

Minutes November 21, 2019

Fire Department Facility Advisory Committee

Present: Tom Finnegan (Committee Chairman), Harry Nelson, Graham Gitchell, Bob Bartlett, Scott Talbot, Clyde Simino, Wes Staples, Jo Ann LaBarre, Randall Walter, and Mike Petrovick

Meeting convened at 4:30 p.m.

Minutes from the November 7 meeting were accepted on a motion by Graham Gitchell which was seconded by Harry Nelson.

Randall began the meeting by explaining that this was officially meeting #1, and the beginning of the design process. He and Mike do not want to speculate but need to know the requirements for this building – what is needed? The rest of the meeting was directed to exploring what exactly goes on in the spaces of the building.

- **Training/Meeting Room:** The department currently holds monthly meetings involving the roughly 16 members. In addition, this room would serve as capacity for rotating meetings that are currently held in conjunction with Spofford and Chesterfield departments. It would hold tables, chairs, and provide space for CPR and SCBA training. These meetings usually involve about 40 - 60 participants. Also needed for this room would be screen and projection equipment, tack boards, security for when other boards use the room, and rest room accessibility.
- **Kitchen:** This kitchen will be more of a galley or break room than a full kitchen. A refrigerator, microwave, coffee maker, perhaps a toaster oven, some counter space and cabinets, and a sink. It would best be located adjacent to the training/meeting room.
- **Restrooms:** There should be public access to two single user restrooms.
- **Showers:** Showers are needed for emergency decontamination in the apparatus area; perhaps there could be one shower in each rest room.
- **Decontamination Room:** The department needs to provide decontamination for its gear. (1) gear extractor – washing machine specifically used for gear laundry. It would get event-based usage. (2) gear dryer – to dry the gear. (3) laundry/utility sink. (4) hanging space. (5) counter space. (6) mop sink. (7) eye wash center. (8) hose racks to prevent rot. This room will also require proper ventilation.
- **Emergency Operations Center:** This room would require a table for meetings, a desk, and communication items – two computers (desktop and laptop), radio, phone. Also a printer, wall white board, and storage for cots and related shelter items.
- **Emergency Medical Services:** This room would require computer access, a setting to secure patient information with respect for privacy of personal information, and a secure file cabinet. The question was raised as to whether the EOC and EMS could share some space.
- **Administrative Office:** The department business office. It would require secure storage area for personnel information, a desk, file cabinets, and space for small meetings.

- Apparatus Bays: Current equipment includes Rescue 1 (most frequently used), Engine 1, Engine 2, Tanker 1, Tanker 2, and the brush truck. While all but the brush truck have diesel engines, they also carry a container of gas to service other peripheral equipment (chain saws, etc.), The department currently does not have a UTV or a boat. There should also be a radio base station in the apparatus area and a tool bench.
- Spare Bay: This item is not considered a key feature of the building plan; it was suggested by a towns person at the open informational meeting held last year.
- Storage: Currently firefighters must refill air tanks at neighboring town stations. It would be more efficient to have a compression system in house along an outside wall. Space is also needed for the hose racks and extra gear, vehicle cleaning and maintenance supplies, perhaps in a janitor's closet. EMS would also like storage space for a small pantry.

In addition to the space needs of the building, it was decided that on demand current for hot water needs (showers, hands, break room, decontamination room) was possible, and that public access to the building would be through a public entrance, but the public would not be allowed in the apparatus area without an escort.

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Rachel Bartlett