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Pine-Strawberry Fire District

BUILDING COMMITTEE MEETING MINUTES
October 19, 2026

1) **Call to Order** – Bob Bennett called the meeting to order at 2:00 PM.

2) **Pledge of Allegiance**

3) **Roll Call** – Present were Board Member, Bob Bennett; Dominic Masse, as Building Committee Chairman; and Committee Member, Garrett Turley. Fischer Pelto attended a portion of the meeting as a member of the public. Minutes were transcribed by Marilyn Bennett

4) **Approval of Previous Meeting's Minutes** – All of the members acknowledged reading of the previous meeting's minutes. Bob Bennett moved to accept the minutes, as presented. Garrett Turley seconded this. The minutes were accepted as presented and the vote passed unanimously.

5) **Old Business** –

   a) There was discussion about the Collective Build Design Particulars for the new PSFD Station. Dominic presented the 5th Revision of the Build Particulars Needs and Wants, dated October 19, 2026.

6) **New Business** –

   a) Review existing square footage of station/admin for Station #41 to determine proposed square footage for current needs and future planning. Dominic reviewed this in light of the October 19, 2026 5th Revision of the Build Particulars report. So much of this is subject to future estimation after ongoing plan development.
   b) Discuss additional input from each of the PSFD sectors for their current needs and future planning. All of this is incorporated into the 5th Revision of the Build Particulars Report.
   c) Update on Parcel Number/survey with Gila County. History has shown that there is often a delay in the posting of the new Parcel Numbers on GIS maps. This will not hinder progressing forward with the building process.
   d) Discussion regarding flood plain status proximity to building site. Dominic reported meeting with Jeremy Elmer, Gila County, who confirmed that the PSFD building site is not in a flood zone and will not be affected by flood zone restrictions.
   e) Authorize Dominic Masse to present committee findings to the PSFD Board at the next meeting, scheduled for October 21, 2026, at 2 PM. Bob Bennett made the motion to authorize Dominic Masse to present the Building Committee findings to the Board at the

upcoming meeting, scheduled for October 21, 2026, at 2 PM. Garrett Turley seconded this motion. It passed unanimously.

7) **Next Meeting Date** – The next meeting date set for the Building Committee will be determined subsequent to the upcoming PSFD Board Meeting.

8) **Adjournment** – There being no further business, Garrett Turley made a motion to adjourn. Bob Bennett seconded the motion, and it passed unanimously at 2:45 PM.

Build Particulars Needs and Wants
5th Revision 10-19-26

General Building Layout and Curb Appeal

- The building may be configured in an **"H" shape or box shape**, provided that the **interior layout maintains the functional arrangement of an "H" shape**. From the perspective of **Hardscrabble Rd.**, the left side of the "H" shall be oriented generally parallel with the **left property line**. This portion of the facility shall accommodate **Administration and general public functions**, as described in greater detail below.
- **Primary public parking** shall be located at the front of the facility, adjacent to the Administration entrance. Additional public parking shall be provided along the left side of the building, generally following the left property line, with adequate space between the property line and building for parking and pedestrian circulation.
- **Covered Administration parking** shall be provided in an isolated area toward the rear of the building, near the employee-only building entrance and the public access to the Public Meeting Room located beyond Administration.
- Along with the primary public parking located at the front of the Administration area, provide a **dedicated, covered Chief's vehicle safe-deployment space**. Landscaping, site furnishings, curbing, and other site elements shall be strategically positioned to discourage pedestrian traffic from entering the apparatus front apron while maintaining clear, intuitive, and accessible public circulation.
- Site circulation, parking, landscaping, gates, and building entries shall be coordinated to provide a clear distinction between **public, administrative, firefighter, and emergency-apparatus circulation**, while maintaining efficient emergency response and return-to-station operations.
- The **right side of the building's "H"** shall function as the firefighter **living and support area**, as described in greater detail below, and shall provide a **controlled-access area** for firefighters, official vehicles, and returning emergency apparatus. Access to this area shall be restricted through coded gate(s), providing clear separation between public circulation and emergency-service operations.
- **Isolated covered firefighter parking** shall be provided along the right side of the building, supplemented by open overflow and guest parking as appropriate.
- The **cross-bar of the "H," oriented parallel with Hardscrabble Rd.,** shall house the apparatus bays, with apparatus entering and loading from the rear of the building and deploying from the front onto Hardscrabble Rd. Further apparatus bay requirements are provided below.

