a budget will go to staffing. Hence it is in the interest of rank-and-file personnel to cooperate in the gaining of new efficiencies so that their value to the community is enhanced and their longevity guaranteed.

We found Dennis Finlay, Town Manager to be a consummate professional as he met with the consultant on a regular basis and know he is dedicated to the implementation of suggested upgrades and improvements for the Fire and EMS services. Randy Rossi, Director of Finance was likewise involved and extremely helpful throughout.

Special thanks to Fire Chief Bob Seltzer, Deputy Chief Jim Grenga, IAFF Local 2050 President Matthew Pearson and Human Resource Director Susan Pilkington, all of whom cooperated completely with the Consultant. On many occasions we had impromptu meetings or discussions with these individuals as well as personnel throughout the rank structure in the Smithfield Fire Department. We gained much insight into the heart and spirit of Smithfield‘s future at these meetings.

Sincere appreciation is also extended to members of the Fire Department who hosted Chief Seltzer and architect Daniel Montgomery during the station visits on August 14th and provided supplemental information.

Photo of Smithfield Personnel on the job,
(from IAFF Local 2050 Website)

It is evident that while interested parties may have differing opinions, they all want to see a successful Smithfield Fire Department and are open to improvements.

Thanks and appreciation also to the Town Council members of Smithfield who are dedicated public servants, who show a genuine interest in serving their constituency, and as a governing body were supportive of this study.

EXECUTIVE SUMMARY

A comprehensive analysis was performed to determine the capability of the fire companies and rescue units, as currently organized in Smithfield, individually and collectively to deliver necessary fire protection, EMS and other emergency services, both now and into the future. The four-page synopsis below is an "Executive Summary" which gives a brief overview of findings.

The consultants reviewed all aspects of the Smithfield Fire Department in detail. During several multiple-day site visits the consultants interviewed key personnel from Town Government and the Fire Department, other area Fire Departments and other town agencies that had a role in the operations of the Fire Department. Reams of statistical data were reviewed, collated and reduced to summary tables in this report. The Consultants at all times strove for detailed factual data and a wide range of viewpoints.

The consultants were impressed with the high degree of professionalism in town government and in the Fire Service itself. Several members of the consulting team monitored field operations when in town. In short, they are pleased to report that the Fire Department is performing quite well despite working out of facilities that are-overdue for upgrades and/or

Mission:

The report analyzes services provided now and those in an expanded role to address any ―gaps‖ in emergency services. To his credit Chief Seltzer is working to include the fire department more broadly in County and Regional planning for larger scale emergencies.

We examined the existing mission of the Smithfield Fire Department during the analysis and found it is a full-service fire department delivering all forms of expected emergency response including medical transport. The Fire Department is not meeting national standards for crew sizes per apparatus and needs additional personnel overall to be standard compliant. We will propose changes that will need funding, but show ways in which costs can be controlled and revenue to the fire department augmented.

Most fire departments provide Emergency Medical Service as does Smithfield which provides pre-hospital care at the EMT-C (Emergency Medical Technician--Cardiac) and Paramedic level including ambulance transport services. Smithfield will soon have nine trained paramedics on its force, capable of even higher-level advance life support capabilities. For non-emergency medical transports it is private ambulance services which provides EMS Transport and this will likely continue indefinitely. These private providers may be on solid footing for now but as private corporations have the right to go out of business. One private ambulance provider did cease serving communities in six states rather abruptly, so we will suggest that Smithfield should have a "Plan B" for private ambulance transport service if ever needed, possibly using fire department personnel.

Hopkinsville Kentucky, a town similar in size to Smithfield and a client of Kramer, suddenly lost private ambulance service from its primary provider. The fire department stepped in, used off-duty firefighters and spare ambulances to take up the slack and gain considerable new revenue for the department.

Staffing: Smithfield

The consulting team found varying degrees of energy and enthusiasm among members of all ranks in the Smithfield Fire Department and overall a professional group of which the Town can be proud. Staffing levels are spread thin in the Smithfield Fire Department to the extent that periodically fire and EMS calls go unanswered by Smithfield personnel and outside mutual aid agencies provide first response to the Smithfield Community. Staffing levels should be addressed in order to maintain a high level of service which the Smithfield community has become used to.

Fire Apparatus and Equipment:

The rolling stock, or more commonly called fire apparatus units, now serving Smithfield were analyzed and found to be serviceable but some are aging. Specifications and plans are underway for a new engine, and this will sufficiently modernize the fleet for the time being.

Pump and ladder tests are current and equipment is maintained well by on-duty personnel. An apparatus replacement schedule is provided in the report. The existing fleet can be tweaked going forward to meet the needs of the town. Specifically the consultants like the versatility of fire apparatus that combines engine and ladder capabilities into one vehicle. This "Quint" concept is in place at the Log Rd. station but the ladder company is staffed only when the Rescue Unit is in quarters and the personnel from the rescue are available to cross-staff the ladder, leaving the Rescue out of service.

Projected space needs for active and reserve equipment of the Fire Department is analyzed from both architectural and deployment perspectives. Impetus is given to the adapting of new technology in apparatus and to the removal of obsolete apparatus from the fleet.

Fire stations:

The three existing fire stations suit the Town well as they are located in the heart of population centers where service is most frequently requested. There is, however, a need for an additional fire station in to the Northeast, preferably in the vicinity of Douglas Pike and Interstate 295, to serve a developing area of Smithfield which is currently under protected. Retaining three stations by moving the Log Rd. Station further north is a possibility but is not recommended as it would create a real dilemma in the future when the Town has grown fully into a four station model and the third would be misplaced. It is better to put the fourth in place now even though the staffing would be stretched thin among the four. Just as the Town and Fire Department have grown over time, they both will continue to grow into the future.

Adding new fire stations seems to be an expensive proposition but the cost of the facility is a mere fraction of the investment in salaries for the personnel which will staff the station over its lifetime. The importance of a quality location is shown to be an investment far beyond construction costs.

Supervision and Training:

The report covers the importance of training in the fire department and provides suggestions both for basic firefighting operations, and leadership for officers. We advocate low-cost high-quality programs such as National Fire Academy courses.

The addition of 24-hour on-duty chief officers, typically referred to as "Battalion Chiefs" will strengthen the command structure considerably. The consultants strongly suggest that the Town consider 24-hour on-duty chief officers in the very near future in light of several tragic fire deaths nationally attributed to a poor incident command structure at the scene of emergencies. The lack of an experienced and consistent incident commander has been cited on several such incidents. This lack of command presence on emergency scenes has led to very expensive litigation for many communities around the country.

Run Data, Fire Suppression, Fire Prevention and Balance in functions:

The report analyzes run data and response times and provides suggestions for improvement. Where service demand is greatest, response times are within recommended standards, but as with most communities, in the sparsely populated outer areas of Smithfield, average response times and distances are stretched to the limits of acceptability. Portions of Smithfield, particularly to the north remain outside the limits of the NFPA 1710 travel times. The report addresses the changing nature of the fire department role in the community, looks at it from a regional perspective and notes the occasional need to give and receive mutual aid.

Topography and Demographics

The study provides an overview of Smithfield as a community, including topography, demographics, special hazards, target zones, and other unique characteristics that impact upon fire and emergency response. It analyzes unique corporate citizens such as Fidelity and Bryant University and their corresponding resource demands for the Smithfield Fire Department. The study analyzes the community in light of new demands placed on the modern fire service, including emergency management and homeland security. See **Appendix 2** for the demographics that were used as a backdrop for this study.

Standards, Comparisons

In analyzing call volume and response times, the report references national standards for performance and staffing recommendations, such as National Fire Protection Association (NFPA) Standard 1710, and analyzes the present and future ability of the Smithfield Fire Companies, individually and as a group, to comply with the standards. The study will include a comparison of Smithfield with similar sized fire departments regarding the structuring and staffing of Fire Departments. Similarly, the report also provides present and future requirements necessary to maintain or improve district ratings by ISO (Insurance Services Office), which impact fire insurance costs, especially for businesses.

Dual-trained personnel

When communities pay for full-time persons to staff fire stations, or even to guarantee that there will be a response, there is an efficiency gained if the persons can serve as both Firefighters and EMT-C's or Paramedics. Such is the case here, where Smithfield provides fire protection and transporting ambulance service and personnel are dual-trained.

Smithfield ensures that this double coverage is available by having turn-out gear (Firefighting clothing) carried on the ambulances. The fire companies co-respond with the rescue units to assist in return. Smithfield fire department personnel are versatile and any of the four shifts of on-duty personnel can address the first emergency first--be it fire, EMS, rescue, HAZMAT, or other.

Funding, Budgets:

Both the capital and operating budgets in Smithfield are limited and the fire department should be prepared to operate without significant increases. In light of the fact that paid personnel usually consume a major share of a fire department budget, any personnel additions would have to be off-set with new revenues, new staffing schedule efficiencies or other creative funding alternatives.

Water Supply:

The consultants analyzed the water system and found three separate water districts, but there are adequate water mains with sufficient volume and pressure in most of the Town. The Smithfield Fire Department can usually provide adequate water from tanks on the pumpers that respond so that sufficient water is available to control a room and contents fire. Fire companies can tap into hydrants with sufficient volume for the larger fires.

Communications

The consultants found strength in the Fire Department Dispatch Center located at Station 1. Trained dispatchers interact well with fire department personnel and can get units out the door quickly.

The pages of this report will provide more specific and detailed information for each of these targeted categories and will provide the logic and rationale behind the findings and suggestions. The report does not follow the same exact order as the executive summary above, since many of the subjects are interrelated, and are often cross-referenced in different contexts.

Quick response monitored by consultant to 100 Building of Fidelity Complex

Appendix B

Smithfield Fire Department Renovation and Expansion Project

Prepared by the Smithfield Fire Department Staff
February 18, 2014

Fire Department Renovation and Expansion

Synopsis

The overall Fire Department renovation and expansion project includes renovations to the Putnam Pike Station to comply with building code requirements, fire code requirements, ADA requirements, and suitable accommodations for both male and female employees. The expected life cycle of these improvements is 30 to 40 years based upon the foreseeable code requirements.

Renovation and expansion of the Log Road Station will allow for the relocation of headquarters staff to an appropriate facility capable of accommodating the headquarters staff. In addition it will allow for the department to meet ADA requirements for the public, put the headquarters staff in a facility that meets current building and fire codes. It will also meet the needs for male and female employees, which we currently have a female employee working in headquarters but presently have no female accommodations. The Log Road Station will also become the department's centralized training facility, which will include a training room as part of the expansion. The expected life cycle of these improvements is 30 to 40 years based upon the foreseeable code requirements.

The final part of the renovation and expansion project is to build a fire sub-station on the north end of town to accommodate staff and apparatus to better service the north end of Smithfield. The target location for this facility is the area of the Route 116/Route 7 vicinity. The staff for this facility will be relocated from the Log Road Station to the new sub-station. The response time study conducted by the fire department indicates that by placing a sub-station in the Route 166/Route 7 area, will allow us to move staff from the Log Road Station and still allow for an acceptable response time out of the sub-station back to the area currently serviced by the Log Road Station. Accordingly, response times in the north end of town will become acceptable whereas at this time response times are poor for north end of town. The expected life cycle of this sub-station is 50 years plus.

Table of Contents

Synopsis	2
Table of Contents	3
Mission Statement & Vision Statement	6
Overview of Fire Department Facilities	8
Smithfield Fire Department Existing Facility Needs	10
North-End Fire Station History	13
Facility Deficiencies – Putnam Pike/Headquarters Fire Station	16
The Plan	23
Financing the Renovation and Expansion	26
Putnam Pike Station Architectural Drawings & Financials	29
Log Road Station Architectural Drawings & Financials	32
North End Station Architectural Drawings & Financials	36
Energy Cost Savings	40
Response Time Standards	43
Response Time Enhancement by Adding North End Station	46
Alternatives to Proposed Plan	54
Comprehensive Plan – Fire and Rescue Services	57
Demographics	65
ISO (Insurance Services Office) Fire Suppression Rating Schedule Information	71
KEYES Report – Information Valid to Current Situation	79
ERASE Study – Information Valid to Current Situation	84
Benefits to Implementing the Proposed Plan	88
Appendix A – KEYES Report	90
Appendix B – ERASE Study	139
Appendix C – University of Tennessee Fire Station Location Study	225
Appendix D – Town Map with Fire Station Locations	249

Appendix C

1000 Bishops Gate Blvd. Ste. 300
Mt. Laurel NJ 08054-5404

t 1.800.444.4554 Opt 2
f 1.800.777.3929

April 25, 2016

Mr. Dennis Finlay, Manager
Smithfield
Smithfield Town Hall
64 Farnum Pike
Smithfield, Rhode Island, 02917

RE: Smithfield, Providence County, Rhode Island
Public Protection Classification: 04/4X
Effective Date: August 01, 2016

Dear Mr. Dennis Finlay,

We wish to thank you and Chief Robert Seltzer for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision- making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Dominic Santanna

Dominic Santanna
Manager -National Processing Center

cc: Mr. James Grenga, Central Dispatch Director, Smithfield Fire Alarm
Chief Robert Seltzer, Chief, Smithfield
Mr. Mel Decarvalho, Superintendent, East Smithfield Water District
Mr. David Powers, Superintendent, Greenville Water District
Mr. Seth Lemoine, Superintendent, Smithfield Water Supply Board

Public Protection Classification

(PPC™)

Summary Report

Smithfield

RHODE ISLAND

Prepared by

Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554

April 2016

PPC is a registered trademark of Insurance Services Office, Inc.

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

PPC is a registered trademark of Insurance Services Office, Inc.

Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points,** as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points,** as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points,** as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

PPC is a registered trademark of Insurance Services Office, Inc.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications
Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications
When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?
We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

PPC is a registered trademark of Insurance Services Office, Inc.

What's changed?
As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class
Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W — to recognize the reduced loss potential of such properties.

What's changed with Class 10W?
Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?
10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?
Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

PPC is a registered trademark of Insurance Services Office, Inc.

Distribution of PPC Grades

The 2015 published countrywide distribution of communities by the PPC grade is as follows:

Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Smithfield. The resulting community classification is **Class 04/4X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	**3.00**	**3**
422. Credit for Telecommunicators	**4.00**	**4**
432. Credit for Dispatch Circuits	**1.95**	**3**
440. Credit for Emergency Communications	**8.95**	**10**
Fire Department		
513. Credit for Engine Companies	**5.11**	**6**
523. Credit for Reserve Pumpers	**0.50**	**0.50**
532. Credit for Pump Capacity	**3.00**	**3**
549. Credit for Ladder Service	**0.91**	**4**
553. Credit for Reserve Ladder and Service Trucks	**0.00**	**0.50**
561. Credit for Deployment Analysis	**4.19**	**10**
571. Credit for Company Personnel	**7.00**	**15**
581. Credit for Training	**4.46**	**9**
730. Credit for Operational Considerations	**2.00**	**2**
590. Credit for Fire Department	**27.17**	**50**
Water Supply		
616. Credit for Supply System	**23.11**	**30**
621. Credit for Hydrants	**3.00**	**3**
631. Credit for Inspection and Flow Testing	**5.60**	**7**
640. Credit for Water Supply	**31.71**	**40**
Divergence	**-4.99**	--
1050. Community Risk Reduction	**4.16**	**5.50**
Total Credit	**67.00**	**105.50**

PPC is a registered trademark of Insurance Services Office, Inc.

