

August 22, 2011

To: Board of Selectmen  
From: Fire Department Building Study Committee

In May of 2011, a committee was appointed by the board of selectmen to start the process of reviewing the current Hopkinton Fire Department (HFD) facilities and programs. After reviewing the current HFD properties, requesting input from the fire department leadership team and an overall review of programs and services offered, it is the opinion of this committee that the Contoocook station is inadequate to meet today's requirements of a full time fire and emergency medical services (EMS) facility. Additionally the station does not meet all the ADA requirements, or provide for a healthy work environment.

The needs and concerns considered were as follows:

- Personnel and administration work space (see attachment – John Pianka letter)
- Continuation of current programs and future program needs (see attachment – State of NH assessment and Local Government Center)
- Adequate training facilities (see attachment – State of NH assessment)
- Apparatus size and addition of new apparatus
- ADA compliance
- Quantity of operational support equipment
- Centralized location
- Aging mechanical systems

As a committee, we believe that the most practical, cost effective method of addressing these items is to construct a new fire and EMS facility located on a town owned property off of Public Works Drive. The committee feels the current lot would not support an expansion sufficient for adequately sized apparatus bays, future storage required for expanding operational equipment needs, as well as parking. Previous expansion options reviewed which include the addition of a second story to the existing structure would meet only a few of the needs outlined above, and would also require significant upgrades to the aging mechanical systems.

After reviewing other properties in Hopkinton (see attachment), the property located at Public Works Drive is centrally located in the town and offers very good access to major roadways, schools and the downtown area. There is ample land available for development and all necessary utilities are within close proximity.

After a review of other stations in the state which were constructed within the past ten years that provide similar services to Hopkinton with a population size which is comparable to Hopkinton and input from the HFD leadership we feel that the long term needs of HFD could be met by a building of approximately 16-22,000 square feet.

As always, the cost of construction is a major component of any project. With the help of committee members, an approximate cost per square would be \$130-\$165.00/sq ft. as defined by basic and standard construction guidelines (see attachment). These costs were developed using current cost estimating software. They do not include engineering or design costs. The chosen method of construction and site condition will affect these cost estimates.

Current conditions in the financial markets are more favorable for borrowing the funds to bond a project of this size. Additionally, the construction industry presents a more favorable climate to maximize the value received for estimated funding costs.

Our recommended timeline for this proposal is:

- Board of Selectmen put forward a recommendation to the budget committee for funding to cover the design and engineering cost in Fiscal Year 2012.
- If this funding is approved, present proposal to the voters in Fiscal Year 2013 for construction funding.

The committee feels there is no benefit long term or short term to spending monies for expanding the existing building to continue fire and EMS services. If the construction of a new facility moves forward, the committee feels the following would be potential uses of the existing facility:

- Consolidation of all town offices, to include the SAU offices.
- Community Center

We look forward to discussing this summary in more detail with the Board.

Thank you.

August 19, 2011

**To: Hopkinton Fire Station Building Study Committee**

**Re: Preliminary Budget Estimate for Hopkinton Fire Station-New Construction**

Please find attached a preliminary cost estimate for the discussed new construction of a fire station located in Contoocook, NH. I have used as a basis for this estimate the design criteria prepared by committee member Jason LaCombe, incorporating several additional program spaces described by Chief Rick Schaefer in our July 20<sup>th</sup> meeting, to arrive at a gross square footage of 22,500 square feet. The bottom line is an estimated cost of between \$3.1 and \$3.6 million, or roughly \$140-\$160 per square foot.

With the permission of my employer, North Branch Construction of Concord, NH, I used their estimating software and historical pricing information in the preparation of this budget; however, this is not a North Branch product, and has not been subject to the same level of review and verification that a proper cost estimate would receive if North Branch were to prepare a budget based on a set of design documents.

Please also note that this cost represents construction costs only, and not design costs, furniture, land purchase, or any other costs to the town that might be associated with the project. For reference, a document on the Town of Pelham's website lists the total project costs for a proposed fire station at \$4.8 million, with approximately \$4 million, or 83%, being construction costs, and \$0.8 million, or 17%, being design fees, Furnishing, Fixtures, and Equipment (FF&E) including telecommunications, and administrative costs. If the same ratio were applied to this project, a construction cost of \$3.1 to \$3.6 million would equate to a total project cost of \$3.75 to \$4.34 million (still no land purchase costs included).

As an explanation of my approach to preparing this budget, the square footage I used is very close to that of the Sunapee Safety Complex, a project that North Branch completed in 2006. Using the Sunapee budget as a baseline, I updated labor costs as well as materials costs for major building materials such as concrete and rebar as well as those materials most subject to fluctuation, including asphalt paving. I removed all police-specific equipment and made several other minor adjustments based on what we have discussed in previous meetings. The Sunapee Safety Complex is built with a reinforced concrete slab and foundation and a combination of steel bar joists and decking with concrete slab on metal deck, wood-stud framing, and limited masonry walls. The roof is asphalt shingles and the siding is primarily fibrous cement (Hardie Plank). Of course, various types of construction would result in different construction costs, but the differences among wood-framed, masonry, and concrete construction are in the range of 10% of total construction cost and thus probably less significant than the size of the proposed station at this point.

With respect to the expansion of the existing station as shown on the plan prepared by Harriman Architects, which would add roughly 1,200 SF of operational space on the first floor including an additional double bay and roughly 5,500 SF of administrative space on a new second floor, we have a cost estimate of \$1.6 million prepared by Bonnette, Page & Stone in 2006. Assuming cost escalation of 15% based mostly on increased labor costs, this would equate to roughly \$1.8 million today. As we have discussed, this addition would provide less than half as much new space as the contemplated new station, at about 60% of the construction cost, and thus might be a worse investment depending on the anticipated future needs of the town.

I hope this is helpful. Of course, as a member of the committee I am happy to discuss the details of this exercise.

