

## Fire Apparatus Assessment Committee Meeting Minutes

May 29, 2025 at 2:00PM  
Zoom Teleconference

### **Attendees:**

Eric Balles  
James Catacchio  
Travis Snell  
Scott Triola  
Bryan Sorrows (Carlisle Fire Chief)  
Matt Salad (Tecton Architects)

### **I. Committee Organization**

*MOTION:* Travis Snell nominated Scott Triola to serve as Chair of the FAAC. James Catacchio seconded. Motion passed 4-0 (Scott Jamison absent).

### **II. FAAC Kick-Off Presentation (see attached presentation for details)**

The Committee reviewed FAAC Kick-Off Presentation, including:

- Review of FAAC charter
- History of Fire Station renovation project
- Summary of Tecton's three initial Fire Station options presented to Select Board on April 8, 2025
- Overview of current Fire Department fleet
- Discussion of key questions/analysis for FAAC to address
- Discussion of Committee member roles and responsibilities
- Project timeline with goal of presenting recommendations to Select Board on July 21
- Review of public project folder contents:

<https://drive.google.com/drive/folders/1ZiPzq5e2JeDfzl8ZM-YC5oeChc2kgMCG>

### **III. Meeting Schedule**

- Next meeting is scheduled for Wednesday June 4 at 12 PM at the Fire Station. Chief Sorrows will lead a tour of the Fire Station and apparatus with Q&A.
- Weekly meetings are tentatively scheduled for Mondays at 6 PM going forward

### **IV. Community Input**

- John Lavery recommended using Municipal Resources Inc. as an external consultant, as he believes leveraging their expertise would be a more efficient, professional and independent approach to answering the core questions facing this Committee.

- Tom Bilotta commented on the importance of ensuring that cost-effective construction techniques (including metal and modular construction) are being considered by Tecton for this project. Matt Salad confirmed Tecton will consider all construction options and that the initial cost ranges Tecton provided for the three options presented to the Select Board reflected potential use of cost-effective construction techniques. Salad cautioned that savings from cost-effective construction methods are often not as significant as initially believed.

Meeting adjourned at 3:10PM. (Motion made and approved 4-0)

These minutes include all motions made and votes taken during this meeting.

Minutes taken and submitted by Scott Triola.

Minutes approved on June 9, 2025 (5-0).



# Fire Apparatus Assessment Committee

May 29, 2025  
2:00pm

Remote Meeting

5/29/25

1

## Committee Charter

- Review current Fire Department apparatus inventory
- Identify potential future Fire Department apparatus needs
  - Include apparatus needs if on-call staffing model cannot be sustained
- Perform function/cost analysis for current and potential future apparatus
  - Summarize the role of apparatus in meeting Fire Department requirements
  - Estimate 20-year capital and operating costs for apparatus
  - Estimate Fire Station addition/renovation cost to support apparatus
- Recommend Fire Department apparatus needs to the Select Board
- Apparatus recommendations will be presented to the Select Board for approval no later than July 21, 2025.

5/29/25

2

# Fire Station Background

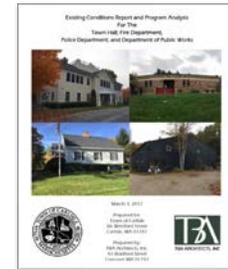
## Current station built in 1985

- ~6,300 square feet
- Steel and masonry building
- Single-story garage, 4 bays



## 2017 TBA Town Facilities Condition Study

- Program review was based on FD current needs and functionality
- Insufficient space for fire apparatus, equipment storage
- Undersized locker rooms, breakroom/kitchen, meeting/training rooms
- \$1.69M in capital projects identified



5/29/25

3

# Fire Station Background

## 2021-2023 Public Safety Facilities Task Force (PSFTF) formed

- Structural analysis – current structure cannot bear load of 2<sup>nd</sup> floor
- JRA Program Analysis – 26,500 GSF
- JRA Estimates of Probable Project Cost (based on 26,500 GSF)
  - Fire Station Renovation/Addition: \$27.76 million
  - New Fire Station on Existing Site: \$27.91 million
  - New Fire Station on New Site: \$26.83 million (not including acquisition of new site)
- Chief Sorrows' annex design (see Select Board packet 1-9-24)