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	**3.00**	3
422. Credit for Telecommunicators	**4.00**	4
432. Credit for Dispatch Circuits	**1.95**	3
Item 440. Credit for Emergency Communications:	**8.95**	**10**

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	15.00	15
4. Geographic Information System (GIS/AVL) The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.	15.00	15
Review of Emergency Reporting total:	100.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems,* recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	**20.00**	**20**
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	**20.00**	**20**
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	**20.00**	**20**
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, *Standard for Professional Qualifications for Public Safety Telecommunicator,* and/or the Association of Public-Safety Communications Officials - International (APCO) *Project 33.* Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	**20.00**	**20**
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	**20.00**	**20**
Review of Telecommunicators total:	**100.00**	**100**

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 "Credit for Dispatch Circuits (CDC)" = 1.95 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	**5.11**	6
523. Credit for Reserve Pumpers	**0.50**	0.5
532. Credit for Pumper Capacity	**3.00**	3
549. Credit for Ladder Service	**0.91**	4
553. Credit for Reserve Ladder and Service Trucks	**0.00**	0.5
561. Credit for Deployment Analysis	**4.19**	10
571. Credit for Company Personnel	**7.00**	15
581. Credit for Training	**4.46**	9
730. Credit for Operational Considerations	**2.00**	2
Item 590. Credit for Fire Department:	**27.17**	**50**

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 2500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

a) **3 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.

b) **2 engine companies** to support a Basic Fire Flow of 2500 gpm.

c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 5.11 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.50 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 2500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **2 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 0.91 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 "Deployment Analysis (DA)" is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.*

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 "Credit Deployment Analysis (DA)" = 4.19 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **13.00 on-duty personnel** and an average of **3.00 on-call personnel** responding on first alarm structure fires.

Item 571 "Credit for Company Personnel (CCP)" = 7.00 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	18.0(	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	9.38	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	10.43	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	1.67	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	3.33	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	0.50	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	5.00	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	1.20	12

Item 580 "Credit for Training (CT)" = 4.46 points

Item 730 – Operational Considerations (2 points)

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 "Credit for Operational Considerations (COC)" = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	**23.11**	30
621. Credit for Hydrants	**3.00**	3
631. Credit for Inspection and Flow Testing	**5.60**	7
Item 640. Credit for Water Supply:	**31.71**	**40**

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 "Credit for Supply System (CSS)" = 23.11 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 "Credit for Hydrants (CH)". This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 963 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets	963
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 "Credit for Hydrants (CH)" = 3.00 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 "Credit for Inspection and Flow Testing (CIT)". This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants.*

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 3.20 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 2.40 points

Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 5.60 points

Divergence = -4.99

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	**2.07**	2.2
1033. Credit for Public Fire Safety Education (CFSE)	**1.07**	2.2
1044. Credit for Fire Investigation Programs (CIP)	**1.02**	1.1
Item 1050. Credit for Community Risk Reduction	**4.16**	**5.50**

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	7.52	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	5.50	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	14.60	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	37.62	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	0.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	19.50	30
Review of Public Safety Education Programs (CFSE) subtotal:	19.50	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	4.50	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	18.50	20

Summary of PPC Review
for
Smithfield

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.95	3
440. Credit for Emergency Communications	8.95	10
Fire Department		
513. Credit for Engine Companies	5.11	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	0.91	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	4.19	10
571. Credit for Company Personnel	7.00	15
581. Credit for Training	4.46	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	27.17	50
Water Supply		
616. Credit for Supply System	23.11	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	5.60	7
640. Credit for Water Supply	31.71	40
Divergence	-4.99	--
1050. Community Risk Reduction	4.16	5.50
Total Credit	67.00	105.5

Final Community Classification = 04/4X

PPC is a registered trademark of Insurance Services Office, Inc.

INSURANCE SERVICES OFFICE, INC.

HYDRANT FLOW DATA SUMMARY

City Smithfield

County Rhode Island(Providence), State RHODE ISLAND (38) Witnessed by: Insurance Services Office Date: May 12, 2015

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$ INDIVIDUAL HYDRANTS			TOTAL	PRESSURE PSI STATIC	PRESSURE PSI RESID.	FLOW -AT 20 PSI NEEDED **	FLOW -AT 20 PSI AVAIL.	REMARKS***	MODEL TYPE
1		Commerce St. n/o Lark Ind. Dr	Greenville Water District, Main	840	860	0	1700	111	47	1750	2100		
10		Halsey Dr @ Eisenhower Dr.	Greenville Water District, Main	990	1010	0	2000	58	43	750	3300		
11		Farnum Pike @ Elks Club	Smithfield Water Supply Board, Main	990	990	0	1980	120	56	2000	2500		
12		Douglas Pike & Rogler Farm Rd	Smithfield Water Supply Board, Main	630	0	0	630	37	30	2000	1000		
13		Douglas Pike @ Thurber Blvd	Smithfield Water Supply Board, Main	860	870	0	1730	67	37	1750	2200		
14		Limerick Rd @ Douglas Pike	Smithfield Water Supply Board, Main	820	820	0	1640	105	69	2250	2600		
15		Douglas Pike @ Whipple Road	Smithfield Water Supply Board, Main	820	840	0	1660	87	47	2000	2200		
16		Waterman Ave @ Esmond Street	East Smithfield Water District, Main	690	690	0	1380	73	49	3000	2100		
17		Pheasant Run @ Overlook Circle	East Smithfield Water District, Main	690	690	0	1380	77	49	1500	2000		
18		Whipple Ave @ Higgins	East Smithfield Water District, Main	380	410	0	790	60	39	3500	1100		
19		Timber Lane @ Stillwater Road	East Smithfield Water District, Main	380	0	0	380	51	22	750	400		
2		Smith Ave s/o Putnam Ave	Greenville Water District, Main	1190	0	0	1190	93	62	2500	1900		
20		Old County Road @ Esmond Street	East Smithfield Water District, Main	410	410	0	820	59	26	2500	900		
21		Bryant College	Smithfield Water Supply Board, Main	710	0	0	710	45	15	500	650		
3		Wade Drive @ Cypress Dr	Greenville Water District, Main	1100	0	0	1100	78	51	1000	1700		
4		Smith Ave & Friar Brook	Greenville Water District, Main	990	0	0	990	65	47	750	1600		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE *NOT* INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

INSURANCE SERVICES OFFICE, INC.

HYDRANT FLOW DATA SUMMARY

City Smithfield

County Rhode Island(Providence), State RHODE ISLAND (38) Witnessed by: Insurance Services Office Date: May 12, 2015

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM INDIVIDUAL HYDRANTS			TOTAL	PRESSURE PSI STATIC	RESID.	FLOW -AT 20 PSI NEEDED **	AVAIL.	REMARKS***	MODEL TYPE
5		Austin Ave @ Pamela drive	Greenville Water District, Main	990	1030	0	2020	74	48	1750	3000		
6		Courtland Lane @ Peach Blosson Lane	Greenville Water District, Main	790	810	0	1600	76	29	750	1800		
7		Spence Rd & Sutton St.	Greenville Water District, Main	870	890	0	1760	113	56	750	2300		
8		Pleasantview @ Sprageville Rd	Greenville Water District, Main	790	790	0	1580	112	31	3000	1700		
8A		Pleasantview @ Sprageville Rd	Greenville Water District, Main	790	790	0	1580	112	31	4500	1700		
9		Blackhawk Tr @ Redwing Trail	Greenville Water District, Main	650	650	0	1300	90	31	750	1400		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE *NOT* INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

Appendix D

Response Time Enhancement by Adding North End Station

The Smithfield Fire Department Training Division conducted a survey in 2013 to determine response times in the north end of town based upon a fire station located at the intersection of Route 7 and Route 116. The landmark was chosen as a reference point of the four directions that apparatus would respond to if a fire station were located in that proximate area.

The survey represents responses around town from the given intersection, but further shows the reduction in response time to the entire north end of town since there currently is not a fire station in the vicinity of the north end.

Therefore, this first set of data identifies response times that could be achieved by locating a fire station in the north end of town. Note that the number of traffic signals encountered during each path of travel was identified as they may have added a brief delay while traveling the given routes.

The next set of data, which will follow this set, will identify predicted improvements in response times based upon the actual history of responses to various locations in the north end of town.

[See next page for survey.]

2013 WORKSHEET FOR RESPONSE TIME AND DISTANCE *All Times and Distances start from 1005 Douglas Pike (Navigant Bank)*			
Facility and Address:	**Time: (Minutes)**	**Distance: (Miles)**	**Traffic Signals:**
Douglas Pike North			
Bryant University Jabobs Drive (Bellows Center)	3:40	1.7	2
Fidelity Investments 900 Salem Street	3:33	1.6	2
Douglas Pike South			
Hampton Inn 945 Douglas Pike	:30	0.2	0
New Life Worship Church Masters Regional Academy Kittens & Cubs Day Care 915 Douglas Pike	:43	0.4	1
Ocean State Baptist Church 600 Douglas Pike	2:10	1.5	2
Alpine Motel 490 Douglas Pike	2:50	2	2
12 Acres Restaurant 445 Douglas Pike	3:05	2.2	2
Douglas Apartments 379 Douglas Pike	3:31	2.5	2
Heritage Hills Nursing Home 80 Douglas Pike	5:29	3.7	4
Smithfield/N. Providence Town Line	5:41	4.7	4

2013 WORKSHEET FOR RESPONSE TIME AND DISTANCE *All Times and Distances start from 1005 Douglas Pike (Navigant Bank)*			
Facility and Address:	**Time: (Minutes)**	**Distance: (Miles)**	**Traffic Signals:**
G. Washington Hwy. North			
All Seasons Inns and Suites 355 G. Washington Hwy	1:10	0.6	0
Storks Nest Child Care 440 G. Washington Hwy	2:06	1.3	0
Foster Grant (FGX) 500 G. Washington Hwy	2:33	1.7	0
Smithfield/Lincoln Town Line 550 G. Washington Hwy	3:03	2	0
Jenks Hill Road (North)			
North Central Airport 300 Jenks Hill Road	5:10	3.6	1
Generations Health and Rehab. 267 Jenks Hill Road	5:48	3.7	1
Farnum Pike North			
Effin's Pub/Box Seats Box Seats Area of 325 Farnum Pike	2:22	1.7	1
Georgiaville Manor/Homestead Mill 15/20 Higgins Street	3:57	2.2	2
Esmond Village Apartments Village Drive	2:57	1.2	2
Benny's Warehouse 340 Waterman Avenue	4:23	4.3	2

2013 WORKSHEET FOR RESPONSE TIME AND DISTANCE

All Times and Distances start from 1005 Douglas Pike (Navigant Bank)

Facility and Address:	**Time: (Minutes)**	**Distance: (Miles)**	**Traffic Signals:**
Heberts Nursing Home 180 Log Road	4:05	3	2
Smithfield Middle School 10 Indian Run Trail	4:31	3	2
Smithfield High School 90 Pleasant View Avenue	4:57	3.7	2
Putnam Pike East William Winsor School 562 Putnam Pike	7:07	4.3	3
The Crossings Mall 371 Putnam Pike	7:08	5.5	2
Putnam Pike West St. Phillips School & Church 618 Putnam Pike	7:50	4.6	5
Greenville Mill 711 Putnam Pike	8:48	5.5	5
Village @ Waterman Lake 715 Putman Pike	8:55	5.7	5
Greenville Healthcare 735 Putnam Pike	10:02	6	5
Log Road / Town Line	9:48	5.2	1
Tarklin Road / Town Line	10:37	5.6	2

Improvements in response times based upon the actual history of responses to various locations in the north end of town.

The following table indicates response locations in the north-end of town. The "CURRENT RESPONSE" indicates the response time based upon the currently located nearest fire station to the incident.
The "PREDICTED RESPONSE" indicates the response time based upon a theoretical fire station located in the north-end of town in the vicinity of Route 116 and Route 7.

Location Number	LOCATION	CURRENT RESPONSE	PREDICTED RESPONSE
1	Bryant Townhouse N	11 minutes	4 minutes
2	Heritage Hills Nursing Home	11 minutes	5.5 minutes
3	970 Douglas Pike	6 minutes	1 minute
4	Navigant Credit Union	5 minutes	0.5 minute
5	50 John Mowry Road	8 minutes	3 minutes
6	Douglas Plaza Apartments	5 minutes	3.5 minutes
7	Twin River Nursery	8 minutes	4 minutes
8	Fidelity – 500 Salem St.	9 minutes	3.5 minutes
9	217 John Mowry Road	7.5 minutes	4 minutes
10	Route 295 Exit 8A	12 minutes	3 minutes
11	Subway – Douglas Pike	6 minutes	3.5 minutes
12	RI Aviation – Jenckes Hill Rd.	14 minutes	5.5 minutes
13	82 Limerock Road	7 minutes	4 minutes
14	Ocean State Baptist Church	8.5 minutes	2.5 minutes
15	Stork's Nest – GW Highway	10 minutes	2.0 minutes
16	CVS Call Center	6 minutes	1 minute
17	Alpine Motel	7 minutes	3 minutes
18	Holiday Inn Express	11 minutes	2 minutes
19	Douglas Pike & Twin River Road	6 minutes	3.5 minutes
20	Colonial Toyota	9 minutes	3 minutes
21	FGX International	10 minutes	3 minutes
22	Generations Adult Daycare	12 minutes	5.5 minutes
23	280 George Washington Highway	8 minutes	2 minutes
24	North Central Airport	12 minutes	5.5 minutes

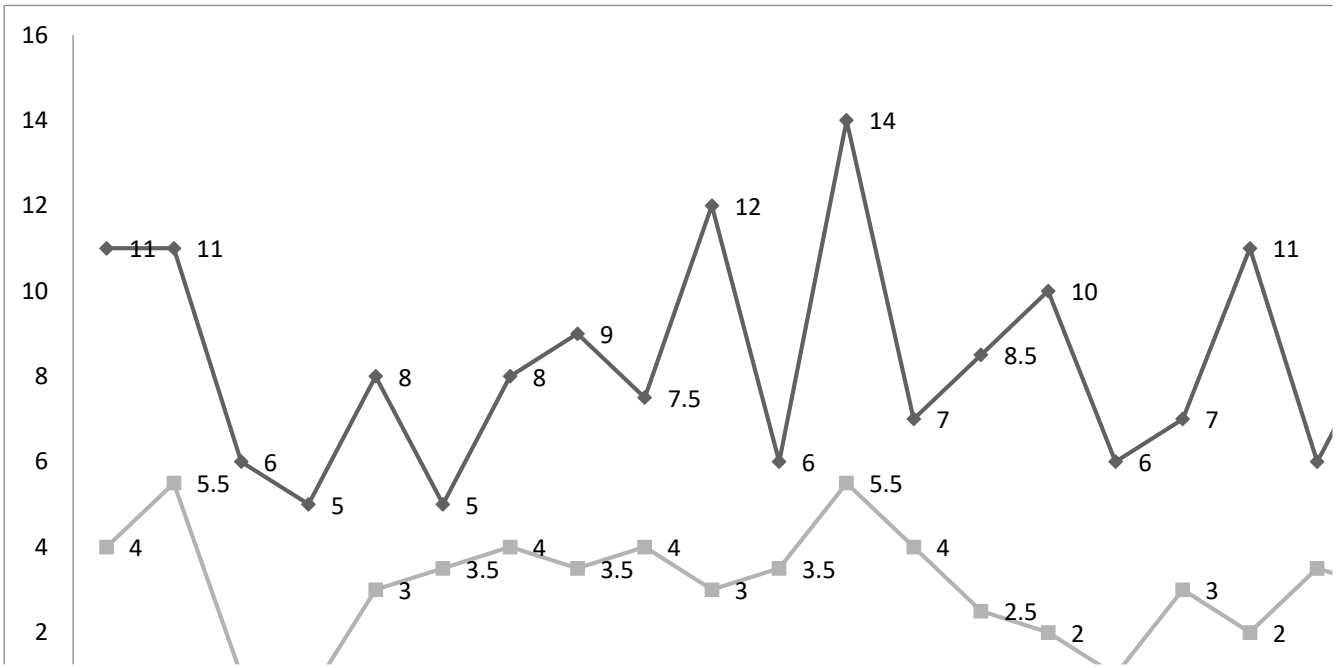


Chart shows time in minutes (Vertical) versus 24 locations (Horizontal) numbered in the preceding table.

