

**Board of Fire Commissioners
GLOUCESTER TOWNSHIP FIRE DISTRICT 6
Special Meeting Minutes / Evaluation & Assessment of Facility Needs**

Meeting Held: June 12, 2014
Meeting Place: Board Office
Meeting Called to Order: 6:20 pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Joseph Chew
Treasurer – Richard Annacone
Secretary – George Flinn, excused
Commissioner – Steven Funkhouser
Administrative Clerk – Jeanette Cottone

Salute the Flag

The Sunshine Law – George Brown: In accordance with the NJ Sunshine Law this meeting is open to the public. The public portion will follow the regular business of the Board. The Board of Fire Commissioners, Fire District No. 6, Township of Gloucester, Camden County, New Jersey, will hold a special meeting on Thursday, June 12, 2014 at 6:00 pm. This meeting will take place at the Board office located at 1946 Williamstown Rd., Erial, NJ. The purpose of this meeting is to review the Evaluation and Assessment of Facility Needs for Gloucester Township Fire District No. 6, by Robbie Conley, Architect.

Roll call - Comms. Chew, Annacone, Funkhouser & Brown present. Comm. Flinn is excused.

Comm. Brown: Mr. Kibelstis could not be here this evening. He reviewed the Assessment and has a few questions to the Committee and Architect:

- 1) What is the life expectancy of the new building?
- 2) How many years will each alternative solution add to the life expectancy of the current building?
- 3) If we rebuild the roof will it support solar panels?
- 4) Do any of the recommendations come with the opportunity for grant money?

So out of those, certainly the question if we rebuild the roof to support solar panels would be one that we would have to go to the architect for. Whether or not there is money available would be one he'd have to go back and see. What I propose is to let's go to the beginning of the report. If we go to the:

INTRODUCTION OVERVIEW

Comm. Brown: In the second paragraph, third sentence down says "to reflect direction of future growth." I think we were somewhat uncertain what that future growth would be and then we're going to have to make some assumptions about what other direction we go.

ENGINE BAY – NOT A REQUIREMENT

Comm. Brown: We'll go to the Deficiency Section 2, under third sentence.

"It's imperative that there be adequate access to all areas of each vehicle including the top of the apparatus, to perform maintenance on the vehicle, to check the tools and other equipment to make sure everything is operating properly."

This is a question for the Committee, and that is, is that a desire or is that really a requirement to meet OSHA or some other work related safety criteria.

Comm. Funkhouser: The question of his report, the facility deficiencies, is what they did walking around the building and they were the ones taking notes on this. We had no say in what they had written in this portion of this, so this is what Robin's study has found.

Comm. Annacone: These are just recommendations. I don't think there is any OSHA standard that says how much overhead space you have to have above the apparatus, is there? He's just saying it's a recommendation because it makes it easier to work.

Comm. Funkhouser: Because we may have discussed a ladder truck in the building at some time.

Comm. Annacone: That's not what he's talking about here though. He's just saying he thinks we need more room above the apparatus, but I don't think there are any requirements to that.

ENGINE BAY LIGHTING – REQUIREMENT

Comm. Brown: OK, so in the next paragraph just as an example, second sentence,

“The firefighters must have clear visibility of the entire area. The Station was dimly lit in the bay area.”

So I would say trying to think through this, that that’s probably a requirement, to improve the lighting in the bay area.

Comm. Annacone: The lighting should be. The lighting in there is not adequate.

Comm. Brown: So lighting is a definite...

Comm. Funkhouser: But if you also look at the pictures on that, there was only one set of lights that were on when they did the walk-around. All the lights weren’t on in the building.

Comm. Annacone: Just us walking around in there, the lighting is not where it should be. There are dark areas back there where guys have to work around.

Comm. Brown: I think the other point about that too is, if we are going to renovate the building we would try to put energy efficient lighting anyway as a replacement. So you’d probably want to at a minimum say the requirement is that we will have the State of the Art cost effective lighting throughout the building, period. That is an absolute requirement, because we can probably get our money back by doing that.

TURN-OUT GEAR/STORAGE – NOT A REQUIREMENT

Comm. Brown: Again, the comment there was that it was dimly lit.

“The existing Radio Room is too small and does not allow the proper visibility of the exterior.”

The third sentence down...is that really a requirement that you have to have visibility?

Comm. Funkhouser: I don’t think it is a requirement. I think it was a statement.

Comm. Chew: That would be a nice-to-have, right?

Comm. Brown: That would be a nice-to-have, but that’s not a requirement.

Comm. Annacone: Same thing with turn-out gear. I don’t know anybody who has a separate turn-out gear room and separate lockers.

Comm. Brown: Right. So we’re saying that the only thing we would do in that section, we already talked about with the lighting, increasing the lighting.

Comm. Annacone: Right.

Comm. Brown: OK.

SERVICE BAY SECTION – REQUIREMENT

Comm. Brown: *“It currently doubles as a weight room, and it should be a separate regulated space.”*

Comm. Annacone: Didn’t they already move that stuff out of there?

Comm. Brown: Yeah, but I’m saying is we would renovate it. But I’m saying if you would renovate, we would like to have separate space for the weight room. So that would be a requirement. So what I will do is, after we get the minutes back, where we say it’s a requirement, we can go back into those schedules where he’s got square footage and figure out what the real square footage is we’re going to need. And I have some questions on what he proposed in a second.

FIRE OPERATIONS SCBA – TO COMMITTEE FOR REVIEW

Comm. Brown: Does the SCBA really have to be in its own room?

Comm. Annacone: If the Chief was here he would probably have a better answer.

Comm. Brown: OK, we’ll send that question back to the Chief. Is it a legal requirement, a health requirement, or is just nice to have.

Comm. Funkhouser: Being a past firefighter all the SCBA areas I’m aware of are in separate rooms due to exhaust fumes and things out there you don’t want in the Engine Bay. So I’m going to say yes on that.

Comm. Annacone: It says it right here, “This area must be kept clean at all times and it’s highly recommended to be a separate room.”

Comm. Chew: That would be a nice-to-have.