## Oct – Dec 2023 Designer Selection Committee – Fire Station Renovation

- Insufficient RFQ – no budget or programming guidelines
- Selected vendor estimated 20k GSF and \$20M total based on existing programming
- Need to refine guidelines and set budget for RFQ

5/29/25

4

# Fire Station Background

## 2024 Select Board

- August 2024 - RFS for OPM Services – CMS selected
- December 2024 - RFQ for Architectural/Design Services – Tecton selected
- Tecton Fire Department Needs Assessment presentation on April 8, 2025
- Passage of Article 19 – Fire Station Renovation Design
  - \$150k for additional design work, including site preparation costs



5/29/25

5

# Fire Station Renovation Project Select Board - RFQ Goals

1. Promote **workforce attraction/retention** by providing temporary living and working space for call firefighters
2. Meet current and anticipated **health and safety standards** for firefighters
3. Accommodate **gender equity** within the facility
4. **Maximize existing space** and only add **cost effective** new space if it is necessary to meet objectives
5. Approve a project that preferences **cost-effective building materials** (e.g. prefab) relative to design aesthetics
6. The Town of Carlisle has been designated as a Climate Leader Community, and intends the project to maintain a high level of **sustainability** in the completion of the project.
7. Finalize a project that does not exceed **\$10 million**

5/29/25

6

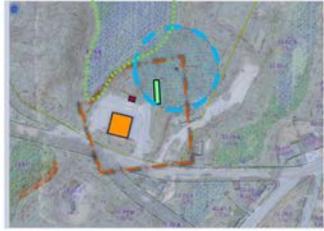
# Tecton SB Presentation – April 8 2025

## Work to Date



Corlisle, MA  
Space Needs Summary  
Site: [Redacted]  
Project No: [Redacted]

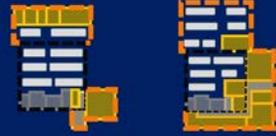
Program Area Name	Program Area	Program Area
1 Public	1.01 Vestibule	80 s.f.
	1.02 Lobby	300 s.f.
	1.03 Male Restroom	200 s.f.
	1.04 Female Restroom	200 s.f.
	Subtotal:	680 s.f.
2 Training	2.01 Training/Community Room	1280 s.f.
	2.02 Training Room Storage	80 s.f.
	Subtotal:	1,360 s.f.
3 Administration	3.01 Office #1 - Chief's Office	340 s.f.
	Subtotal:	340 s.f.



Summation	
Facility net area:	23,822 s.f.
Net to gross adjustment (22%):	5,240 s.f.
<b>Facility gross area total:</b>	<b>29,062 s.f.</b>
Facility net area:	17,574 s.f.
Net to gross adjustment (22%):	3,870 s.f.
<b>Facility gross area total:</b>	<b>21,444 s.f.</b>
Facility net area:	12,318 s.f.
Net to gross adjustment (22%):	2,710 s.f.
<b>Facility gross area total:</b>	<b>15,028 s.f.</b>

- 1 Created draft Space Needs Assessment
- 2 Evaluated the existing site & building
- 3 Created (3) draft Space Needs