Appendix E

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

May 16, 2016
Meeting Minutes

Members Present: Council President Bernie Hawkins, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Lieutenant Matt Pearson, Deputy Chief Keith Sullivan, Randy Rossi, Thomas V. Robitaille
Members Absent: None
Non-Voting Members Present: Dennis Finlay, *Town Manager*, Richard Eichner
Others Present: None

MEETING CALLED TO ORDER

Town Manager, Dennis Finlay opened the May 16, 2016 meeting of the Smithfield Fire Department Study Implementation Task Force at 5:10 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

ELECTION OF TASK FORCE OFFICERS

A.) Nominations and vote for Chairperson

Randy Rossi made a motion, seconded by Kenneth Brown, to nominate Chief Seltzer for the position of Chairperson. There were no other nominations and a vote was taken. The vote on the motion was all in favor and the motion carried.

B.) Nominations and vote for Vice-Chairperson

Tom Robitaille made a motion, seconded by Matt Pearson, to nominate Randy Rossi, for the position of Vice Chairperson. There were no other nominations and a vote was taken. The vote on the motion was all in favor and the motion carried.

C.) Nominations and vote for Secretary

Randy Rossi made a motion, seconded by Bernie Hawkins, to nominate Tom Robitaille for the position of Secretary. There were no other nominations and a vote was taken. The vote on the motion was all in favor and the motion carried.

NEW BUSINESS

A.) Hand-out and discuss the Analysis of Fire Department Facilities and Operations document by Kramer & Associates Group

Chief Seltzer distributed a copy of the final version of the Analysis of Fire Department Facilities and Operations report as accepted by the Town Council and who asked for this subcommittee to make recommendations as to how to proceed with the recommendations of the report.

Chief Seltzer suggested that the committee take some time to digest the report and, at the next meeting, to start addressing the recommendations. Randy Rossi suggested prioritizing review of the items in order of the shorter term items that can be implemented versus longer term items such as a new station.

Tom Robitaille suggested finding a site for the new station that doesn't cost the Town money and recalled that, years ago, there was a taking of property by eminent domain for the Fidelity Campus. Mr. Robitaille suggested asking for the land back from Fidelity for the new fire station. Chief Seltzer stated that the ideal location for the site is on Route 7 from Limerock Road towards Route 116.

B.) Hand-out and discuss Kramer report synopsis as put together by the Chief of the Fire Department

Chief Seltzer distributed a synopsis of the Kramer report that he prepared indicating the action items that were made as recommendations to the Town for this subcommittee to deliberate upon. Chief Seltzer stated that the last part is the MSA Architectural Review who was brought to all of the facilities and who made recommendations on the existing stations and suggestions on how to achieve those recommendations.

C.) Hand-out and discuss the Insurance Services Office Report

Chief Seltzer distributed an ISO report which he stated classified the Town previously as a five but was recently upgraded to a four which is an improvement. Chief Seltzer added that the north end of town is classified as a 4x; meaning this area does not have proper fire protection and demonstrates the ongoing need for a station in the north end. Chief Seltzer noted that a better ISO rating means better insurance rates.

D.) Discuss and act upon next steps

Chief Seltzer suggested, for the next meeting, that the committee review the following sections of the report: Section IX "Fire Station Locations", Section X "Replacing Fire Stations", Section XI "Investing in New Facilities", Section XIII "Organizational Leadership", Section XXX1 "MSA Architectural Review" and the ISO Report for the next meeting.

Deputy Chief Sullivan suggested having a tour of the fire stations and Chief Seltzer suggested Thursday, June 16th at 5:00 p.m. with the committee meeting at Town Hall and going from there.

SET MEETING SCHEDULE

The next meeting is a site visit of the three Fire Department locations on **Thursday, June 16th at 5:00 p.m**.

The Task Force decided to schedule monthly meetings on the second Thursday of the month beginning on **Thursday, July 14th at 5:00 p.m.**

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

At 5:58 p.m., Tom Robitaille made a motion, seconded by Randy Rossi, to adjourn the meeting. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **June 16th at 5:00 p.m.**

Respectfully submitted,

Donna A. Corrao
Recording Secretary

Appendix F

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
July 14, 2016

Members Present: Council President Bernie Hawkins, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Lieutenant Matt Pearson, Deputy Chief Keith Sullivan, Randy Rossi, Thomas V. Robitaille
Members Absent: None
Non-Voting Members Present: Richard Eichner
Non-Voting Members Absent: Dennis Finlay

Chief Robert Seltzer opened the July 14, 2016 Fire Department Study Implementation Task Force meeting at 5:05 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Randy Rossi read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the May 16, 2016 Fire Department Study Implementation Task Force meeting were reviewed.

Randy Rossi made a motion, seconded by Tom Robitaille, to approve the minutes May 16, 2016 meeting as presented. The vote on the motion was all in favor and the motion carried.

NEW BUSINESS

a. REVIEW OF THE FOLLOWING SECTIONS OF THE "ANALYSIS OF FIRE DEPARTMENT FACILITIES AND OPERATIONS" REPORT BY KRAMER & ASSOCIATES GROUP:

i. Section IX – Fire Station Locations, Section X – Replacing Fire Stations, and Section XI – Investing in New Facilities

Chief Seltzer reviewed Sections IX, X, and XI of the Kramer & Associates Report and stated that the Report's recommendation was for a fourth station in the Routes 7 & 116 area but that this Committee needs to come to a consensus on the number of stations in order to determine what is in the best interest of the Town. Chief Seltzer stated that, additionally, there is the issue of what to do with the location of headquarters.

Bernie Hawkins stated that, if the Town is building a new station, it would make sense to include the new headquarters there. Chief Seltzer stated that one advantage to Station 3 is that it is centrally located in town and that he would like to keep training in Station 3 and relocate headquarters there or in the new station. Chief Seltzer added that Mark Sacoccio gave an estimate of $1.4 million to put locate headquarters and add a training classroom at Station 3.

Tom Robitaille stated that the ISO report indicates that 72% of Fire Department activity is EMS and that there is no information on how many calls get transported, where they go, and how long it takes for the trucks to get back on call. Mr. Robitaille stated that the Town should be thinking differently and should have another study to determine what the rescue squad needs to service EMS.

ii. Section XIII – Organizational Leadership

Chief Seltzer reviewed Section XIII and stated that this involves restructuring of the Fire Department and reorganizing headquarters. Chief Seltzer stated that he thinks that the Department has enough people to achieve the first recommendation but the second step would require 6 additional people to staff all four stations.

Chief Seltzer stated that he would like to show a reorganizational chart for the next meeting to lay out how it will work. Bernie Hawkins noted that the Council will be concerned with the amount money necessary for promotions, etc.

iii. Section XXX1 – MSA Architectural Report

Chief Seltzer reviewed the MSA Architectural Report and stated that one of the recommendations of the report is to set aside a certain amount of capitol each year for repairs. The Committee agreed for this to be the first recommendation to be added to an ongoing list of recommendations.

Richard Eichner questioned whether Fidelity's property was a possible location for a new station. Randy Rossi noted that the property is owned by RI EDC but, moreover, thinks that Fidelity will not want a fire station in the front of their property. Chief Seltzer stated that there is 5.5 acres at the corner of Route 7 & 116 which is State owned land that is under consideration.

b. <u>REVIEW OF ISO REPORT</u>

Tom Robitaille stated that the ISO report was well done but had to do with Fire Department apparatus only and no emergency services. Chief Seltzer stated that the Department received 67 points and 70 points is needed to get to a Class 3 and that within the next year, they will be there. Ultimately, Chief Seltzer stated that he would like to get the Department to a Class 2. Chief Seltzer noted that most commercial insurance carriers follow ISO rating which gets attached to business and that businesses can save money with a better rating. Chief Seltzer added that this report can be addressed at any time when updated data is submitted but that the ISO is trying to come out to do updates every three years.

Chief Seltzer stated that he identified the low areas for points and that he will review them to see what can be done to improve these low areas.

Tom Robitaille stated that he would support an EMS report to study that which makes up 72% of what the Department does and that the Town needs to start thinking more broadly and in servicing the elderly. Chief Seltzer replied that there is an EMS standard from the NFPA that he will provide.

c. DISCUSS AND ACT UPON NEXT STEPS

Chief Seltzer stated that he and Lieutenant Pearson would like to show a reorganization chart for the next meeting to lay out how the proposed Department changes will look.

Randy Rossi suggested sending the report from Mark Sacoccio and Chief Seltzer replied that he will send it to the Committee.

Chief Seltzer questioned whether electronic correspondence works for everyone and it was agreed to continue with electronic correspondence. Chief Seltzer also requested that Donna, as Recording Secretary, maintain a list of consensus ideas of Committee recommendations.

Chief Seltzer stated that the Committee previously met on June 15th to tour the fire stations and an attendance sheet was submitted to the Recording Secretary.

Tom Robitaille made a motion, seconded by Randy Rossi, to adjourn the meeting at 6:20 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Thursday, August 11th at 5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix G

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
August 11, 2016

Members Present: Council President Bernie Hawkins, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Lieutenant Matt Pearson, Deputy Chief Keith Sullivan, Randy Rossi, Thomas V. Robitaille
Members Absent: None
Non-Voting Members Present: Dennis Finlay, Richard Eichner

Chief Robert Seltzer opened the August 11, 2016 Fire Department Study Implementation Task Force meeting at 5:10 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Seltzer read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the July 14, 2016 Fire Department Study Implementation Task Force meeting were reviewed.

Randy Rossi made a motion, seconded by Bernie Hawkins, to approve the minutes July 14, 2016 meeting as presented. The vote on the motion was all in favor and the motion carried.

NEW BUSINESS

REVIEW OF THE SFD RENOVATION AND EXPANSION PROJECT AS ORIGINALLY PRESENTED TO THE FINANCIAL REVIEW COMMISSION

Chief Seltzer distributed a report that was prepared by the Fire Department for the Financial Review Commission (FRC) in February of 2014 to be used as a reference to give this Committee an idea of what was being looked at during that time.

Council President Hawkins questioned whether any of the projects referenced in the report have started and Chief Seltzer replied that, depending on the amount of capital project funding, some of the smaller items were completed but that the bigger projects are going to require a yearly capital allotment.

Tom Robitaille noted that, with two years of increases, it is going to be roughly a $5 million project.

Chief Seltzer stated that he distributed a Reorganization Step #1 from the Kramer Report to the Committee which requires no additional personnel and only changes in rank which will result in marginal increases in pay but noted that the financials need to be looked at further once a consensus is reached. Lieutenant Pearson stated that a ballpark figure may be roughly $40,000. Captain Brown noted that this reorganization is based on 3 stations and questioned what happens if a fourth station is built and Chief Seltzer replied that is Step #2.

Chief Seltzer stated that he also distributed a Reorganization Step #2 which requires adding an additional seven people to the Department which would allow for a fourth station to include a ladder staff and could be developed through a five year plan. Chief Seltzer added that a ladder could be an income generator and that billing for hazmat apparatus at accident scenes is under consideration by the Town Council in September. Chief Seltzer noted that this option would keep response times down to 4-8 minutes and that the ladder satisfies an ISO requirement.

Captain Brown questioned whether Reorganization Step #1 will affect the ISO rating and Chief Seltzer replied that it will because it is adding to manpower for the Department.

Captain Brown questioned whether the Department is looking to restructure whether a new station is constructed or not and Lieutenant Pearson replied yes for the safety of the staff. Council President Hawkins stated that he agrees that Step #1 needs to be done because we don't know when, or if, a new station would come but that it would be 4-5 years away. Chief Seltzer replied that he would like to have it included in the next budget. Tom Robitaille questioned whether they would be seeking to go out to bond this year and Randy Rossi replied that it is too late. Chief Seltzer stated that promotional lists last for 3 years and that it could happen in July and Lieutenant Pearson suggested January which the Chief noted will provide for 2 – 3 months of training. Dennis Finlay stated that it would need to be submitted by the end of November for next year's budget but suggested getting the financials together and setting a presentation to the Town Council by the end of September or early October.

Tom Robitaille made a motion, seconded by Deputy Chief Keith Sullivan, to support Reorganization Step #1 of the Kramer Report for the safety of firefighters and to proceed with a presentation to the Town Council. The vote on the motion was all in favor and the motion carried.

DISCUSS AND ACT UPON NEXT STEPS

Chief Seltzer stated that the next step is the fire station issue; where to put headquarters and understanding the area of the location of a new station.

Chief Seltzer questioned whether there are any other sections of the Kramer Report that the Committee would like to review and Tom Robitaille replied that, as we are considering expanding the Department, the Town needs to look at level of service on the EMS side which is the largest part of the Department's function. Deputy Chief Sullivan noted that the Chief is looking at paramedicine and making home visits and encouraging people to seek treatment from their doctors to reduce the number of EMS calls.

It was decided for the next meeting to discuss the location of headquarters, a new station location, renovations to Station 3, renovations to Station 1, and developing a marketing plan for the proposed bond referendum.

Captain Brown stated that he thought there was already a consensus reached on constructing a new station and to level Station 3 and rebuild. Council President Hawkins questioned whether the location of Station 3 would be a good location for headquarters and Chief Seltzer replied that it is in proximity to the Town Hall, which is convenient for contractors and business people, but the only issue is that it needs a training facility and additional storage. Randy Rossi stated that if plans are developed for a Station 4, then we will need to decide what to do with the issues at Station 3. Randy Rossi added that if headquarters is pulled out of Station 1, then it will need to be decided as to how to renovate Station 1.

Tom Robitaille questioned, other than better response time, how to propose it to the public. Council President Hawkins suggested following what the Police Department did with public relations for their bond referendum.

Chief Seltzer stated that another issue is that the property under consideration for the location of a new station has a lot of ledge and that excavation could be costly.

Randy Rossi made a motion, seconded by Dennis Finlay, to adjourn the meeting at 6:10 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Thursday, September 8, 2016 at 5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix H

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
September 15, 2016

Members Present: Council President Bernie Hawkins, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Lieutenant Matt Pearson, Deputy Chief Keith Sullivan, Thomas V. Robitaille
Members Absent: Randy Rossi
Non-Voting Members Present: Dennis Finlay, Richard Eichner

Chief Robert Seltzer opened the September 15, 2016 Fire Department Task Force meeting at 5:05 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Robert Seltzer read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the August 11, 2016 Fire Department Study Implementation Task Force meeting were reviewed.

Ken Brown made a motion, seconded by Matt Pearson, to approve the minutes August 11, 2016 meeting as presented. The vote on the motion was all in favor and the motion carried.

NEW BUSINESS

DISCUSSION ON NEW LOCATION OF HEADQUARTERS

Chief Seltzer stated that he distributed a memorandum to the Committee on his recommendation that headquarters and fire alarm dispatch both be incorporated into the new fire station in the Route 7 & 116 corridor and the training facility to remain at the Log Road station. Bernie Hawkins stated that he agrees with the Chief's recommendation. Tom Robitaille suggested putting a dog park at the new station location.

It was the consensus of the Committee that the headquarters and fire dispatch both be moved into the new station location.

NEW STATION LOCATION

Chief Seltzer stated that there is property in the Route 7 & 116 area under consideration and that he would like for the Committee to come to a consensus.
Dennis Finlay stated that there is State property available, as long as nobody else wants it, and there is also a private homeowner who may be willing to sell about a 2.25 acre property. Mr. Finlay stated that the two together would equal about 6 acres and would allow for frontage on both Routes 7 & 116 with the location being down about 400 feet from the intersection. Chief Seltzer stated that there is also a piece on Jackson Despres' property which has the benefit of less traffic congestion. Chief Seltzer added that another area for consideration is the old driving range.

Bernie Hawkins stated that he will outreach to Jackson Despres to see if he has any interest in selling 4-5 acres to the Town.

Chief Seltzer stated that Conti's property on Route 116, where the Daewoo Dealership was located and where the CrossFit is currently located, is also under consideration.

Bernie Hawkins stated that the search should be narrowed down to the State property, the Conti property, and Jackson Despres' property. It was the consensus of the Committee to get prices for the three parcels.

