

**PROGRAMMING QUESTIONNAIRE**

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<b>Feasibility Study Ipswich Fire and Police Stations</b>	<b>HKT Project No.: 21831</b>
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**General Information**

**Function:** Please respond to the following questions:

**F1. Please describe the primary functions / activities / duties of your department in as much detail as possible.**

Fire Suppression: extinguish any type of fire.

Emergency Medical Services: a licensed Emergency First Responder agency providing emergency medical care with a private ambulance service doing the transport to the hospital.

Marine Rescue/Firefighting: provide rescue services to the local waterways and fire protection to the water craft located in area.

Hazardous Materials: responsible for handling/mitigating any type of hazardous materials incident.

Rescue: provide ice or water rescue services, elevator rescues, technical rescue etc.

Fire Prevention: responsible for inspections, code enforcement, plan reviews and permitting.

Student Awareness of Fire Education: present fire safety programs to the children in grades 1 through 6.

Senior SAFE: provide fire safety education to the senior population as well as installing/replacing smoke & CO detectors or battery replacement.

Car Seat Program: conduct car seat check points to inspect existing car seats for compliance as well as installing new car seats.

Self Contained Breathing Apparatus (SCBA) maintenance: responsible for maintaining and repairing 30 SCBA.

Training: providing training to the department on all facets of firefighting, EMS and hazardous materials whether in-house training or sponsored training through the Massachusetts Firefighting Academy.

Small Equipment Repair: responsible for maintaining and repairing small equipment such as vent saws, chain saws, smoke ejectors, jaws of life etc.

**F2. Identify any functions / activities / duties that you would like to see your department perform now and in the future that are not currently being done and for whom?**

The department will be looking into the future to take over complete EMS to include the transport of patients. This will require adding 2 ambulances to the department's fleet.

**F3. Please describe how the current dispatch / communications situation and your preferred placement for this function.**

The dispatch/communications center is located at the police department. One dispatcher handles fire, police & EMS (private ambulance service) emergency and non-emergency calls. We do not have a preference on the location of the dispatch/communication center.

**Operations:** Please respond to the following questions:

**O1. How many visits by members of the public do you receive on an average day? Are there times of day / year that are busier than others? How many of these are medically related? Please explain.**

On average the department sees between 5-6 people per day for fire prevention related business (get permits, plan reviews etc.). Otherwise we do not track the volume of people coming to the station. This figure would be higher for station tours, asking questions, meetings etc.

On average the department has 6 people arrive at the station for medical aid assistance.

**O2. What functions / activities / duties within your department have direct interaction with the public?**

All of our functions/activities/duties require direct interaction with the public.

**O3. Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future?**

Currently there are no spaces that we share with the community in the existing fire station. Yes, we do envision sharing space with the community in the future. If the project is a public safety complex we can envision the training room as being accessible to the community.

**O4. Does your department have any special or specific security or safety concerns? Please explain.**

The department has security cameras that monitor the exterior, apparatus bays and fire prevention office as well as a coded key pad to access the second floor. At issue, there is no security when no one is in the building. Visitors can enter the building through the fire prevention door and roam the first floor. The department needs to be fully secured when no one is in the building.

**Emergency Events:** Please describe any special requirements or needs during emergency events. Possible examples might include water, fuel or communication needs, outside assistance or changes to parking or queuing.

There are a number of situations that would require ample parking for personnel or evacuees.

- 1) Storm coverage: Depending on the magnitude of a storm we could have as many as 12 members on duty.
- 2) Large scale incidents: For example, during a structure fire we will have as many as 24 off-duty and call firefighters responding to the station to respond with additional apparatus.
- 3) A training room could be used as a warming center for residents if there is a power failure or an evacuation of a particular area. The occupancy load of the room will dictate the parking needs.
- 4) The training room will allow the department to sponsor Massachusetts Firefighting Academy classes throughout the year. The typical class size can be between 24 to 50 people.
- 5) National Guard: when there is a need for National Guard support the personnel, vehicles and equipment are stationed at the fire station.

### Staffing Organization

Please provide an organizational chart for your department, if available, and complete the table below. Please include current staffing and possible projected staffing until the year 2039.