- 4 Developed site test fits based on Space Needs
- 5 Developed Block Diagrams



5/29/25

7

# Tecton SB Presentation – April 8 2025

## Town Goals from RFQ



OPTION	DESIGN	TOTAL SF	EST. COST	LIFESPAN	PRIORITY LIST ITEMS RESOLVED:
<p>1</p> <p>"All In" Career Dept. Equivalent</p>		<p>23,500 NEW</p> <p>5,580 RENO</p> <p><b>TOTAL SF: 29,080</b></p>	<p><b>\$27-30M</b></p>	<p>30-50 YRS</p> <p>Meets Need, Allows Growth</p>	<p>6/7</p> <ul style="list-style-type: none"> <li>• Promote Workforce Attraction &amp; Retention by Providing temp. living/workspace</li> <li>• Meet Current and Anticipated Health and Safety Standards</li> <li>• Accommodate Gender Equity</li> <li>• Maximize Existing Space</li> <li>• Cost Effective Materials</li> <li>• Climate Leader Community</li> <li>• \$10M budget</li> </ul>
<p>2</p> <p>Budget Oriented</p>		<p>7,202 NEW</p> <p>5,580 RENO</p> <p>2,400 OUTBUILDING</p> <p><b>TOTAL SF: 15,182</b></p>	<p><b>\$10-12M</b></p>	<p>5 YRS</p> <p>Still Need, Will Outgrow</p>	<p>3/7</p> <ul style="list-style-type: none"> <li>• Promote Workforce Attraction &amp; Retention by Providing temp. living/workspace</li> <li>• Meet Current and Anticipated Health and Safety Standards</li> <li>• Accommodate Gender Equity</li> <li>• Maximize Existing Space</li> <li>• Cost Effective Materials</li> <li>• Climate Leader Community</li> <li>• \$10M budget</li> </ul>
<p>3</p> <p>"Middle Ground"</p>		<p>10,500 NEW</p> <p>5,580 RENO</p> <p>2,400 OUTBUILDING</p> <p><b>TOTAL SF: 18,480</b></p>	<p><b>\$14-16M</b></p>	<p>15-25 YRS</p> <p>Still Need, Time to Plan</p>	<p>6/7</p> <ul style="list-style-type: none"> <li>• Promote Workforce Attraction &amp; Retention by Providing temp. living/workspace</li> <li>• Meet Current and Anticipated Health and Safety Standards</li> <li>• Accommodate Gender Equity</li> <li>• Maximize Existing Space</li> <li>• Cost Effective Materials</li> <li>• Climate Leader Community</li> <li>• \$10M budget</li> </ul>

Your feedback informs the **options studied** and drives the **ultimate solution.**

8

## Tecton SB Presentation – April 8 2025

### Exploring Options | Comparison

Space Name	Option 1	Option 2	Option 3	Existing SF
Public / Training	2,020	1,319	1,518	402
Administrative Spaces (Offices, Storage, etc.)	1,762	835	1,008	270
Firefighters' Living Spaces (Bunks, Dayroom, Fitness, etc.)	3,690	1,100	1,691	451
Apparatus Bays	11,080	5,728	7,970	3,800
Firematic Support (Gear, Decon, Storage, etc.)	3,370	1,400	2,189	0
Miscellaneous (Mechanical, Walls, Chases, etc.)	7,140	2,400	1,704	1,439
<b>TOTAL SF</b>	<b>29,062</b>	<b>12,782</b>	<b>16,080</b>	<b>6,362</b>