Ken Brown questioned the property at Fidelity and Dennis Finlay replied that the State EDC owns the front parcel and that, in addition, they are a very closed campus and thinks that it would be a tough sell. Dennis Finlay added that he has asked EDC in the past about the property and has heard nothing.

If it is the State property that the Committee selects, Dennis Finlay suggested getting the Representatives on board to see what they can do down at the State.

STATION 3 RENOVATIONS

Chief Seltzer stated that the previous report was based on current construction standards which recommended the Town consider addressing renovations through an annual capital allotment or to have it be included in a bond issue.

Chief Seltzer stated that there is a cost to rebuilding and a cost to renovating Station 3 and the Committee should consider adding a training facility and proper toilet space versus knocking it down and rebuilding it as his concern is the cost to a rebuild. Dennis Finlay stated can't expand on footprint due to wetlands. Chief Seltzer stated that there is also a need for a better storage facility here and Bernie Hawkins suggested putting a shed or garage at the new station location. Tom Robitaille stated that he thinks the Town should knock it down and put up a new respectable building.

STATION 2 RENOVATIONS

Chief Seltzer stated that he would like to have Mark Sacoccio, or a similar type of company, to review the Kramer report and tie in the State requirements for fire and building code to determine what needs to be done to arrive at a square footage estimate. Bernie Hawkins stated that we should prioritize needs and Chief Seltzer noted that Station 2 would be the least amount of work. Tom Robitaille noted that Station 1 cannot be done until the new station is complete and that the Town is better off focusing on the new facility. Ken Brown questioned how much can be done with regard to ADA compliance and Dennis Finlay replied that he believes it is the percentage of construction of square footage of a building which kicks in ADA compliance. Bernie Hawkins stated that if the Town is going to renovate buildings then we need to bring them to where they need to be under today's standards. Matt Pearson stated that he believes the private living quarters are exempt from ADA.

STATION 1 RENOVATIONS

Chief Seltzer stated that the Station 1 employees would be moved to the new station and that there is a need to obtain estimates on updating this station.

DEVELOPMENT OF A MARKETING PLAN FOR BOND REFERENDUM

Ken Brown stated that he contacted the Friends of the Smithfield Police Department who provided him with their folders of information on the Police Department bond issue. Dennis Finlay stated that everything that was decided to do was done well in advance of the bond referendum (i.e., a sign at the police station that read "Approve Bond", a beer & wine tasting, public meetings to depict renderings of the addition, and question and answer sessions). Mr. Brown stated that there is a list of targeted names in the file, articles, advertisements and licensing requirements. Chief Seltzer stated that he wants to do public outreach and that the next opportunity for a bond will be in two years. Chief Seltzer added that, in the next few months, he would like to put a marketing plan together to push those events forward. Dennis Finlay noted the deadline of January of 2018 to get it to the General Assembly and stated that is just over a year to get everything done.

Tom Robitaille stated that, with the upcoming election, it is a golden opportunity to feel out the residents on expansion of the Fire Department. Chief Seltzer stated that he is cautious about doing that because there is currently not enough information to provide residents and that the new station location needs to be nailed down first.

DISCUSS AND ACT UPON NEXT STEPS

The next agenda will include "New Station Location – Report Back on Properties Under Consideration", "Strategies for Developing A Marketing Plan for the Bond Issue", and "Financing Issues – Bonding Versus Capital Budgeting".

Chief Seltzer stated that once a location is locked in, a conceptual plan can be developed and costs to getting the land ready for building can be obtained.

COMMUNICATIONS

Chief Seltzer stated that a letter was forwarded to the Town regarding a request to move forward with Step 1 which has been placed on the Town Council meeting agenda for September 20th asking for their approval of the concept to move forward with implementation. Chief Seltzer added that there is an estimated cost of $35,000 for the next budget year associated with implementation of Step 1.

Chief Seltzer stated that Randy Rossi cannot make next month's meeting and it was agreed to reschedule the October meeting to Wednesday, October 19th at 5:00 p.m.

Ken Brown made a motion, seconded by Keith Sullivan, to adjourn the meeting at 6:10 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Wednesday, October 19, 2016 at5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix I

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
October 19, 2016

Members Present: Chief Robert Seltzer, Captain Kenneth Brown, Jr., Lieutenant Matt Pearson, Deputy Chief Keith Sullivan, Randy Rossi, Thomas V. Robitaille
Members Absent: Council President Bernie Hawkins (*Excused*)
Non-Voting Members Present: Dennis Finlay, Richard Eichner
Others Present: Benjamin Caisse

Chief Robert Seltzer opened the October 19, 2016 Fire Department Study Implementation Task Force meeting at 5:00 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the September 15, 2016 Fire Department Study Implementation Task Force meeting were reviewed.

Chief Seltzer requested a change under the section "Station 1 Renovations" to insert the word headquarters before the word employees to read "Station 1 headquarters employees".

Randy Rossi made a motion, seconded by Matt Pearson, to approve the minutes September 15, 2016 meeting as amended. The vote on the motion was all in favor and the motion carried.

OLD BUSINESS

NEW STATION LOCATION – REPORT BACK ON PROPERTIES UNDER CONSIDERATION

Chief Seltzer stated that the Town Council President has been in contact with State regarding the state-owned property under consideration. Dennis Finlay stated that he has spoken with Mr. Carcieri at the State Properties Commission who informed him that the Town has first right of refusal on the property at Routes 7 & 116 but, if another offer comes along, the Town will have to be prepared to make an offer.

Chief Seltzer stated that the Town Council President also spoke to Jackson Despres who indicated that the Town

did not have enough money to buy his property and that discussion has ended.

Chief Seltzer stated that there are not a lot of vacant properties left with all of the proposed development going on in the area.

Chief Seltzer stated that there are two properties left for consideration; one around Harris Road at the old driving range and one at the intersection of Routes 7 & 116. Chief Seltzer stated that both properties are located in decent spots but that the difference is the adjustment in the 4-minute response time. Chief Seltzer added that he would like the Committee to come to a consensus and stated his concern with potential buildup in Route 116 area. Dennis Finlay stated his concern about the driving range location which would require a traffic light and the roadway being too narrow.

Tom Robitaille questioned whether any cost estimates have been obtained for the driving range property and Chief Seltzer replied that, at the time, the owner wanted to do a design-build-lease agreement but that the property has since been subdivided and that he does not know the cost.

Chief Seltzer stated that he would like the State to work with the Town on getting the state-owned property and that some of the selling points are that the Town is servicing a State Highway garage and the second largest airport in the State. Chief Seltzer suggested having the newly elected officials sit down with the Governor. Dennis Finlay also suggested getting the support of the business owners in the area.

Matt Pearson made a motion, seconded by Randy Rossi, for the Committee to reach a consensus on the property diagonal from the salt barn on Routes 7 &116.

During discussion of the motion, Tom Robitaille questioned what the cost would be for the Town to acquire this property and Dennis Finlay replied that the Town will need to get an appraisal. Randy Rossi stated that he thinks $800,000 would be a worst case scenario for the total of 5.5 acres.

The vote on the motion was all in favor and the motion carried.

STATUS OF STATION RENOVATION ESTIMATES BY AN ARCHITECT

Chief Seltzer stated that he contacted Mark Sacoccio and provided him with a copy of the Kramer Report for his review and to mesh with the current RI Building and Fire Codes. Chief Seltzer added that, in addition to a building estimate, he would like the cost estimate to be broken down in order to identify what may be capital expenditures versus any potential major structural issues that would need to be bonded.

NEW BUSINESS

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

Chief Seltzer stated that the Committee needs to know what the proposal is going to be before we can go out and market it and suggested developing a list of action items. Chief Seltzer stated that he intends to hold public forums and suggested that perhaps the Committee hold a separate strategy meeting just for this issue. Chief Seltzer noted that this also ties into the financing issues and that the Committee is in limbo until we see pricing and then be able to move forward with developing a whole plan to depict a layout of staffing, etc… Chief Seltzer also suggested taping the public presentation to be made available on the town, police, and fire department websites. Captain Brown noted that the "Friends of the Smithfield Police Department" were influential in the success of the Police Department bond issue and suggested that the Fire Department develop a similar group.

Tom Robitaille questioned whether the Town should acquire the property first, regardless of whether a fire station is going to be put there, as a worthwhile investment for taxpayers? Dennis Finlay replied that it will be at least a year and a half out before the Town owns the property noting that it took the Town almost two years to purchase the salt barn property.

FINANCING ISSUES – BONDING VS. CAPITAL BUDGETING

This agenda item was tabled.

DISCUSS AND ACT UPON NEXT STEPS

Chief Seltzer stated that the Re-Organization Step 1 was voted on and passed last night by the Town Council and suggested that, when the new Town Council is elected, that he would like to meet with them to explain what this Committee is doing.

Chief Seltzer suggested meeting again in January when the Committee has received estimates from Mark Sacoccio and Dennis Finlay suggested having a work session with the Town council in January or early February. Chief Seltzer then suggested that the Commission should meet before then in order to develop a strategy to present to the Council. Tom Robitaille stated that he would like to meet in November in order to brainstorm on a marketing plan. Dennis Finlay noted that the problem with meeting in the second week of November is that it is possible that we may still not know who the new Council is if there are recounts. Chief Seltzer suggested having the next meeting on the regularly scheduled December meeting date of the 8th and that he could have rough estimates by then.

Chief Seltzer stated that, for the December 8th meeting, he would like to review the report from Mark Sacoccio on the 3 facilities and a new station, develop a plan to meet with the Town Council and, if time permits, develop the marketing plan.

~~Fred~~ Richard Eichner stated that he resides in the Village of Summerfield which, although it is not technically a 55 and over condo complex, he sees a lot of rescues and engines come and go and that this new station will help support this community.

PUBLIC COMMENT

Benjamin Caisse stated that this is important work that the Committee is doing and he is pleased to see how motivated the Committee is and that this part of the Town desperately needs a new station. Mr. Caisse stated that he appreciates the work and thinks people will support the project if they understand why it is needed. Mr. Caisse suggested developing a video as part of the public relations and hold a movie night to educate the residents and to publish on social media.

Randy Rossi made a motion, seconded by Matt Pearson, to adjourn at 6:00 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Thursday, December 8, 2016 at 5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix J

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
December 8, 2016

Members Present: Chief Robert Seltzer, Captain Kenneth Brown, Jr., Deputy Chief Keith Sullivan, Thomas V. Robitaille
Members Absent: Bernie Hawkins, Lieutenant Matt Pearson (*Excused*), Randy Rossi (*Excused*)
Non-Voting Members Present: Dennis Finlay, Richard Eichner
Others Present: Benjamin Caisse

Chief Robert Seltzer opened the December 8, 2016 Fire Department Study Implementation Task Force meeting at 5:02 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Seltzer read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the October 19, 2016 Fire Department Study Implementation Task Force meeting were reviewed.

Chief Seltzer stated that there was an error in the October meeting minutes where it states the name "Fred" Eichner and requested that it be changed to "Richard".

Tom Robitaille made a motion, seconded by Ken Brown, to approve the minutes from the October 19, 2016 meeting, as amended. The vote on the motion was all in favor and the motion carried.

OLD BUSINESS

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

This agenda item was tabled.

FINANCING ISSUES – BONDING VS. CAPITAL BUDGETING

This agenda item was tabled.

NEW BUSINESS

REVIEW AND VOTE ON PROPOSAL FROM SACOCCIO & ASSOCIATES TO CONDUCT STUDY ON 3 CURRENT FACILITIES AND NEW STATION

Chief Seltzer stated that he met with Mark Sacoccio who put together a proposal to include review of the Kramer Report, the RI Fire Code, the RI Building Code and ADA compliance. Chief Seltzer added that the proposal also includes conceptual plans for a new facility.

Tom Robitaille questioned what was previously done in 2013-14 by Sacoccio and Chief Seltzer replied that was for different work on a potential layout for a sub-station and an add-on to Station One which didn't include verifying fire and building codes or having associated costs.

Tom Robitaille made a motion, seconded by Keith Sullivan, to recommend approval of the Sacoccio proposal in the amount of $6,500. The vote on the motion was all in favor and the motion carried.

DEVELOP A PLAN TO PRESENT TO THE TOWN COUNCIL

Chief Seltzer stated that the Town Council will be appointing a replacement for Bernie Hawkins at their December 20th meeting and added that he would like someone who has, not only the time to devote to the Committee, but who also has an interest in the issue.

Chief Seltzer added that he will provide the Council with a brief overview of what the Committee has been working on and will also provide them with copies of the Kramer Report and ISO. Dennis Finlay suggested keying in on the fact that the Kramer Report states where a new station should be located, which is in that northeast quadrant of the Town, and that the Fire Department will be looking to the Council to support a bond referendum in 2018.

Chief Seltzer requested other speakers from the Committee and Tom Robitaille suggested having Randy Rossi speaking from a financial standpoint.

Chief Seltzer stated that he will draft a PowerPoint presentation for the Committee to review at the next meeting in January prior to the work session.

REVIEW AND APPROVAL OF 2017 MEETING SCHEDULE

Ken Brown made a motion, seconded by Tom Robitaille, to approve the 2017 meeting schedule as presented. The vote on the motion was all in favor and the motion carried.

DISCUSS AND ACT UPON NEXT STEPS

Chief Seltzer suggested that he and Dennis Finlay approach the State to start conversations on the State-owned property in order to keep things moving.

Chief Seltzer stated that, at this point, he is not sure where to go until the Committee gets information back from Sacoccio along with feedback from the Town Council.

Chief Seltzer added that he will do a cost comparison between the two potential sites for the location of headquarters; Log Road and the new station. Dennis Finlay stated that he is concerned with how much expansion would be required to be done at Log Road.

Richard Eichner stated that he has discussed the general concept with some of the 125 residents in the Village of Summerfield and suggested the marketing plan be presented to the general population of people who want to know current response times for medical and fire which would make it easier for people to understand and accept

the proposal. Mr. Eichner also suggested that the plan show how the response times would be affected with population changes and if no change is made to the Department versus if the changes are implemented with a new station and station upgrades. Chief Seltzer stated that they have a lot of that information making those comparisons and wants to present this information to the new Council because the population in that area of Town has changed. Keith Sullivan stated that it is also important to note that this is not just planning for today but going forward in the future. Tom Robitaille suggested that the Chief offer to the Town Council members a tour of the different stations as he found it very beneficial and thinks they will also.

PUBLIC COMMENT

Benjamin Caisse stated that he spoke with Councilman Michael Lawton prior to the election and that he was very supportive of the idea of a new station and suggested that the Chief pursue discussion with him to sit on this Committee.

Mr. Caisse stated that he also agreed with the idea of breaking everything into laymen's terms and although, he does not like to say it, fear is the only thing that motivates people. Mr. Caisse suggested defining this issue to people in terms of medical and fire response times because people need to understand it. Mr. Caisse added that it is important to note that this is the first station to be built with Town money.

Ken Brown made a motion, seconded by Tom Robitaille, to adjourn at 6:00 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Thursday, January 12, 2017 at 5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix K

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
January 12, 2017

Members Present: Chief Robert Seltzer, Captain Michael Dexter, Captain Kenneth Brown, Jr., Deputy Chief Keith Sullivan, Town Councilman Michael Lawton, Randy Rossi, Thomas V. Robitaille
Members Absent: None
Non-Voting Members Present: Dennis Finlay, Richard Eichner
Others Present: None

Chief Robert Seltzer opened the January 12, 2017 Fire Department Study Implementation Task Force meeting at 5:07 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the December 8, 2016 Fire Department Study Implementation Task Force meeting were reviewed.

Tom Robitaille made a motion, seconded by Ken Brown, to approve the minutes December 8, 2016 meeting as amended. The vote on the motion was as follows:

Voting In Favor: Members Seltzer, Dexter, Brown, Sullivan, and Robitaille
Voting In Opposition: None
Abstaining: Members Lawton and Rossi

The vote on the motion being five in favor with two abstentions, the motion carried.