Sincerely,

Rob Dapice

Hopkinton Fire Station New Construction  
Preliminary Cost Estimate

8/19/2011

Group	Description	Low Amount	High Amount
1000	GEN CONDITIONS	162,872	187,303
2000	DEMO & SITE	532,087	611,900
3100	CONCRETE	178,725	205,534
4000	MASONRY	123,337	141,838
5000	METALS	60,920	70,058
6000	ROUGH CARPENTRY	332,765	382,680
6200	FINISH CARPENTRY	56,578	65,065
7000	THERMAL/MOIST	232,703	267,608
8000	DOORS & WINDOWS	123,926	142,515
9000	FINISHES	187,701	215,856
10000	SPECIALTIES	28,700	33,005
11000	EQUIPMENT	11,150	12,823
12000	FURNISHINGS	1,200	1,380
14000	CONVEYING SYS	40,000	46,000
15000	MECHANICAL	416,400	478,860
16000	ELECTRICAL	206,200	237,130

**Estimate Totals**

Description	Low Amount	High Amount	
Subtotal	2,695,265	3,099,554	
Contingency	269,526	309,955	0.100 %
Bond	31,158	30,996	1.000 %
Fee	119,838	123,982	4.000 %
<b>Total</b>	<b>3,115,787</b>	<b>3,564,487</b>	

# Hopkinton Fire Station Committee

Building Program requirements

6-Jul-11

Space	Area (NSF)	Notes
Lobby	150	200
Admin/Offices (3?)	550	750
Communication/Dispatch?	150	200
Training/meeting Room	450	600
Locker room	400	600
Toilets	100	150
Laundry	100	200
General office Storage	100	150
Mech/ elec/Utility room(s)	200	300
Apparatus Bay	4000	5000
Apparatus storage	400	800
Equipment Cleaning area	150	250
Vehicle maintenance bay	700	1200
Mechanics Shop	200	250
Hose Tower	100	150
Dormitory Area	400	600
Residential support area	150	200
Multi-purpose room (dayroom)	200	400
Dormitory toilets	150	250
Subtotal Program spaces	8650	12250
15% Circulation	1298	1838
10% net to gross	995	1409
<b>Total Building area requirements</b>	<b>10,942</b>	<b>15,496</b>

6 beds total  
Resident Kitchen/Lounge/etc.

Plan room needed?  
Needed?  
30-40 people at tables and chairs

4 drive thru bays - 14' clear

DRAFT MINUTES OF THE FIRE STATION STUDY COMMITTEE  
JUNE 15, 2011 MEETING

Vice Chairman Jane Bradstreet called the meeting to order at 7:01 PM. Those in attendance were Jane Bradstreet, Lester Cressy, Rob Dapice, Tom Krzyzaniak, Jason LaCombe, and John Pianka. Chairman Coen was absent.

Robert Dapice was welcomed to the committee.

Minutes of the June 1, 2011 meeting were accepted as written.

Jane asked about the tours of the Epping and Brentwood stations. It was noted that Dan Coen had taken notes of those visits, and he would have the information. Jane would like a written report of these.

The list of possible sites for a new station was discussed. After reviewing all of these properties, we narrowed the list down to three sites, with one other that could be explored. They are: Public Works property off of Maple St., former Astles Lumber property on Pine St., site of the existing fire station at Pine St. and Kearsage St. and a property on Maple St. that is privately owned, Tom K will talk with the owner to see if it would be available for purchase.

The sites that were eliminated were: Georges Park, would require moving Tennis courts and running track, Field in front of Library, no good access to Pine St. Hysa Practice field, no town water or sewer, too far from center of town, Woodbury lot, excessive earth work required, too far from center of town, Houston field near Colonial Village, too close to river, excessive fill needed to prepare site.

The next meeting will be July 6, 2011, in the Library history room, at 7:PM

The meeting was adjourned at 8:43PM.

These minutes were prepared by Lester Cressy, and are not official until reviewed and accepted at the next meeting.

August 3, 2011

To: Fire Station Study Committee

From: John Pianka

Subject: Suggested info for New Fire Station

The current Fire Station located in Contoocook Village was constructed in 1974. Although the building has served the Fire Department well for the last 37 years space has always been a problem for most of those years. At that time the Fire Station was staff by two full time personnel who were basic EMT's and firefighters working five day time shift only. The community has grown and the Fire Department has grown to meet the community needs. Today staff of 7 full time personnel who are advance EMT's or Paramedic's providing coverage 7 days a week, 24 hours a day and supplement with on call EMT's and firefighters. However, the Fire Station has not grown to meet the needs of the Fire Department. Today we see rules, regulations and standards that never existing back in 1974. The existing Fire Station building prevents the staff to meet these requirements resulting in a risk to health and safety to staff and certainly a risk to the community. Today emergency responders are highly technicality trained for their profession, and must maintain this training throughout their career to meet the ever changing world.

The following deficiencies that need to be address as follows:

**Training:**

The only available training area in the existing station is the multi-purpose room that also shares space with a kitchen. This room is small and can only accommodate a half dozen people for training and is always exceeding its capacity for meetings. The states of NH will no longer credit training classes because the room does not meet the minimum standards.

**Sleeping Quarters:**

There are two bunk rooms which were once used for communication/office space. Do to their proximity to the apparatus bays personnel are subject to carbon monoxide and other potential contamination due to lack of ventilation. Rotating shift personnel are subject to the same beds and bedding creating an unhealthily environment.

**Storage:**

There is no fire safe or accessible storage area for fire department documents or medical records. These are kept in cardboard boxes in the apparatus bay exposed to possible fire and unauthorized personnel. Medical supplies and equipment also stored in a combustible cabinet located in the apparatus bay exposed to fire and contamination.

Firefighters protective clothing stored in the open on the apparatus floor exposing to potential contamination.

**Physical Fitness Training:**

Physical Fitness training and equipment being used on the open apparatus floor exposed to moving vehicles and contamination.

**Disinfecting and Cleaning:**

There is no "clean and dirty" room in the station. Staff does not have the ability to decontaminate before entering the facility. All fire department and EMS equipment disinfecting and cleaning is done at a sink in the open apparatus bay in very close proximity to the ladder truck. This is a hazard from moving vehicle and potential contamination to other personnel.

**General Building:**

The building is not ADA compliant

Restroom doors do not meet minimum width requirements

No fire rated separation between vehicle storage area and living, office areas.

Facility is not protected by automatic fire sprinkler system.

No spill containment for hazardous liquids.

No pollution control for floor drains in apparatus bays.

Apparatus bay door (aerial ladder) has minimal clearances, risk of contact with building.

Limited parking availability. No room to expand.

In 1999 The Hopkinton Building Facilities Committee findings and recommendations addresses some of these deficiencies noted above. Since that time the Fire Chief has attempted numerous time to address these problems with plans to add on to the existing station. This has resulted lack of interest from the Board of Selectmen which may be due to budget reasons, other expensive item being considered or not considered a serious need. Time has caught up to us; it's time for the community to address this problem.

