

## Bristol Fire Facility Building Committee minutes of March 5, 2015

Attended by: Matt Lathrop, Diane Cushman, Dan Heath, Ed Hanson, Brett LaRose, Liz Hermann, Therese Kirby, Bob Donnis, Mark Bouvier, Amos Martin and Porter Knight.

At 7:03 pm Brett LaRose called the meeting to order, per the request of Co-Chair Liz Hermann, as she was going to be late. Diane Cushman moved to approve the minutes of 2/26/2015 as printed. Matt Lathrop seconded. So voted.

Bill Elwell's notes from the 2/26/15 meeting were distributed (attached to these minutes).

Discussion regarding the Pacheco Ross study:

- Matt Lathrop felt they should consider a second story as opposed to taking up the land with a larger footprint.
- Dan Heath said he did some research and most stations are two story and they can take advantage of the height for indoor training.
- Diane Cushman wanted to know the age of Brett's notes on the study and he said they were recent.
- Matt also wanted to stress this is a community building, as opposed to what the study says.

Discussion regarding reviewing the program and equipment:

- Liz Hermann said furnishings are important to an architect so they can design the right size space.
- Brett LaRose said he will need help from the architect with that, as they are limited furnishings the fire department will be bringing to a new building.
- Matt is working with Spartan to gather the turning radiuses of the equipment. He also explained the difference between a turning radius and turning circle (smallest distance it takes to do a complete U-turn).
- Dan suggested he consider the size of future equipment as well.

Discussion regarding the outside of the building:

- Outdoor pavilion with room for picnic table and grill.
- Dumpster
- Fuel tanks for heating fuel and diesel
- Generator sized to power building
- 30 parking spaces designated for first responders and 20 -30 for public use
- Flag pole
- Sign on building or out front
- Drainage oil/water separator pump

- Lighting
- Landscaping
- Antenna on building for base radio(s)
- Small outside shed for cold storage of signs, tires, traffic cones, etc.
- Some sort of signal notification on Stoney Hill and West Street to notify drivers that emergency vehicles are entering. (Therese will email Randy Snelling and Dick Hoskings at VTRANS for their input)
- Porter Knight wanted to know if the department would ever want to hold events at this building, then if so, they would need a crosswalk from the recreation field to the building. Brett was unsure they would be doing that, but did note it would be nice for elementary students to walk to the building. Therese noted there was not a sidewalk on the south side of the street, which would be required, if you were going to install a crosswalk.
- Discussion of the building being a destination for visitors and residents

Mark Bouvier is concerned, that this committee has not vetted other architects or builders. He feels since it is public money, they should look at other options. He thinks they should slow down the process and think about change orders and other issues. Therese told Mark the Selectboard had originally thought this committee would create RFP's for architects and builders, but once Stoney Hill Development made their offer to the Selectboard, they felt this was the fastest way to get a new station. She told him the Selectboard will be discussing in more detail the need for a clerk of the works. Those meetings will be March 16 and March 30, 2015.

Discussion of Terry Farr's priority list (below) with committee notes added:

**PRIORITIES:**

1. Apparatus Bays/ Work Area – 4 bays, maybe 2 as drive thru, special exhaust and filtration system, work bench & tool chest on wheels for equipment maintenance
2. Gear Room or with App Bay – for personal protective gear- located off the apparatus bay or along the back wall of a bay, separate corner, etc.
3. Compressor Room + SCBA Fill Station / Wash Area – create as one “clean room” located directly off the apparatus bay, stainless steel counter, utility sink, would need to comfortably allow for 4 adults to be working in there at one time. The dimensions of the fill station are 30” wide x 26” deep.
4. Combined (M/FM) Locker Room – minimum of 3 individual bathrooms (shower, sink, toilet) off from or adjacent to apparatus bay.
6. Communications Area + Officer Room – 3 work stations, base radio, filing, etc.

7. Chief's Office – sized to accommodate small meetings (3 to 5 and furniture)
8. Meeting / Training Room – accommodate 65 people, tables & chairs, needs storage closet for tables and chairs, screen/TV and white board for classroom training, floor outlets for computers.
9. Kitchen – adjacent to meeting/training room, ability to close off kitchen – maybe a serving window and counter (pass thru) with ability to close off. Adjacent to outdoor pavilion/grill area.
10. Laundry Room – off from or in apparatus bay. This is for extractor and dryer.
11. Conference Room - adjacent to Chief's office and communication area/officer room large enough to accommodate 16 people.
12. Exercise Room – adjacent to day room
13. Day Room – room for couches, TV, pool table, large enough for people on stand-by to rest and if needed in the future ability for murphy beds or bunks in case of full time staff or ability to repurpose room for that later.
14. Emergency shower & eye wash station – inside apparatus bay
15. Second story – Apparatus bay 1 ½ stories then main building 2 stories
16. Utilizing stair towers for training & Mezzanine for training, ladders

**Basic Requirements: (not in order)**

1. Public Restrooms (M/F) –if go to second level need one bathroom (toilet/sink) upstairs.
2. Mechanical Room
3. Storage Room –large enough to store old gear, uniforms, extra rolls of hose, training equipment, “Rescue Randy” for CPR, signs for coin drop, etc.
4. Janitorial Closet – maybe not here, but somewhere there needs to be a mop sink.
5. Lobby
6. Vestibule
7. Hallways

**Wish List:**

1. 1936 truck, hose cart, etc. – the 1936 and the hose cart are in the 4<sup>th</sup> of July parade, so need to be accessible.

Dan Heath noted you may want a building with a steel frame that will allow for future expansion of the fire department and the addition of the police department. The outside can be finished so it does not look like a metal building.

Matt Lathrop and Dan Heath will bring fire station photos to next meeting and Matt will continue to work on gathering turning radius information.

Diane Cushman moved to recommend to the Selectboard they officially sign-up this project with Efficiency Vermont. Matt Lathrop seconded. So voted.

Liz Hermann moved to adjourn at 9:15 pm. Matt Lathrop seconded. So voted.

The next meeting is Wednesday, March 11 at 7:00 pm at Holley Hall. The Cushman Group will be joining the Board.

Respectfully Submitted,  
Therese Kirby  
Town Administrator