OLD BUSINESS

NEW STATION LOCATION – REPORT ON PROPERTIES UNDER CONSIDERATION

Chief Seltzer stated that, due to the holidays, things have not gotten much further with contacting the State Officials regarding purchase of the State-owned properties.

UPDATE ON PROJECT STATUS FROM SACCOCCIO & ASSOCIATES

Chief Seltzer stated that Mark Saccoccio is working on addressing fire and building code compliance as well as incorporating aspects of building a new station and does not foresee getting anything back from them until March.

NEW BUSINESS

REPORT ON TOWN COUNCIL PRESENTATION HELD ON JANUARY 10, 2017

Chief Seltzer stated that the Town Council presentation has been rescheduled to tomorrow; Friday, January 13th at 8:00 a.m. in the Town Council Chambers.

DEVELOP ACTION ITEM LIST/STEPS TO FOLLOW MOVING FORWARD IN 2017 IN PREPARATION FOR FINAL RECOMMENDATIONS TO THE TOWN COUNCIL

Chief Seltzer stated that he would like to develop a list of what needs to be done in 2017 in order to meet the deadline of a 2018 bond issue. Chief Seltzer stated that he was planning on February of 2018 for submission of the legislation to the State. Dennis Finlay suggested giving at least 3 presentations to the Town Council to keep them apprised of the process.

Chief Seltzer stated that Saccoccio is also looking at a cost of putting headquarters in the existing facility on Log Road.

Chief Seltzer requested that the Committee consider whether station upgrades should be paid for with capital improvements or through the bond issue and Randy Rossi replied that there are currently favorable interest rates and premiums and suggested that most things be financed through the bond issue. *The Committee agreed to the recommendation that any facility upgrades and new financing costs will be bonded.*

Chief Seltzer stated that Mark Sacoccio thinks that the Log Road station could be suitable for the relocation of headquarters but until they run numbers, it is not a concrete answer. Dennis Finlay noted that it must be code compliant. Chief Seltzer added that Mark Saccoccio is also looking at demolishing Log Road and that both the Farnum Pike and Putnam Pike stations must become code compliant. Chief Seltzer noted that the Log Road station, at a minimum, needs to a training room. Mr. Finlay added that the fact that the Log Road property has a 50 ft. wetland setback buffer and can only build on the existing building footprint may be factors for locating headquarters in the new facility.

Chief Seltzer stated that the Commission needs to make a final recommendation on property location for a new station and determine the location of headquarters in order to develop a final conceptual design of the new fire station. Dennis Finlay suggested getting the support of the Town Council on the purchase of the State property because once this starts moving forward there is no turning back and that it may take a minimum of 6 months to hear back from the State Properties Commission.

Dennis Finlay stated that the Town Council is going to need a timeline for construction and Chief Seltzer replied that it is going to be the end of 2019-2020 before the start of construction.

Chief Seltzer suggested the Committee develop a list of future work items including site selection for the new station, developing the conceptual design for the new station, making a final recommendation on the location of headquarters, identifying upgrades to existing stations, staffing configurations, financial planning, and development of a marketing plan. Chief Seltzer stated that these are the items that need to be

done by the end of 2017 for a February 2018 bond submission to the Legislature.

Richard Eichner stated that he developed an informational packet which includes estimates of response times. Mr. Eichner stated that the packet includes the existing coverages for response times from the 3 stations as exists today and that his rough estimate was that about 60% of the Town is reached in 4 mins, 30% reached in 8 mins, and 10% are reached in greater than 8 minutes. Mr. Eichner stated that if there are no improvements over the next 10 years response times are estimated to be reduced to 35% of the Town being reached within 4 mins, 40% being reached in 8 minutes, and 25% reached in greater than 8 minutes. Mr. Eichner stated that with an additional station his estimates are that 90% of Town would be reached within 4 minutes with 10% being reached in 8 mins. Mr. Eichner added that these are not hard facts but are his best estimates based on what he has heard and seen.

DEVELOP PROJECTED TIMELINE FOR ITEM B.

Chief Seltzer stated that between now and January 2018 the Committee is to develop the previously referenced work list and will request another update to be given to the Town Council no later than April

DISCUSS AND ACT UPON NEXT STEPS

Chief Seltzer stated that he will contact with Paul Carcieri at the State Properties Commission and attempt to obtain authorization to pursue the State property purchase at the first Town Council meeting in February.

PUBLIC COMMENT

There were no members of the public present.

Randy Rossi made a motion, seconded by Ken Brown, to adjourn at 6:00 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Thursday, February 9, 2017 at 5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix L

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
February 23, 2017

Members Present: Chief Robert Seltzer, Councilman Michael Lawton, Captain Kenneth Brown, Jr., Captain Michael Dexter, Randy Rossi, Thomas V. Robitaille
Members Absent: Deputy Chief Keith Sullivan
Non-Voting Members Present: Dennis Finlay, Richard Eichner
Others Present: Maxine Cavanagh, *Town Council*

Chief Robert Seltzer opened the February 23, 2017 meeting at 5:03 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the January 12, 2017 Fire Department Study Implementation Task Force meeting were reviewed.

Chief Seltzer requested a change on the third page to agenda item "Discuss and Act Upon Next Steps" to read that the Town Manager will contact the State Properties Commission and not the Chief.

Randy Rossi made a motion, seconded by Ken Brown, to approve the minutes January 12, 2017 meeting as amended. The vote on the motion was all in favor and the motion carried.

OLD BUSINESS

NEW STATION LOCATION – REPORT BACK ON PROPERTIES UNDER CONSIDERATION

Dennis Finlay stated that he is meeting with the State Properties Commission on March 6th and that the Town Council did approve their participation in possibly purchasing State property at the corner of Route 7 and Douglas Pike. Mr. Finlay noted that he will be speaking to the Properties Commission about other state-owned property as well and that that there might be other parties interested in the property.

UPDATE ON PROJECT STATUS FROM SACOCCIO & ASSOCIATES

Chief Seltzer stated that Mark Sacoccio is out of the country but due back next week and next but that he will get an update when he returns.

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

- **Response Time Pamphlet Update**

Richard Eichner stated that he met with Deputies Dupuis and Gremza on February 1st to discuss the graphs that he had developed. Mr. Eicher stated that they differed in that he assumed that if nothing is done there would be a shortfall in response time and the deputies disagreed with that statement. Chief Seltzer noted that they always look at the first run only and cannot guarantee the second so that it is tough to put numbers to. Chief Seltzer added that it depends on how long they are tied up at the first run because this affects the time of the second run.

Richard Eichner stated that he looked at current and future response times having 1, 2, and 3 minute response times and questioned whether that is actual and Chief Seltzer replied that out of station time is less than 60 seconds. Chief Seltzer stated that there are different pieces including receipt of alarm to time of dispatch, time of dispatch to getting on road, and then drive time. Chief Seltzer added that the times given in the Kramer report are actual travel times but believes it was broken down and suggested that Mr. Eichner show that in the pamphlet.

Richard Eichner noted that there is the aspect of the population number not changing but that the population of people coming in during the daytime has changed and thinks that is important to present to the taxpayers.

Councilman Lawton questioned the layout of the brochure and Chief Seltzer replied that they are trying to clarify data and have not yet finalized the layout. Councilman Lawton suggested including examples of response times rather than just presenting a lot of numbers as a way to depict what the numbers actually mean.

Chief Seltzer stated that he and Mr. Eichner will meet to finalize the brochure and have a draft for the next Committee meeting.

NEW BUSINESS

REPORT ON TOUR OF FIRE STATIONS BY THE TOWN COUNCIL ON WEDNESDAY, FEBRUARY 1, 2017

Chief Seltzer stated that there was a tour of the fire stations by the Town Council on February 1st and that it was an eye opener for viewing the condition of the stations. Councilman Lawton sated that the leaking of Station One on Putnam Pike is a major issue and Chief Seltzer replied that they are in the process of developing an RFP to address the repair. Councilman Lawton added that the stairs at the Farnum Pike station and having a female firefighter there who does not have her own space for privacy are other important issues.

DISCUSS/ACTION TO DEVELOP CONCEPTUAL DESIGN OF NEW FIRE STATION

Chief Seltzer stated that this agenda item will be dependent upon finalizing the location of a new station.

DISCUSS/ACTION ON FINAL RECOMMENDATION ON THE LOCATION OF HEADQUARTERS

Chief Seltzer stated that this agenda item is dependent upon the recommendations to come from the Sacoccio Report.

DISCUSS/ACTION TO IDENTIFY AND MAKE FINAL RECOMMENDATION OF UPGRADE PROJECTS TO EXISTING FIRE STATIONS

Chief Seltzer stated that this agenda item is dependent upon the recommendations to come from the Sacoccio Report.

DISCUSS/ACTION ON RECOMMEND STAFFING CONFIGURATION OF FIRE STATION

Chief Seltzer stated that the consensus of the Task Force is to work with four stations and there is a need to discuss with Captain Dexter how stations should be staffed now and moving forward. Chief Seltzer noted that the Log Road station is suitable for training and a rescue vehicle being centrally located in Town and that trucks need to be at the other locations on Farnum Pike, Putnam Pike and in the northeast quadrant of town.

Chief Seltzer stated that he and Captain Dexter will meet and develop a configuration for discussion at the next meeting.

Chief Seltzer stated that there is a need for the Town Council and others to understand staffing and how the Department currently operates because there are a lot of misconceptions. Maxine Cavanagh stated that the Council also needs to know how much it is going to cost the Department going forward.

DISCUSS/ACTION ON DEVELOPING A FINANCIAL PLAN, BONDING, CAPITAL EXPENDITURES TO SUPPORT COMMITTEE RECOMMENDATIONS

This agenda item was tabled.

PUBLIC COMMENT

Chief Seltzer stated that there is a rumor that the School Department wants to go to bond in the next election and that his concern is that there is no way that both the Fire Department and School Department projects can be done in the same year.

Tom Robitaille made a motion, seconded by Randy Rossi, to adjourn the meeting at 6:00 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for Thursday, March 9, 2017.

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix M

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
April 12, 2017

Members Present: Chief Robert Seltzer, Councilman Michael Lawton, Captain Kenneth Brown, Jr., Captain Michael Dexter, Thomas V. Robitaille
Members Absent: Deputy Chief Keith Sullivan, Randy Rossi
Non-Voting Members Present: Dennis Finlay, Richard Eichner
Others Present: Mark Saccoccio, *Sacoccio & Associates*

Chief Robert Seltzer opened the April 12, 2017 meeting at 5:05 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the February 23, 2017 Fire Department Study Implementation Task Force meeting were reviewed. Chief Seltzer stated that there were some minor grammatical corrections that he gave to the Recording Secretary.

Tom Robitaille made a motion, seconded by Ken Brown, to approve the minutes February 23, 2017 meeting, as amended. The vote on the motion was all in favor and the motion carried.

OLD BUSINESS

NEW STATION LOCATION – REPORT BACK ON PROPERTIES UNDER CONSIDERATION

Dennis Finlay stated that he met with Ann Hollands at RI DOT and informed them of the Town's interest in the State owned property. Mr. Finlay was told that they are not ready to do anything as they are looking at other properties in the State but indicated they would be holding the property until the Town makes a decision.

UPDATE ON PROJECT STATUS FROM SACOCCIO & ASSOCIATES

Mark Saccoccio stated that the Town needs to make decisions on how and where to operate the Fire Department services and that his previous report made three recommendations. Mr. Saccoccio presented a plan of an approximately 5,000 sq. ft. addition at Station Three to be the location of headquarters and training. Chief Seltzer questioned the setbacks from the wetland and Mark Saccoccio replied that it is not within the State buffer but is

within the Town's 50 foot buffer.
Mark Saccoccio depicted a plan of renovations to Station One that removes everyone from the lower level, enlarges the dispatch area, and puts the sleeping quarters on the first floor with the second floor being proposed for the kitchen and day room. Mr. Saccoccio added that this option also includes a small addition in the back of the building. Mr. Saccoccio noted that the other option for Station One is to keep everything on the main level but that the first option is more logical and less expensive. Chief Seltzer stated that he thinks both options are workable and does not see a major advantage of one over the other.

Captain Brown questioned whether Station Three would allow for an additional floor looking out into a 20-30 year plan and Mark Saccoccio replied that the only thing is the location of the apparatus but that they could always add on to the back.

Mark Saccoccio presented a plan for a new station without headquarters having a four stall, single depth bay and accommodating all staff. Chief Seltzer stated that he anticipates the need for a 2 bay station to house an engine and rescue and questioned whether it could be built to be capable of expansion and that he would like to try to put it in a location suitable for future expansion.

Mark Saccoccio next presented a plan for a new station including headquarters sized at 11,500 sq. ft. including a three bay station and 15,700 sq. ft. for four bays and being on a single level.

Captain Brown questioned what will happen to Station 3 if headquarters is moved into the new station and Chief Seltzer replied that it will just be renovated.

Mark Saccoccio stated that he thinks headquarters belongs on Log Road because having a training campus located with station headquarters makes sense. Tom Robitaille stated that he agrees as long as the land can support it. Chief Seltzer stated that he thinks being in a central location makes sense but that cost will be the deciding factor. Captain Dexter stated that he would like to see the designs allow for future expansion.

Dennis Finlay stated that the Committee first needs to decide where headquarters will be located and Chief Seltzer agreed that this will drive the rest of the project. Mark Saccoccio stated that he will run financials on the different models for the Committee to review in order to make that decision.

Chief Seltzer noted that another issue is that the property under consideration needs significant excavating and its proximity to wetlands.

Chief Seltzer questioned whether the Committee thinks the Fire Department should request all the project cost or partial project cost and also whether the School Department bond is going to be on the same ballot? Mark Saccoccio confirmed that the School Department is planning to be on the 2018 bond issue.

Chief Seltzer stated that temporary buildings have been suggested for Station One employees who are sleeping in the basement but that there are big expenses involved in meeting fire codes and moving and he is not a fan of temporary buildings. Chief Seltzer added that he does not want to waste money and wants this project to be as cost-effective as possible but that the other issue is the Town can only bond for so much indebtedness.

Chief Seltzer stated that, if he had to choose, he would say that Log Road is his preference for the location of headquarters.

Tom Robitaille made a motion for headquarters to be located at Log Road. Captain Brown stated he would like to wait to see the financial feasibility. Mr. Robitaille withdrew his motion.

Councilman Lawton stated that there is a need for new headquarters whether or not a new station is approved so the Log Road location makes sense for the location of headquarters.

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

- Response time pamphlet update

This agenda item was table.

DISCUSS/ACTION TO DEVELOP CONCEPTUAL DESIGN OF NEW FIRE STATION

This agenda item was tabled.

DISCUSS/ACTION ON FINAL RECOMMENDATION ON THE LOCATION OF HEADQUARTERS

The Committee scheduled a meeting on Wednesday, May 3rd at 8:30 a.m. to review the financials and make a final determination on the location of the headquarters. The Committee will still meet on Thursday May 11th and attempt to get a draft report to the Town Council by August or September.

DISCUSS/ACTION TO IDENTIFY AND MAKE FINAL RECOMMENDATION OF UPGRADE PROJECTS TO EXISTING FIRE STATIONS

This agenda item was tabled.

DISCUSS/ACTION ON RECOMMENDED STAFFING CONFIGURATION OF FIRE STATION

This agenda item was tabled.

DISCUSS/ACTION ON DEVELOPING A FINANCIAL PLAN, BONDING, CAPITAL EXPENDITURES TO SUPPORT

This agenda item was tabled.

NEW BUSINESS

DISCUSSION ON WHEN TO GET FRC INVOLVED WITH REVIEWING THE FINANCIAL IMPACT OF THE TASK FORCE'S WORK

This agenda item was tabled.

PUBLIC COMMENT

There were no members of the public present for public comment.

