

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 18**

**Amend No. \_\_\_\_\_**

**Date Prepared:** November 28, 2016  
**Council Meeting Date:** December 5, 2016

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**TO:** James M. Manni, Town Manager

**FROM:** Anne M. Irons, CMC – Town Clerk

**SUBJECT:** Town Council Regular Meetings for 2017

**RECOMMENDATION:**

That the Town Council approves the Town Council meeting schedule for 2017.

**SUMMARY:**

The Town Council holds its regular meetings on the first and third Mondays of each month at 7:30 p.m. However, due to the observance of Monday Holidays the council will meet on 4 Tuesdays in 2017, January 3, 2017, January 17, 2017 February 21, 2017 and September 5, 2017.

Staff is requesting the Town Council approve the attached schedule of the proposed own Council meetings for 2017.

**ATTACHMENTS:**

1. Proposed Town Council Meeting Schedule 2017

**TOWN OF NARRAGANSETT  
TOWN COUNCIL MEETING SCHEDULE 2017  
ASSEMBLY ROOM, TOWN HALL  
7:30 P.M.**

January 3 ( <b>Tuesday</b> )	July 3
January 17 ( <b>Tuesday</b> )	July 17
February 6	August 7
February 21 ( <b>Tuesday</b> )	August 21
March 6	September 5 ( <b>Tuesday</b> )
March 20	September 18
April 3	October 2
April 17	October 16
May 1	November 6
May 15	November 20
June 5	December 4
June 19	December 18

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 19 \_\_\_\_\_  
Amend No. \_\_\_\_\_**

**Date Prepared:** December 1, 2016  
**Council Meeting Date:** December 5, 2016

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**TO:** Town Council

**FROM:** Scott Partington, Fire Chief  
Dawson Hodgson, Town Solicitor

**SUBJECT:** Automatic Aid Agreement for Jerusalem Village Fire Protection

**RECOMMENDATION:**

That the Town Council approve a motion to APPROVE and AUTHORIZE the Town Manager to Sign an automatic aid agreement with the Union Fire District concerning fire protection in the Jerusalem Village.

**SUMMARY:**

In early 2016 residents of the Jerusalem Village begin contacting Town administration regarding an ISO determination that their properties were to be negatively classified because the fire hydrants which serve the village are maintained by the Union Fire District, not Narragansett's municipal fire protection. Such a negative rating represents dramatic increases in insurance cost for these residents.

UFD has been providing all non-administrative fire protection for the Jerusalem Village since at least 1970, governed by a "mutual aid agreement". In the towns correspondence with ISO, the organization advised the fire department that a more robust and formalized "Automatic Aid" agreement would be necessary for Jerusalem properties in order to retain their pre-existing rating.

UFD has requested \$8,000 annual compensation for this service. The agreement also incorporates opportunities for Narragansett fire department training at UFD facilities without charge. The UFD Board of Wardens has approved the terms of the proposed agreement now before the council.

**ATTACHMENTS:**

- 1: Proposed Automatic Aid Agreement
- 2: Existing Mutual Aid Agreement
- 3: UFD Facility Policy

## Automatic Aid Agreement

AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the TOWN OF NARRAGANSETT and the UNION FIRE DISTRICT, both located in the County of Washington, State of Rhode Island.

WHEREAS the Jerusalem section of the Town of Narragansett is not geographically contiguous with the rest of the Town of Narragansett, separated by water to the East and a transit of several miles through the Town of South Kingstown to the South; and

WHEREAS the Union Fire District, has responded to all alarms and calls for fire service in the area since 1970 under the terms of an existing mutual aid agreement; and

WHEREAS, the Village of Jerusalem would be designated ISO Class 10 without an Automatic Aid agreement; and

WHEREAS, the ISO has advised residents of Jerusalem that the existing agreement will not be recognized by ISO for the purpose of classifying the level of fire protection in Jerusalem for insurance purposes; and

WHEREAS, the parties are desirous to retain the existing level of fire protection in Jerusalem by entering into an automatic aid agreement, wherein the Union Fire District will continue to provide automatic aid fire coverage to the Jerusalem section of Narragansett.

NOW THEREFORE, the Town of Narragansett and the Union Fire District, for consideration of the mutual agreements herein contained, do covenant and agree as follows:

1. The Union Fire District hereby agrees to provide automatic aid to the Jerusalem section of Narragansett.
2. Automatic aid, under the terms of this agreement means the Union Fire District will continue to provide aid twenty-four hours per day, seven days per week, throughout the year, responding to all alarms and calls for fire service in the Jerusalem area.
3. Union Fire District will make all reports of calls or responses pursuant to this agreement available to the Town of Narragansett.
4. The Town of Narragansett agrees to indemnify and hold harmless the Union Fire District, employees, town officials, and agents from any and all loss, liability, costs, damage, expenses, and claims of any kind which may hereinafter be incurred, suffered, or sustained in connection with the services performed by the Union fire District in the Village of Jerusalem, pursuant to the terms and conditions of this agreement.