Comm. Brown: The other thing too is, and this is just my personal opinion, a lot of the things that are in here may be more applicable to a full time heavy number of calls department, and not necessarily applicable to us. Some of it seems like its kind of stock.

FIRE OPERATIONS STORAGE – NOT A REQUIREMENT

Comm. Brown: In Fire Operations, the last sentence in Storage:

“There is no secure space to safely secure some of the hazardous materials necessary in the fire service.”

I don’t know what those hazardous materials are that he’s referring to.

Comm. Funkhouser: Probably some of the lubricants and solvents that we have on hand. I don’t know

FIRE OPERATIONS STORAGE, continued

that they're highly hazardous, but if you did your RTK for the building, a lot of it's probably in there.

Comm. Brown: I'm going to raise that question, because we've not in our annual insurance inspections that we have each year, that has not come up as an issue.

Comm. Funkhouser: It's funny, my bigger concern would be we have food stuff mixed with the storage area, you know what I mean...the vending machine.

Adm.Ci.Cottone: Well I think this storage area...

Comm. Annacone: There are more cleaning solvents and stuff in this room, aren't there?

Comm. Chew: So there are your solvents, so there are your hazardous materials. I would be concerned more that the food stuff is in there than anything else.

Comm. Brown: Again, they're all sealed cans. I don't know whether that is or is not an issue. But again, later on we get to where he puts the vending machine. We may solve that problem without having to...it's a question of where that machine is probably. The last sentence in the next section...

"The decontamination area is highly recommended to have separation from its surrounding space."

Back to Comm. Annacone's point about "recommended", so that's not a requirement.

Comm. Chew: That would be nice-to-have.

Comm. Annacone: That would be very nice to have, but it's not a requirement.

ADMINISTRATIVE OPERATIONS – REQUIREMENT

Comm. Brown: On the next page under Office, third sentence:

"This allows no personal storage as well as storage of confidential files and reports. Furthermore, there is no file room, copier room or storage room, all of which should be separate and secure given the confidential nature of the documents generated in this aspect of the Fire Service. There is no secure area for the archival storage of files."

Later on that comes up again with a picture of the basement. I think the future is going to be more and more about protecting confidential records.

Comm. Annacone: Definitely.

Comm. Brown: So that's something we feel pretty certain about, so I would say that's a requirement.

Comm. Chew: I agree.

Comm. Brown: OK.

ADMINISTRATIVE OPERATIONS / STORAGE – NOT A REQUIREMENT

Comm. Brown: Currently the memorabilia is stored inside a closet, and they're talking about the trophies and all. I have my own opinion about holding on to the past, I don't know what your opinion is, but is that a requirement?

Comm. Funkhouser: No.

Comm. Annacone: Definitely not a requirement.

MEETING ROOM – REQUIREMENT

Comm. Brown: Bottom sentence on the page.

"The existing firehouse has a meeting room that is too small to accommodate a full training session."

Comm. Annacone: This is true. Again, the things are what they want to do financially for them I guess?

Comm. Brown: Right.

Comm. Annacone: We have room to do something as far as meeting. We don't really have a meeting room per say.

Comm. Funkhouser: You're sitting in it, this is a meeting room. But can it be used as a training room for 30-50 guys? No.

Comm. Brown: So that's a requirement.

Comm. Funkhouser: I would say yes.

HOUSE OPERATIONS / READY ROOM – REQUIREMENT

Comm. Brown: The last sentence in the paragraph:

"The ready room in the station is found to be small for the staff on call at any given time."

Comm. Brown: I would say it's probably small for what we think is the future.

Comm. Annacone: But what we have on duty at any given time, it's a pretty good size at the current time.

Comm. Brown: So let's say the ready room is a requirement. We may scale it back in term of the size that he has, but we'd like to have a bigger room.

HOUSE OPERATIONS / THE HALL – REQUIREMENT

Comm. Brown: We know the roof is leaking, so fix the roof is a requirement in that paragraph.

HOUSE OPERATIONS / BUNK AREA – REQUIREMENT

Comm. Brown: *“This causes a safety issue, especially since there are no egress windows.”*

To me, we certainly want them to have egress access, that should be a requirement, and they could have that with going out the back door with a ladder that you throw over the side. In other words I’m saying, I don’t believe it’s a safety issue because it’s small, but it might be a safety issue because there is no alternate way to get out of that room.

Comm. Annacone: I think the whole issue here is, and everyone is strong, I think it’s moved off the second floor. So that eliminates that whole issue.

Comm. Chew: And that eliminates the “I turned my ankle going down the steps.”

Comm. Brown: But what I want to say is, the requirement should state “relocate the bunk area to the first floor.”

Comm. Chew: I’m all for that.

Comm. Brown: OK, it’s up here.

Comm. Funkhouser: I just want to let you know, they walked through the first day they came here, took pictures and took notes of what the building was. Just so everybody knows that, there are decisions on here of what they wrote down, things they looked at and thought of.

Comm. Brown: But what happened is, he took what he put in here in writing and put that into his calculations for what was the overall space that we need. If his assumptions we’re wrong, then that reduces the space we need.

Comm. Funkhouser: I’m not arguing at all. I’m saying that this is what he came up with. Then after our second and third meeting, we gave him our wish list of things that we thought we could need.

KITCHEN – REQUIREMENT

Comm. Brown: Go to the Kitchen, last sentence:

“The kitchen is currently designed for commercial service. It should be converted to an eat-in kitchen space.”

Comm. Brown: I think it should be a requirement that the kitchen is reconstructed to meet the needs of the department going forward. So the kitchen re-do is a requirement.

BASEMENT – NOT A REQUIREMENT

Comm. Brown: If we get the proper storage facilities up on the first floor, the basement as a storage issue would go away. So the initial storage on the first level is a requirement.