Tom Robitaille made a motion, seconded by Captain Dexter, to adjourn the meeting at 6:15 p.m. The vote on the motion was all in favor and the motion carried.

A special meeting is scheduled for 8:30 a.m. on Wednesday, May 3rd and the regularly scheduled meeting is scheduled for 5:00 p.m. on Thursday, May 11, 2017.

Respectfully submitted,

Donna Corrao, Recording Secretary

Appendix N

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
May 3, 2017

Members Present: Chief Robert Seltzer, Councilman Michael Lawton, Captain Kenneth Brown, Jr., Captain Michael Dexter, Thomas V. Robitaille, Randy Rossi
Members Absent: Deputy Chief Keith Sullivan
Non-Voting Members Present: Dennis Finlay, Richard Eichner
Others Present: Mark Saccoccio, *Sacoccio & Associates*

Chief Robert Seltzer opened the May 3, 2017 meeting at 8:35 a.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

PRESENTATION BY MARK SACCOCCIO, SACCOCCIO & ASSOCIATES

Mark Saccoccio stated that there were previous discussions about keeping the lean-to in the back of the Log Road Station addition but found that it is not salvageable. Mr. Saccocio also stated that the addition runs parallel to the building and may end up wrap around the rear of the building

Mark Saccoccio presented the a financial analysis showing six different scenarios which included a new station having 4-bays without headquarters, a new station having 4-bays with headquarters, Station 1 Renovations, Station 3 with headquarters, Station 3 without headquarters, and Station 2 renovations. Mr. Saccoccio stated that there is no financial reason not to do locate headquarters at the Log Road station along with suggested projects including Station 1 renovations, a new station without headquarters, and Station 2 renovations.

Chief Seltzer stated that this spreadsheet is a great base to work from as far as costs go but is concerned that this is not going to work with a school bond being proposed in the same year. Tom Robitaille suggested picking only 1 out of the 6 scenarios and Chief Seltzer replied that the priorities are the new station and addressing female facilities.

DISCUSS/ACTION ON FINAL RECOMMENDATION ON THE LOCATION OF HEADQUARTERS

Chief Seltzer stated that he doesn't think the Fire Department should be proposed in 2018 although because he does not want to put it out along with the school bond. Dennis Finlay stated that the school project is not done yet and the only thing we know is that the School Department is going to come out with a campaign at the end of the year to get it through the General Assembly and that this issue needs to do the same in order to educate the

people. Mark Saccoccio stated that his personal opinion is that a lot of work needs to be done for the School Department to get a $60 million bond completed by 2018. Mr. Saccoccio added that they still need to form a Building Committee and suggested the School Department go out to bond in 2019 and the Fire Department bond go out in 2018. Chief Seltzer stated that it is going to come down to money and that he would like to get an idea from Randy Rossi and Dennis Finlay on where the bond amount should be.

Tom Robitaille suggested taking Station 2 renovations out of the bond issue and moving it into capital improvements and Chief Seltzer replied that he agreed and the bond would then concentrate on the bigger projects.

Chief Seltzer questioned whether an addition could be made at Station 1 to renovate the existing headquarters and Mark Saccoccio replied that the Department should move in the direction of the best project over the long term and that he does not think locating headquarters at Station 1 is the best thing.

Chief Seltzer stated that the new station could be brought down to a 2-bay station but be constructed to be built out in the future. Chief Seltzer noted that if headquarters is located there then the Town will need to purchase the second property.

Randy Rossi made a motion, seconded by Tom Robitaille, to have Column 4 "Station No. 3 Single Story Facility 2-bays with Headquarters" fine tuned and locate headquarters at Station 3. The vote on the motion was all in favor and the motion carried.

Randy Rossi made a motion, seconded by Tom Robitaille, to re-evaluate Column 1 " New Station Single Story Facility 4-bays without Headquarters" bringing it down to 2 bays and being possible to expand to 4-bays without headquarters. The vote on the motion was all in favor and the motion carried.

ITEMS FOR DISCUSSION AT NEXT MEETING

Chief Seltzer stated that he will update the agenda for the meeting next Thursday to reflect today's discussion.

Randy Rossi made a motion, seconded by Captain Brown, to adjourn the meeting at 9:15 a.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for Thursday, **May 11, 2017 at 5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix O

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
May 11, 2017

Members Present: Chief Robert Seltzer, Deputy Chief Keith Sullivan, Captain Kenneth Brown, Jr., Captain Michael Dexter, Thomas V. Robitaille, Randy Rossi
Members Absent: Councilman Michael Lawton
Non-Voting Members Present: Dennis Finlay, Richard Eichner
Others Present: Mark Saccoccio, *Sacoccio & Associates*

Chief Robert Seltzer opened the May 11, 2017 Fire Department Study Implementation Task Force meeting at 5:06 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the April 13, 2017 Fire Department Task Force meeting were reviewed.

Tom Robitaille made a motion, seconded by Mike Dexter, to approve the April 13, 2017 meeting minutes as presented. The vote on the motion was as follows:

Voting In Favor: Members Seltzer, Sullivan, Brown, Dexter, and Robitaille
Voting In Opposition: None
Abstaining: Member Rossi

The vote on the motion being five in favor with one abstention, the motion carried.

The minutes from the May 3, 2017 Fire Department Task Force meeting were reviewed. Chief Seltzer requested a correction under the topic of "Presentation by Mark Saccoccio, Saccoccio & Associates" in the second paragraph, fourth line to remove the word "do".

Randy Rossi made a motion, seconded by Tom Robitaille, to approve the May 3, 2017 meeting minutes, as amended. The vote on the motion was all in favor and the motion carried.

OLD BUSINESS

NEW STATION LOCATION – UPDATE ON PROPERTIES UNDER CONSTRUCTION

Chief Seltzer stated that he spoke with Representative Winfield who contacted the Speaker of the House and is awaiting an update. Chief Seltzer stated that the asking price for the State property is $580,000 but that they are open to discussion of other prices. Chief Seltzer stated that the price will probably be based on an appraisal which the Town has already had done and was close to that number. Chief Seltzer added that he was also informed that there may be legislative funding available to help fund the project but that is unclear right now.

UPDATED INFORMATION PROVIDED BY SACCOCCIO & ASSOCIATES

Chief Seltzer stated that he met with Mark Saccoccio and went over all adjustments to plans based on discussion from the last meeting. Chief Seltzer stated that the drawings will be updated and cost estimates for the updated plans reflecting the four projects will be provided.

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

- Response time pamphlet update

This agenda item is on hold.

DISCUSS/ACTION TO DEVELOP CONCEPTUAL DESIGN OF NEW FIRE STATION

Chief Seltzer stated that the plans will be revised reflecting a reduced number of bays and the number of square footage for the projects and a new layout will be presented.

DISCUSS/ACTION TO IDENTIFY AND MAKE FINAL RECOMMENDATION OF UPGRADE PROJECTS TO EXISTING FIRE STATIONS

Chief Seltzer stated that this will be based upon obtaining the revised figures.

DISCUSS/ACTION ON RECOMMENDED STAFFING CONFIGURATION OF FIRE STATIONS

This agenda item was tabled.

DISCUSS/ACTION ON DEVELOPING A FINANCIAL PLAN, BONDING, CAPITAL EXPENDITURES TO SUPPORT COMMITTEE RECOMMENDATIONS

This agenda item was tabled.

NEW BUSINESS

DISCUSSION ON WHEN TO GET THE FRC INVOLVED WITH REVIEWING THE FINANCIAL IMPACT OF THE TASK FORCE'S WORK

Dennis Finlay stated that a report will need to go to the Town Council for June 20th in order for them to designate the project to the FRC. Chief Seltzer stated that he would like to have this Commission's work done in July in

order for the final report to be submitted to the Council in August.

DISCUSSION ON FINANCIALS PRESENTED AT THE MAY 3, 2017 MEETING AND ANY UPDATES SINCE

Chief Seltzer stated that the design engineering fees will be adjusted but does not think there is a need for the owner's project manager fee. Tom Robitaille stated his concern with this being such a significant project that there needs to be a dedicated person to address oversight of the project. Chief Seltzer stated that he thinks the numbers for project manager look a little inflated and would like to have those numbers adjusted. Randy Rossi suggested cutting the fee in half down to 2%. Mr. Rossi added that he also thinks 10% for design and engineering fees is high and that the Town has paid 6.5%-7% for design and engineering fees for the school project. Mr. Rossi suggested reducing that design and engineering fee down to 7.5%.

Chief Seltzer stated that he thinks $100,000 for furniture and equipment is too high and questioned whether this should be a capital expenditure and Dennis Finlay replied that, in other projects, it has been included in the bond. Chief Seltzer suggested that the furniture and equipment fee be reduced down to $75,000.

Randy Rossi stated that the bond cost of $100,000 is only for the new station so that this amount should be removed from the other columns and does not fluctuate with the amount of the bond.

Randy Rossi questioned why construction contingencies and project contingencies both at 10% are in their twice at almost $1 million? Chief Seltzer stated that he understands the need for changes during the process of construction with the cost of materials, work order changes, etc. but does not see the need for "project contingency". Dennis Finlay stated that this would be to address problems arising from renovating the stations such as code issues. Chief Seltzer suggested reducing the project contingency fee down to 2%.

Chief Seltzer stated that the total square footage for Station 1 can be reduced by 2,000 sq. ft. for a total of 7,600 square foot project and the new station can be reduced by approximately 600 sq. ft. to an 11,000 square foot project.

Randy Rossi stated that the proposed revisions bring the total project cost down to $14,373,498 which does not include the purchase of the property for a new station. Chief Seltzer stated that the Station 2 project could be removed and moved to capital expenditures. Chief Seltzer suggested adding $500,000 in land cost for purchase of the one piece of State property but stated that it makes sense for the Town to buy both pieces of property because the advantage would be to have the second piece available for future expansion but that is not a necessity.

DISCUSSION/ACTION ON INITATION OF DRAFT REPORT OF TASK FORCE FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

Chief Seltzer stated that he will start to put a draft report together.

PUBLIC COMMENT

There were no members of the public to present comment.

Tom Robitaille made a motion, seconded by Deputy Chief Sullivan, to adjourn at 6:20 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **4:30 p.m. on Thursday, June 8, 2017**.

Respectfully submitted,

Donna Corrao, Recording Secretary

Appendix P

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
June 8, 2017

Members Present: Councilman Michael Lawton, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Thomas V. Robitaille, Randy Rossi
Members Absent: Deputy Chief Keith Sullivan, Captain Michael Dexter, Richard Eichner
Non-Voting Members Present: Dennis Finlay
Non-Voting Members Absent: Richard Eichner
Others Present: None

Chief Robert Seltzer opened the June 8, 2017 Fire Department Study Implementation Task Force meeting at 4:37 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

MINUTES

The minutes from the May 11, 2017 Fire Department Task Force meeting were reviewed.

Randy Rossi made a motion, seconded by Captain Brown, to approve the minutes from the May 11, 2017 Fire Department Study Implementation Task Force.

The vote on the motion was as follows:

Voting In Favor: Members Seltzer, Brown, Robitaille, and Rossi
Voting In Opposition: None
Abstaining: Member Lawton

The vote on the motion was four in favor with one abstention, the motion carried.

OLD BUSINESS

NEW STATION LOCATION – UPDATE ON PROPERTIES UNDER CONSTRUCTION

This agenda item is ongoing and there was no update.

UPDATED INFORMATION PROVIDED BY SACCOCCIO & ASSOCIATES

Chief Seltzer stated that he is waiting for the adjustments to the designs and adjusted prices for the station renovation costs from Mark Saccoccio.

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

Response time pamphlet update

Chief Seltzer stated that he and Richard met to discuss possibly having two pamphlets; one to address the future growth in the northern part of the Town and the effect on response times if no station is constructed and the second pamphlet would be to give an overview for the entire population to address improvement of ISO ratings to save people money. Chief Seltzer stated that they are going to layout a draft and then have someone do it more professionally.

Councilman Lawton questioned what the plan is to get this pamphlet out to the public and suggested utilizing The Valley Breeze & Observer. Chief Seltzer stated that the Smithfield Times could be another option. Chief Seltzer stated that he would also like to distribute the pamphlets at various town forums. Councilman Lawton also suggested outreach on social media such as Facebook. Dennis Finlay suggested handing the flyers out at Deerfield and Whipple parks.

Tom Robitaille suggested doing multiple mailings and stated that it is going to require the Town spending in the area of $30,000-$40,000 in order to have the necessary public relations on this million dollar project. Randy Rossi stated that the Town is not going to front the money and that fundraising needs to be done like the Police Department did for their bond issue. Chief Seltzer added that he would like to obtain corporate sponsors for the pamphlet such as Fidelity, Alexion, and Navigant.

Captain Brown stated his concern that if two separate pieces are made some people may get upset because the new station does not affect their location and suggested promoting the fact that everyone is benefiting from an improved ISO rating rather than promoting the fact that 15,000 residents will be benefitting from a new station in Northern RI.

UPDATE ON CONCEPTUAL DESIGN OF NEW FIRE STATION

Chief Seltzer stated that Mark Saccoccio is working on a conceptual design of the new fire station and that this agenda item is in progress.

DISCUSS/ACTION TO IDENTIFY AND MAKE FINAL RECOMMENDATION OF UPGRADE PROJECTS TO EXISTING FIRE STATIONS

Chief Seltzer stated that this agenda item is in progress based on updated designs and project costs.

DISCUSS/ACTION ON RECOMMENDED STAFFING CONFIGURATION OF FIRE STATIONS

Chief Seltzer distributed a schematic that he developed of the fire station locations and proposed apparatus and personnel assignments for each station. Chief Seltzer stated that this schematic adds 8 people to the

Department and where there are currently 11 employees per shift there would be a need to have 13 per shift but that he is trying to get the minimum number of staffing required to meet the safety needs of the residents.

Chief Seltzer stated that he will summarize the number of people and block out the three existing stations and separating the fourth station for clarity.

DISCUSS/ACTION ON DEVELOPING A FINANCIAL PLAN, BONDING, CAPITAL EXPENDITURES TO SUPPORT COMMITTEE RECOMMENDATIONS

There was no update on this agenda item.

DISCUSSION ON WHEN TO GET THE FRC INVOLVED WITH REVIEWING THE FINANCIAL IMPACT OF THE TASK FORCE'S WORK

There was no update on this agenda item.

NEW BUSINESS

UPDATE ON STATUS OF TASK FORCE REPORT OF FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

Chief Seltzer distributed a draft report that he prepared for submission to the Town Council and stated that he is hoping to have it finalized by the Committee in July and presented to the Council in August or September at the latest.

PUBLIC COMMENT

There were no members of the public present for comment.

Randy Rossi made a motion, seconded by Tom Robitaille, to adjourn the meeting at 5:15 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Thursday, July 13, 2017** at **5:00 p.m**.

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix Q

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
July 14, 2016

Members Present: Council President Bernie Hawkins, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Lieutenant Matt Pearson, Deputy Chief Keith Sullivan, Randy Rossi, Thomas V. Robitaille
Members Absent: None
Non-Voting Members Present: Richard Eichner
Non-Voting Members Absent: Dennis Finlay

Chief Robert Seltzer opened the July 14, 2016 Fire Department Study Implementation Task Force meeting at 5:05 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Randy Rossi read the Emergency Evacuation and Health Notification.

APPROVAL OF MEETING MINUTES

The minutes from the May 16, 2016 Fire Department Study Implementation Task Force meeting were reviewed.

Randy Rossi made a motion, seconded by Tom Robitaille, to approve the minutes May 16, 2016 meeting as presented. The vote on the motion was all in favor and the motion carried.

