

M E E T I N G R E P O R T

September 28, 2011
Norfolk Fire Station Feasibility Study
20 Shepard Road, Norfolk, CT 06058

TLBA Project No. 11.031

Re: Kick-off and Programming Meeting

Attending:

Representing:

Mark Burke	NVFS Building Committee
Leo Colwell	NVFS Building Committee
Ken Ludwig	NVFS Building Committee
Pete Mulville	NVFS Building Committee
Pete Anderson	NVFS Building Committee
Susanne Funchion	NVFS Building Committee
Richard Byrne	NVFD
Jody Zeller	NVFD
Brian Hutchins	NVFD
Steven Hutchins	NVFD
Matt Ludwig	NVFD
Daryl Byrne	Chief, NVFD
Chris Strange	TLB Architecture, LLC
Mike Fortuna	TLB Architecture, LLC

Project Record: This report constitutes our understanding of topics discussed and/or conclusions reached at this meeting. If exceptions are taken to the content of this report, please notify this office immediately, as this will become a part of the project record.

- 1) Meeting Objective: The meeting was scheduled to kick off the feasibility study and meet with the members of the Building Committee and Fire Station Personnel to discuss the existing facility and future plans.
- 2) Introductions were made and the goals of the meeting were identified as follows:
 - a. Review Project Schedule
 - b. Discuss Existing Conditions of Building and Site
 - c. Discuss Needs for Future Space
 - d. Plan for Public Input
- 3) The project schedule was reviewed and discussed. The schedule identifies Building Committee Workshop meeting dates as 9/26/11, 10/23/11 and 12/7/11 with a public informational meeting on or about 11/9/11. The Architect indicated that the schedule dates are flexible, and adjustments can be made as the project progresses, if the Building Committee wishes to.
- 4) It was confirmed that all communication between the Architect and the Building Committee shall be only to Mark Burke and Ken Ludwig, via email. Mark and Ken shall

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distribute to all others as required. All communications from the Building Committee or NVFS to the Architect shall be through Mark and Ken.

- 5) The Architect noted that they had spent some time at the Fire House prior to the meeting, and had the opportunity to discuss the project with Chief Daryl Byrne and other members of the Department. The site visit included a tour of the current Fire House, outbuildings and grounds. Discussions included issues the Department has with the current facility, as well as opportunities for improvement in the future. The primary concern was a general lack of space in both the Apparatus Bay and the Administrative Areas. Specific program requirements are discussed below.
- 6) The Architect distributed a preliminary outline program based on the summary prepared by Ken Ludwig in 2004. The summary identified broad category of spaces, divided into two areas, including "Apparatus and Utility Spaces" and "Training and Support Areas". More specific requirements were discussed as follows. It was noted that this list identifies the desired spaces, but that ultimately the site and the budget may limit the program presented to the public for referendum.
 - a. Apparatus Space: It was confirmed that the vehicles currently in the Department's rolling stock are anticipated to remain consistent for the foreseeable future. Space allocation shall consider a general trend toward larger equipment as it is replaced. There is an expressed desire to plan for one boat/trailer and a 4x4 pick-up truck. It is unknown at this time when the Town budget would support additional equipment.

Drive through bays vs. back-in bays were discussed, as well as the advantages and disadvantages of each. NVFD members indicated that they didn't have any preconceived ideas about which was best, noting that the building and site would need to be reviewed in total to determine the best plan for vehicle storage and circulation. However, it was noted that there is a preference for drive through bays for articulating vehicles.
 - b. Hose Drying: Due to Norfolk's elevation and the pressure on hoses, NVFD cannot utilize synthetic hoses. As such, space must be provided for a hose drying reel and extractor, or space provided for lay-out or hanging of hoses.
 - c. Laundry, Bottle Filling and Storage, Secure and General Storage and Work Space need to be accommodated in direct relationship to the Apparatus Bays. There was discussion about relocating the washer/dryer from the Elementary School to the Fire House.
 - d. Offices: Three offices are desired, including one for the Chief and two offices for the staff and members.
 - e. Dispatch / Radio Room: NVFD is dispatched through a regional dispatch located in Torrington. However, when the regional dispatch is down, the NVFD must man their own radios. As such, a radio room is required to accommodate the necessary equipment. A view to the Apparatus Bay and apron is required.
 - f. Multi-Purpose Room: A room sufficiently sized to accommodate up to 35 people at tables and chairs or 75 people at chairs only. This room will serve the membership for training and meetings, as well as public access space for Town events, such as fund raisers, Memorial Day and Halloween events.