EXTERIOR – REQUIREMENT

Comm. Brown: *“Though the exterior of the building looks good, this should be accredited to the building maintenance, not the building design.”*

This makes it sound like we have no exterior issues which in fact we do with exterior walls, stucco and bay doors. So I think that what we want to say there relative to the exterior is that it is a requirement that the exterior walls be at least repaired, if not reconstructed meaning the stucco because you’ve got major cracks in the back of the building along Williamstown Rd. And if you include the doors which it does later on, it’s part of the exterior. So what we’re saying is if the building stayed intact and we didn’t really do anything major, one of the things, just like we want to put in energy efficient lighting, is to redo the exterior surfaces. Not the walls necessarily, but I’m saying the surfaces.

Comm. Funkhouser: Right. Are the walls block walls behind the stucco?

Comm. Brown: Yes.

Comm. Funkhouser: We know that it’s all block, ok.

Comm. Brown: OK, so we agree that it would be a requirement to repair the exterior if we don’t demolish.

ROOF – REQUIREMENT

Comm. Brown: We already said that’s a requirement.

HVAC – REQUIREMENT

Comm. Brown: The HVAC units should be replaced and brought up to standard.

Comm. Chew: Should we add to the exterior walls and roof additional insulation for energy efficiency?

Comm. Brown: Perhaps.

HVAC – continued

Comm. Chew: We're trying to become as energy efficient as we can.

Comm. Funkhouser: It depends on what we do with the walls. If the stucco comes off, what else can you do with a block wall?

Comm. Annacone: You could go siding or something to get rid of the stucco because it would always crack.

Comm. Chew: That's what I would prefer, siding, as opposed to that stucco again.

Comm. Brown: Right.

FIREHOUSE PLANNING – REQUIREMENT

Comm. Brown: And this is where I challenge some of the words that are in here. In the last sentence of the first paragraph: "Turnout time along with dispatching time and travel time are the three key elements in the successful containment..."

We have no control over dispatch time because the County provides that, and we have no control over travel time because the houses are where they are. So the only thing that we really have any control over in terms of success is in the turnout time. So that says to me that one of the requirements of what we're going to do is try to get the lowest possible turnout time that we can by rearranging...

Comm. Chew: Better flow.

Comm. Brown: Better flow, that's a requirement, agreed?

Comm. Annacone: Turnout time he's talking about is about guys coming from their house to here, is it?

Comm. Brown: No. Turnout time is typically the time from whether they're in-station till they go out, and Steve tell me if I'm wrong, but I think the way I always understood it in the reports and all that say "turnout time is the time from when the pager goes off till the apparatus leaves the building."

Comm. Annacone: But part of that turnout time is if the pager goes off at home...

Comm. Chew: Yeah, and we can't control that, but we can control the flow once they're in the building we can control...

Comm. Brown: For example, if the bunkroom is right adjacent to the apparatus area instead of having to come down the steps, if they came out of the bunkroom, got their gear, got in their truck, you'd probably save 30-40 seconds and we'd be safer. So the requirement would be that we can...the whole purpose of this I believe, of this exercise at the end of the day is that we want to find the most effective way to respond to the calls at the lowest possible cost.

Comm. Annacone: Right and make most sufficient use of the time in getting from one space to another.

Comm. Brown: So to that extent, what we started to do is we started to rank, when we get through this next section, what we're really talking about here. The flow, control, energy efficiency, extending the life of the building if we don't tear it down. The requirements now are starting to collect in a puddle.

ENGINE ROOM – NOT A REQUIREMENT

Comm. Brown: The third paragraph, his recommendation here I don't believe is true. Again individual doors are the most in all stations. It may be true in high volume stations, but that would cause a major reconstruction of the engine bay to accomplish that which I don't think is...the issue there is, what happens when a door fails and you can't get the apparatus out which is what he's talking about there, because as long as you can open the door manually, it's not an issue, and that's what we have today. You can manually open the door with a chain and pulley if we have to if it fails.

Comm. Chew: And if we're looking at energy efficiency, will that change?

Comm. Brown: Yes, but you can have a more energy efficient door, a double door, and that would come under the energy.

Comm. Chew: Now that may say you should have double doors to reduce the amount of space that's open, where all your air conditioning and all your heat goes out.

Comm. Brown: I would say the 12x14 foot doors are not required.

Comm. Annacone: Now if we were going to re-do that's fine, but I wouldn't change what we have now just make it that way.

Comm. Chew: Right.

WATCH ROOM – TO COMMITTEE FOR REVIEW

Comm. Brown: As far as I'm concerned, it's way overkill. I think we can take this back to Committee to work through the details, there is no sense us...

Comm. Annacone: The only thing is, it needs better lighting.

Comm. Brown: Right. There is no gasoline or diesel pump operation there, for example. So that should have come off. We can go back through that and say we want to have a dispatch room that's effective for what we're trying to do, so there is no sense spending 15 minutes on this.

TURNOUT GEAR STORAGE – TO COMMITTEE FOR REVIEW

Comm. Brown: Second paragraph: "A decontamination area is required due to the recent awareness of hazardous materials."

I don't think it really tells us what we need in this paragraph. We all know hazardous materials are not a good thing, but you're supposed to get decontaminated largely on the scene.

Comm. Chew: They're looking at the overall buildup of the...in other words, getting them washed once a year or however often you need to get them washed from the soot, not so much...

Comm. Annacone: The way he writes it up is it's required.

Comm. Chew: Yeah, I don't know if it's required.

Comm. Brown: So let's make that as a separate area. And again, he's got it under turnout gear storage.

Comm. Chew: That should be just a decon area.

Comm. Brown: If that's what he's talking about. Gear should be cleaned before it's put away.

Comm. Chew: Cleaned and dried, because if not you'll get mold buildup.

Comm. Annacone: The only thing I can think he's talking about there is washing the turnout gear is the decontamination area.

Comm. Chew: Yep, because you'll build up the soot over time and that's part of the hazardous materials he's talking about, not truly the methyl ethyl kill ya stuff.

Comm. Brown: Right.

Comm. Funkhouser: Blood Bourne pathogens.

Comm. Chew: That's another one too.

TRAINING ROOM - REQUIREMENT

Comm. Brown: I think we need, we already said we probably require a larger training room. We also need it better equipped. So things like getting network cables and projectors and those kinds of things built into the facility would be part of the requirements.