NEW BUSINESS

b. REVIEW OF THE FOLLOWING SECTIONS OF THE "ANALYSIS OF FIRE DEPARTMENT FACILITIES AND OPERATIONS" REPORT BY KRAMER & ASSOCIATES GROUP:

i. Section IX – Fire Station Locations, Section X – Replacing Fire Stations, and Section XI – Investing in New Facilities

Chief Seltzer reviewed Sections IX, X, and XI of the Kramer & Associates Report and stated that the Report's recommendation was for a fourth station in the Routes 7 & 116 area but that this Committee needs to come to a consensus on the number of stations in order to determine what is in the best interest of the Town. Chief Seltzer stated that, additionally, there is the issue of what to do with the location of headquarters.

Bernie Hawkins stated that, if the Town is building a new station, it would make sense to include the new

headquarters there. Chief Seltzer stated that one advantage to Station 3 is that it is centrally located in town and that he would like to keep training in Station 3 and relocate headquarters there or in the new station. Chief Seltzer added that Mark Sacoccio gave an estimate of $1.4 million to put locate headquarters and add a training classroom at Station 3.

Tom Robitaille stated that the ISO report indicates that 72% of Fire Department activity is EMS and that there is no information on how many calls get transported, where they go, and how long it takes for the trucks to get back on call. Mr. Robitaille stated that the Town should be thinking differently and should have another study to determine what the rescue squad needs to service EMS.

ii. Section XIII – Organizational Leadership

Chief Seltzer reviewed Section XIII and stated that this involves restructuring of the Fire Department and reorganizing headquarters. Chief Seltzer stated that he thinks that the Department has enough people to achieve the first recommendation but the second step would require 6 additional people to staff all four stations.

Chief Seltzer stated that he would like to show a reorganizational chart for the next meeting to lay out how it will work. Bernie Hawkins noted that the Council will be concerned with the amount money necessary for promotions, etc.

iii. Section XXX1 – MSA Architectural Report

Chief Seltzer reviewed the MSA Architectural Report and stated that one of the recommendations of the report is to set aside a certain amount of capitol each year for repairs. The Committee agreed for this to be the first recommendation to be added to an ongoing list of recommendations.

Richard Eichner questioned whether Fidelity's property was a possible location for a new station. Randy Rossi noted that the property is owned by RI EDC but, moreover, thinks that Fidelity will not want a fire station in the front of their property. Chief Seltzer stated that there is 5.5 acres at the corner of Route 7 & 116 which is State owned land that is under consideration.

d. <u>REVIEW OF ISO REPORT</u>

Tom Robitaille stated that the ISO report was well done but had to do with Fire Department apparatus only and no emergency services. Chief Seltzer stated that the Department received 67 points and 70 points is needed to get to a Class 3 and that within the next year, they will be there. Ultimately, Chief Seltzer stated that he would like to get the Department to a Class 2. Chief Seltzer noted that most commercial insurance carriers follow ISO rating which gets attached to business and that businesses can save money with a better rating. Chief Seltzer added that this report can be addressed at any time when updated data is submitted but that the ISO is trying to come out to do updates every three years.

Chief Seltzer stated that he identified the low areas for points and that he will review them to see what can be done to improve these low areas.

Tom Robitaille stated that he would support an EMS report to study that which makes up 72% of what the Department does and that the Town needs to start thinking more broadly and in servicing the elderly. Chief Seltzer replied that there is an EMS standard from the NFPA that he will provide.

e. <u>DISCUSS AND ACT UPON NEXT STEPS</u>

Chief Seltzer stated that he and Lieutenant Pearson would like to show a reorganization chart for the next meeting to lay out how the proposed Department changes will look.

Randy Rossi suggested sending the report from Mark Sacoccio and Chief Seltzer replied that he will send it to the Committee.

Chief Seltzer questioned whether electronic correspondence works for everyone and it was agreed to continue with electronic correspondence. Chief Seltzer also requested that Donna, as Recording Secretary, maintain a list of consensus ideas of Committee recommendations.

Chief Seltzer stated that the Committee previously met on June 15th to tour the fire stations and an attendance sheet was submitted to the Recording Secretary.

Tom Robitaille made a motion, seconded by Randy Rossi, to adjourn the meeting at 6:20 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for **Thursday, August 11th at 5:00 p.m.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix R

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
July 27, 2017

Members Present: Councilman Michael Lawton, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Captain Michael Dexter, Deputy Chief Keith Sullivan, Randy Rossi, Richard Eichner
Members Absent: Tom Robitaille
Non-Voting Members Present: Dennis Finlay
Non-Voting Members Absent: None
Others Present: None

Chief Robert Seltzer opened the July 27, 2017 meeting at 5:02 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Dennis Finlay read the Emergency Evacuation and Health Notification.

MINUTES

The Committee reviewed the minutes from the June 8th Fire Department Task Force meeting.

Randy Rossi made a motion, seconded by Ken Brown, to approve the minutes from the June 8, 2017 Fire Department Study Implementation Task Force.

The vote on the motion was all in favor and motion carried.

OLD BUSINESS

UPDATE ON STATUS OF TASK FORCE REPORT OF FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

This agenda item is on hold.

NEW STATION LOCATION – UPDATE ON PROPERTIES UNDER CONSTRUCTION

Chief Seltzer stated that he spoke with Representative Winfield about the property at Routes 7 & 116 and that he spoke to the Speaker of the House and that they intend to meet to discuss the purchase of the property and,

hopefully, at a reduced cost.

Dennis Finlay stated that he met with the State DOT Properties Division who asked him if the Town is still interested and that he informed them that the Town has interest but that an archaeological study needs to be done which is on the August 8th Town Council meeting agenda to approve a study by PAL. Chief Seltzer noted that, regardless of whoever purchases the property, it is in their best interest to have an archaeological study conducted.

Dennis Finlay stated that the State may be interested in selling a portion of the Washington Grove area, which is owned by DOT, DEM and a third state agency, to the Town. Mr. Finlay stated that DEM initially indicated that they would consider the sale as long as they have their own access to the rear of the property. Mr. Finlay added that this is pretty initial and Chief Seltzer replied that this is not an ideal location for the location of a new station and sees no benefit to the Town's ISO rating.

UPDATED INFORMATION PROVIDED BY SACCOCCIO & ASSOCIATES

Chief Seltzer stated that he met with Mark Saccoccio last week and distributed a copy of a modified set of drawings for the renovated stations.

Chief Seltzer also distributed an updated project cost sheet with revised square footages for the stations for a revised total cost of $11,212,173 which he stated does not include any land costs.

Mike Lawton questioned whether it is more economical to build a new Station Three because the cost of renovations is almost as much as the cost of a new station and Chief Seltzer replied that it is going to be basically a new station with all of the renovations.

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

- Response time pamphlet update

Chief Seltzer stated that this agenda item is in progress.

UPDATE ON CONCEPTUAL DESIGN OF NEW FIRE STATION

Chief Seltzer stated that is agenda item is in progress as discussed under the Saccoccio update.

DISCUSS/ACTION TO IDENTIFY AND MAKE FINAL RECOMMENDATION OF UPGRADE PROJECTS TO EXISTING FIRE STATIONS

Chief Seltzer stated that this agenda is in progress as discussed under the Saccoccio update.

DISCUSS/ACTION ON RECOMMENDED STAFFING CONFIGURATION OF FIRE STATIONS

Chief Seltzer distributed an update of the existing and proposed apparatus and staffing configurations of the fire stations.

Chief Seltzer stated that the standard shift consists of 11 members Tuesday-Friday from 8:00 am -6:00 pm with an additional 2 firefighters on Rescue 2.

Chief Seltzer stated that the Kramer Report states that 14 members will be required to staff Station Four but he

does not think that the number will be that high however he would like to talk to the Town Manager and Union President before presenting it to this group.

Randy Rossi stated his concern with building a new station and not putting people in it. Dennis Finlay cautioned that not having a rescue in the Farnum Pike station is going to cause backlash from the public and Chief Seltzer noted that there was not a staffed rescue in that station before he came to work here.

Chief Seltzer stated that he will continue working on the staffing portion of the sheet.

DISCUSS/ACTION ON DEVELOPING A FINANCIAL PLAN, BONDING, CAPITAL EXPENDITURES TO SUPPORT COMMITTEE RECOMMENDATIONS

This agenda item was tabled.

DISCUSSION ON WHEN TO GET THE FRC INVOLVED WITH REVIEWING THE FINANCIAL IMPACT OF THE TASK FORCE'S WORK

This agenda item was tabled.

NEW BUSINESS

a. Any other new business to come before the Task Force

Randy Rossi stated that he is looking at a concept called P3 whereby a public agency would build and lease the new station back to the Town over a 20-30 year period and at the end of the term sell it back to the Town for $1. Mr. Rossi stated that the benefits are that it gives the Town the ability to negotiate with vendors without having to adhere to prevailing wage labor standards and it doesn't increase the debt limit or affect the bond rating. Mr. Rossi added that, additionally, it will save money on marketing, debt service and overall costs to the Town but that he will provide further information on this idea once the numbers get run.

Councilman Mike Lawton questioned whether this type of financing would have to be voted on and Randy Rossi replied that it would not because it is a lease. Councilman Lawton noted that the project could probably start sooner if it doesn't have to go out for a bond referendum.

Captain Brown questioned whether all of the fire station projects will be financed in this manner and Randy Rossi replied that it would include all renovation projects to the stations, a new station and even the land purchase could be included but that he would like to have the land purchase be done outside of the lease agreement.

PUBLIC COMMENT

There were no members of the public present for public comment.

Randy Rossi made a motion, seconded by Mike Dexter, to adjourn at 6:02 p.m. The vote on the motion was all in favor and the motion carried.

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix S

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
September 14, 2017

Members Present: Councilman Michael Lawton, Chief Robert Seltzer, Captain Kenneth Brown, Jr., Captain Michael Dexter, Tom Robitaille
Members Absent: Deputy Chief Keith Sullivan
Non-Voting Members Present: Richard Eichner, Randy Rossi
Non-Voting Members Absent: None
Others Present: None

Chief Robert Seltzer opened the September 14, 2017 meeting at 5:04 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Robert Seltzer read the Emergency Evacuation and Health Notification.

MINUTES

The Committee reviewed the minutes from the July 27th Fire Department Task Force meeting.

Ken Brown made a motion, seconded by Michael Dexter, to approve the minutes from the July 28, 2017 Fire Department Study Implementation Task Force.

The vote on the motion was all in favor and the motion carried.

OLD BUSINESS

UPDATE ON STATUS OF TASK FORCE REPORT OF FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

Chief Seltzer stated that he intends to finalize the Task Force Report for the next meeting in order to forward it on to the Town Council.

NEW STATION LOCATION – UPDATE ON PROPERTIES UNDER CONSTRUCTION

Chief Seltzer stated that it is his understanding that the archaeological study was approved by the Town Council but that he will verify this and attempt to get the study completed.

STRATEGIES FOR DEVELOPING A MARKETING PLAN FOR THE BOND ISSUE

- Response time pamphlet update

There was no update to this agenda item.

DISCUSS/ACTION TO IDENTIFY AND MAKE FINAL RECOMMENDATION OF UPGRADE PROJECTS TO EXISTING FIRE STATIONS

- Final recommendation review/confirm completed

Chief Seltzer stated that the Committee reviewed updated drawings and pricing at the last meeting and that he would like to have the consensus of the Committee that this will be the conceptual design going forward.

DISCUSS/ACTION ON RECOMMENDED STAFFING CONFIGURATION OF FIRE STATIONS

- Discussions with IAFF Local 2050

Chief Seltzer stated that he met with the Town Manager and discussed the proposed new staffing configuration of the stations. Chief Seltzer added that he then met with the Union President and went over a few of the staffing configurations and that, essentially, they are looking at very minimal increase in staffing with Engine 1, Engine 2, a ladder being run out of the new substation, Rescue 3, Rescue 1, and the new substation have a new rescue truck which will result in providing fire service throughout the entire Town including the northern part of Town. Additionally, Chief Seltzer stated that by having two rescues being run around the clock with a third one being able to run, they will be providing a better service model and more revenue for the Town.

DISCUSS/ACTION ON DEVELOPING A FINANCIAL PLAN, BONDING, CAPITAL EXPENDITURES TO SUPPORT COMMITTEE RECOMMENDATIONS

- Private Public Partnerships – continue discussion

Chief Seltzer distributed a presentation from PFIC and stated that he and the Town Manager met with this company who finances public private partnerships to build buildings and do renovations, etc. Chief Seltzer noted that this is just one company that does these types of partnerships whereby they come up with a percentage of interest, repayment period and hold the lien until it is paid off and then the building would be owned by the Town.

Chief Seltzer stated that he provided PFIC with the information from Saccoccio & Associates and they priced the project out at $10.2 million and that Saccoccio's estimate was $11.2 million which is a million dollars in savings by doing a public private partnership versus going out to bond.

Chief Seltzer stated that he is working on putting together an RFP based on what these companies do and what the Town needs in order to go out to solicit proposals to obtain a couple of prices from several companies.

Tom Robitaille noted that all residents should be paying for this project including those taxpayers who have a tax freeze; whether it is a bond or a lease.

DISCUSSION/ACTION ON FRC INVOLVEMENT WITH REVIEWING THE FINANCIAL IMPACT

- Project Cost submitted to Town Council to forward to FRC

Chief Seltzer stated that the Town Council moved to forward the Saccoccio estimates and conceptual information to the FRC but he is unsure whether that has happened yet.

Councilman Mike Lawton suggested this Committee schedule a work session with the Town Council.

NEW BUSINESS

Chief Seltzer stated that Randy Rossi previously was a voting member but that if he is now taking the spot that Dennis Finlay had on the Committee, then another Town representative should sit in as a Finance Department representative. Randy Rossi suggested the Tax Assessor, Drew Manlove.

Richard Eichner stated that he lives in the Village of Summerfield and that the residents are mostly retired and most would not like to see their taxes raised. Mr. Eichner added that the Town needs to present information on what the emergency services cost the Town; particularly since the rescues are often in their development.

PUBLIC COMMENT

There were no members of the public present for public comment.

Mike Dexter made a motion, seconded by Mike Lawton, to adjourn at 5:45 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for 5:00 p.m. on **Thursday, October12, 2017.**

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix T

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
October 12, 2017

Members Present: Chief Robert Seltzer, Deputy Chief Keith Sullivan, Captain Kenneth Brown, Jr., Captain Michael Dexter, Tom Robitaille
Members Absent: Councilman Michael Lawton
Non-Voting Members Present: None
Non-Voting Members Absent: Randy Rossi, Richard Eichner
Others Present: Benjamin Caisse

Chief Robert Seltzer opened the October 12, 2017 meeting at 5:10 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Robert Seltzer read the Emergency Evacuation and Health Notification.

MINUTES

The Committee reviewed the minutes from the September 14th Fire Department Task Force meeting.

Michael Dexter made a motion, seconded by Tom Robitaille, to approve the minutes from the September 14, 2017 Fire Department Study Implementation Task Force. The vote on the motion was all in favor and the motion carried.

OLD BUSINESS

UPDATE ON STATUS OF TASK FORCE REPORT OF FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

- Review Draft Copy

Chief Seltzer distributed a draft copy of the report to the Town Council and stated that he thinks that he will have the completed within the next week. Chief Seltzer summarized the reports contents including an introduction of what the Committee was tasked with, a background on all issues discussed, a list of Committee recommendations and copies of all meeting minutes from May of 2016 to date.

Chief Seltzer stated that he will send an email version to the Committee for their final review and that he hopes to have it finalized at the next meeting scheduled for November 9th.

NEW STATION LOCATION – UPDATE ON PROPERTIES UNDER CONSTRUCTION

- Archaeological Study on RI State Property

Chief Seltzer stated that the company who is supposed to conduct an archaeological study on the State property had not been contacted yet to do the study but that he will be contacting them early next week and that he will report back to the Committee at the next meeting.

Captain Brown questioned whether moving forward with this study means that the agreement with the State is all set and Chief Seltzer replied that the talks with the State are ongoing but that they have given a figure of $560,000 and that the appraisal came back at about the same amount. Chief Seltzer added that the State has said that they are open to discussion and he will talk to Representative Winfield to get an update.

