

# FIRE SPACE NEEDS

## Fire Department Program

The Town of Windham Fire Department occupies and operates four fire stations within the town. Most administrative functions are housed at the Public Safety Building (District 4 Station) co-located with the Police Department at 375 Gray Road. There are district fire stations for apparatus and a combination of call and full time staff of firefighters, EMTs, and Paramedics located at the Public Safety building (District 4) and in South Windham (District 1) on Gray Road, in North Windham (District 2) on route 302, and in East Windham (District 3) located on Falmouth Road. The District 2 and 4 stations are manned during the day by per diem or full time personnel. South Windham, East Windham and Central fire stations have limited sleeping quarters for staff currently.

Summarized in the table below are the currently occupied area for each fire station and the projected need. These current totals for each department are determined from a review of the existing facility and information obtained through the assessor's database. The total current area used for District 4 station at the Public Safety building co-located with the Police Department is the total area occupied by the fire department plus an allocated portion of the shared and circulation space identified. Refer to the Public Safety Building Master Plan narrative for more information.

### Fire Department Program Summary

<u>Station</u>	<u>Space Need</u>	<u>Current</u>	<u>Difference</u>
Central Public Safety Building	12,111	7,475	-4,636
South Windham	6,073	3,660	-2,413
North Windham	7,774	8,008	235
East Windham	6,437	5,700	-737
Total Area	32,394	24,843	-7,551

Fire stations are both living quarters and work spaces for the fire and EMS staff. Full time staff work 24 hour shifts and are available for emergencies 24 hours a day 365 days a year. The need for a balance between living and working spaces is a programming challenge, different from other departments in the town. There needs to be a separation between staff work and living spaces to promote efficient use of time in accomplishing daily tasks, and performing their duties and responsibilities to public safety.

Each station with staff living accommodations needs laundry facilities; residential sized washer and dryer for cleaning bedding, uniforms, towels, and other items. Sometimes the fire station doubles as a dormitory for the fire science live-in students. In cases where the student does not have local family, this is their only personal living space while in school and paired with the fire department.

Day rooms at each station provide a casual place for employees who live at the station during their shift to interact and catch up on current events. These spaces should be large enough to accommodate the standard shift complement anticipated for the station. They are part of the living spaces unique to the 24 hour per day environment of a fire station.

### **Space Needs Assessment**

#### **Central Station/Public Safety Building – District 4**

Administration of the department is the responsibility of the Fire Chief and the Deputy Chiefs. Currently, these two functions are located in two different buildings on opposite sides of town. Additionally, the administrative assistant is on the first level, while the chief's office is on the second level of the Public Safety Building. The deputy chief and administrative assistant should be located adjacent to the chief's office to provide for continued and ongoing collaboration on departmental issues. The chiefs need a dedicated conference room or enough space to meet with 4 or 5 people at one time within individual offices. The chiefs conduct a monthly officers meeting requiring space for 16-20 people. This room can be a multiple purpose conference room or be part of a department training room.

The department has two rooms available for training: one at Central and one at East Windham. Neither space is adequately sized to accommodate training for the more than 80 call and full time fire and EMS personnel at the same time. Having combined training on a call member department is an important safety measure. This allows members who do not necessarily work together on a regular basis, but are required to in emergency situations to train and become familiar with each other's skills. The training room at the East Windham station is also utilized by the public more than once a week.

The station Captain and Lieutenants use a table in the common day room area for reports and paperwork. There are no spaces for officers to meet with members to discuss any personnel issues. The differing duties of the station officers who share this space create conflicts in usage when sharing a work area. Separate rooms for officers are needed.

The original space for sleeping quarters has been reduced and modified over the years and is currently not adequate to meet staffing levels. The anticipated growth in staffing at this station will require additional bunk area. Modification or expansion of the current bunk rooms is not recommended as the space currently is not efficiently organized to allow for adequate expansion. Sleeping bunk space for a total of 6 staff will be needed.

Storage space for supplies used by the EMS staff on the ambulance is required. These are supplies that are not obtained or replenished by the area hospitals after each transport of a patient to the hospital. The current closet space is not adequately sized to allow for the quantity of supplies needed to service two ambulances. Orders have to be placed frequently and in low quantities due to the lack of storage. There are lockers and other storage containers, placed around the facility, being used to create additional storage space for EMS supplies. A room sized to accommodate the revolving EMS supply inventory is needed.