Comm. Chew: Screens.

Comm. Brown: OK.

RECREATION AREA – NOT A REQUIREMENT

Comm. Brown: I don't know if we really need that. We're only staffed here 2 days a week.

Comm. Chew: Are they talking exercise, or...

Comm. Funkhouser: A lounge.

Comm. Brown: Which we already talked about that we would make it larger.

Comm. Funkhouser: That should have been titled as a lounge.

Comm. Brown: So can we consolidate those two paragraphs.

Comm. Funkhouser: I can look back.

ADMINISTRATIVE AREA – NOT A REQUIREMENT

Comm. Brown: Last sentence: "A conference room should be provided for private meetings along with the Officers. The Chief's Office should be locked, and he should have his own conference room."

I think that would be a nice thing to have.

Comm. Annacone: I think the lunchroom works.

Comm. Brown: OK, so that Administrative comment would not be required.

MECHANICAL CIRCULATION / PARKING FACILITIES / APRON AREA – REQUIREMENT

Comm. Brown: These are items that are requirements without even talking about them. The size of the apron is a requirement, so if we wanted to rearrange the Engine Bay in some regard, you'd have to make sure you have the apron area

TRAINING AREA – NOT A REQUIREMENT

Comm. Brown: I don't really think we need much more than the parking lot across the street, so that would come out of the requirement. We have a training facility for indoor activities, we have a parking lot for what we can do there or behind one of the properties on Cross Keys Rd. or the Academy. Those are the three places where we do our training. I don't think we need more than that.

FURNITURE & EQUIPMENT LIST

OPERATIONS

1) ENGINE ROOM - LADDER SPACE – NOT A REQUIREMENT

Comm. Brown: The first question I have is, do we really need to have space for a ladder? It seems to me that should really represent that we have at least 3 Engines here because we have 2 and a reserve piece. Am I right or wrong? The plan going forward is we will have 2 Engines and a reserve. So we need at least 3 spots. Now the question is, and it's not that much additional space, but it's an example of 120 sq. feet at \$200, so that's a \$25,000 decision. I don't see us having a ladder here.

Comm. Annacone: No, I really don't.

Comm. Brown: We've got District 5 at one side and Blackwood to the north and Winslow.

Comm. Annacone: Nothing irks me more than the duplication of equipment.

Comm. Brown: Exactly. So let's take that ladder requirement out of there and change the quantities to 3 for the Engine.

• UTILITY SPACE – TO COMMITTEE FOR REVIEW

Comm. Brown: We already have a snow plow, a Chief's vehicle. I think in the future there is some possibility that some Utility vehicle will be added to the fleet for some reason or another. I think the Utility count should be 3 to leave a little growing room. Agreed or disagreed?

Comm. Funkhouser: What are you counting as a Utility right now?

Comm. Brown: The pick-up is one Utility. We have the Chief's car or Dep. Chief's car in inclement weather when they can park inside. So you're already at 3. And I'm saying I think I would want to have a little extra space in there if you're trying to plan something for 20 years.

Comm. Annacone: Well at that point would you leave that space for the Ladder then so you have space for another vehicle. That's the only space you'd have for another vehicle, right?

Comm. Brown: The only reason why I'm singling it out as a Utility is because the square footage is almost 200 sq. feet difference between the Ladder and Utility.

Comm. Annacone: Right, but what I'm saying is you want to add another Utility and not adding another engine bay, so where would we put it? If we put an Engine where the Ladder is, we could probably put a Utility there.

Comm. Brown: I'm just trying right now to say what we really think the requirements are first, not working out the details yet. Does it seem like we really are going to have at least 3 Utilities, and I think the answer is, we're already at 3.

Comm. Chew: We're already there at 3 already.

Comm. Brown: So do you want to make that 4? Again, I'm thinking there is the kind of thing where you just can't fix that problem easily if you underestimate it. For example, if we could get the smoke trailer, we'd have no place to put it. So I'm saying I think you're tight on Utility space, make it 3 or 4. It's up to the Committee.

• TOILET ROOM – TO COMMITTEE FOR REVIEW

Comm. Brown: I don't see why we have a toilet room out in that Engine Bay just from a practical way, let alone the square footage, why have that out there?

Comm. Annacone: The only thing with that is, in a lot of places, because you can still leave your bunker gear on and run in there, where in most of the other ones, guys have to take bunker gear off before they go into a rest room. That's probably what that was for.

Comm. Brown: It's just that given the problems you have with soot out there and other things, it's very hard to keep it clean and sanitary.

Comm. Annacone: That's why you have that one there so they don't come in...

Comm. Funkhouser: For 32 sq. foot you can put a toilet in a decontamination room. They have 32 sq. foot for decontamination. Do away with the toilet room, put a toilet in the decontamination room.

Comm. Brown: OK, so mark that down as a possible option.

• OCCUPANT LOAD – TO COMMITTEE FOR REVIEW

Comm. Brown: I question the occupancy load in that space that you need to have 30 people...that's a lot of square footage.

Comm. Chew: And they're not all going to arrive at the same time.

Comm. Brown: No, not at all. Because you take all the apparatus out of the space.

Comm. Chew: The first thing that caught my eye is why are we carrying that many occupants for that area?

OPERATIONS

- **OCCUPANT LOAD** continued

Comm. Brown: If you cut it down to what's realistic, you've saved almost 1,000 sq. feet, that's \$200,000.

Comm. Annacone: I guess cause he's got 40 gear lockers, he's got 30 occupants.

Comm. Chew: 40 gear lockers would be 40 people right there.

Comm. Annacone: Like you said, they're not going to be here at one time.

Comm. Chew: That's my thought on it.

Comm. Annacone: At most you usually have 10 people in there and you get more than that when the Engine is out.

Comm. Chew: The first Engine is out and the next guys are coming in.

Comm. Brown: I think that's too high. The Committee can come back with recommendations and we'll then figure out what the total sq. footage is after all these changes.

3) RADIO ROOM – TO COMMITTEE FOR REVIEW

Comm. Brown: It's all the nit-picky little stuff. You don't want to put file cabinets and book cases in the radio room, I don't think.