5/29/25

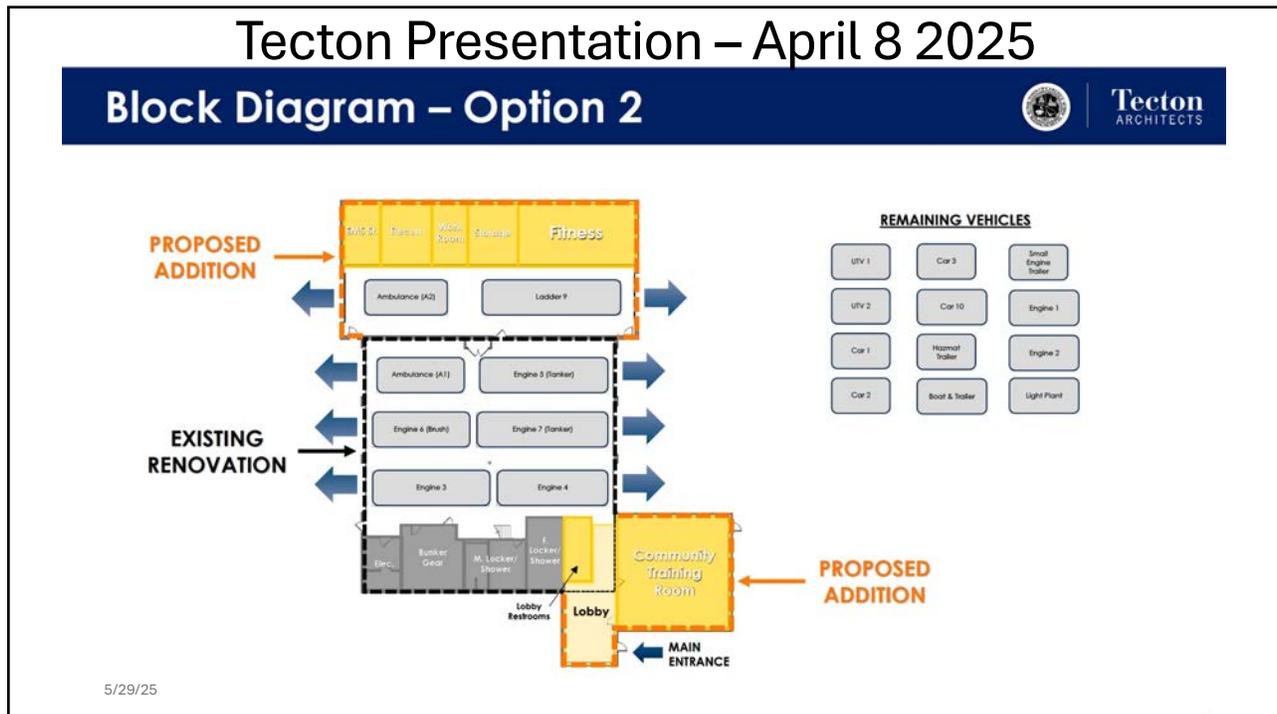
**Anticipated Project Cost**

**\$27-30M**

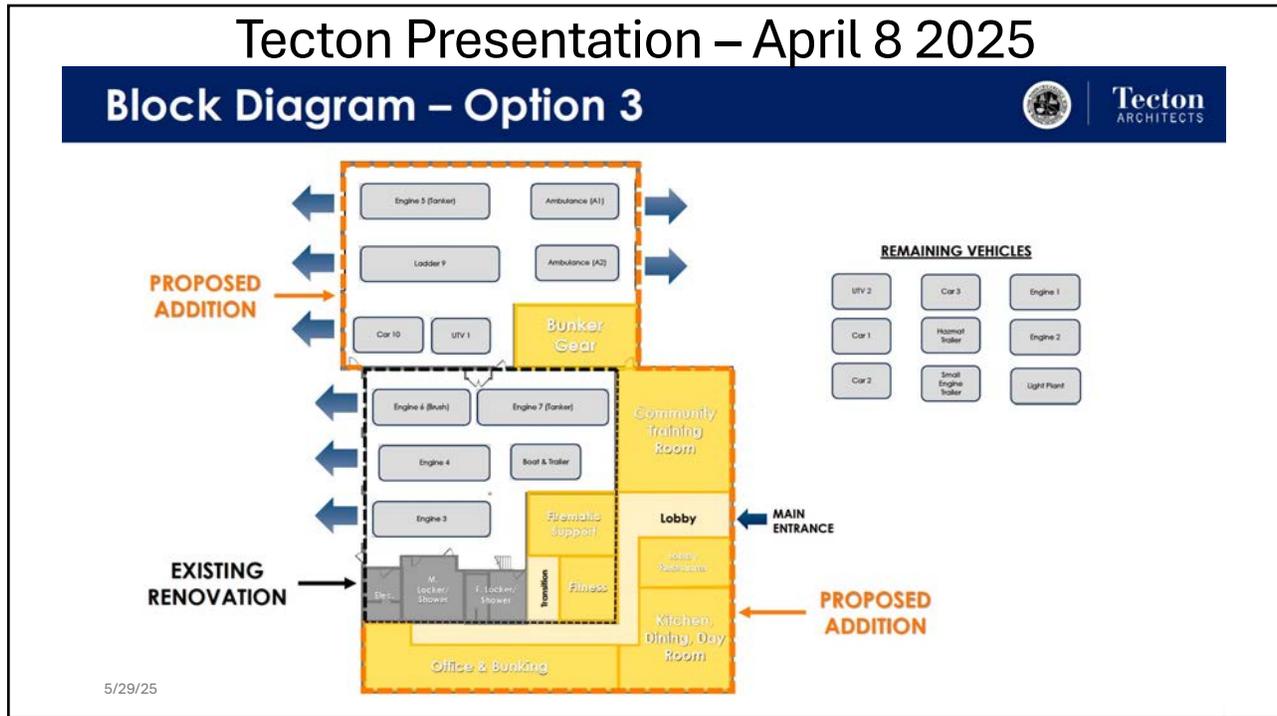
**\$10-12M**

**\$14-16M**

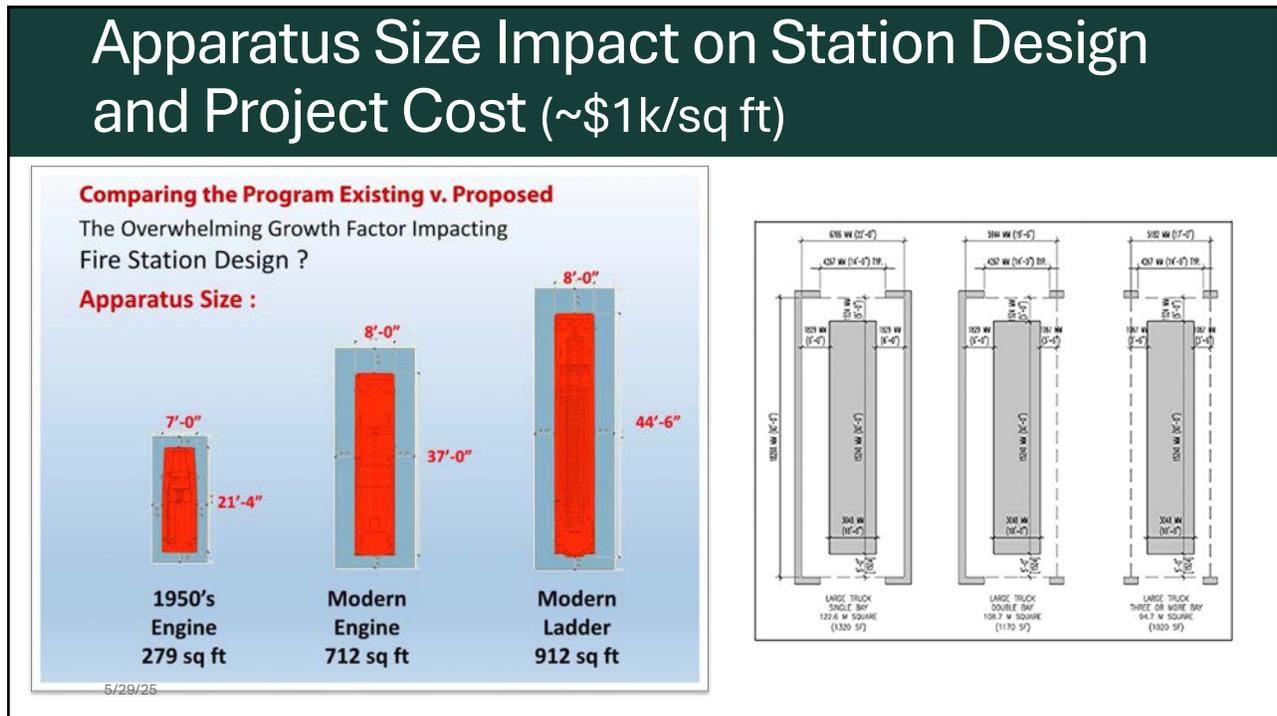
9



10



11



12

## Current Fleet




 Engine 3	 Engine 4	 Engine 1 <i>1931 Chevrolet</i>	 Engine 2 <i>1947 Ford/LaFrance</i>	 UTV 1	 UTV 2
 Engine 5 <i>Primary Tanker</i>	 Engine 7 <i>Secondary Tanker</i>	 Hazmat Trailer	 Small Engine Trailer	 Light Plant	 Boat & Trailer
 Engine 6 <i>4WD Brush Truck</i>	 Ladder 9	 Car 10 <i>Fire Command Vehicle</i>	 Car 1 <i>Chief's Car</i>	 Car 2 <i>Medical Command Vehicle</i>	 Car 3 <i>Utility Vehicle &amp; Fire Inspection</i>
 Ambulance 1	 Ambulance 2				

