

Thomas H. Rhoads

71 Bowdoin Street Portland, Maine 04102 (207) 773-2541

August 15, 2008

Officer Benjamin Wallace
City of Portland
Fire Department
380 Congress Street
Portland, ME 04101

Dear Officer Wallace,

I am writing in response to your letter, dated 7/31/2008 regarding my property located at 113 Vaughan Street in Portland. I apologize for the delay in responding to the fire inspection that took place on 5/22. We did not receive a copy of the report until we met with Capt. Greg Cass on 7/31. We are now submitting our proposed Plan of Action below, based on your findings and Capt. Cass' clarifications, for approval.

1. Fire Doors Required. We will install fire doors in several areas. However, where apartment doors are historic, we will paint the doors and frames with intumescent paint according to Capt. Cass' recommendation. We are currently obtaining carpentry and painting proposals and anticipate having this work completed by 12/1/2008.
2. Fire Alarm Upgrade w/Letter of Compliance. We are currently clarifying the scope of work required and will be obtaining proposals and anticipate completing work by 3/1/2009.
3. Knox Box Required. We will install a Knox box on the exterior of the house. The Knox Company tells us that the Portland Fire Dept. requires an "authorized signature" from the Dept. on an order form before they will sell us one. Their instructions are to contact you for the form. As soon as we can obtain a box, we will install it. Please send us a form with the authorized signature to our home address above or by fax to 761-1988.
4. Means of Egress. We will provide a 'protected hallway' as discussed with you and Capt. Cass. We are currently obtaining quotes for this work and anticipate completion by 3/1/2009.
5. Means of Egress. We will relocate waste pipe and excavate exterior door to remove any projection below 6'8". We are currently obtaining quotes for this work and anticipate completion by 3/1/2009.
6. Exits/Units Labeled. We will label units and exits by 9/1/2008.
7. Fire Door at Basement. We will install a fire door separating the rear stairs from the basement. We anticipate this work to be completed together with item #1 by 12/1/2008.
8. Seal Holes in Basement Ceiling. We are currently obtaining quotes for this work and anticipate completion by 12/1/2008.

Please let us know if there are any questions or concerns.

Sincerely,



Thomas H. Rhoads