

FINAL REPORT OF THE 2019 FIRE STATION COMMITTEE
April 14, 2020

I. BUILDING COMMITTEE

A. Members

Fire Commissioner Jon Cilley, Chief Michael Sitar, Tim Ames, Tom Beaulieu, Paul Blaisdell, Kevin Cate, Kaitlin Lounsbury, Lisa Martin, Tod Odell, Kevin Waldron

B. Directive of the Commissioners

1. Evaluate the viability of using Park Street as a headquarters single station.
2. Evaluate using Park Street as a headquarters and adding a substation elsewhere in the District.
3. Evaluate having a headquarters elsewhere in the District and use Park Street as a substation.
4. Evaluate the usability of the station and land at Center Street
5. Additionally, they are to look at the impacts of a student program and future additional firefighters.

C. Definitions

1. **Headquarters** is defined as a building that houses apparatus, administrative staff, and is capable of housing career staff.
2. **Substation** is defined as a building that houses apparatus and is capable of housing career staff.

II. EXISTING CONDITIONS

The District presently has two facilities, one located in Tilton at 12 Center Street and one located in Northfield at 149 Park Street. These facilities are eight tenths of a mile apart with both located in what is known as the “Village District”.

A. Park Street Station

1. Building Description

The facility at 149 Park Street sits upon 2.07 acres of land and was built in 1986. It is 60’ X 80’ and is 4,800 square feet in size, has five overhead doors, and a restroom. It is a wood framed building built on grade. The building is serviced with electricity, and municipal water and sewer, natural gas, and a fire alarm system.

2. Equipment

The station houses one engine, one ambulance, one tanker, one ladder truck, one rescue truck, one forestry vehicle, and one 6X6 ATV with its trailer. It also houses a gear extractor (personal protective equipment decontamination), gear dryer, and supplies.

3. Staffing

The Park Street Station is not staffed. Most of the Call Company members report to this station before responding to an incident. There are currently 11 active call responders.

4. Aerial Tower Lease

Wireless Edge holds a lease on the southeast corner of the fire station lot which will contain a communications tower and support facilities. The lease allows up to 5,625 square feet of use within that corner of the property.

B. Center Street Station

1. Building Description

The facility at 12 Center Street was originally built in 1867, with multiple additions constructed thereafter. It is 60' wide by 50' deep on the first floor and 48' wide and 50' deep on the second floor for a total of 5,400 square feet. It is a wood frame structure built on grade. It has three overhead doors. The station encompasses almost the entire parcel of land upon which it is located. The Center Street Station sits on 0.14 acres.

This station contains living quarters for three firefighters, and administration space for Fire Prevention, Deputy Fire Chief, the Administrative Assistant, Clerk, and the Fire Chief.

2. Equipment

It houses one engine, one ambulance and one boat, and one utility vehicle (pickup with plow). It also houses a gear extractor (personal protective equipment decontamination), gear dryer, and supplies.

3. Staffing

This station is staffed by the departments career personnel which consists of 12 full time firefighters (3 per shift), plus the Chief, Deputy, Administrative Assistant and the Clerk.

C. Operations

Items Considered

- 99% of current calls send ambulance or engine
- 42% of current calls within Village District (within one-mile radius of intersection of Park and Main St)
- 36% of current calls are near Exit 20

III. DIRECTIVES

A. Directives of the Commissioners

1. EVALUATE THE VIABILITY OF USING PARK STREET AS A HEADQUARTERS SINGLE STATION

Pros

- Lowest cost/District owns property
- Infrastructure exists - Cost savings in existing utilities (electric, water, sewer, natural gas) already connected to site
- One place work location (Worker camaraderie, No duplicity of systems)
- Traffic light is not currently required at this location
- One station has the advantage of efficiency with one apparatus and gear location
- Property is close to the geographic center of the district
- Possible public perceived value of Park Street
- Response time will decrease for the Northfield calls
- Single story would accommodate ADA