Comm. Chew: What would you store in there?

Comm. Brown: Exactly, what would you store in there.

Comm. Chew: That's why we have the filing cabinets elsewhere.

FURNITURE & EQUIPMENT LIST

ADMINISTRATION

1) TRAINING ROOM – TO COMMITTEE FOR REVIEW

Comm. Brown: We said that we want a bigger training room already, but the question is do we really need 100 chairs and 50 tables? Also, do we need a training closet and a storage area?

Comm. Annacone: I guess 50 tables are 2 man tables I guess. This is the other thing we were talking about earlier. He's got 8 occupants in 60 sq. feet, and 92 occupants in 15 sq. feet.

Comm. Chew: The difference between standing and sitting.

Comm. Brown: It's 100 chairs, so he's got 8 standing and 92 sitting.

Comm. Annacone: So why do you have 100 chairs? I don't know what he's doing there.

Comm. Funkhouser: I think that may have been training/meeting room, possibly? To where you would set up for a meeting, training. I'm not sure of his numbers either, but that's what I'm thinking he's saying there. A combination of training/meeting.

Comm. Annacone: I know it sounds stupid, but how does a blackboard take up 12 sq. feet? It's hanging on the wall.

Comm. Brown: Well, you need that much to stand there and write, and walk back and forth. I'm sure these are questions and architects use those standards. Things like a sound room, why do we need a sound room per say if the room is smaller. If you reduce the size of the room, you may not need a sound room. Why do you need a training closet and a storage area. They're both the same size. Why can't you have one in the same. Again, that's a question for the Committee.

2) COPIER EQUIPMENT ROOM – NOT A REQUIREMENT

Comm. Brown: There is not a lot to be gained there. We do need something better than probably what we have. If we arrange that in the storage area, I think it would make more sense.

Comm. Chew: You can still receive confidential stuff, and it should be behind a locked door.

3) KITCHENETTE – NOT A REQUIREMENT

Comm. Brown: With the deepest respect for the Clerk, I respectfully think a kitchenette for one person is nothing, but if we build the kitchen right, we won't need that second area.

Adm.Ci.Cottone: Where is he putting this? I don't remember. The refrigerator, sink and counter...

Comm. Annacone: They were putting that in the Administrative Office space?

Adm.Ci.Cottone: No, I think in the circle he was talking about, all the offices, in other words the Chief...the foyer area.

Comm. Brown: OK, so that one would come out, so again it's only 75 sq. feet, and that's if we do it now at \$200, it could be as high as \$350 so that's why we want to trim the number back.

ADMINISTRATION

3) KITCHENETTE, continued

Adm.Ci.Cottone: I remember what his thought was on that. It was, you're exactly right, when people came in and they had to sit in the waiting area.

4) FILE ROOM

5) ARCHIVE ROOM

Comm. Brown: I think there should be some consolidation of this file, storage and archive areas. But I'm willing to accept the square footage just for now. Any questions? (hearing none)

6) PLAN ROOM – NOT A REQUIREMENT

Comm. Chew: What is that?

Comm. Funkhouser: I questioned that also. I put a little notch here on what that was.

Comm. Chew: Is that the Fire Prevention area?

Adm.Ci.Cottone: Is that for Michael's Fire Official...

Comm. Brown: Maps. The private maps and the street maps. But again my only comment is, we're looking 20-25 years down the road, will there be any paper left.

Comm. Annacone: For files, but not plans.

Comm. Chew: We should look to see if it's a regulatory requirement or not. He may be right. I'm not saying you're not right.

Comm. Brown: But see I thought that was the stuff that was now currently in the basement that we'd already talked about that we were going to bring that to the first floor. That was a requirement.

Comm. Funkhouser: It is. That was one of the things along with the files that have to be...

Comm. Brown: I'm saying, what we'll do, as soon as we figure out now what we said is required we can probably lump this into one chart to figure out what's the total.

Comm. Chew: And with what we're deleting that could become a larger room and do more than just plans in there.

8) CAREER CAPTAIN'S OFFICE – TO COMMITTEE FOR REVIEW

Comm. Brown: I think that we need some space for probably the Deputy Chief and his Officer's, but I don't think he needs...so that's a questions for the Committee. Is that really what they wanted? Because we don't really have a Career Captain's Office and a Chief's Office.

Comm. Funkhouser: If you notice, there isn't a Chief's Office in here. He wasn't a Chief at the time.

Adm.Ci.Cottone: That should be Chief.

Comm. Funkhouser: And if you notice on some of the prints they are lumped together, the Career Chief's Office in some of the drawings is separated and in the volunteers.

Adm.Ci.Cottone: So it should be Career Chief's office.

9) VOLUNTEER CAPTAINS OFFICE – REQUIREMENT

Comm. Chew: That should probably be the Deputy Chief's office.

Comm. Funkhouser: Right.

Comm. Brown: OK.

10) GENERAL OFFICE – TO COMMITTEE FOR REVIEW

Comm. Brown: I didn't know what that was for because later on we have a Commissioners Office.

Comm. Annacone: I think this is her office.

Comm. Brown: No, we had that already.

Adm.Ci.Cottone: The General Office is where, the way they were doing it initially was, there was going to be a round circulatory area for the copier that would be shared by everyone.

Comm. Funkhouser: It would be a common area.

Adm.Ci.Cottone: A common area, right.

Comm. Brown: OK, I'm not sure what that really is, so that's a question for the Committee to come back to because again, that's almost 500 sq. foot.

Comm. Annacone: No area says circular area.

Adm.Ci.Cottone: That was the discussion though, the way they were talking about it.

Comm. Brown: I think the plans are just drawn from what's in here. But the first thing is to figure out what you really need and then take them back to the plans. OK.

ADMINISTRATION

12) FIRE MARSHALL OFFICE – NOT A REQUIREMENT

Comm. Brown: Why do we have a separate office for Fire Marshall?

Comm. Funkhouser: Because there are separate paperwork that's needed for a Fire Marshall.

Comm. Annacone: That's stuff that is probably supposed to be locked up in the Fire Marshall's office, a lot of his files.