5. In consideration of the fire protection service provided, the Town of Narragansett will annually pay the Union Fire District the sum of **Eight Thousand Dollars (\$8,000)**.
6. Additionally, the parties agree to the following:
  - a. The Narragansett Fire Department shall have full use of the Union Fire District training facility up to four (4) times per year; and
  - b. The Narragansett Fire Department shall have full use of the Union Fire District drafting tank for pump testing two (2) times per year;
  - c. Such use of the Union Fire District training facility and draft tank shall not interfere with Union Fire District operations.
  - d. Union Fire District personnel will be permitted to train jointly with Narragansett Fire Department during such training sessions.
  - e. All other policy and procedures governing the use of the Union Fire District training facility will be adhered to.
7. The term of the agreement shall be one year from the date set forth above and may be renewed annually by mutual agreement of the parties. This agreement may be terminated by either party by providing 30 days' notice to the other party.
8. This agreement encompasses the entire agreement between the parties, and supersedes all previous understandings and agreements between the parties, whether oral or written.

IN WITNESS WHEREOF, the parties hereunto set their corporate name and seal by their duly authorized officers as of the day and year above written.

TOWN OF NARRAGANSETT

By: \_\_\_\_\_

UNION FIRE DISTRICT

By: \_\_\_\_\_



# NARRAGANSETT FIRE DEPARTMENT

68 RODMAN STREET  
NARRAGANSETT, RHODE ISLAND

## COPY

Joseph A. Monahan, Chief

Emergency Calls Only:  
Fire, Ambulance, Rescue  
Tel. 783-3211

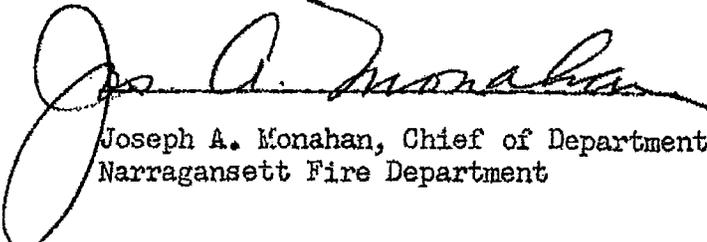
Routine Calls:  
Tel. 783-5500

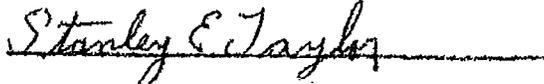
### MUTUAL AID AGREEMENT

For the sum of three hundred dollars (\$ 300.00) the Union Fire District of the Town of South Kingstown agrees to respond, through its agency, the Smug Harbor Fire Company, to all alarms in the Jerusalem area of the Town of Narragansett.

The Union Fire District of the Town of South Kingstown agrees to send an accurate copy of a report for each alarm answered in the Jerusalem area.

Agreed to and signed this 29<sup>TH</sup> day of OCTOBER 1970.

  
Joseph A. Monahan, Chief of Department  
Narragansett Fire Department

  
Chairman, Board of Wardens  
Union Fire District of  
South Kingstown, Rhode Island

RECEIVED FOR RECORD

ON 10-5-89 AT 12:44 P.M.

WITNESS: Mary M. Beck  
Narragansett Town Clerk

## STANDARD OPERATING GUIDELINE

TRAINING GROUND FACILITY USAGE – OUTSIDE AGENCIES	S.O.G. No.: 06-013	Revision: February 1, 2016
UNION FIRE DISTRICT	Effective Date: JUNE 2007	Page 4 of 8

**4.12 The following are the UFD training facility fee schedules.**

**4.12.1 Use of the Burn Building for an outside Fire Department or District**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$600	\$1,200

**4.12.2 Use of Tower**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$350	\$700

**4.12.3 Use of Car Pad**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$200	\$400

4.12.3.1 Outside organizations would be required to furnish vehicles being used during the training exercise(s). Should any vehicle be left for 72 hours after the exercise, the UFD will have the vehicle towed and charge the agency \$100 per vehicle.

**4.12.4 Use of Maze**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$100	\$200

**4.12.5 Use of Roof Simulator**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$200	\$400

4.12.5.1 The outside organizations would be also responsible for replacement of any materials used during the use of the roof simulator.