Cons

- Response time will increase for the Tilton calls vs from Center Street (current)
- One station anywhere may not serve future needs
- Geographic location may not be closest to the most calls now or in the future
- Lot size restricts building design options

Items Considered

- Possible impact to operations during construction can be managed by contract

2. EVALUATE HEADQUARTERS AT PARK STREET STATION PLUS A SUBSTATION

Pros

- Improved response time District wide if one ambulance and one engine are housed at substation and staffed
- May allow smaller footprint at Park Street
- Most current call staff live closer to Park Street
- Single story would accommodate ADA
- Park Street is within the Village District, making it more available and visible to the public if staffed
- Call Department would still be responding to and from Park Street

Cons

- Possibility of needing additional staff at substation
- Trend of decreased call members would affect response times from an unstaffed station
- Duplicity of storage and support equipment, gear, decontamination room, EMS supplies, etc.
- Increased cost over a single station
- Operational procedure impact due to splitting staff vs. one station
- Increased operating expense of two facilities vs. one facility

Items Considered

- Exit 20 is preferred location of substation based on current call volume.

3. EVALUATE HEADQUARTERS ELSEWHERE WITH PARK STREET AS A SUBSTATION

Pros

- Park Street remains same (or can be renovated)
- Improved coverage of the District if substation is staffed
- May allow smaller footprint of headquarters
- Most current call staff live closer to Park Street
- Single story would accommodate ADA
- Park Street is within the Village District, making it more visible and available to the public if staffed
- Call Department would still be responding to and from Park Street

Cons

- Land acquisition
- If renovated for living quarters, cost increases at Park Street
- Higher cost associated with new construction of headquarters
- Duplicity of storage and support equipment, gear, decontamination room, EMS supplies, etc. over a single station
- Increased cost over a single station
- Operational impact splits staff and administration if both are staffed
- Increased operating expense of two facilities vs. one facility

Items Considered

- Exit 20 location of headquarters is the preferred location based on current call volume.
- Specialty equipment stays at Park Street Station.

4. EVALUATE USABILITY OF THE STATION AND LAND AT CENTER STREET

Pros

- The District owns the building
- Location is in the Village District
- Can be utilized for storage during new construction
- Can be used as-is for a limited time
- Cash or trade value

Cons

- Too close to Park Street Station
- Age of building
- Not appropriate for housing staff
- Does not meet ADA requirements
- Lot size restricts use
- Egress from Rescue Road onto Main Street is difficult at best

5. IMPACTS OF STUDENT PROGRAM AND FUTURE FIREFIGHTERS

If adding a residential student program, additional spacing requirement is approximately 144 SF per 2 student dorms.

If housing future career staff, additional spacing requirement is approximately 100 SF per firefighter.

IV. PUBLIC PARTICIPATION/OUTREACH

A summary of this report will be presented to the public at the 2020 Annual District Meeting.

V. RECOMMENDATIONS

The majority (6 of 9) of the 2019 Fire Station Committee recommends pursuing Directive 1 - the design of Park Street Station as a headquarters single station.

This recommendation is based on the following:

- Location is the geographical center of the District
- District owns property
 - Lowest cost
 - Simplifies and shortens the time to complete construction
- Infrastructure exists - Cost savings in existing utilities (electric, water, sewer) already connected to site
- One station has the advantage of efficiency with one apparatus and gear location

The Committee majority believes that this selection is the best solution for the District at this time.

Some committee members (3 of 9) felt that Directive 3 – a headquarters elsewhere in the District and substation at Park Street would better meet the current and future needs of the District.