Adm.Ci.Cottone: On that area I'm going to answer some of this, because if you're looking to the future, are you going to have a Fire Official that's going to need the files, the desk, the computer and whatnot. For years we had a Fire Official's office. Now it is shared with the Administration Office. So at this point and time what this would require would be for me to be in the Admin Office, then be in the Fire Official's Office. Michael and I would share that office because we spend 2 hours together a day in the Administration Office. Where is this going to go to, you understand what I'm saying? You want to look at...

Comm. Brown: Again, one of the assumptions we need to make is, are we going to be able to have a Chief and a Fire Official?

Comm. Annacone: Not in the near future.

Comm. Brown: So the plan on the horizon is, for personnel let's say 5 years. Because that's the best we could get. The assumption is, is that the planning horizon of increased personnel is 5 years and we don't think there is going to be a Fire Marshall in addition to the Fire Chief, but the Fire Marshall's functions may require some storage and some secured space that's adjacent to the Administrative Clerk. I think one of the problems with doing it the way that he did is, he really didn't do it by job function. If I was going to do this in all the office's that I planned, I would take what you did and I would plan all the shortages that we have now around that position and leave a space in there for a second person with all changes.

Adm.Ci.Cottone: Right, we can't have the Chief and the Fire Official locked in his office because there is many, many, times when the Chief is out on other duties or not here, and the Fire Official's office is being run in the Admin Office.

Comm. Chew: So should we move that stuff to her office?

Comm. Brown: I think what we need to do, if it's the recommendation of the Board, is that we take all these areas that we're storing things and see if we can figure out an innovative way to do that so that it's accessible to both the Chief and the Clerk and have separation for security purposes and yet access.

Comm. Chew: When they need it too.

Comm. Brown: So it's kind of like the counter in the kitchen, where you can put the plates up and either sit in the kitchen or sit in the dining room depending on where you want to be.

HOUSE

1) MEN'S SHOWERS / LOCKERS – TO COMMITTEE FOR REVIEW

Comm. Brown: Do we really need 30 lockers?

Comm. Annacone: No.

Adm.Ci.Cottone: I think he took what you wanted in the Engine Bay and just used that figure throughout. I believe that's what happened there.

Comm. Brown: Secondly, I really don't think that one toilet is enough. You see problems here with just two as we have it. That should be if you're planning for the future and the possibility of having people in the building.

Comm. Chew: Especially for training.

Comm. Brown: Also, there is no space in there for urinals either.

Comm. Annacone: Isn't there another men's and ladies...

Comm. Brown: There is a woman's one coming up.

Comm. Annacone: I thought it was a separate bathroom area.

Comm. Funkhouser: I don't know if we were considering the showers/lockers as a bathroom for the woman's...apparently not. He put one toilet in each one, men's and women's. So we must have bathrooms somewhere. If you look at the drawings...

Comm. Annacone: The drawings don't match up to this.

Comm. Funkhouser: Right.

Adm.Ci.Cottone: So if you're using 30 as your estimate for total amount of people, then you have to suggest what you feel for lockers.

HOUSE

1) MEN'S SHOWERS / LOCKERS, continued

Comm. Brown: I just searched the entire document, there are no other toilets. Again, that tells me that square footage is underestimated for that space.

Comm. Funkhouser: Why would you need a washer and dryer in the men's locker room also.

Comm. Brown: Well, if they want to do their uniforms.

Adm.Ci.Cottone: What he was talking about at that point was that they're all in there stripping and the washer and dryer is right there and it makes it very convenient for them.

Comm. Chew: You don't want to wash them in with your gear.

Comm. Brown: And that's what we have upstairs right now, the washer and dryer. But there is no common general area men's room for the public. So it's not included in the space.

Comm. Funkhouser: Right, it's not in his assessment.

2) WOMEN'S SHOWERS / LOCKERS – TO COMMITTEE FOR REVIEW

Comm. Brown: Do we really anticipate in the planning horizon that we're going to have, it's only a tiny little bit of space, but do we really need 5 lockers? I'm OK with having a separate space, I'm OK with having 2-3 lockers, but 5?

Comm. Chew: Especially when you can only get one shower at a time.

Comm. Brown: And yet the thing about these numbers is, just remember that a lot of these occupancy numbers are a function of, like later on when you get to the figures at the bottom of the report, how much common area space that is a function of the total square footage here. So that when you reduce this number even by a few square feet, you're also reducing the common area space. I'll show you when we get to it. I wanted to point that out as we go along.

3) CAPTAIN'S QUARTER'S – TO COMMITTEE FOR REVIEW

Comm. Brown: I think that what we saw, and you'd know if you were there unfortunately, I think the way in which Philly does their officer's quarters is, the Captain's got his office and adjacent to that is the Captain's bathroom. He closes the door, there are two doors into the bathroom, one from his office and one from out in the engine bay. If somebody wants to use it, a guest wants to use a bathroom, send him into the Captain's bathroom and he closes his office door while they use it. So I question some of the space around that, and I don't know again if this is the stuff that he picked up from other proposals, so it's a question for the Committee to really look hard at that.

Comm. Funkhouser: Again I think it was the Committee's wishes of what they would like to have seen in these offices and areas.

4) LIEUTENANT'S QUARTER'S – NOT A REQUIREMENT

Comm. Brown: Do we really need Lieutenant's Quarter's? I think not.

Comm. Funkhouser: No, we don't need that.

Comm. Brown: No requirements for the Lieutenant's Quarter's? So there we just saved 209 sq. feet.

5) STORAGE ROOM – TO COMMITTEE FOR REVIEW

Comm. Brown: I don't have a comment on that.

Comm. Chew: If we're going to have a Fire Marshall's Office, what's the Fire Prevention storage then.

Comm. Brown: That's for the give-a-ways and stuff.

Comm. Chew: OK, I got you. That makes sense. I wasn't thinking of that.

Comm. Annacone: I'm thinking the storage space is vastly undersized.

Comm. Funkhouser: We've got everything Fire Prevention wise in a closet downstairs.

