

**MINUTES**  
**FIRE DEPARTMENT FEASIBILITY STUDY COMMITTEE**  
**March 11, 2020**

**PRESENT:** Chairman Michael Neff, Members Peter Neff, Robert Voss, Michael Shove, James Strong, Carol Walter

The meeting was called to order at 6:43 p.m.

**Minutes of February 12, 2020:**

- A motion was made by M. Shove, seconded by J. Strong to approve the minutes of February 12, 2020 as submitted.

**Old Business:**

Clinton Fire Department Headquarters Rating Sheet was distributed and each topic was rated (Does Not Meet Needs (DNMN), (Meets Current Needs (MCN)), (Not Sustainable (NS)), (Sustainable (S)) and reasons noted as follows:

**Administrative: MCN and NS**

- Document storage will continue to grow/ federal government will require more documentation
- The files are housed in a flood zone
- Personnel records need to be housed on site due
- Questioned whether the records can be stored electronically
  - P. Neff will investigate what can be saved electronically and what needs to be in paper form

**Equipment Apparatus Fire Suppression Rescue Services: DNMN and NS**

- Apparatus has to be designed and purchased with the mind set of fitting into the current apparatus bays
- The current station is at capacity and more

**Equipment Personnel: DNMN and NS**

- The department should have spare tools stored in the quartermaster's area; however, there is no room
- EMS and all quartermaster stored items should be stored in one area

**Equipment (other than Apparatus): MCN and NS**

- The department is maxed out especially if we continue to grow

**Medical Supplies: DNMN and NS**

- Making due with what limited space we have – maxed out
- Can't order items in bulk as there is nowhere to store that much

**Training Equipment: DNMN and NS**

- As is currently set up and/or stored, the apparatus has to be moved to get the fire training props
- Props are stored throughout the building

**Disaster Preparedness: DNMN and NS**

- Cots, pack and plays and other disaster relief items are available to stations; however, the department has no room to store them
- Alternative storage areas have been researched
  - Presently, the 2 antique trucks are being stored off site at a cost to the Corporation

**Classroom Facilities: MCN and S**

- The meeting room/ classroom as a classroom meets the needs
  - Such as for EMS recertification and Fire Department meetings

Duty Crew: DNMN and NS

- Discussed utilizing a portion of the classroom as sleeping quarters
  - Would need proper life safety measures
  - This building is not sprinkled and these would be required if people sleep there
  - If the department goes paid, cannot house the members here as is
  - Emergency personnel who step up for storm duty sleep scattered throughout headquarters, there are no proper facilities

Female – Male Facilities: DNMN and NS

- There are no proper full bathroom facilities

PPE storage (personal protective equipment): MCN and NS

- The PPE storage is maxed out, soon the storage of the PPE will not be allowed in the bays
- All PPE will need to be washed, decontaminated and stored properly post fire and rescue incidents

Food prep areas for feeding duty personnel: MCN and S

- The current kitchen functions

Bathroom/ shower facilities: DNMN and NS

- Current bathrooms function for normal operations but does not have proper shower facilities

Administrative Services Corporate and Fire: MCN and NS

- The storage of documents was not designed properly

Fire Marshals Facility: DNMN and NS

- The Fire Marshal should be housed at Fire Headquarters
- His part time secretary works out of Fire Headquarters

Laundry: DNMN and NS

- Members should wash their gear after exposure rather than bringing any contaminates home
- The present septic system could not meet the needs of additional laundry and showers

EMS Clean Room: DNMN and NS

- According to NFPA equipment needs to be decontaminated

Air Pack maintenance: DNMN and NS

Small equipment maintenance: MCN and NS

Large equipment maintenance: DNMN and NS

- Drains are not functioning properly
- Green soap has to be used to wash apparatus

EOC (Emergency Operations Center) and Dispatch Facility (back-up): DNMN and NS

Site:

Available acreage at current site: DNMN and NS

- The current site is maxed out
- Presently storing some apparatus off site

Expansion Availability: DNMN and NS

- Headquarters is located in a flood plain
- Have maxed out the ground coverage
- The septic would have to be addressed

Flood plain: DNMN and NS

- P. Neff will figure the percentage

Location: MCN and NS

- Traffic gets congested at this particular section of Route 1
- The building is located in a flood plain

New Business:

- The same rating chart will be developed for Station 2 – Glenwood Road
- M. Shove will develop the power point presentation after the study has been completed
  - The Town Council and residents will be invited to the station for the meeting
- Report conclusion should include:
  - Identify Plan A, Plan B and Plan C
  - Analyze what we have
  - Evaluation of headquarters
  - Suggestions of how to address situations
  - Does this facility and land work?
- M. Neff is reviewing GIS for available land
  - On the map indicate where the active drivers live in proximity to possible new location
  - Also note where the calls are
- Briefly discussed separating EMS and Fire

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Wendy McDermott  
Clerk