Personal Protection Equipment (PPE) is issued to each member of the fire department, both full time and call members. Currently the available gear is spread out across all of the stations in town in different storage areas. This makes keeping track of current inventory inefficient. PPE is required to be routinely inspected and replaced to meet the NFPA standards. A centralized PPE storage area to allow the department to keep all gear in one place, issue gear to members, inspect and receive returned gear is needed. The most advantageous location for this storage is at the Central station where the administration offices are located.

Space in file storage cabinets is maximized. The department maintains records that need to be kept for reference. Some space could be created by locating all human resource files at the Town Manager's office with the files of the Assistant Town Manager/HR Director. A securable workspace for files and copies should be provided.

The apparatus bays are not adequately sized to house the fire apparatus of the department and provide needed work space around them. Additional depth is required in all of the bays with the exception of the ambulance bay. There is no means to access the apparatus for maintenance or equipment checks inside the station. Moving the apparatus outside to perform daily and weekly equipment inspections is difficult during winter months. Additional apparatus bay depth should be provided.

### Fire Department - Central

	Quantity	Size	Unit SF	Current Needs		Future
				Meeting	Deficient	
<b>Administration</b>						
Fire Chief	1	14 x 16	224		224	
Deputy Fire Chief	1	12 x 12	144			144
Administrative Assistant	1	8 x 8	64	64		
Lobby	1	10 x 20	200	200		
<b>Fire/EMS</b>						
Station Captain	1	10 x 12	120		120	
Lieutenants	1	10 x 12	120		120	
Full Time	2		0	0		see bunk room below
<b>Future</b>						
Full Time Fire/EMS	4		0	0		see bunk room below
Live-in Student	2		0	0		see bunk room below
Deputy EMS Chief	1	12 x 12	144			144
<b>Sub-Total</b>				<b>264</b>	<b>464</b>	<b>288</b>

**Employee Total: 15**

**Net, Office Space: 1,016**  
**Add 60% Circulation Factor: 610**  
**Gross, Office Space: 1,626**

	Quantity	Size	Unit SF	Current Needs		Future
				Meeting	Deficient	
<b>Staff Areas</b>						
Bunk Room	6	10 x 10	100		600	
Dayroom	1	20 x 20	400		400	8 @ 45sf/person
Dining Area	1	12 x 14	168		168	8 @ 20sf/person
Kitchen	1	15 x 15	225		225	
Fitness Room	1	16 x 24	384	384		
Men's Toilet	2	7 x 8	56	112		
Men's Shower	2	5 x 6	30	60		
Men's Lockers	10	3 x 3	9		90	
Women's Toilet	2	7 x 8	56	112		
Women's Shower	2	5 x 6	30	60		
Women's Locker	10	3 x 3	9		90	
<b>Support Space</b>						
Conference Room	1	12 x 12	144		144	
Training Room	1	30 x 40	1200		1,200	departmental 80 or more people
Storage/Chairs	1	8 x 8	64	64		
Laundry Room	1	12 x 12	144		144	includes residential and PPE
EMS Supplies	1	8 x 12	96		96	
PPE Storage	1	12 x 12	144			144 central to department
Workroom Files	1	8 x 8	64	64		
Mail Room	1	8 x 10	80	80		
<b>Sub-Total</b>				<b>936</b>	<b>3,157</b>	<b>144</b>

**Net, Office Support Space: 4,237**  
**Add 33% Circulation Factor: 1,398**  
**Gross, Office Support Space: 5,635**

Town of Windham  
Space Needs Analysis Facilities Study

Apparatus	Quantity	Size	Unit SF	Current Needs		Future
				Meeting	Deficient	
Ladder/Tower	1	16 x 50	800		800	
Engine/Ambulance	4	16 x 40	640		2,560	
Washbay	1	14 x 40	560			560
Decon/Shower	1	10 x 10	100			100
<b>Utility Space</b>						
Mechanical	1	20 x 20	400		400	
Janitor	2	6 x 6	36		72	
Electrical	1	10 x 8	80	80		
Communciations	1	8 x 8	64	64		
Radios	1	8 x 8	64	64		
<b>Sub-Total</b>				<b>208</b>	<b>3,832</b>	<b>660</b>
				<b>Net, Apparatus Space:</b>		<b>4,700</b>
				<b>Add 10% Circulation Factor:</b>		<b>470</b>
				<b>Gross, Apparatus Space:</b>		<b>5,170</b>

space for 2 cruisers during storm??

<b>Total Gross Space</b>	<b>12,431</b>
--------------------------	---------------

Notes:

- 1
- 2

Additional Requirements: