

Fire Department Study SOW

Neil D. Courtney, an independent fire and rescue protection specialist, proposes to conduct a comprehensive study of the fire protection delivery system for the Town of Baldwin.

The purpose of the study is to analyze the current service where efficiencies, modernization, streamlining, coalition, and adoption of other nationally recommended fire service practices might lend to providing a more effective service. The fundamental tenet of this study is to develop a strategic plan for the town to endorse which provides an optimum level of fire protection services in a cost-effective manner.

The study will focus on the following:

- ✓ The organizational structure and governance of the fire department, and the relationship with the town will be analyzed.
- ✓ The funding mechanism(s), both operational and capital outlay, will be reviewed. This may include any financial support provided by related associations or other outside sources.
- ✓ The internal operational and administrative methodologies employed by the fire department will be assessed.
- ✓ The staffing levels will be reviewed. This facet of the project will also include an analysis of the retention issues regarding emergency service personnel.
- ✓ The levels of performance the department has achieved will be evaluated.
- ✓ The historical call volume and types of calls the department responds to will be analyzed.
- ✓ The fleet of apparatus and related equipment will be considered with regard to function, serviceability, and distribution, in conjunction with the department's mission.
- ✓ The collaborative efforts amongst and relationship with the region's fire and rescue department will be evaluated. This will include a review of the in-vogue mutual-aid agreements.
- ✓ The distribution of fire stations throughout Baldwin, to include those of the neighboring communities, will be considered.

A specific component of this project is to assess the condition, functionality and serviceability of the three fire stations, and will be undertaken by Port City Architecture of Portland, Maine. Port City will visit the three sites to assess the following capabilities of each site:

- Is the building functional for modern firefighting practices?
- Is it missing essential functions?
- Can it accommodate the required apparatus?
- Is the building structurally sound for an essential facility?
- Are there major code violations to address?
- Is it a safe working environment?
- Is the site adequate?
- Can it accommodate an expansion or new facility if required?
- Is there adequate parking and exterior room for apparatus to maneuver?

Following the site assessments, Port City will furnish a report on their findings. It will include recommendations for each site. The site assessment and report will provide sufficient information that should allow the town to make a good decision in what direction to proceed.

Their report will be included as a supplement within the context of the report to be furnished by the project manager.

The initial phase of the study will consist of data collection and information gathering. The project manager will gather and review a compilation of relevant documents from a variety of sources. Meetings and conversations involving key officials and various persons throughout the community, and possibly beyond the town's boundaries will be conducted. The fire stations, apparatus and related equipment will be visited and examined. A cursory review of similar attributes in neighboring communities will also be undertaken. A tour of the town will be conducted in an effort understand the geography and dynamics of the community, and to assess the risks confronting the fire department.

The study will then turn to the creation of the draft report. Baldwin's fire services will be depicted as observed and recommendations developed within the framework of the report. The draft report will initially be handed to the Board of Selectmen for review and comment. The intended timeframe to deliver the initial draft is approximately four months from initiating the study. Upon their scrutiny, any errors and omissions found would be forwarded to the project manager for clarification. Once the Selectmen are satisfied that the draft report has met the objective of the project, the final report will be issued within 21 days.

Once the strategic plan is completed and accepted by the Board of Selectmen, the consultant will have met the intent of the study and the project will be deemed complete.

Cost for this project is \$17,300, Port City Architecture \$5,400 and Neil Courtney \$11,900. A deposit of \$XXXX will be made at the outset of the study and final payment will be made within 14 days after the report has been completed, issued and accepted by the Board of Selectmen. Incremental payments of \$XXXX on (Dates), with a final payment of \$XXXX will be required.

Upon approval of this proposal, the project would commence as soon as possible with a draft report issued prior to (Date).

Neil D. Courtney
Fire Protection Specialist