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- The building shall be a **pre-engineered metal building constructed on a slab with raised stem walls**, incorporating masonry or other durable veneer materials at the front elevation and extending partially toward the rear along the side elevations.
- The architectural design shall provide **regional-specific curb appeal**, with particular emphasis on covered entries, articulated facades, rooflines, and materials that complement the surrounding community and regional character.
- Exterior building materials shall be selected for **durability and resistance to rot, fading, weathering, and decay**, while minimizing long-term maintenance requirements.

Administration

Building Space and Functional Requirements

Secured Reception Area

- Provide a secured reception area located immediately off the main lobby.
- Locate all minimum required administrative functions at the front of the building and within the front portion of the facility.
- Provide controlled access between public and secured administrative areas.

Chief, Secretary, and Fire Marshal Offices

- Provide dedicated offices for the Chief, Secretary, and Fire Marshal.
- Office layouts and configurations shall be determined during the design phase based on operational requirements.
- The Chief's office shall include a generous coat closet with adequate space for shelving and drawers.
- Provide a **moderately sized kitchen** within the back-office area for administrative staff, with convenient, controlled access from the **Public Meeting Room** to support banquet preparation and event-related needs.
- Provide exterior access from the administrative area to an isolated, covered outdoor break area.
- Provide a roomy single-user (¼) restroom in an isolated area convenient to the administrative functions.
- Locate a **technology-equipped conference room** within the mid-section of the Administration area, suitable for meetings, presentations, and other subject-matter discussions.

Document Storage

- Provide short-term document storage in close proximity to the administrative and office functions.

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- Provide archived document storage in a more remote portion of the building.
- Both short-term and archived records shall be stored within the building.
- Provide climate-controlled storage, as appropriate, for records requiring environmental protection.

Office Components and Supplies

- Provide a dedicated area for office and incidental supplies, a work station, and employee personnel mailboxes.
- Locate this area in the back office along the wall separating the administrative area from the apparatus bays.
- The location shall provide convenient access for employees traveling between the firefighter-side functions and the apparatus bays without requiring passage through the primary administrative areas.

Public Meeting Room

- Provide a **Public Meeting Room** sized and configured to accommodate anticipated public meetings, community functions, **Board Meetings, banquets, and open-house events**.
- The room shall also function as a **technology-equipped conference room** suitable for meetings, presentations, and other subject-matter discussions.
- Provide one or more single-user (¼) restrooms convenient to the public meeting room.
- Provide convenient exterior access to the public meeting room and adjacent public parking.
- Provide **secured interior access** to the Public Meeting Room from both the administrative office area and the apparatus bay area, while maintaining appropriate security and separation between public and employee-only spaces.
- All spaces, entrances, exits, circulation paths, and access points shall comply with applicable building, accessibility, fire, life-safety, and other governing codes and regulations.

Firefighter Livable Area

Residential Floor Plan Design Requirements

Bedrooms

- Provide a minimum of **4 standard bedrooms**, with space and planning flexibility for a **5th bedroom** in the future.
- Enlarge bedrooms as needed to compensate for space allocated to **three crew-member locker/cabinet areas**.

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- Locate bedrooms in a quiet, well-isolated area away from potential commotion associated with additional living and office spaces, while maintaining convenient access to the bays.
- Locate the **1st full bathroom** in close proximity to the bedrooms.

• Kitchen / Living Area

- Create an **open-concept kitchen and living room** serving as the central division between the living/bedroom areas and the Training / Office areas.
- Provide **three refrigerator coves**, with one designated for each shift.
- Provide **three separate pantry areas**, with each pantry designated to accommodate the needs and storage requirements of an individual shift.
- Provide a **kitchen island with raised bar seating**, along with a **dining table**, positioned to provide clear views toward both the kitchen work area and the entertainment wall.
- Provide a **covered exterior patio** directly off the kitchen, with comfortable seating and sufficient space for personnel to use the area as an outdoor living and gathering space.
- Provide a **coat closet near the bay access** for firefighter light-duty response attire, with **adjacent exterior hangers** for on-duty personnel.

Bathrooms

- Provide a **centrally located ¼ bathroom** for convenient access from the primary living areas.
- Locate the **2nd full bathroom** on the opposite side of the split from the 1st full bathroom.