STRATEGIES FOR DEVELOPING A MARKETING PLAN

- Response time pamphlet update

This agenda item was tabled.

DISCUSS/ACTION ON RECOMMENDED STAFFING CONFIGURATION OF FIRE STATIONS

- Discussions with IAFF Local 2050

Chief Seltzer stated that he met with the Town Manager about the staffing configuration and that, by hiring 5 more people, the new station will be staffed around the clock. Chief Seltzer added that, as EMS calls increase, there should be no additional cost to manning the rescues and that they are looking at making changes in the Fire Department budget, including the collection of fire recovery fees, and have enough of revenue sources to at least pay for 1.5 new employees.

Chief Seltzer noted that the new station with its apparatus and manpower will reduce the 5 mile response radius significantly and response time from 8 minutes down to 4 minutes which all will help with the ISO rating. Chief Seltzer stated that his goal is to get from an ISO Class 4 down to a Class 2 which will result in significant savings for not only commercial but also for residential insurance rates. Chief Seltzer added that he is working with ISO to quantify average annual savings for businesses and homeowners.

DISCUSS/ACTION ON PUBLIC PRIVATE PARTNERSHIPS

- Review Information for an RFP

Chief Seltzer stated that the Town Council is considering, at their next meeting, referring the Fire Department project to the Financial Review Commission and that he provided them with information on the public private partnership versus bond issue. Chief Seltzer stated that he would like to do an RFP for public private partnerships in order to get several numbers back but that he would still want to be prepared to go forward with the bond.

Captain Brown questioned what the timeline is for a bond issue and Chief Seltzer replied that, in order to be on the 2018 ballot, the project must be in by February to get legislative approval.

Keith Sullivan questioned whether the Town needs special legislation to enter into a public private partnership and Chief Seltzer replied that Randy Rossi informed him that the State previously passed legislation which allows the state and local governments to enter into public private partnerships.

Tom Robitaille stated that, based on the current debt obligations of the Town which don't start decreasing for several years, he thinks a public private finance is more palatable than going out to bond. Mr. Robitaille added that his position is that there should be a debt repayment program that all Town residents contributes to.

DISCUSSION/ACTION ON FRC REVIEW OF THE STATION PROJECTS

This agenda item was discussed above.

NEW BUSINESS

Tom Robitaille stated that he thinks the building next to the Exchange Bank building is up for sale and Chief Seltzer replied that the property is not ideal but that it has been looked at and does have some potential.

Chief Seltzer stated that a work session is scheduled with the Town Council for Tuesday, October 24th at 5:30 p.m.

PUBLIC COMMENT

There was no public comment.

Tom Robitaille made a motion, seconded by Mike Dexter, to adjourn the meeting at 6:00 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for 5:00 p.m. on **Thursday, November 9, 2017**.

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix U

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
December 14, 2017

Members Present: Chief Robert Seltzer, Councilman Michael Lawton, Deputy Chief Keith Sullivan, Captain Kenneth Brown, Jr., Captain Michael Dexter, Drew Manlove, Tom Robitaille
Members Absent: None
Non-Voting Members Present: Richard Eichner
Non-Voting Members Absent: Randy Rossi
Others Present: Benjamin Caisse

Chief Robert Seltzer opened the December 14, 2017 meeting at 5:10 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Robert Seltzer read the Emergency Evacuation and Health Notification.

MINUTES

The Committee reviewed the minutes from the October 12, 2017 Fire Department Task Force meeting.

Michael Dexter made a motion, seconded by Tom Robitaille, to approve the minutes from the October 12, 2017 Fire Department Study Implementation Task Force. The vote on the motion was as follows:

Voting In Favor: Members Seltzer, Sullivan, Brown, Dexter, Robitaille
Voting In Opposition: None
Abstentions: Members Lawton, Manlove

The vote on the motion being five in favor with two abstentions, the motion carried.

OLD BUSINESS

UPDATE ON STATUS OF TASK FORCE REPORT OF FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

Chief Seltzer stated that there were updates to the architectural drawings from Saccoccio & Associates to address errors on Stations 1 and modifications to Station 3.

Chief Seltzer stated that, after meeting with the Town Council, the Council requested reducing the square footage at the substation and that he will be adding the ISO information to the report. Chief Seltzer added that he will send the report to the Task Force in the first week in January for review at our next meeting scheduled for the second week of January.

Chief Seltzer stated that he also met with the Building Official to review the building estimates provided by the architect and that his research founds costs ranged from $275 to 400 per square foot. Chief Seltzer stated that he used an average of $338 per square foot for a reduced total cost of $10,943,865.

Chief Seltzer stated that the other change he is waiting for is the reduction in square footage from Saccoccio which will impact column 4 to reduce the substation and which will reduce the costs anywhere from $700,000-900,000.

NEW STATION LOCATION – UPDATE ON PROPERTIES UNDER CONSTRUCTION

Archaeological Study on RI State Property

Chief Seltzer stated that he contacted the archaeological company who was waiting on the Town Manager to sign the contract and that they plan to conduct the study as soon as possible, weather permitting, which will take about a one month.

Chief Seltzer added that he, Representative Winfield and Randy Rossi are scheduled to meet with DOT to talk about how to obtain the property.

STRATEGIES FOR DEVELOPING A MARKETING PLAN

Response time pamphlet update

This agenda item was tabled.

NEW BUSINESS

DISCUSS FRC MEETING HELD ON NOVEMBER 1, 2017

Chief Seltzer stated that he met with the Financial Review Commission on November 1st and that there had been some misinformation but two of their members toured the stations afterwards and that it was good for them to see the condition of the stations.

Tom Robitaille questioned what the top priority is for the Department and Chief Seltzer replied that it is to build a new station to service the northern end of the town because his priority is to provide a similar level of service to the entire town. Richard Eichner stated that there is a need to show the effect to the taxpayers if in 10 years nothing is done then the response time will decrease. Mr. Robitaille stated that his concern is that the cost is more like $16 million with interest over 20 years and add to it a $40 million school bond which is going to be about $60 million.

Chief Seltzer stated that the FRC had a good idea with taking the new building construction out on bond and use capital money for the reconfigurations and updates which reduces the amount of bonding down to $6 million.

Chief Seltzer stated that, at the FRC meeting in January, they will have a discussion of funding options for the fire station.

Chief Seltzer stated that there are other ways to do this project while still providing the right level of service but that the Committee needs direction from the Town Council so that we can begin to market the project noting that

he would like to be on the Council agenda after the January FRC meeting.

Ken Brown questioned the status of the public-private partnership and Chief Seltzer replied that has been assigned review by the FRC. And could be a separate options outside of the bond referendum.

DISCUSSION OF NEW BUSINESS ITEMS FOR NEXT MEETING AGENDA

Councilman Mike Lawton suggested writing options down for the FRC meeting.

PUBLIC COMMENT

There was no comment from the public.

Tom Robitaille made a motion, seconded by Ken Brown, to adjourn the meeting at 6:00 p.m. The vote on the motion was all in favor and the motion carried.

The next meeting is scheduled for 5:00 p.m. on **Thursday, January 11, 2017**.

Respectfully submitted,

Donna Corrao
Recording Secretary

Appendix V

Town of Smithfield

Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
January 11, 2018

Members Present: Chief Robert Seltzer, Captain Kenneth Brown, Jr., Drew Manlove, Tom Robitaille
Members Absent: Councilman Michael Lawton, Deputy Chief Keith Sullivan, Don Gliottone
Non-Voting Members Present: Richard Eichner
Non-Voting Members Absent: Randy Rossi
Others Present: None

Chief Robert Seltzer opened the January 11, 2018 meeting at 5:12 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Robert Seltzer read the Emergency Evacuation and Health Notification.

MINUTES

The minutes from the December 14, 2017 Fire Department Study Implementation Task Force meeting were reviewed.

Tom Robitaille made a motion, seconded by Drew Manlove, to approve the minutes from the December 14, 2017 meeting. The vote on the motion was all in favor and the motion carried.

UPDATE ON TASK FORCE REPORT OF FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

Chief Seltzer stated that he is finalizing the memo to the Town Council based on the meeting with the Financial Review Commission.

NEW STATION LOCATION – UPDATE ON PROPERTIES

Chief Seltzer stated that the Town signed a contract for an archaeological study with PAL but that they need to get permitted from the State and will be ready to go once the weather breaks.

Chief Seltzer stated that Representative Winfield met with RIDOT and negotiated the sale price down from $580,000 to $400,000 and that negotiations are not done.

STRATEGIES FOR DEVELOPING A MARKETING PLAN

Response time pamphlet update

Chief Seltzer stated that he thinks that the best way to market the project is to develop a pamphlet that demonstrates all of the benefits of doing the project so that everyone can see the whole picture and all of the advantages it has for all residents of the Town.

NEW BUSINESS

DISCUSS FRC MEETING ON JANUARY 3, 2018

Chief Seltzer stated that the Financial Review Commission (FRC) met on January 3rd and reviewed the figures for both $9 and $6 million projects. Chief Seltzer stated that the FRC recommended going out to bond for a $4.5 for a public-private partnership and all other station projects be funding through the capital budget. Chief Seltzer added that he will act as the Clerk of the Works to oversee the renovation projects which will help to save money.

Chief Seltzer stated that he prefers to go with a $4.4 million project and questioned whether the Committee agrees with the FRC recommendation, and, if so, he can then finalize the report to the Town Council.

Tom Robitaille made a motion, seconded by Ken Brown, to accept the recommendation made by the FRC to go out to bond for a new 4th station at an approximate cost of $4.4 million with the other projects to be financed through capital and to forward this recommendation on to the Town Council. The vote on the motion was all in favor and the motion carried.

Chief Seltzer stated that, for the next meeting, he will present the final report that is going to the Town Council for the Committee to review and provide comment on.

Ken Brown questioned whether the next incoming Council could change the amount of funding for capital projects and Chief Seltzer replied that it is suggested that there be a sunset clause for 5 years.

Ken Brown questioned whether the marketing pamphlet should mention the amount of the tax increase and Chief Seltzer replied that he would like that information to be included in the pamphlet.

Tom Robitaille stated that there should be a flat bond service fee across all property owners including commercial taxpayers. Drew Manlove stated that he will provide the numbers showing the ad valorum

tax for $4.5 million bond to show what the average single family household and commercial taxpayers would pay.

Richard Eichner stated that the information should be presented to the taxpayers as a service fee and that everyone has to pay the same amount. Mr. Eichner also suggested pointing out that this is necessary for maintaining or improving the level of service provided to its residents.

Tom Robitaille made a motion, seconded by Ken Brown, to adjourn the meeting at 5:50 p.m.

The next Fire Department Study Implementation Task Force meeting is scheduled for **Thursday, February 8, 2018 at 5:00 p.m.**

Respectfully submitted,

Donna A. Corrao
Recording Secretary

Appendix W

Town of Smithfield
Fire Department Study Implementation Task Force

64 FARNUM PIKE ESMOND, RHODE ISLAND 02917

Meeting Minutes
March 8, 2018

Members Present: Chief Robert Seltzer, Councilman Michael Lawton, Deputy Chief Keith Sullivan, Capt. Kenneth Brown, Jr., Capt. Derek Keene (for Don Gliottone), Drew Manlove, Tom Robitaille
Members Absent: None
Non-Voting Members Present: None
Non-Voting Members Absent: Randy Rossi
Others Present: None

Chief Robert Seltzer opened the March 8, 2018 meeting at 5:10 p.m.

EMERGENCY EVACUATION AND HEALTH NOTIFICATION

Chief Robert Seltzer read the Emergency Evacuation and Health Notification.

MINUTES

The Task Force reviewed the meeting minutes from the January 11, 2018.

Ken Brown made a motion, seconded by Tom Robitaille, to approve the minutes from the January 11, 2018 meeting. The vote on the motion was all in favor and the motion carried.

UPDATE ON STATUS OF TASK FORCE REPORT OF FINDINGS FOR SUBMISSION TO THE TOWN COUNCIL

- *Review draft copy*
- *Discuss/action on final version for submission to Town Council*

Chief Seltzer distributed a draft copy of the report to the Town Council and stated that, once it is completed, he will add an abstract to summarize the contents of the report. Chief Seltzer stated that the report includes meeting minutes, issues, procedures, topics, recommendation for the location of

headquarters offices, upgrade projects, staffing, financial plan, benefits of increased ISO rating, references, and appendices.

Chief Seltzer requested that the Task Force members review the report and provide feedback to him. Chief Seltzer also suggested getting approval from the Town Council on the capital projects first and then presenting the report to them.

NEW STATION LOCATION - UPDATE ON PROPERTIES

- *Archaeological Study*
- *Discussions with DOT*
- *Discussion/consideration of alternative locations*

Chief Seltzer stated that they still have not started the archaeological study but that, once the weather breaks, they will start.

Chief Seltzer stated that the bond referendum language is being drawn up and will be presented to the Council for approval at the last meeting in March or first meeting in February. Chief Seltzer stated that Representative Winfield spoke to the State regarding purchase of the property and have got the price down to $400,000. Mike Lawton questioned whether that is firm and Chief Seltzer replied that Representative Winfield thinks that we can get it down a little more. Mike Lawton questioned what happens if the bond doesn't go forward and whether there is a Plan B and Chief Seltzer replied that there is other property under consideration but it is more costly.

STRATEGIES

- *Discussion of general project/benefits to project pamphlet*

Chief Seltzer stated something will need to be put together to put the bond forward. Ken Brown questioned whether we have the work that Mr. Eichner's has done and suggested having a private citizen be the head of any fundraising committee. Chief Seltzer stated that he will outreach to the new person at Fidelity.

NEW BUSINESS

a. Report on the workshop held on February 13, 2018 between the FRC and Town Council which included the FD projects as an agenda item.

Chief Seltzer stated that there was a meeting on the 13th with the Financial Review Commission who presented a way to keep the cost of the bond down and still get everything. Mike Lawton stated that Councilman Santucci has indicated to him that he is happy with the work that this Task Force has done and would like the Committee to continue its work on the capital improvement projects at the station. Chief Seltzer questioned whether the Committee is interested in doing that and Tom Robitaille replied that would like to continue and added that if the bond has yet to be submitted that he thinks this Committee should have input into what goes in the bond language. Mr. Robitalle also stated that he would like to know whether or not the bond can be spread across the entire town's residents; frozen and non-frozen taxes. Chief Seltzer stated that, technically, the Town Council could change the ordinance but if that doesn't happen they have to decide how to phrase the bond. Mr. Robitaille stated that he thinks it

would be easier to first put the language in the bond to have it be spelled out on the ballot and that is between the Town Manager and the Town Council.

Chief Seltzer stated that he put together a report which completes the first part of what the Task Force was put together to do and if the Council President wants an oversight committee for the capital improvement projects, then the work will continue on. Ken Brown questioned what will happen if the bond doesn't get approved and Chief Seltzer replied that they will still go forward with the capital improvement projects.

b. Discussion of New Business Items for Next Meeting Agenda

This agenda item was tabled.

Tom Robitaille made a motion, seconded by Ken Brown, to adjourn the meeting at 5:55 p.m. The vote on the motion was all in favor and the motion carried.

Respectfully submitted,

Donna A. Corrao
Recording Secretary

Appendix X

Members of the Fire Department Study Implementation Task Force

Councilman Bernie Hawkins (2016)

Chief Robert Seltzer (Smithfield Fire Department)

Captain Kenneth Brown (Smithfield Police Department)

Lieutenant Matt Pearson (Smithfield Fire Department, 2016)

Deputy Chief Keith Sullivan (Central Falls Fire Department)

Randy Rossi (Finance Director and Town Manager)

Thomas Robitaille (Taxpayer)

Dennis Finlay (Town Manager)

Richard Eichner (Asset Management Committee)

Captain Michael Dexter (Smithfield Fire Department, 2017)

Councilman Michael Lawton (2017)

Drew Manlove (Tax Assessor)

Lieutenant Donald Gliottone (Smithfield Fire Department, 2018)