**4.12.6 Use of Confined Space**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$200	\$400

**4.12.7 Use of Drafting Pit**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$200	\$400

**4.12.8 Use of Meeting Room (Classroom)**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$100	\$200

4.12.8.1 Hours of use are Monday through Friday from 8:30AM to 4:00PM not including holidays. Off hours use would require on-site coordinator (see section 4.12.10).

4.12.8.1.1 District Administrator can authorize meeting room use.

4.12.8.1.2 Use of meeting room may not require the completion of hold harmless form.

**4.12.9 Use of Entire Site (UFD Training Facilities)**

<u>1/2 Day Fee</u>	<u>Full Day Fee</u>
\$1,200	\$2,000

**4.12.10 On Site Coordinator**

4.12.10.1 Outside training exercises - One UFD member must be present at all times for any outside training exercises at the cost of \$30.00 per hour (3 hour minimum). Staffing needs to be determined by the UFD Chief prior to facility use approval.

4.12.10.2 Inside training exercises – One UFD member must be present at all times for any inside training exercises during non-business hours. The fee rate is same as for outside training exercises, see above.

<b>STANDARD OPERATING GUIDELINE</b>		
<b>TRAINING GROUND FACILITY USAGE - OUTSIDE AGENCIES</b>	S.O.G. No.: 06-013	Revision: February 1, 2016
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NFPA 1041 certified. Instructors for live burns shall be NFPA 1403 certified. UFD assistant instructors would not be required to be NFPA 1041 certified, but would require permission from their Station Captain and no longer be on probationary status.

- 5.3 Instructors in a specialized field such as Extrication, Confined Space, Rope Rescue, etc. would need to be certified in those specialized areas of instruction.
- 5.4 UFD Instructors would be selected from a current 1041 and or 1403 list. Instructors will be chosen on a rotational basis.
- 5.5 **Outside instructors participating in UFD training exercises shall be authorized by their respective employer, fire department, fire district and or organization prior to participating in UFD training related exercises.**
  - 5.5.1 Outside instructors shall provide written authorization from their authorized agency official.
  - 5.5.2 Outside instructors shall comply with UFD insurance requirements (section 4.6.2.4).
  - 5.5.3 Outside instructors shall be NFPA 1041 certified.
  - 5.5.4 Outside instructors participating in live burns shall be NFPA 1403 certified.
  - 5.5.5 Outside instructors shall be certified in other specialized areas of instruction.
- 5.6 Outside organizations shall provide their own refreshments (water, food, etc.).
- 5.7 Use of Training Facilities does not include use of any type of apparatus to include Aerials, Brush Trucks, Engines, and Tankers etc.
- 5.8 Use of the Meeting room (classroom) does not include any office supplies to include paper, pens, pencils, use of copy machine etc.

**6. Parking of Training Participant(s) Vehicles**

- 6.1 All training participant(s) vehicles shall be parked in the training grounds parking area located at 133 Asa Pond Road, Wakefield, RI. Parking at the District offices at 131 Asa Pond Road is reserved for UFD visitors during the business hours 8:30 am to 4:00 pm, Monday through Fridays.

**7. Right to Deny Use**

- 7.1 The UFD reserves the right to deny the use of a facility(s) if the activity is deemed to not be in the best interest of the Union Fire District.
- 7.2 The UFD retains the right to terminate any training operation not being held in accordance with SOG 06-013 Training Ground Facility Usage – Outside Agencies. No refunds shall be provided for terminated training operations.

<b>STANDARD OPERATING GUIDELINE</b>		
TRAINING GROUND FACILITY USAGE - OUTSIDE AGENCIES	S.O.G. No.: 06-013	Revision: February 1, 2016
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**UNION FIRE DISTRICT OF SOUTH KINGSTOWN  
RELEASE, HOLD HARMLESS, AND IDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_ (hereinafter referred to as "Participant")  
Print Name

agree to hold harmless the Union Fire District of South Kingstown (hereinafter referred to as "UFD") from any and all liability and loss suffered or incurred by the Participant in connection with Participant's activities or actions in training sessions conducted at the UFD training facilities and or other properties owned or operated by the UFD. Participant does hereby indemnify and agree to hold the UFD free and harmless from and against any and all loss, cost, liability, damages or claims of any nature. Including but not limited to attorney's fees, arising from or related to his/her presence, activities or actions on UFD's property.

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Organization/Agency

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness (Print)

\_\_\_\_\_  
Witness (Signature)

Department/Organization/Agency Fire Chief or Training Officer <b>(This box to be completed when required by the UFD)</b>	
I authorize the above participant to participate in training session at the UFD on the following dates: _____ to _____	
_____ Fire Chief or Authorized Official (Print Name)	_____ Department/Organization/Agency
_____ Fire Chief or Authorized Official (Signature)	_____ Date