Comm. Annacone: Am I missing something here. Fire Prevention 80 sq. feet, the General Storage is 80 sq. feet, Uniform Storage is 80 sq. feet for a total of 80 sq. feet?

Comm. Brown: That's a math error.

Comm. Funkhouser: That's 240 sq. feet.

Comm. Brown: And they missed the Occupancy load in Gross Floor Area calculation too.

Comm. Funkhouser: So mark that off it should be 240.

HOUSE

6) READY ROOM (Day Room) – REQUIREMENT

Comm. Brown: We agreed already that the changing of the Ready Room...

Comm. Funkhouser: Is the Day Room.

Comm. Brown: Right. First of all, Entertainment is spelled wrong.

Comm. Funkhouser: I've crossed three items off on the Day Room. You don't need filing cabinets, you probably wouldn't need a desk and chairs in there, so I've crossed them off.

Comm. Brown: Right. The only thing about the desk and chairs, if it's not in there I've heard the Chief say that now that so much of the training is going to be on-line that we need to think about having places for them to sit down at a computer and do some of the training.

Comm. Funkhouser: That would be the Training Room.

Comm. Chew: Because really everything is going more towards tablets and notebooks.

Comm. Brown: Then it should be eliminated here.

Comm. Funkhouser: What should be eliminated George?

Comm. Brown: The training desk.

Comm. Chew: But just make sure that we have that for the Training Room.

7) FITNESS ROOM – REQUIREMENT

Comm. Brown: My only question is, do we really require everything that's there?

Comm. Funkhouser: Everything that's on there is what you would...it's one of everything that you would want. I know you're a big weight lifter George...

Comm. Annacone: You have your Elliptical, Treadmill and Stair Climber, then you have Cardio Area. Isn't that all Cardio?

Comm. Funkhouser: No, I think the Cardio area is to do sit-ups, push-ups, that's what that is. It gives you a little corner area with a mat and things on it. TV and sound, working out in a weight room is always good to have and it's up on the wall.

Comm. Brown: No, I just question how much of this is really required.

Comm. Funkhouser: The only thing is the Elliptical.

Comm. Annacone: All those things would be nice to have in there.

Comm. Brown: OK fine, so let's move on.

8) MALE BUNK ROOM – REQUIREMENT

Comm. Brown: Do we really need 12 beds.

Comm. Chew: How many guys do we get up here to sleep in? I don't know. That would be the answer.

Comm. Annacone: Two crews up here, that's eight and you add your Captain, Dep. Chief. I'm saying you'll have at least 8.

Comm. Brown: I think 8.

9) FEMALE BUNK ROOM – REQUIREMENT

Comm. Funkhouser: I put in the women's room, I changed that from 4-6 so that's giving you more. Right now we don't have the women so you'll have men...

Comm. Annacone: Why were you thinking 4-6? I was thinking 4-2.

Comm. Brown: The reality of it is, if we don't have any women in the company at that time, we can use those extra bunks.

Comm. Brown: So I would leave it at 4.

Comm. Funkhouser: There are cots that can be brought out if needed.

10) KITCHEN – REQUIREMENT

Comm. Brown: Again, I think the Committee and the people that have to be here should figure out whether the kitchen is all...it looks pretty reasonable to me. Just make sure they've got enough cabinets and enough places to keep it organized.

Comm. Chew: 3 freezers, 3 refrigerators?

Comm. Funkhouser: The reason being because of the paid staff having 3 platoons, even the volunteer staff. Later on down the line, you'll have an A B C Platoon maybe, or...

Comm. Brown: You have 3 Platoons here but only one runs out of this building.
Comm. Funkhouser: Right, I understand that, but it wasn't always like that, there are 3 refrigerators now.
Comm. Brown: From my planning horizon, they're not coming back.

HOUSE

10) KITCHEN – continued

Comm. Funkhouser: I understand that.
Comm. Brown: OK. So if you want to have 2, one for the career staff and one for the volunteers, I'm OK with that, but not 3.
Comm. Funkhouser: And not 3 freezers either.
Comm. Annacone: There is no table.
Comm. Funkhouser: Prep table. What table are you talking about?
Comm. Chew: To sit down and eat.
Comm. Funkhouser: There is in the Day Room.
Comm. Brown: But it's not calculated into the space in the Day Room, was it?
Comm. Chew: See, that's where the Kitchenette comes in.
Comm. Funkhouser: What were they calling the Day Room?
Comm. Chew: Ready Room.
Comm. Brown: The Ready Room does not.
Comm. Annacone: I guess they're using counter top?
Comm. Brown: There is no table space...it's Item #6, Ready Room, there is no table eating space.
Comm. Annacone: In your kitchen you should have a table you can sit around.
Comm. Funkhouser: But not necessarily in the kitchen.
Comm. Brown: I think what we see in the new Cherry Hill Station and in the Philly Stations that between where the food is cooked is an open area and you have the Day Room on one side of the kitchen table. It's the Day Room, kitchen table, kitchen. And that makes really good sense. So we need to add a table into number 6 Day Room.
Comm. Annacone: And they only have one chair.
Comm. Chew: I see we need to add table and chairs.
Comm. Brown: Yes. And that's what Comm. Chew just said which is, one of the requirements should be that the eating facilities have a flow with the Day Room. They shouldn't be at opposite ends.

11) MISCELLANEOUS – [TO COMMITTEE FOR REVIEW](#)

Comm. Brown: We only would need an elevator if we were going to put a second floor on.
Comm. Funkhouser: And that's one of our scenarios, putting a second floor on the building.
Comm. Chew: For ADA purposes?
Comm. Brown: Right.
Comm. Annacone: Anytime you want to have a second floor with that kind of renovation, an elevator is going to be required if you had that much of a renovation.