Position	Staffing Projections				FTE	PTE	Comments
	2019	2024	2029	2039			
<i>Example: Chief</i>	1	1	1	1	X		<i>Manages Department</i>
<i>Example: Staff Title</i>	1	2	2	3	X		<i>Staff Member of Division B</i>
Fire Chief	1	1	1	1	X		Manages Administrative Functions
Deputy Chief	1	1	1	1	X		Manages Operational Functions
Battalion Chief	0	0	0	4	X		Commands an Individual Shift
Captain	0	0	4	4	X		Commands an Individual Shift (2029), Commands an Individual Company (2039)
Captain	0	0	1	1	X		Oversees Fire Prevention Office
Lieutenants	4	4	8	8	X		Commands an Individual Shift (2019 & 2024), Commands an Individual Company (2029 & 2039)
Lieutenant	1	1	1	1	X		Fire Prevention Officer
Firefighters	12	20	32	44	X		Firefighters to Staff Apparatus & Ambulance
Call Firefighters	10	12	12	12		X	Supplement Full Time Staff
Administrative Assistant	0	1	1	1	X		Office Manager

## Space Needs Requirements

The next section deals with space needs for your department. This section is divided into four parts. The first part deals with general questions regarding existing and future space needs. The second part deals with general space requirements for your department including things such as public, lobby, conference, locker rooms, lunch room and other support facilities. The third part is devoted to individual office and/or workstation requirements. Storage requirements will be covered in the fourth part. Parking or vehicle storage needs will be addressed in the next section.

Please provide as much detail as possible to the questions. Your responses will help to guide programming discussions with the Design Team.

**Existing and Future Space Needs:** Please respond to the following questions:

**E1. What are your thoughts regarding the current space your department occupies? Please comment on positive as well as negative attributes.**

There is nothing positive about the space the department occupies. The station is over 110 years old and was designed for horse drawn apparatus not the modern fire department. Equipment, paperwork etc. are stored where ever there is space. Every time the department makes changes to the layout of the building it just reduces the available space further. For example, to add a deputy chief's office and renovate the chief's office on the second floor reduced the second floor meeting room square footage by 120 sf.

There are no separate facilities for male & female firefighters. One full bathroom with one shower is insufficient to meet the demands of the firefighters especially after a fire when firefighters need to clean up. This is key in cancer prevention, but we are sending off-duty and call firefighters home contaminated with the by-products of combustion exposing their family's to the same toxins.

**E2. What are your conference / meeting space needs? How often are meetings held? How many people attend your meetings? Can you share meeting facilities with the police department or the public? What equipment is required in different meeting spaces?**

The department would need a conference room and a training room. Officer staff meetings are held monthly with 7 officers attending. Currently, the meetings are held in the meeting room on the second floor, but provides no privacy.

Shift training, especially classroom training, is conducted in the same meeting room. When department wide training or sponsored training from the Massachusetts Firefighting Academy is conducted it has to be done at another location to accommodate the number of personnel attending (24 to 50). Typically, this is done at the Town Hall as it has the classroom space to handle up to 50 people. When this occurs the station is left unmanned.

We can share meeting facilities with the police department and the community.

Both spaces would need to be fully functional for audio visual equipment, smart boards etc.

**E3. Describe centralized file, archived file and secure storage needs. How many linear feet of active files / records are accessed daily? How many linear feet of files / records do you produce in a year for archiving? How many years of files / records do you maintain? Can any files / records be maintained off-site or digitized?**

We do not have any type of centralized file system in the station. Files are kept in file cabinets where ever there is space to put them. For the most part archived files are stored in the attic. There are no secure storage areas. It is unknown how many linear feet of records/files are accessed daily or produced yearly. The vast majority of the files/records are produced by the fire prevention office. State law requires files/records to be maintained from 1 to 7 years. We have no ability to maintain any files/records off-site and unsure if any of the files/records can be digitized.

**General Space / Support Facility Requirements:** Please provide a list of key spaces used by your department. If you have an idea of how large an existing space is or any distinguishing features, please note that.

Space	Size (L x W)	Quantity	Comments
<i>Example: Lobby</i>	<i>Existing 10 x 12</i>	<i>1</i>	<i>Meet and Greet, seating, access to public toilets</i>
<i>Example: Conference Rm</i>	<i>Existing 14 x 18</i>	<i>2</i>	<i>Needs multiple lighting levels, flat screen monitor with computer hook-up</i>
<i>Example: Lunch Room</i>	<i>Seating for 10</i>	<i>1</i>	<i>Full Kitchen with sink, microwave, full size refrigerator, water cooler</i>
<i>Example: Locker Rooms</i>	<i>?</i>	<i>1 male / 1 female</i>	<i>x male lockers, x female lockers</i>
Lobby			There is no lobby, entrance to the station is through the fire prevention office.
Fire Prevention Office	9 x 12	1	This space has a desk with computer equipment, 5 file cabinets & a work station to fill out permits.
Office/Dispatch	11 x 15	1	Has a desk with computer, a copier machine and work area for communications equipment
Bathroom	5 x 4	1	Just has a toilet
Truck Bay	45 x 23	1	Houses the ladder truck, gear lockers, gear dryer, flammables cabinets, work benches and other storage
Apparatus Bay	60 x 45	1	Houses 2 pumpers, 1 forestry, 1 marine unit, 1 gator, gear washer, gear lockers, slop sink, 5 equipment lockers, hose rack, air compressor with fill station
Basement	60 x 45	1	The basement is a wet basement. There is an air compressor, oil burner, hot water heater. The basement is a storage area for cleaning supplies, toiletries, PPE, tables, car seats, firefighting equipment, paper products etc.

