

Fire Apparatus Assessment Committee Meeting Minutes

June 30, 2025 at 6:00PM
Zoom Teleconference

Attendees:

James Catacchio

Scott Jamison

Travis Snell

Scott Triola

Chief Sorrows

Deputy Chief Svatek

Brian Duggan (MRI)

Michael McQuillen (MRI)

I. Review and Approve Minutes

- Minutes for the June 23, 2025 FAAC meeting were reviewed and approved. Vote 4-0.
- Minutes for the June 26, 2025 FAAC meeting were reviewed and approved. Vote 4-0.

II. Member Update and Next Steps

Municipal Resources, Inc. (MRI)

- Brian Duggan from MRI introduced Michael McQuillen (MRI).
- MRI has scheduled an in-person visit at the Fire Station with Chief Sorrows on Wednesday, July 2. Visit will include a station walkthrough, review of apparatus and equipment, review of call volume and usage data and target hazard analysis.
- MRI indicated they will provide their draft report by July 15 and final report by July 21 (in advanced of the Select Board meeting on July 22).
- MRI confirmed comparison communities include Lincoln, Boxborough, Dover and Berlin
- The Committee discussed scheduling a meeting on Friday, July 18 in the early afternoon to review the draft MRI report.

Apparatus Evaluation

- Triola presented a draft apparatus evaluation sheet for consideration and comment that included factors including role in fire response, budget impact, firefighter safety and recruiting/retention influence. Some committee members expressed support for the scorecard as a communication tool and potentially useful guide for discussions with the Select Board and public.
- Duggan commented that recruitment and retention is influenced by overall apparatus condition rather than any single vehicle. Duggan also referred to the NFPA 2020 Fire Department Profile for apparatus benchmarking.

Special Town Meeting Timeline

- Triola recapped key dates leading up to Special Town Meeting (November 2, 2025) identified by Tecton Architects:
 - July 22: Present Recommendations to the Select Board
 - August 12: Tecton to present revised Fire Station program summary and option(s) to Select Board
 - September 9: Final approval for revised option needed from Select Board to meet Special Town Meeting date. Information will be sent to cost estimator and outreach program will begin.

Meeting adjourned at 6:38PM. (Motion made and approved 4-0)

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

Minutes approved on July 18, 2025 (4-0; Balles abstain).