

Minutes of the Meeting for discussion regarding Roles and Responsibility of  
SEEPZ Fire Department held on 09.04.2025.

Minutes of the meeting held on 09.04.2025 at 1430 Hrs under the Chairmanship of Shri. Dnyaneshwar Patil, IAS, Chairman and Development Commissioner, SEEPZ, SEZ about Roles and Responsibility of SEEPZ Fire Department.

Members present:

- |   |  |
|---|--|
| 1.<br>Shri Dnyaneshwar Patil<br>(DC SEEPZ)    | 6.<br>Shri G.V. Shelar<br>(Leading Fireman)          |
| 2.<br>Smt Mital Hiremath<br>(JDC SEEPZ)       | 7.<br>Shri Suresh Sharma<br>(Consultant, Electrical) |
| 3.<br>Shri Hanish Rathi<br>(ADC IT/Security)  | 8.<br>Shri Anil Kale<br>(Consultant, Civil)          |
| 4.<br>Shri S S Sawant<br>(Fire Officer)       | 9.<br>Shri Sumit Patra<br>(Engineer)                 |
| 5.<br>Shri J.R. Pansare,<br>(Leading Fireman) |  |

Special Attendees:

- a.  
Adil Kotwal, CEO, Creations Jewelry

The following points were appraised & discussed during the meeting:

1.

**Agenda: Fire Safety Infrastructure Gaps and Recommendations**

**Decision Taken:**

The SEEPZ Fire Officer shall submit a detailed technical report highlighting deficiencies and recommendations for fire safety infrastructure, including:

- Identification of flood-prone zones within the SEEPZ premises.
- Proposal for a hydrant network along main roads with designated installation points.

- Current operational status of hydrant systems in all buildings.
- Specification of dewatering pumps required during flooding events.
- Inventory report of fire station assets related to fire, flood, and disaster response.

2.

### **Agenda: Monsoon Preparedness and Response Plan**

#### **Decision Taken:**

- SEEPZ Fire Officer shall coordinate the deployment and operation of dewatering pumps during floods.
- Fire Station will also handle training for emergency response; support staff/labour may be deployed for minor support tasks.
- A dedicated monsoon staff muster roll is to be prepared to ensure availability of trained personnel during emergencies.

3.

### **Agenda: Fire Drills and Disaster Readiness**

#### **Decision Taken:**

- Fire Officer to submit structured feedback on challenges encountered during recent mock drills.
- An actionable Disaster Preparedness Plan shall be submitted, clearly categorizing short-term (immediate), mid-term, and long-term interventions (e.g., fire riser/exit repairs).

4.

### **Agenda: Regular Safety Audits and Hazard Identification**

#### **Decision Taken:**

- The SEEPZ Fire Department shall prepare a schedule and conduct periodic safety audits as per the same across the premises and submit reports identifying hazards and corresponding mitigation strategies.

- The Fire Department must be kept in the communication loop for all ongoing and proposed works affecting safety infrastructure.

5.

**Agenda: Gate 2 Safety Survey**

**Decision Taken:**

- Fire Officer to inspect Gate No. 2 and provide a detailed safety compliance report along with necessary corrective actions to enhance emergency readiness at the entry/exit point.

6.

**Agenda: NOC Issuance Streamlining**

**Decision Taken:**

- Presently Fire officer has issuing the NoC for plots only and for multilevel building galas the Units are taking NoC from BMC fire officer. This dual practice created lot of hurdles to unit hence the fire officer MIDC should be examine this issue at their level and Officer to initiate procedural review for facilitating issuance of Fire NOCs to SEEPZ units and recommend resolutions for existing bottlenecks. For this DO letter should be send for issuance of fire NoC.

7.

**Agenda: Traffic and Emergency Access Management**

**Decision Taken:**

- Fire Officer to conduct a parking survey and demarcate no-parking zones that may obstruct fire tender or emergency vehicle access.
- A formal report is to be submitted for enforcement planning.

This issues with the approval of Competent Authority.

(Hanish Rathi)  
Assistant Development Commissioner  
SEEPZ-SEZ

Copy to :-  
All Sections, SEEPZ-SEZ