Pantry	9 x 4	1	Food storage for shifts and cleaning supplies
Kitchen	9 x 15	1	Full kitchen with cabinets, commercial stove, refrigerator, dishwasher, sink and water cooler
Living Space	1	21 x 19	This area has multiple functions: eating area, living room and personal lockers
Union Office	1	7 x 8	Has a desk with computer and filing cabinets
Bathroom	1	8 x 9	Full bathroom with sink, toilet, shower and washer/dryer
Chief's Office	1	17 x 8	Has a desk with computer/printer, 1 book shelf, 1 file cabinet and 2 spare chairs
Deputy Chief's Office	1	17 x 8	Has a desk with computer/printer, 1 file cabinet/ 1 small table, 2 spare chairs and TV
Meeting Room	1	27 x 19	This room has many functions: Lieutenant work station, firefighter work station, work out area, conference table, 3 file cabinets, 2 storage lockers, copier machine, copier paper storage
Bunk Room	1	44 x 20	Open area with 16 beds and no privacy

**Office and/or Workstation Requirements:** Please list any specific individual needs for staff in your department.

Think about the work performed: Do they have private meetings during the day? If so, with how many people. Do they have multiple private phone or personal conversations during the day? How long are they at their desk each day? Could they share workspace with another individual on another shift? Could they work at a shared work surface assigned on a daily or even hourly basis?

Note any furniture, equipment or storage they may need. Do they need a work surface with a computer hookup only or one with file drawers? Do they need visual or acoustic privacy? Do they need quick access to printers / copiers?

Office (private) or Workstation (open)	Individual Needs for files, copiers etc.	Comments
<i>Example: Private Office for Chief</i>	<i>Desk with return, Lateral files, bookcase, small table for 4, whiteboard</i>	<i>Acoustic privacy required. Access through admin assistant's area is preferred.</i>
<i>Example: Workstation for Admin Assistant</i>	<i>Desk with return, Lateral files, copier/printer</i>	<i>Control point for visitors</i>
Private Office – Chief	Desk with return, bookcase, file cabinets, whiteboard, computer	Privacy needed. Access through administrative assistance area.
Private Office – Deputy Chief	Same as Chief	Same as Chief

Workstation for Administrative Assistant	Desk with return, computer, copier/printer, file storage, seating area for visitors, telephone	Control point for visitors to Chief's and Deputy's offices.
Private Office – Fire Prevention	Desk with return, computer, file storage, whiteboard, seating for visitors, a large table for plan reviews, a large monitor for viewing digitized plans, telephone	The area needs to be big enough to accommodate 2 fire prevention officers in the future. This can be shared, but the office needs privacy when working with customers
Office – Shift Commander	Desk with return, computer, whiteboard, small table to seat 4, storage for files, telephone	Privacy needed. Have access to a shared copier/printer.
Office – Training Officer	Desk with return, computer, whiteboard, storage for files, telephone	Privacy needed. Have access to a shared copier/printer.
Office – EMS	Desk with return, computer, whiteboard, storage for files, telephone	Privacy needed. Have access to a shared copier/printer.
Work Station – Officers	Desk with return, computer, storage for files, telephone	This area is for report writing, on-line training, staffing reports. Have access to a shared copier/printer. Need to have sufficient work stations or ability to expand as the department expands.
Work Station - Firefighters	Desk with return, computer, telephone	This area is for report writing, on-line training. Have access to a shared copier/printer. Need to have sufficient work stations or ability to expand as the department expands.

**Storage Requirements:** Please list any specific storage needs for your department.

Consider items currently stored on site and those that are stored elsewhere in Town. Consider whether current storage locations create any issues for access (i.e. *paper is stored in a locked room in an adjacent building or all equipment used in conference rooms needs to be moved from one floor to another x times a day/week*). Please list specific items stored. Please note if these items need special security (assume all doors can be locked).