I think we have several options to consider:

Do nothing and let these deficiencies continue and allow other to develop until something serious happens and the community will have to live with the results and consequence.

Add on to the existing fire station with a second floor and addition of an apparatus bay. Will not solve the problem of parking. Leaves no room for future expansion.

Build a new fire station on town owned property. A new station would be constructed to the needs of the department and allow room for expansion in the future if need arises. A new station would meet the requirement and standards for the next 30 to 40 years.

# HOPKINTON FIRE STATION

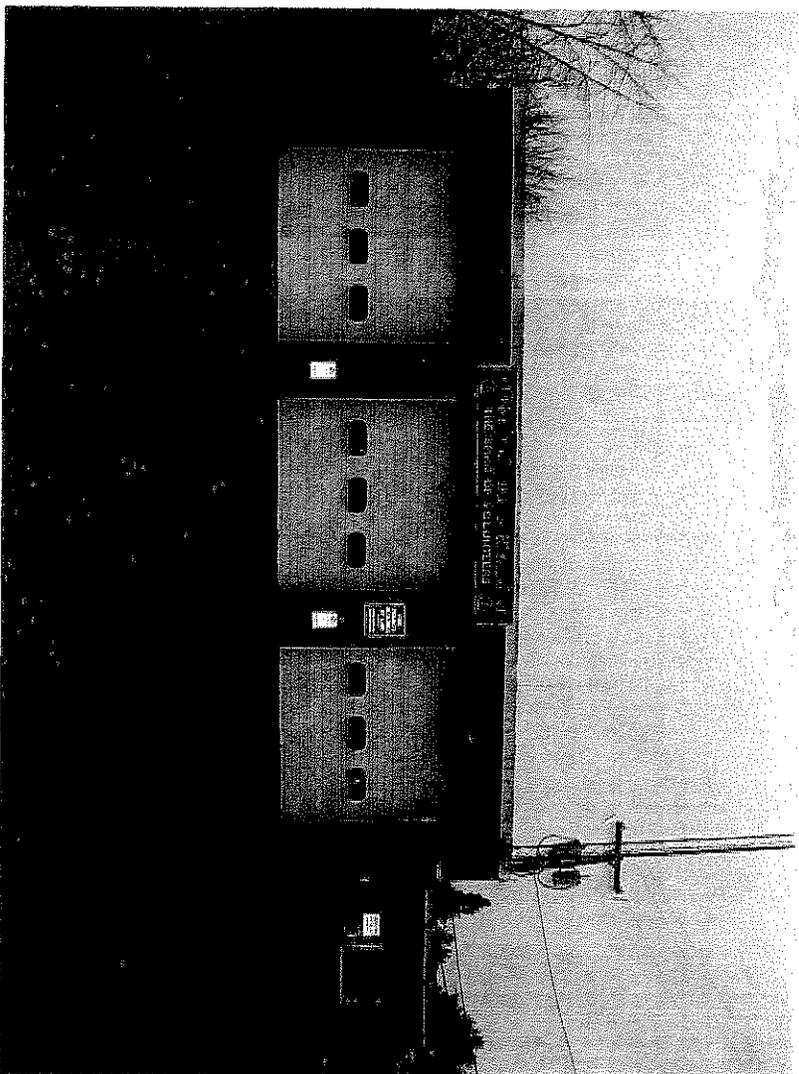
9 PINE ST

CONTOOCCOOK

NOVEMBER 2010

# Contoocook Station

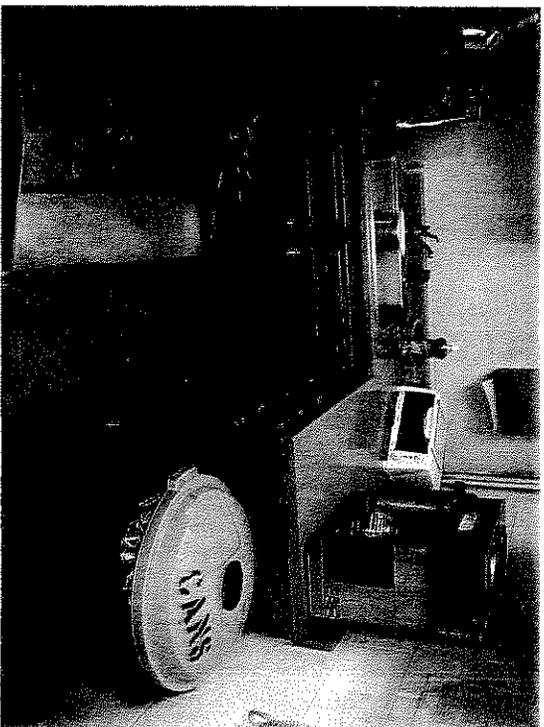
- Built in 1974 to relocate the Fire Dept from former Columbia Hall to its current location 9 Pine Street.
- In 1974 the Hopkinton Fire Dept. had two fulltime Firefighter/EMT's. Working hours from 8-5 M-F. In 36 years the Fire Dept. fulltime staff has grown to 7 providing the town with 24 hour Firefighter/Paramedic coverage.
- 1974 this building meet the needs of the town.
- In the almost 4 decades since the station was built the call volume has risen from 274 calls in 1974 to 1036 in 2009.
- This station has always housed 8 trucks. Engine 2, Ladder 1 Tanker 1, Tanker 2. Forestry 1, Car 1 and Ambulance 1 and 2.