VI. APPENDICES

APPENDIX A – COMMISSIONERS CHARGE LETTER DATED JUNE 4, 2019



Tilton-Northfield Fire & EMS

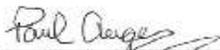
Michael W. Sitar Jr., Chief
Michael J. Robinson, Deputy Chief
Timothy P. Joubert, Deputy Chief

June 4, 2019

The Tilton-Northfield Fire District Board of Commissioners presents the 2019 Fire Station Committee with the following charges:

1. Evaluate the viability of using Park Street as a headquarters single station.
2. Evaluate the using Park Street as a headquarters and adding a substation elsewhere within the District.
3. Evaluate having a headquarters elsewhere in the District and use Park Street as a substation.
4. Evaluate the usability of the station and land at Center Street.
5. Additionally, they are to look at the impacts of a student program and future additional firefighters.

Board of Fire Commissioners:


Paul A. Auger, Chairman


Jon P. Cilley


Eric T. Pyra

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APPENDIX B – STATION LOCATION AERIAL MAPS



APPENDIX D – PHOTOS



PHOTO 1: CENTER STREET STATION



PHOTO 2: CENTER STREET STATION

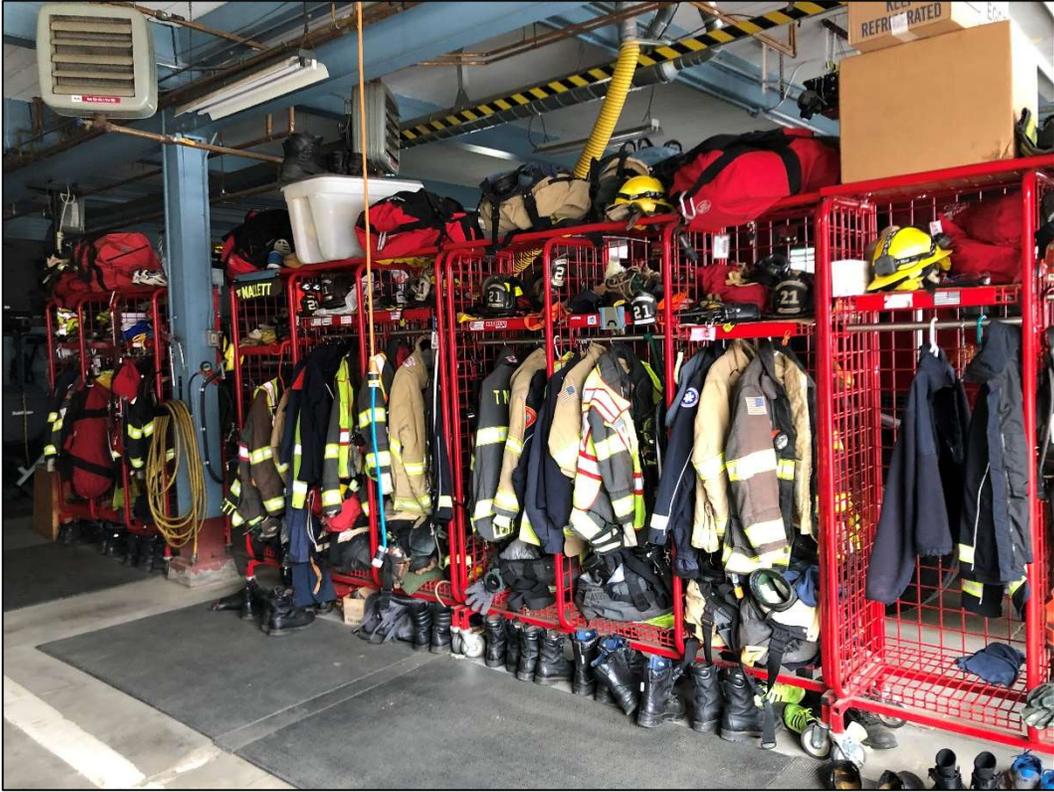


PHOTO 3: CENTER STREET STATION



PHOTO 4: CENTER STREET STATION



PHOTO 5: PARK STREET STATION



PHOTO 6: PARK STREET STATION



PHOTO 7: PARK STREET STATION



PHOTO 8: PARK STREET STATION