Material - Items	Size or Weight	Security Needs Secure (S) Unsecured (US)	Comments
<i>Example: Office Supplies</i>	<i>Currently stored in three 8' x 8' rooms</i>	<i>S</i>	<i>Needs to be adjacent to admin offices</i>
Office Supplies	Multiple areas	S	Needs to be adjacent to administration offices
Cleaning Supplies	Multiple areas	U	Need to store in one area with easy access
Paper Goods	Currently in basement	U	Need to store in one area with easy access
Medical Supplies	Currently in cabinet in apparatus bay	S	Storage needs to be near apparatus floor and protected from contamination etc.
Spare PPE	Located in wet basement	S	
SCBA Maintenance/Storage	Some equipment/parts located in a storage cabinet, spare SCBA scattered around the station	S	Need a space not only to secure everything, but be able to make repairs. Need to prevent contamination of the equipment.
Flammables Storage	2 cabinets in truck bay	S	Need to store flammables in one area in a storage area that meets fire codes
Equipment Storage	Multiple cabinets & basement	S	Need to store additional equipment
Gear Lockers	Multiple wooden lockers around the station	S	Need proper ventilated gear lockers for all department members
Personal Lockers	Wooden second floor	S	Need proper ventilated personal lockers for all full-time personnel
Car Seats	Stored in wet basement	S	Need to be secured in a dry area. Easy access to apparatus bay.
SAFE/Senior Safe	Storage cabinet apparatus bay & basement	S	Need storage for smoke & CO detectors, batteries, lock boxes, files & fire education material such as coloring books, helmets, stickers etc.



**Apparatus / Town-Owned Vehicles**

**Apparatus:** Please respond to the following questions regarding your apparatus.

**V1. Do you perform light maintenance on your vehicles in-house?**

The firefighters will perform light maintenance such as bulb replacement etc. Any other larger maintenance projects are still done in-house by the mechanic.

**V2. Do any department owned vehicles go home with employees at night?**

Yes. Currently 3 vehicles go home at night; chief, deputy chief & fire prevention.

**Apparatus Storage:** Please provide as detailed of a list as you can. Parking counts are required by zoning and this list will help us confirm needs and special issues particularly as it relates to your specific department's vehicles and equipment. Please provide overall vehicle sizes: Small = 8 'x 10', Medium = 8 'x 20' (typical car), Large = 12' x 30', X-Large = 12' x 40' or larger. Please note if vehicle must be stored indoors or in an uncovered parking lot and other unique features (i.e. electric vehicles, handicap van, etc.).

Vehicle Type	Vehicle Projections				Size				Comments
	2019	2024	2029	2039	S	M	L	XL	
<i>Example: Fire Truck</i>	4	4	5	6			x		<i>Indoors</i>
<i>Ex: Command Vehicle</i>	2	2	2	2		x			<i>Parking lot or...</i>
Fire Chief	1	1	1	1			X		Outside, but protected from the weather
Deputy Chief	1	1	1	1			X		Outside, but protected from the weather
Battalion Chief	0	0	0	1			X		Indoors
Pick Up Truck	1	1	1	1			X		Indoors
Forestry Truck	1	1	1	1			X	X	Indoors
Pumpers	2	3	3	4				X	Indoors
Ladder Truck	1	1	1	1				X	Indoors
Fire Prevention	1	1	2	2			X		Outside, but protected from the weather
Boat Trailered	1	1	1	1				X	Indoors
Boat Trailered	1	1	1	1				X	Indoors
Gator Trailered	1	1	1	1				X	Indoors
Ambulance	0	2	2	3				X	Indoors
Mass Decon Trailer	1	1	1	1				X	Outside, but needs to be protected from the

											weather especially snow loads. A power supply is required to keep batteries in the trailer charged.
DEP Trailer	1	1	1	1						X	Outside, but needs to be protected from the weather especially snow loads.

**Other**

**Other Information:** Please respond to the following questions:

1. Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (such as: *we want to provide an open atmosphere, but our work is too sensitive because...*).

Training is key for the department. So we would be looking for some type of training tower to be incorporated into the design providing indoor and outdoor opportunities. For example, the training tower would be equipped with windows so ladder training can be done outside, but able to do it inside during the winter months. The tower should be equipped with stairs for hose handling evolutions and a standpipe system to simulate high rise operations. The tower should be configured for Rapid Intervention training and bail out training. Lastly, have anchor points and other access points for technical rescue use.

The station should be designed such that from anywhere in the facility firefighters will get to the apparatus quickly reducing response times.

**Ipswich Fire Department Organization Chart**