# Main Entrance/Day Room

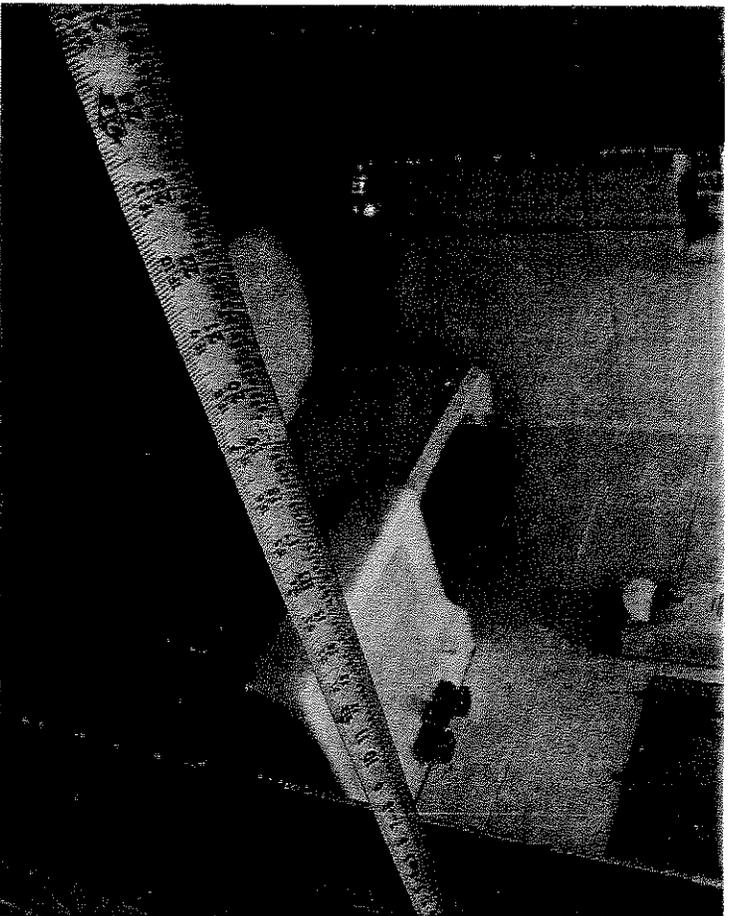


This room functions as lobby, meeting room, kitchen, study, public education area, training room, dining area and the command center for large incidents.

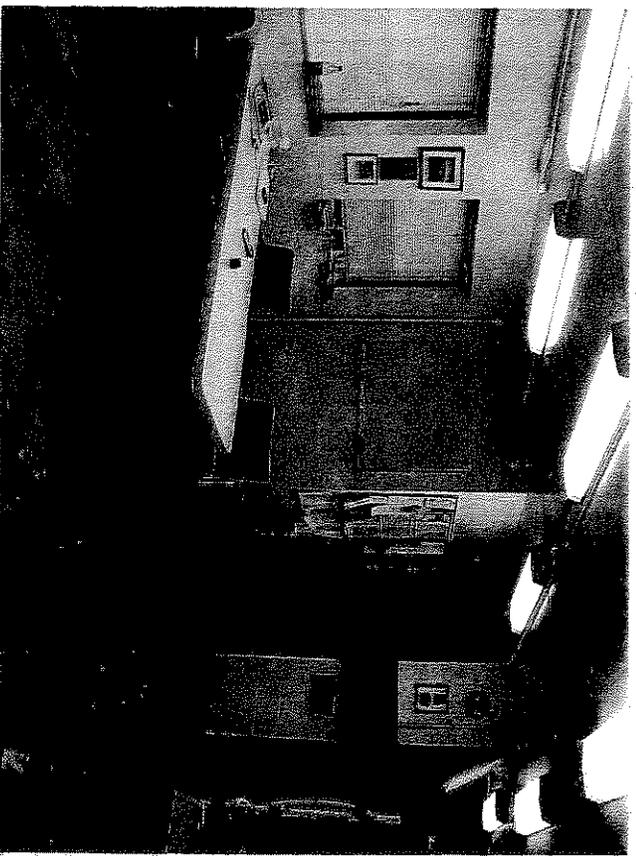


# Bathrooms

There are two bathrooms, men's and women's. The men's bathroom is pictured below. Small simple design with a shower stall as you walk in to the left.



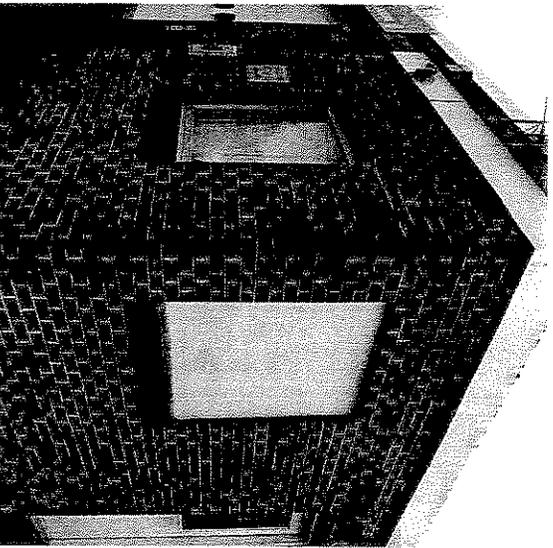
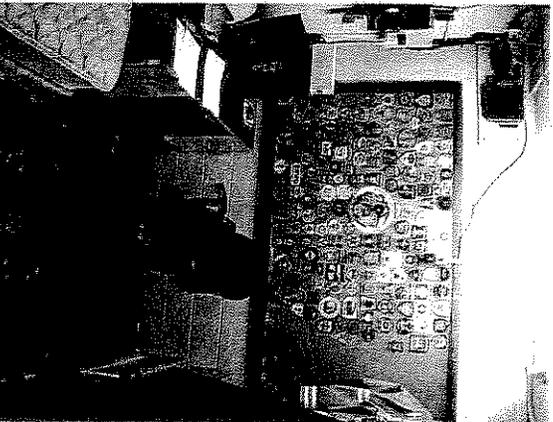
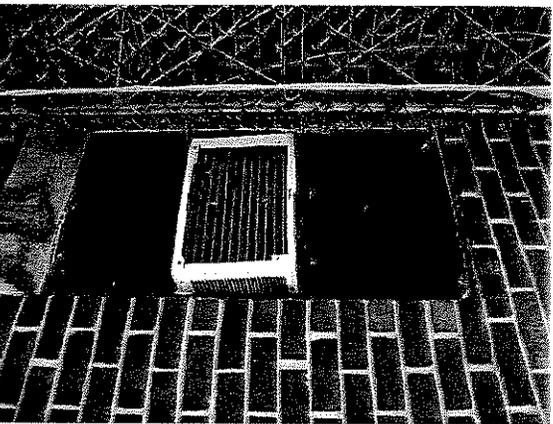
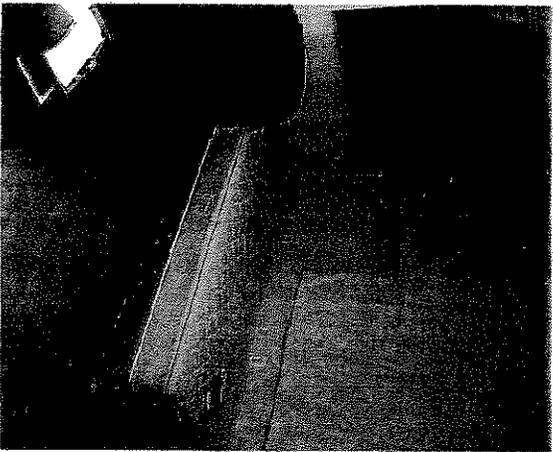
Neither the men's or women's bathrooms meet ADA standards. Meaning if you where in a wheelchair you would not be able to use these bathrooms. Not only are they to small inside, the doors are 24 inches wide and will not fit a wheelchair.