Training / Office

- Provide a **separate technology-equippedTraining Room** and an **open Three-Shift Captain's Office**.
- These spaces should be accessible from both the split living floor plan and the bays.

Gym

- The Gym may extend toward the rear of the livable side of the structure.
- Take advantage of the scenic location by incorporating **upper banks of windows** to maximize natural light and create a bright, inviting space.
- Include a limited number of **picture windows** positioned to provide views without significantly reducing usable gym wall space.
- Consider incorporating a **roll-up door** to expand usable space and strengthen the connection to the exterior.

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Ceiling Heights

- Unless otherwise advised, requesting finished ceiling heights should be **9 to 10 feet**.

Life-Safety System

- A **HeartSaver tone and lighting system is an absolute requirement (MUST)** and shall be incorporated into the design.

Apparatus Bays

- Provide a minimum of **four (4) drive-through, tandem apparatus bays**, with a **fifth bay evaluated during the design process** for potential inclusion.
- Provide roll-up apparatus doors with a minimum clear opening of **14'-0" wide × 14'-0" high**, with **glass vision panels at both the front and rear elevations**.
- Provide a minimum **16'-0" clear ceiling height**, unless greater height is required to accommodate the apparatus and associated equipment.
- Provide **sloped concrete bay floors** with **strip drains** at all or selected bay locations, as appropriate to the final design.
- Provide a **current, code-compliant vehicle exhaust ventilation system** specifically designed to effectively capture and remove apparatus exhaust from the bays.

Single Pull-In Garage Bay

- Provide **one (1) single pull-in garage bay**, aligned with the other apparatus bays and sized to accommodate the **largest apparatus**. Provide a **14'-0" wide × 14'-0" high** roll-up door with **glass vision panels**.

Include:

  - Mechanic supply inventory area.
  - Dedicated mechanic tool area.
  - Cross-access into the drive-through apparatus bays.

- This bay may be located at the end of the **Administration side**, with the Gym located at the end of the **livable side**.
- This configuration may eliminate the need for a fifth drive-through bay, subject to final operational and space requirements.

Exterior Wash Station

- Provide an **exterior wash station** directly adjacent to or accessible from the single garage bay.

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EMS Equipment & Contamination Control

- Provide **quick and safe access** from the apparatus bays to fixed supply cabinets stocked with EMS supplies and equipment.
- EMS supply cabinets should be positioned and designed to **protect supplies and equipment from vehicle exhaust, contaminants, and other garage-bay hazards**.

Laundry & Utility

- Provide a **commercial utility sink and mop station** within the Laundry Room.
- Laundry Room access should be available from both the **livable area and the apparatus bays**.

Equipment & Personnel Decontamination

- Provide an **isolated equipment and personnel decontamination area** separated from clean and living areas.
- Include a **second-tier isolation area** for in-service turnout gear and equipment racks to prevent contaminated equipment from entering clean areas.

Overhead & Bulk Storage

- Maximize the use of **overhead and loft space for storage**, while maintaining appropriate separation from contaminants and ensuring safe, practical access. **Consider that a box-shaped building configuration may provide greater continuous loft and overhead storage capacity than an "H"-shaped configuration.**
- Provide dedicated, isolated overhead / loft storage for:
    - Firefighter gear and equipment.
    - Miscellaneous bulk storage.
    - Operational supplies and inventory.
    - Storage areas should be designed to remain **protected from vehicle exhaust, moisture, and other contaminants** and should not interfere with apparatus clearance, ventilation, or maintenance operations.

Options for Future Development

- Provide **stubbed-out utility connections** along the **right and rear perimeter of the developed complex** to accommodate potential **future development on the remaining portions of the property**. Utilities should be strategically located and sized to provide flexibility for future buildings, site improvements, and expansion.

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Square Footage

All rooms and open areas of the current complex have been drafted as basic mini-floor plans depicting the exact square footage of each space. Storage capacities have been calculated and increased to exceed current needs while providing additional capacity for future growth.

These plans have been distributed to all members for review, with each member asked to recommend whether the proposed space should be increased, decreased, or remain as currently sized, expressed as a percentage or fractional adjustment. The individual recommendations have been averaged, and the resulting figures, along with the calculated storage capacities, are listed below.

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