NEEDS ASSESSMENT

OPERATIONS

Comm. Brown: But there again, what I would do is, I would say that the total sq. footage in that option required is different than the total sq. footage in the one story option, because otherwise it gets added into all the other options.
Comm. Funkhouser: I think that meant that you put all your radios, receivers into one room area, a communications room.
Comm. Annacone: A storage room
Comm. Chew: Is that where you would put the server and...
Comm. Brown: I would call that a network room, and there is not anything on here, but it should be. I'm on the page now where we see where that 10% circulation gets calculated on each of the requirements. My point is when you drive down the requirements you're also going to drive down the circulation space. So there is a double whammy there. And I think at that point, I'm pretty much done my comments.

Comm. Annacone: The problem with this is, we've cut down on what we think we need square footage wise, the building is still going to be the same square footage wise unless we do major renovations to the building. We're not cutting down on the square footage of the building.

Comm. Brown: I don't think so. But I want to at least get to what we really think is required, because that's what we're going to be able to sell this on with what's required with a little guess at the future. I don't know what that is, that may come doing what you just said and doing what we just said that one story

NEEDS ASSESSMENT, continued

is not going to do it here, but at least now we backed into why that's an option.

Comm. Annacone: Why would we want a second story when we're trying to get rid of the one we got?

Comm. Brown: The one that we're trying to get rid of is because of an operational issue and that is we can't get up on the trucks to do the daily truck checks because you have people hitting their heads and that's why they wanted to raise that so they can stand on the trucks in the engine bay. When it gets snowy and you take the trucks outside...

Comm. Annacone: Do any of these plans call for working that room out?

Comm. Funkhouser: No. It was discussed but it wasn't a major issue other than tearing the building down and building across the street or renovating the building to where the apparatus would back out this way...

Comm. Chew: When they talk about the second floor renovation, maybe it's to raise it under there as well.

Comm. Brown: There are two separate, the way it works, when you walk outside you see where the second floor stops, it doesn't go the full length of the engine bay. The obvious choice there would be to get rid of the second floor, take the floor out and have the ceiling raised.

Comm. Chew: But I was thinking where they were talking about the major second floor renovation. They were talking about raising it high enough so you could have that standing firefighter, then the second floor.

Comm. Funkhouser: That isn't what they were saying. The second floor was over the hall area, and that was discussed that existing walls, the entire back end of this building would have to be torn down and a first floor and second floor added to that.

OPEN SESSION

Comm. Brown: I'm pretty much through my comments, I don't know if anybody has any others. My suggestion if we have no other comments would be, we'll get the notes done, get the minutes done, we'll go in and fix these schedules, the Committee will review them one more time and come back then so we know what the real needs are. Then we can look at Comm. Annacone's question about "do we have enough space to do this or not?" And if we don't, that really drives the next question whether or not to put a second floor on or do you tear the building down. Are we marking the things that we say are absolutely required?

Comm. Chew: A requirement.

Comm. Brown: Yes. And having said that, I think the plans would have to go back to...there are things missing off the plans.

Comm. Chew: And they have to match.

Comm. Annacone: I don't like the plans that they drew up. I don't know if it was the architect or whatever, but they seem to just throw stuff together without really giving it much thought.

Comm. Brown: I personally have done for 35 years a whole bunch of offices, and I sit down and think about how people are going to work? Where should things be? If the receptionist is sitting there at the front door, make sure you have an outer front door because otherwise every time the door opens in the winter, she's going to be cold. That's what I'm trying to say. Think about what the people that are here are doing. What's the Chief doing? How easy should his records and his archives be accessible to him? Is there a phone there if he has to go look up something, can he put the call on hold and go over there and do it, that kind of stuff. I think it should be more job-centered planning. I agree with Comm. Annacone.

Comm. Annacone: It doesn't flow.

Comm. Funkhouser: Mine does. Option 4.

Comm. Annacone: I'm with you with that. If you know how to sell it.

Comm. Funkhouser: Option 4 is the one that I had submitted to them, and everything that we discussed here is in here pretty much and there is no second floor other than the front engine room expanded up.

Comm. Brown: And you said there is a footing issue.

Comm. Funkhouser: Yes a little bit of a footing issue.

Comm. Brown: My suggestion is, if that is really a safety issue...

Comm. Annacone: It's a safety issue now.

Comm. Brown: If it's really a safety issue and it's something that we want to get away from, then you may have to tear down the Engine Bay to fix that problem.

Comm. Annacone: And that might be a selling point that the building is not safe.

Comm. Brown: Right, exactly.

Comm. Funkhouser: It isn't safe.

Comm. Annacone: And I hate to say it, you're probably right that we almost need to find a PR company to sell it for us.

Comm. Chew: I really think that we should do it.

Comm. Funkhouser: Once we get the finals done.

Comm. Brown: OK, we agree that there are some questions that need to go back to the building

OPEN SESSION

committee, the Chief's requirements, etc. There are some questions that need to go to the architect. I suggest that we get the minutes done so that we don't miss anything. We fire the questions off to both parties, recalculate what we then think is the required space and then look at what's in that required space against any of the drawings that we have to see if any of them really fit.

Comm. Annacone: Getting back to one of Jim's question. Do we want solar panels on the roof? I don't think so.

Comm. Chew: I would rather have them over in the parking lot like they do at Public Works. If we had to have them, I'd rather they do it like Public Works. Elevated out of the way and didn't take the parking.

Comm. Funkhouser: That's a lot more expensive.

Comm. Chew: But on the roof? Absolutely not.

Comm. Funkhouser: That's a safety hazard.

Comm. Brown: There is a really interesting article that is a couple years old in Popular Science about where you can actually get payback on solar panels. And we are north of the payback line in that article. OK, is that process the way to go?

Comm. Funkhouser: Separate options of one coming back to the Committee and one to the Architect.

Comm. Chew: Questions.

Comm. Brown: We're going to revise...once we get those answers, we're going to revise these schedules to figure out what's our real requirement and to make sure that each one of those required spaces are somewhere on each of these plans, because otherwise the plan is no good. Alright?

Comm. Funkhouser: Yes.

Comm. Chew: Yep.

PUBLIC PORTION

Comm. Brown: There is no one here from the Public, so we don't need to open it up to the Public.

ADJOURN

Motion made by Comm. Chew, seconded by Comm. Annacone to adjourn the meeting at 7:30 pm

Roll call vote, all yes.