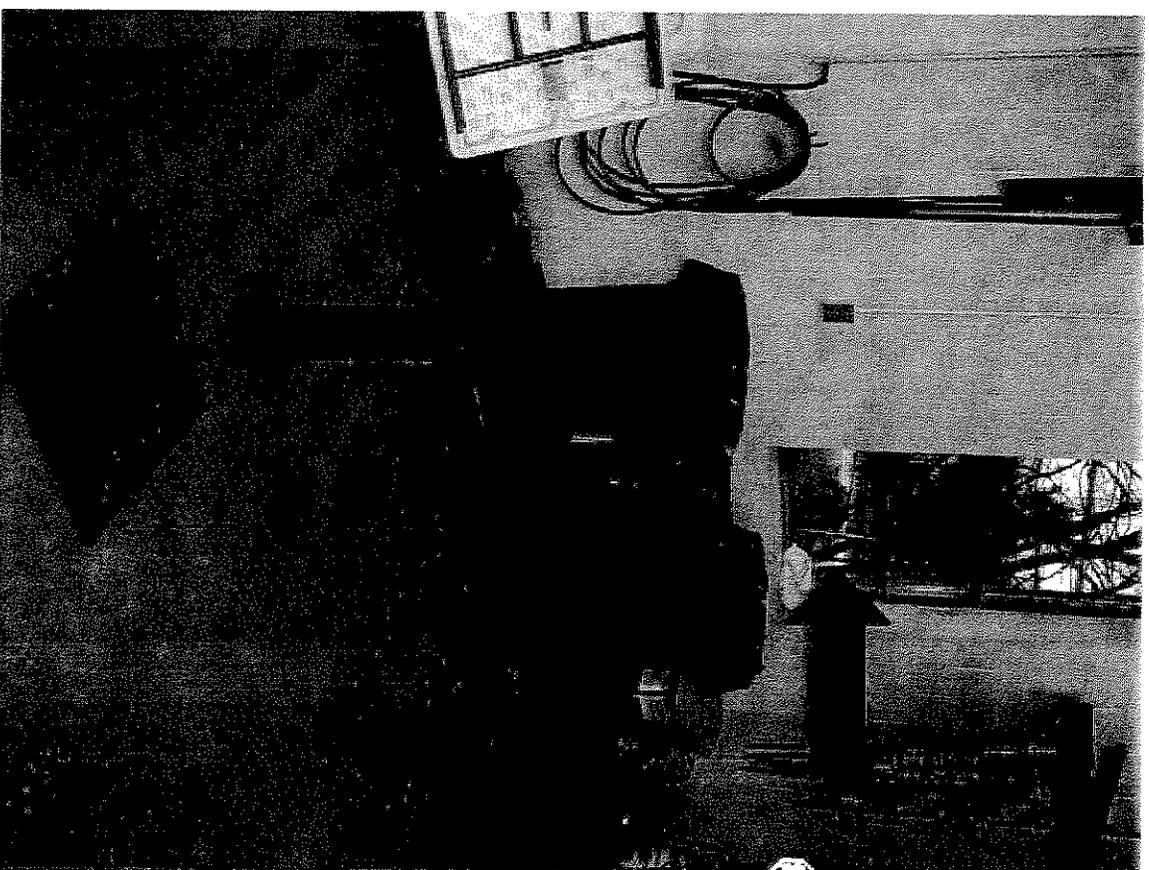
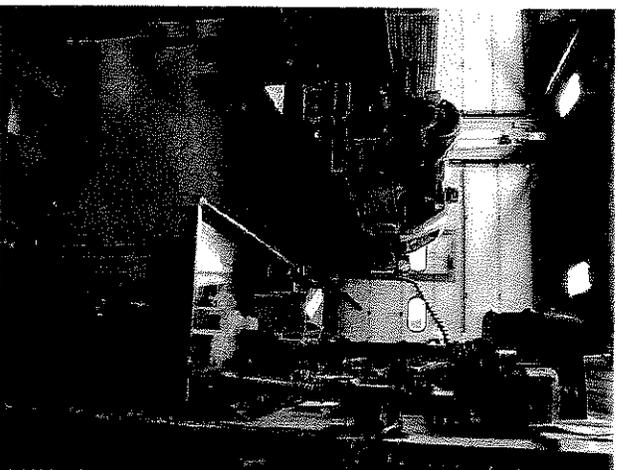
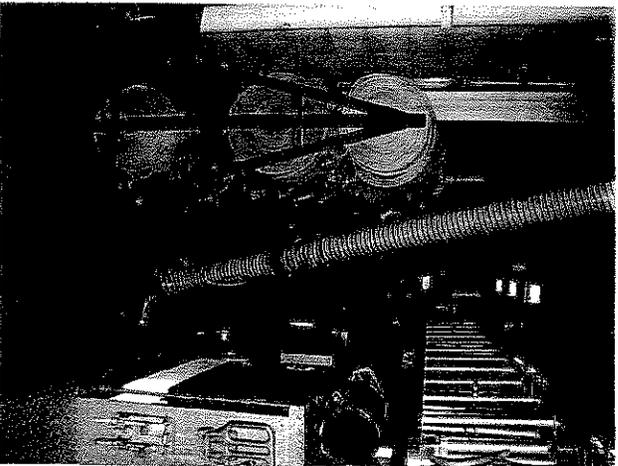
# Sleeping Quarters

We have two bunk rooms both are 10ft by 9ft that have been converted from ether office or storage space to what we current have now. Drafty windows have been replaced with studded walls with insulation to help with heat loss in the winter as the concrete walls of the station contain no insulation.