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- g. Kitchen: A commercial quality kitchen is desired for use in preparing meals for public events, for general NVFD use day to day, and for preparation of meals for responders during a fire or other extended event.
 - h. Day Room / Ready Room: Space is desired for the members to lounge, relax or socialize and prepare before calls or unwind afterwards. The space should accommodate a couch/chairs and a TV. The room shall be located adjacent to the Kitchen.
 - i. Physical Training: The benefits of providing space for physical fitness were discussed including improved health and fitness, improved performance, stress relief and recruiting.
 - j. Locker Rooms / Showers: Adequate space for approximately 20 active members. A minimum of 1 male and 1 female shower shall be provided.
 - k. Storage: In addition to the storage associated with the Apparatus Bay and Operations area, adequate storage space needs to be provided to accommodate spare equipment, traffic control equipment, holiday decorations, up to 15 cots, gas grill and other miscellaneous items.
 - l. Trophy Display: A trophy case or other means of displaying trophies and awards should be planned. There was also discussion of possibly displaying antique apparatus, if space and budget permit.
- 7) The option of whether to provide dedicated space for Explorers or have them commingle with active members was discussed. It was decided that it is preferred that the Explorers spend time with the members to accelerate their learning curve and to give members insight into the Explorer's abilities. As such, no additional space will be provided for this purpose.
- 8) The general condition and anticipated useful life of the existing building was discussed. The Architect noted that additional analysis must be done, but initial observations didn't reveal any obvious signs of building failures. The building will be evaluated in the context of the condition, efficiency and layout before any recommendations are made as to whether a renovate, renovate and add on or new construction approach is best.
- 9) The Architect noted that the Survey of the property indicates that there is significantly less space on the property than is currently being used. The garage, fuel dispenser and much of the paving is on Town property but off the Fire Department Property. The Building Committee shall verify whether the additional property can be used for the development of this project.
- 10) Parking and site circulation must be carefully considered to ensure safe and efficient access for approximately 12 first responders as well as an additional 30-35 vehicles. Parking should be structured and clear to avoid allowing cars to park in areas that can cause confusion, poor sight lines or dangerous conditions.
- 11) The diesel fuel dispenser will need to be included in the site development plan. Gasoline will continue to be dispensed off-site.

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- 12) An option for a training tower for hook and ladder and ropes training was discussed and generally thought to be a desirable feature depending on budget and the ability to harmonize with the residential neighborhood.
- 13) In order to prepare for and properly notify the public of the public meeting on or about 11/9/11, TLBA shall draft a press release for the Building Committee to publish in the local news paper. This information must be provided prior to 10/15/11 to meet the newspaper's deadline.
- 14) Next Meeting: The next meeting will be held on October 26, 2011 at 7:00 PM at the Town Hall. The agenda for this meeting will include a review of various design options.

Respectfully Submitted,
TLB Architecture, LLC



Michael P. Fortuna, AIA
Principal

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P R O G R A M S U M M A R Y

Norfolk Volunteer Fire Station - Program Summary

Norfolk, Connecticut

DRAFT 01 - October 3, 2011

		Area per Space (square feet)	Number of Spaces	Total Area (square feet)
A. APPARATUS and UTILITY SPACES				
1	Apparatus Bays			
a	Engine 30 (16 x 40)	640	1	640
b	Engine 40 (16 x 40)	640	1	640
c	Engine 90 (16 x 40)	640	1	640
d	Tanker 100 (16 x 40)	640	1	640
e	Utility 50 (16 x 32)	512	1	512
f	Brush 80 (16 x 32)	512	1	512
g	Utility Trailer Bay (16 x 20)	320	1	320
h	Unit 70 / Trailer (16 x 20)	320	1	320
i	EM Trailer (16 x 20)	320	1	320
j	Future Pick-up Truck (16 x 20)	320	1	320
k	Future Boat on Trailer (16 x 20)	320	1	320
2	Hose Drying Space	200	1	200
3	Laundry	120	1	120
4	O2 and Bottle Storage	190	1	190
5	Work Bench / Mechanic's Storage	120	1	120
6	Secure Storage	200	1	200
7	General Storage	200	1	200
Total Apparatus / Utility Spaces				6,214

B. TRAINING and SUPPORT AREAS				
8	Training / Meeting Room	575	1	575
9	Table and Chair Storage	150	1	150
10	Kitchen	400	1	400
11	Day Room / Ready Room	240	1	240
12	Radio Room	120	1	120
13	Offices	120	3	360
14	Physical Training Room	200	1	200
15	Men's Locker Rooms / Showers	160	1	160
16	Women's Locker Rooms / Showers	120	1	120
16	Toilet Rooms	175	2	350
17	General Storage	250	1	250
Total Training and Support				2,925

C.	BUILDING SUPPORT SPACES			
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18	Mechanical Room	150	1	150
19	Telephone / Electrical Room	80	1	80
20	Sprinkler / Water Service Room	80	1	80
21	Custodial Closets	50	2	100

Total Training and Support 410

Total Program (Net) Space 9,549

Efficiency (80%) 1,910

TOTAL SPACE (Gross) 11,459

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