



January 30, 2016

Keith Gautreau, Assistant Chief
Fire Prevention/Community Outreach
Portland Fire Department
380 Congress Street
Portland, ME 04101

Keith,

Thank you for your time yesterday to discuss the fueling trailer and our fueling procedures at Diamond Cove. I am glad we are able to finally settle this matter to our mutual satisfaction.

As part of that discussion we agreed to the following actions:

- 1) DCHA will install a grounding rod by the site of the trailer parking area and will keep the trailer connected and grounded at all times it is parked in that location. This will be installed by February 15th.
- 2) DCHA will work with the barge operator to ensure that the trailer is grounded to the dock during the refueling operation. This will be completed before the next refueling on approximately March 1st.
- 3) DCHA will ensure that the berm around the fuel trailer is re-constructed with more permanent material by May 31st of this year.
- 4) DCHA will invite the City Fire Prevention Chief to Diamond Cove for a complete end to end inspection during a fuel barge refueling session. We would expect this to take place by March 1st and will give you as much notification as possible.
- 5) DCHA personnel will inspect and initial the fire extinguisher tag each month and will ensure it continues to be re-charged and inspected yearly. This inspection will start immediately.

We agreed that with these five changes/improvements, the fuel trailer will be deemed safe for operation by all city and state fire personnel.

You can expect that Chris Carman, the DCHA property manager will reach out to you to arrange the inspection and tour as noted above.

Thank you again for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Matthew Hoffner". The signature is written in a cursive style with a large, stylized 'M' and 'H'.

Matthew Hoffner
DCHA President

cc: Chris Carman DCHA
Mark Cummings- Fire Risk Management, Inc.
Michael Murray- City of Portland
Anthony Calcagni- Verrill Dana
Adam Lee- City of Portland
DCHA BOD