Window air conditioners have been put in each sleeping area to provide are circulation and to cool the rooms in the summer.

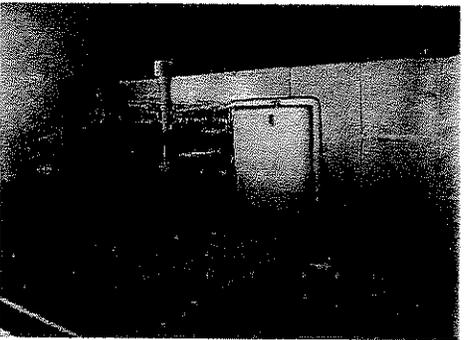
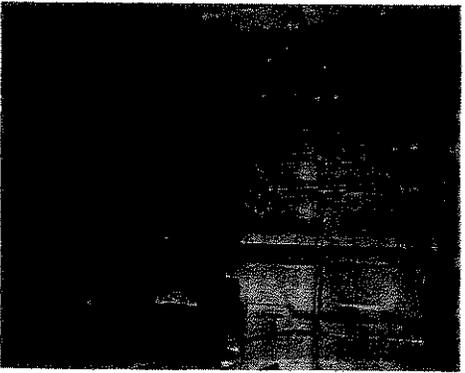


# Apparatus bays



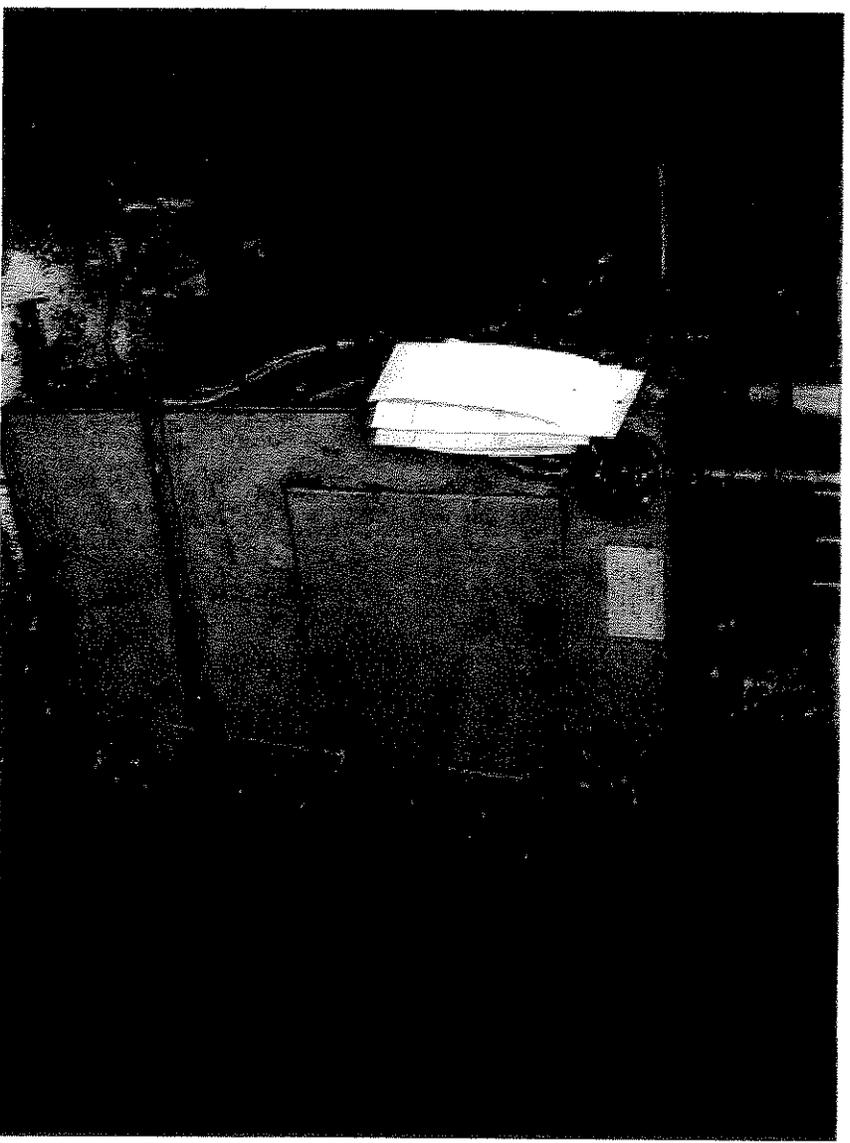
- Space around the trucks is very tight causing trip hazards for Staff and the public.
  - There are 6 floor drains in the station 4 of them drain directly into the Contoocook River.
- We use Biodegradable soaps like Simple Green to protect the environment when ever we can.
- These drains should have been fitted with a oil/water separator. But this was common building practice in the late 60's early 70's . Today this no longer meets building codes.

# HVAC/Heating System



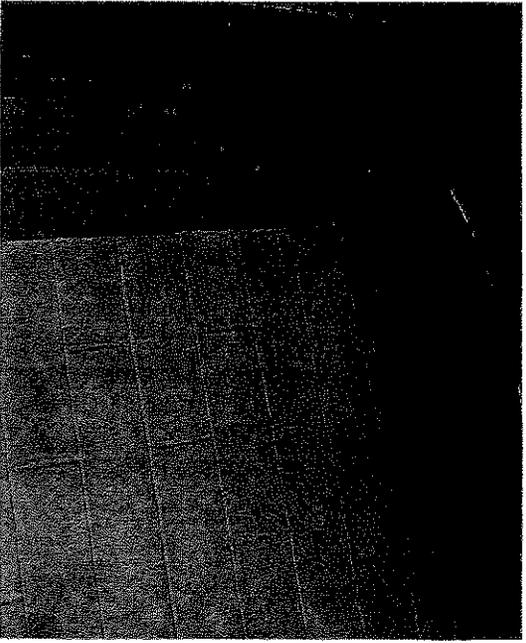
The Fire Stations 1974 oil fired boiler is still in operation. This unit runs three zones of heat for the station. It is grossly under sized for the square footage of the building.

Resulting in low efficiency and high energy costs.



The building has no A/C or ventilation system other than forced hot water baseboard heat.

