

**RECEIVED**

*By Alanna Lynch at 3:45 pm, Jun 23, 2025*

## **Fire Apparatus Assessment Committee Meeting Minutes**

June 9, 2025 at 6:00PM  
Zoom Teleconference

### **Attendees:**

Eric Balles  
James Catacchio  
Scott Jamison  
Travis Snell  
Scott Triola  
Matt Salad (Tecton Architects)

### **I. Review and Approve Minutes**

- Minutes for the May 29, 2025 FAAC meeting were reviewed and approved. Vote 4-0.
- Minutes for the June 4, 2025 FAAC meeting were reviewed and approved. Vote 5-0.

### **II. Fire Station Tour Debrief**

Committee members discussed observations from the Carlisle Fire Station tour on June 4.

- Committee members commented that the tour was highly informative and provided a better understanding of Fire Station operations and role of apparatus.
- Existing apparatus bays meet current requirements, but Matt Salad (Tecton) noted that they were narrow by modern standards (width of 18 feet recommended; 22 feet for end bays). Bay doors are sufficient in height.
- Members noted the significant amount of gear and equipment currently located between the apparatus bays.
- Committee reviewed apparatus and equipment currently stored behind fire station and discussed where this equipment would ideally be stored (e.g. climate controlled gear room, outbuilding, etc.).

### **III. Committee Member Updates and Next Steps**

#### **External Advisor/Consultant**

- Travis Snell updated the Committee on his call with Alan Gould at MRI. MRI is available to support the FAAC at a rate of \$135/hour. The Committee agreed that MRI would provide valuable external expertise in reviewing the analysis and recommendations provided by the FAAC. Snell will follow-up with MRI and the Town Administrator to define the scope of work with the goal of having an agreement for the Committee to review and approve next week.

### **Community Needs/Priorities**

- Scott Triola updated the Committee on his call with Antonia Ciaveralla at Tecton to discuss a potential community survey. Triola also reviewed potential draft questions the survey could include. The consensus was not to pursue a community survey due to concerns about educating the public and getting meaningful feedback in the required timeframe. Snell commented that it is the FAAC's charter to assess the apparatus and make its recommendations to the Select Board and community.
- The Committee suggested that a survey of firefighter/EMT staff might provide valuable insight. Triola will review existing survey information collected by Tecton and MRI (2016 study) and discuss with Ciaveralla (Tecton). This topic will be an agenda item next week.

### **Financial Analysis**

- The Committee discussed the financial implications of the Fire Station Renovation project, including the impact on the average tax bill. James Catacchio will reach out to the Town Administrator and provide an estimate of tax impact next week.
- In addition to project costs, apparatus replacement cost needs to be included in the overall financial assessment. Catacchio will contact Chief Sorrows to request a 20-year capital plan for Fire Department apparatus.
- It was also noted that the DPW building needs to be renovated or replaced. Understanding the timing and scope of that project will be important in understanding the total debt Carlisle may be taking on. It is important that the community considers the Fire Station project in the context of the potential DPW project and current Police Station project. The MFC will be meeting with the Select Board on June 24 to present initial recommendations for the DPW.

### **Other**

- Triola reviewed the counts of calls for each vehicle over the past two years (see attached data). Committee members commented on the low number of calls for Engine 7 (secondary tanker – 5 calls total) and Ladder 9 (11 calls total). This will be a topic of conversation with Chief Sorrows as the FAAC needs to better understand the need/value of each vehicle.
- Tom Bilotta commented that Carlisle provides 10 times more mutual aid than it receives, primarily due to its specialized water fighting equipment that surrounding Towns lack.

Meeting adjourned at 7:10PM. (Motion made and approved 5-0)

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

Minutes taken and submitted by Scott Triola.

Minutes approved on June 16, 2025 (3-0 vote).

## Carlisle Fire Department – Number of Responses for Each Vehicle

Below is the data as we have it about the number of responses for each vehicle. For the past 2 years we have this data in a form that can be reported on. Data from over 2 years ago will require hand tallies for each year.

We changed the name from C8 to A2 so they are the same vehicle  
 Car1 is the one I drive  
 Car2 responds instead of an engine to many medical calls  
 Car3 is for our EMS coordinator who can respond from home to calls

Engine 3 is primary structural response  
 Engine 4 is water supply + mutual aid + hazard/rescue  
 Engine 5 is primary tanker  
 Engine 6 is primary forestry + secondary structural response, bad weather or difficult access response + off road pumper (4WD)  
 Engine 7 is secondary tanker + primary forestry tanker  
 Ladder 9 is a quint (ladder, 500G water tank, 1500 gpm pump, ground ladders, hose). It is a "do everything" engine.  
 UTV1 was placed into service this year  
 UTV2 was upgraded in the past 2 months with a brush fire unit

Carlisle 20 is the fire station. It is how we report if we left people back at the station.  
 ALS are the paramedics in one of their vehicles  
 POV is personal vehicle.

Unit Name	Count of Incident
A1	767
Car 2	496
Carlisle 10	363
Car 1	349
ALS	290
Engine 3	258
Carlisle 20	199
Car 3	158
POV	127
Engine 4	107
Engine 6	55
Carlisle 8	44
Engine 5	22
A2	14
UTV 1	13
Ladder 9	11
Engine 7	5
Car 4	5
UTV 2	5
Marine 1	3

Count of Calls by Unit