13

## Current Fleet












5/29/25

14

## Current Fleet











5/29/25

15

## Engine and Ambulance Fleet in 2000


Tecton ARCHITECTS



Engine 3



Engine 4



Engine 2  
1947  
Ford/LaFrance



UTV 1



Engine 5  
Primary Tanker



Hazmat Trailer



Light Plant



Boat & Trailer



Engine 6  
4WD Brush Truck



Car 10  
Fire  
Command  
Vehicle



Car 1  
Chief's Car



Car 2  
Medical  
Command  
Vehicle



Car 3  
Utility Vehicle  
& Fire  
Inspection



Ambulance 1

16

## Vehicle Response by Type of Call



Vehicle	# of Primary Responses	# of Back Up Responses	Indoor* or Outdoor Housing?	SF Needs	Vehicle	# of Primary Responses	# of Back Up Responses	Indoor or Outdoor Housing?	SF Needs
Engine 1	--	--	🏠	480 SF	Car 1	3	--	❄️	--
Engine 2	--	--	🏠	480 SF	Car 2	--	--	❄️	--
Engine 3	14	1	🏠	800 SF	Car 3	1	--	❄️	--
Engine 4	10	1	🏠	760 SF	Car 10	25	--	❄️	--
Engine 5	4	1	🏠	800 SF	Hazmat Trailer	1	--	❄️	--
Engine 6	8	1	🏠	680 SF	Small Engine Trailer			🏠	460 SF
Engine 7	1		🏠	880 SF	UTV 1	1	--	🏠	460 SF
Ladder 9	3	2	🏠	920 SF	UTV 2	1	--	🏠	460 SF
Ambulance 1	9	2	🏠	620 SF	Light Plant	1	--	❄️	--
Ambulance 2	1	3	🏠	600 SF	Boat & Trailer	1	--	❄️	--
								<b>Total SF:</b>	<b>8,460 SF</b>

\*Indoor housing includes apparatus bay, outbuilding or other covered/heated space

17

## Key Questions/Analysis

- Financial impact of apparatus and project overall
  - Operating and capital costs; staffing model
  - Fire Station design cost impact and affordability
  - Tax bill impact
- Needs assessment of apparatus
  - Regulations, requirements
  - Response procedures/stats
  - Current and future fleet; on-call vs. career
- Community priorities
  - 2/3 vote required for funding
  - Goldilocks principle
- Other?

18

## Roles and Responsibilities

### Financial impact of apparatus and project overall

- Operating and capital costs; staffing model
- Fire Station design cost impact and affordability
- Tax bill impact

James/Scott  
J.

### Needs assessment of apparatus

- Regulations, requirements
- Response procedures/stats
- Current and future fleet; on-call vs. career

Travis/ Scott T./  
Scott J./Eric

### Community priorities

- 2/3 vote required for funding
- Goldilocks principle

Scott T./ Eric

Other?

19

## Timeline

### Apparatus Recommendations to SB – July 21

- Finalize program summary, space needs
- Community education and outreach

### Fall Town Meeting – November 2025

- Schematic design funding request

### Annual Town Meeting – May 2026

- Renovation/Addition funding request
- Aggressive timing

5/29/25

20



# Public Project Folder

Click Here: [FAAC Public Folder](https://drive.google.com/drive/folders/1ZiPZq5e2JeDfzl8ZM-YC5oeChc2kqMCG)

<https://drive.google.com/drive/folders/1ZiPZq5e2JeDfzl8ZM-YC5oeChc2kqMCG>

5/29/25

21

# Meeting Schedule

5/29/25

22

Community Input

5/29/25