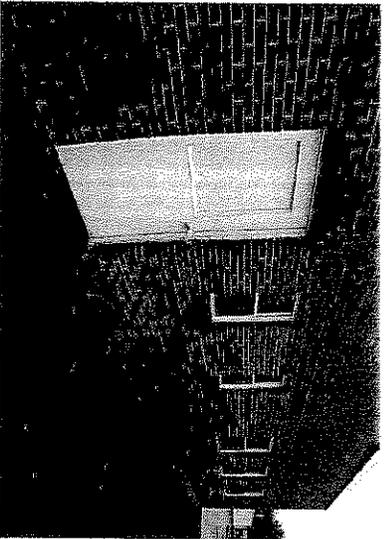
# Exterior building/over all condition



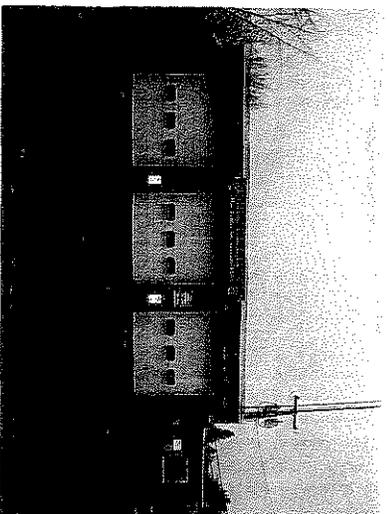
Areas of the stations brick walls and foundation that need repair.

# Improvements made

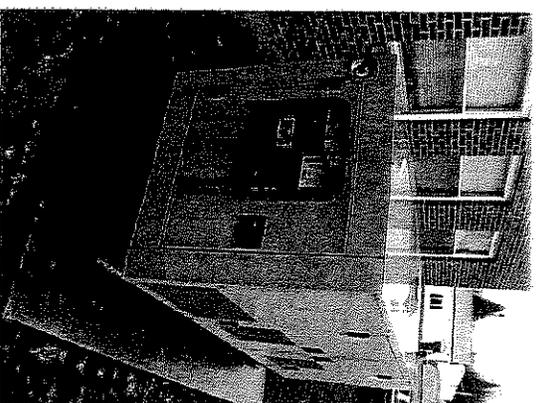
Over the years many improvement have been made to the fire station.



Windows in the dayroom and bathrooms have be replaced from the original single pain storm windows to insulated vinyl replacements. 12 original windows still exist in the apparatus bay.

