

Lebanon, Maine
SELECT BOARD MEETING 9 FIRE
Town Office Conference Room
Minutes –Meeting
October 19, 2023

HP Paul Philbrick – Chairman
Shelli Boucher – Selectwoman
MW Michael Walsworth - Vice Chair
RH Richard Harlow III – Selectman
KE Kevin Edwards – Selectman

Todd Oullette
Chief Stefano

For complete meeting minutes please view the meeting in full at <https://www.youtube.com/c/TownofLebanon>

4:30 PM Pledge of Allegiance

4:36 PM

Vice Chair Walsworth, (using Microsoft Teams) introduced John Guilfoil representative Tom Zappa. The company offers public relations service as well as other municipal services to help with the sharing of good and bad news with the municipality. The company offers 24/7 services. They use various means of communication networks from websites, social medias, main media, newsletters. The company role is to provide guidance and services in how to best get the information out to the community, news media, or other sources in efficient and accurate manner. The company upon receiving additional information from the Select Board will provide an estimate for their services.

5:02 PM

Vice Chair Walsworth reviewed the Fire Department Plan with To-Do List in regards to winterization of Station 1. Selectman Harlow presented information about the mobile home. The potential date for a vote on this option is now January 9, 2024. Planning Board has completed a site walk of the proposed location for the home, BOS is waiting for the planning board decision on the proposed location.

Chief Stefano presented a concern that has arisen in regards to how to house mutual aid partners when they are covering Station 1 during a fire occurrence. Various options were discussed by the BOS and the Chief.

Selectman Harlow discussed the result of his walk through with the various trades in regards to heat installation for the station and a water supply for the proposed mobile home. The "Dump Guy" to provide cost estimates for the removal of the storage trailer at Station 1 and the removal of a burned-out camper.

Vice Chair Walsworth requested a letter to allow the removal of the junk generator.

Vice Chair Walsworth motion to authorize the Town Treasurer to sign a release letter for the non-functioning Station 1 generator. Motion seconded by Selectman Harlow. Motion passed 5-0.

Selectman Harlow to work with contractors on closing up the door and sealing the foundation. Discussion was conducted in regards to the proposed Temporary Operating Policy drafted by York County Fire Chief Hooper. Discussion to resume after additional information is obtained. Chief Stefano to communicate with York County Fire Chief Hooper in regards to mutual aide. Selectman Edwards, Selectman Harlow, and Fire Chief Stefano discussed the status of various grants being considered.

Selectman Edwards read a letter from the Congressional delegation in regards to potential funding sources for the immediate fire needs. The Board determined the funding sources addressed may not be the best path to follow for the current need, reference was made to another email received after clarifying that one of the options could not be used for housing.

5:58 PM

Chair Philbrick made a motion to adjourn the BOS-Fire meeting. Seconded by Selectman Edwards. Motion p

MEMORANDUM

October 12, 2023

From: Board of Selectmen.

To: Fire Chief.

Code Enforcement Officer.

All other town employees.

Whom else this may concern.

Subject: TEMPORARY OPERATING POLICY FOR LOCATION OF FIRE/EMS EQUIPMENT, ADMINISTRATIVE OFFICES, CREW QUARTERS.

EMERGENCY MEASURE

1.0) SITUATION: The Town of Lebanon finds itself in a situation where both fire stations have been deemed unacceptable for use as fire stations in their current condition. Time and available finances do not allow for repairs to bring the stations to a usable condition. Alternate arrangements must be made to ensure the continuity of fire/EMS operations.

2.0) REFERENCES:

a) NFPA 101/Life Safety Code.

3.0) DEFINITIONS: (For the purpose of this document.)

a) Staging. Location of apparatus and equipment in a stand-by mode for emergency response.

b) Storage Occupancy. An occupancy used primarily for the storage or sheltering of goods, merchandise, products, or vehicles. *NFPA 3.3.198.8.3 Special-Purpose Industrial Occupancy.*

c) Two in/Two out. A minimum of two people must enter the building together, and when this occurs there must be two people outside the building in communication with those inside.

d) Quartering. Location of emergency crews between call outs. Quarters provide for crew readiness, feeding, crew rest, hygiene, training, and administration.

4.0) AUTHORITY AND RESPONSIBILITY: This temporary operating policy is implemented as an emergency measure under the authority of the Board of Selectmen. The Board assumes responsibility for its inception and for any deviations in normal operations, compliance with codes and standards, level of service, or other matters that may arise from this policy and the current situation.

5.0) TEMPORARY ACCOMODATIONS:

a) Step 1: On duty fire and EMS response crews will be quartered at 184 Merchants Row as a temporary measure. Apparatus may be staged at that location when deemed appropriate by the Fire Chief.

b) Step 2: Situations will arise when (such as, cold weather) it will not be feasible to stage apparatus at the Merchants Row location. In that case, the Board directs the Fire Chief to stage apparatus at Station 1 and allow crews to respond from Merchants Row to Station 1 to retrieve apparatus. The Board realizes this is not the best option and will make every effort to avoid this situation.

c) Step 3: The Board will attempt to secure funding to place temporary crew quarters at Station 1 and make provisions for the use of Station 1 for equipment storage and minor maintenance.

d) Step 4: The Board will consult with the Fire Chief, Code Enforcement Officer, and the Engineer's Report, to determine what limited modifications are necessary at Station 1 for safety considerations. The Board will implement those modifications.

6.0) OCCUPANCY:

a) The Board directs the Code Enforcement Officer to downgrade the permitted occupancy of Station 1, from a multi or mixed occupancy for use as fire station, to a storage occupancy as defined in Section 3.0.

7.0) AUTHORIZED ACTIVITIES and USE:

- a) Station 1 shall be utilized for the storage of emergency vehicles, equipment and supplies only.
- b) Minor maintenance, equipment readiness checks and tasks may be performed in the apparatus bay only.
- c) No more than four (4) people may be in the apparatus bay at any one time.
- d) All other sections of Station 1 are off-limits to all personnel. The Fire Chief may authorize two (2) persons to enter at a time when deemed necessary for maintenance or inspection.
- e) The "Two-in/Two out" rule applies whenever anyone enters any part of Station 1.

Persons entering the building will have radio communications with the outside team.

f) No one will enter Station 1 under the following conditions; unless entering the Station to retrieve or return apparatus for a call for service.

- 1) Roof snow load exceeds six inches over 75% of the roof area.
- 2) Wind conditions exceed 30 MPH.

8.0) NOTICES:

- a) The Fire Chief and Code Enforcement Officer will ensure notification of this policy is made to staff. To include posting signage conspicuously at Station 1 outlining the provisions of paragraph 8.0.
- b) The Board shall inform any outside agency deemed appropriate. Examples of such agencies are; Town's Insurance Carrier, Town Attorney, Bureau of Labor Standards, State Fire Marshal's Office, etc.

10.0) AMENDMENTS: This policy may be amended by the Board, as necessary following consultation with the Fire Chief and Code Enforcement Officer.

11.0) REVIEW AND EXPIRATION:

- a) This policy will be reviewed bi-weekly by the Board in consultation with the Fire Chief and Code Enforcement Officer. The purpose of this review will be to determine its effectiveness and value.
- b) This policy expires upon completion of construction of a new fire station or rehabilitation of an existing fire station.

12.0) SIGNATURES:

a) This policy has been approved by a vote of the Board of Selectmen on _____.

Signed:

Fire Dept Plan with To-Do List

Short-term Plan

- Renting vacant daycare on Merchants Row
 - Rent on a month-to-month basis, \$3,150 + utilities
 - Downside – **response times will increase**, responders will be geographically separated from the trucks and equipment during freezing temperatures because trucks need to be heated, parked in Station 1
 - No choice We need to do what's right for our responders, period! Until the entire Town gets to vote on whether we continue as a 24/7 staffed FD

Intermediate Plan

- Find a solution to place apparatus and personnel in **same location**
 - Response times improve back to baseline
 - Station 1 w/ Singlewide Manufactured home behind. **Preferred option**
 - Transfer Station with single wide mobile home and heated garage. Not preferred
- Manufactured home – Chip
 - Single wide HUD compliant with ME certification label
 - Site work for solution
 - Gravel pad
 - Electric
 - Septic
 - Water
 - LP tanks
 - Phones (Lynne/Joe)
 - IT equipment (Lynne/Joe)
- Scrap storage trailer and generator - Mike
- Office Trailer (TBD)
 - Repurpose as training aid
 - Relocate to Transfer Station when appropriate
- Tree removal (TBD)
 - Postponed until needs for space are identified
- Station 1 Winterize/Repairs – Chip
 - Close side door
 - Heat in utility room
 - Seal slab/CMU seam
 - Replace back door (Mike)
 - Modine heat in bays
 - Seal roof leaks (Mike)
 - Establish a safety monitoring program with HEB
 - Tear down chimney
 - Patch driveway (Paul)
- Station 2 – Mike
 - Replace door knob
 - Ensure water lines or secured

- Turn off electric circuits except for lights
- Close hose tower
- Grants:
 - Steven King for gear
 - Firehouse for gear
 - SAFER grant for personnel
 - AFG for truck
 - AFG for equipment
 - Crypto grant for IT equipment

Long-term Plan

- New Fire Station
 - Multiple sources of expertise have said unequivocally that we need a New Station and that neither Station 1 nor Station 2 can be refurbished and expanded to any degree that they would be suitable for the Town as a Central Station The Location study confirms best location in at intersection of Rt 202, Long Swamp, Center Roads
 - A single central station is the best path for the Town
 - Repairs to Station 1 or Station 2 should only be necessary minimal repairs
Once a new Station is built, Station 1 and Station 2 can be evaluated for alternative uses and the viability with cost of rehabilitating to that use can be debated and chosen by the voters The disposal of Station 2 could be chosen by the voters earlier and monies possibly be used towards a new station