**MEMO**

DATE: 12/29/2015

TO: STATION 2 STUDY COMMITTEE

FROM: CRAIG CHADWICK (phone & text: 8608107793)

SUBJ: FOLLOW UP and DELIVERABLES

The purpose of this memo is to follow up on the tasks assigned at the last committee meeting (12/08/2015) and at a “checkpoint” meeting held with Chief Clarke, Dep Chief LeBlanc and LT Tyldesley (12/16/2015); and to reiterate the deliverables and assign dates to same.

As detailed in the notes of the 12/08/2015 meeting distributed by Chief Clarke we are presently a “working group” established by the Town Administrator, but anticipate that fairly quickly we will become an official “appointed committee” of the BOS. In order to move to that next step we need to provide certain information to the Town Administrator. That information includes data from all of the deliverables discussed to date.

In order to have a clear understanding and to set reasonable expectations I have attempted to list (and briefly define when appropriate) those deliverables along with the person(s) assigned and the requested delivery date.

**DELIVERABLES, RESPONSIBLITY and DUE DATES**

**DELIVERABLE #1**: Develop a brief (1 or 2 sentence) *Statement of PURPOSE* and *desired* *OBJECTIVE* from meeting with the Administrator.

**RESPONSIBLE:** Chadwick, N. Clarke, Tyldesley (**Scott**: I believe you had started writing out an objective in our meeting on 12/16).

**DUE DATE:** 1/15/2016

**DELIVERABLE #2**: *Brief History of STA #2* to include initial need, plans and assumptions, as well as any additions/renovations to date.

**RESPONSIBLE:** Chadwick (with assistance/data from entire Committee)

**DUE DATE:** 1/13/2016

**DELIVERABLE #3**: *Preliminary “Dynamic” Deficiency Report* to include physical/ structural, health/safety, security and well-being, code compliance (Building, NFPA, ADA, HIPPA, etc), Current Usage (staffing/apparatus, etc) and future growth. Include pictures and video. [NOTE: This is not expected to be a FULL/FINAL report at this time, but should highlight the most obvious, serious and time sensitive issues known to us, as of right now ].

**RESPONSIBLE:** Libby, Rego, Tyldesley, Chadwick (**SEAN** – I do some still and video photography and would like to join you when you do your “walk-thru” to ID the deficiencies, so please contact me as to date/time etc).

**DUE DATE:** 1/13/2016

**DELIVERABLE #4**: *Explanation of Regionalization – Realistic Options* and preliminary response (interested/not interested) from neighboring Chiefs (Brewster, Chatham, Orleans)

**RESPONSIBLE:** N. Clarke

**DUE DATE:** 1/13/2016

**DELIVERABLE #5**: *Land and Building Value*: A best “guesstimate” of current market value of land, building; and estimated tax revenue if sold to private developer for other use. Info to be provided by Richard Waystack.

**RESPONSIBLE:** N. Clarke

**DUE DATE:** 1/13/2016

**DELIVERABLE #6**: *Runs Analysis* Detailed analysis of calls for service from STA 2, broken down by year, call type (Fire / EMS / Non-Emergency Service) and any other datapoints showing trending for future (for example: show year over year increase (# and %) in EMS calls resulting from opening of Fontaine Urgent Care)

**RESPONSIBLE:** LeBlanc

**DUE DATE:** 1/13/2016

**DELIVERABLE #7**: *Capital Outlay Plans* Brief explanation of the “expectation” for use of the Finance Committee earmarked $4M set out in 2020 Fiscal Year Plan.

**RESPONSIBLE:** N.Clarke

**DUE DATE:** 1/15/2016

As you can see, I have set 1/13/2016 as the due date for the majority of these deliverables, to then allow time to “pull all the data” together and put it into a draft format for review at our next meeting on 01/19/2016; all in anticipation of a meeting with the Town Administrator near the end of Jan.

If you are able to provide any of your deliverable(s) prior to the requested date, it will be greatly appreciated. If however, you do not believe you can make your date(s), please let me or Chief Clarke know AS SOON AS POSSIBLE so that we can take steps to adhere to our anticipated schedule with the Town Administrator.

Please contact me if I have missed or misinterpreted anything; and lastly, THANKS to all for your participation and input; and please give me a shout with any questions or to discuss any issues.