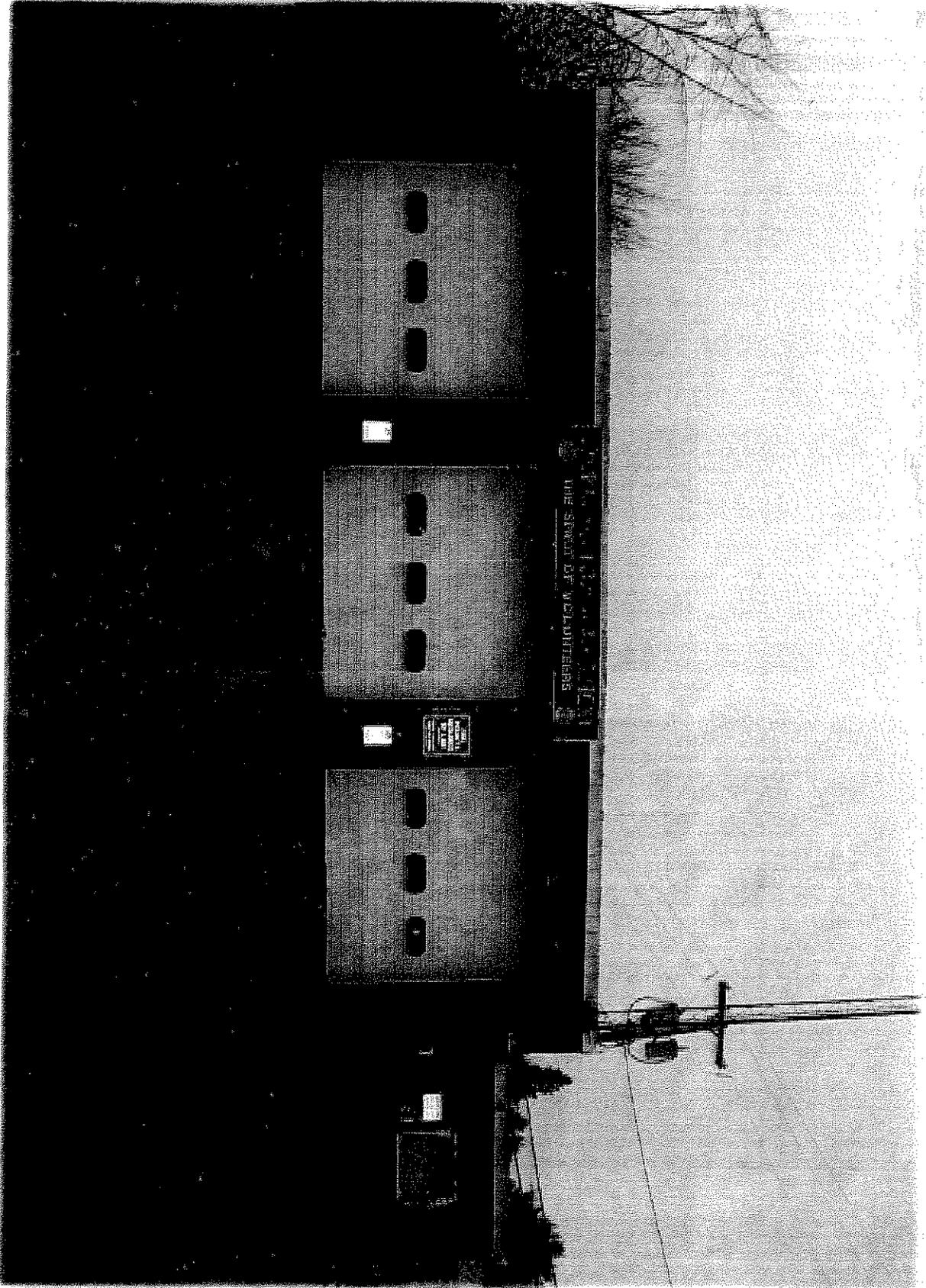


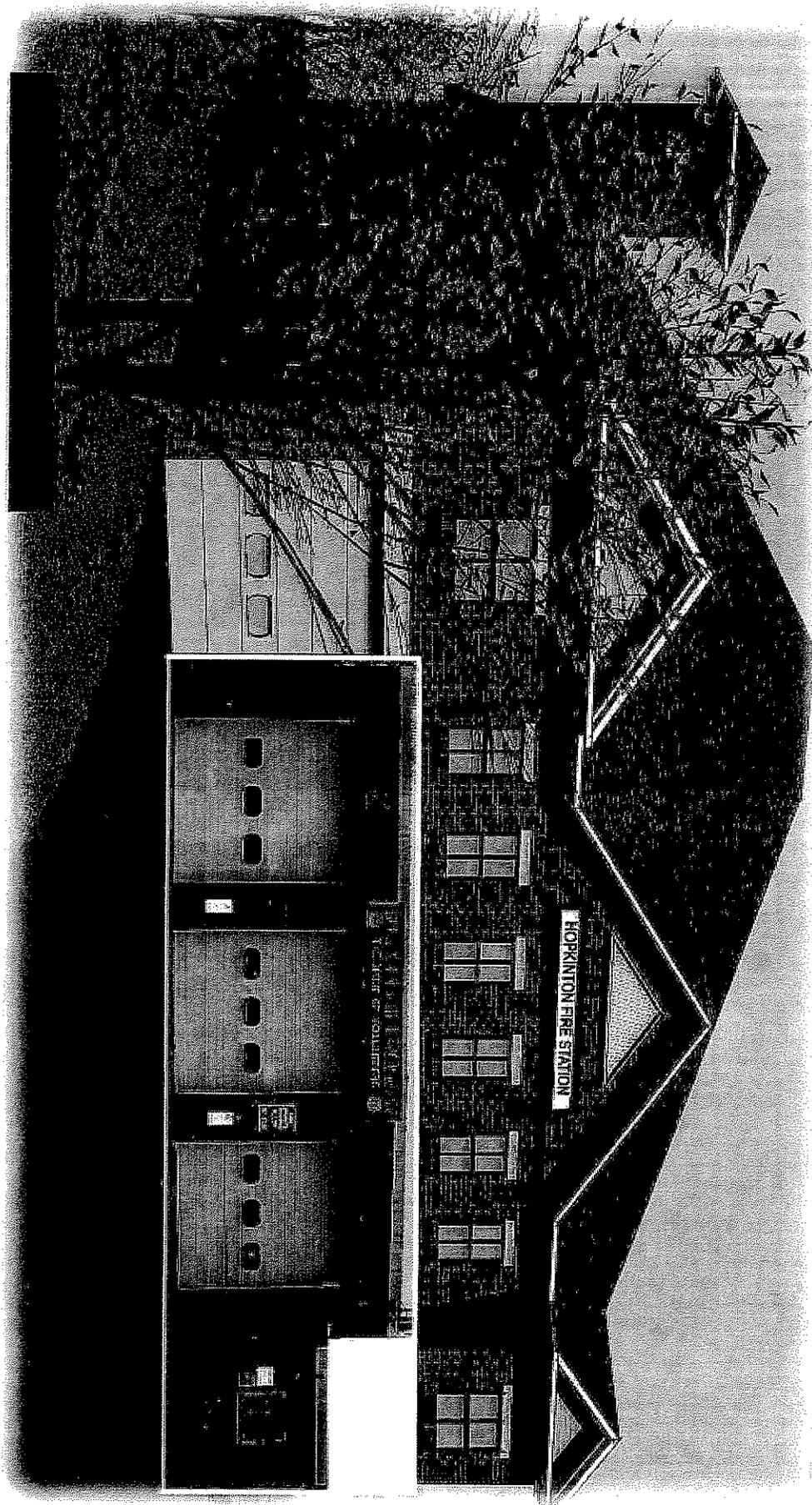
All six of the bay doors used to be solid wood. They have been upgraded to metal foam core insulated doors.



A 40,000 watt generator was added in 2004 it services the entire building in a power outage.

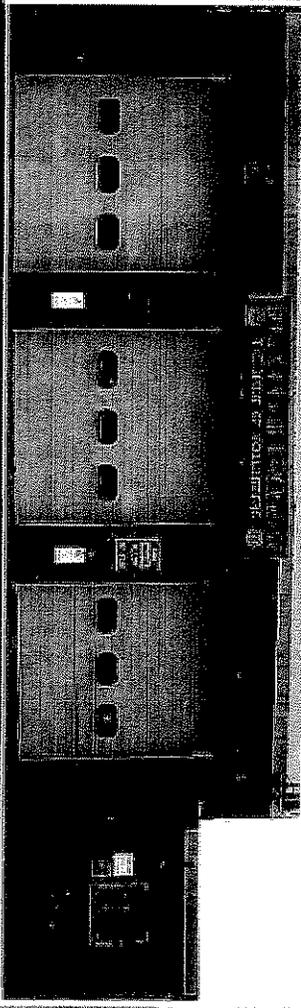
PRESENT

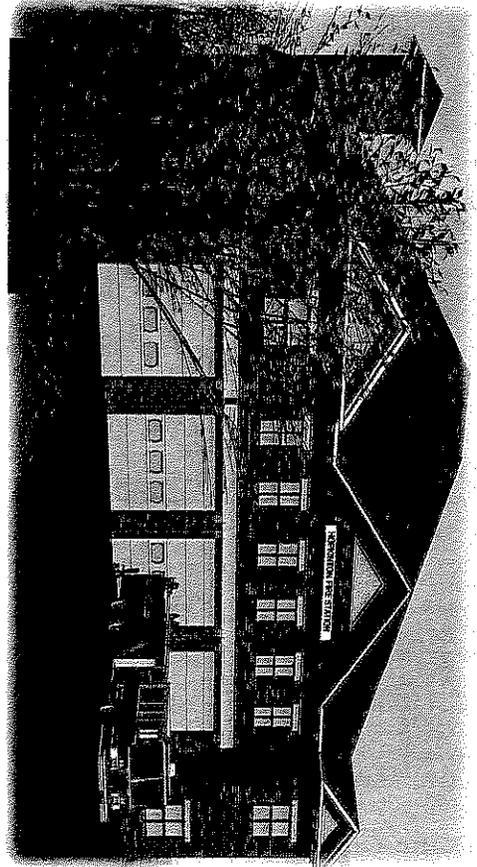
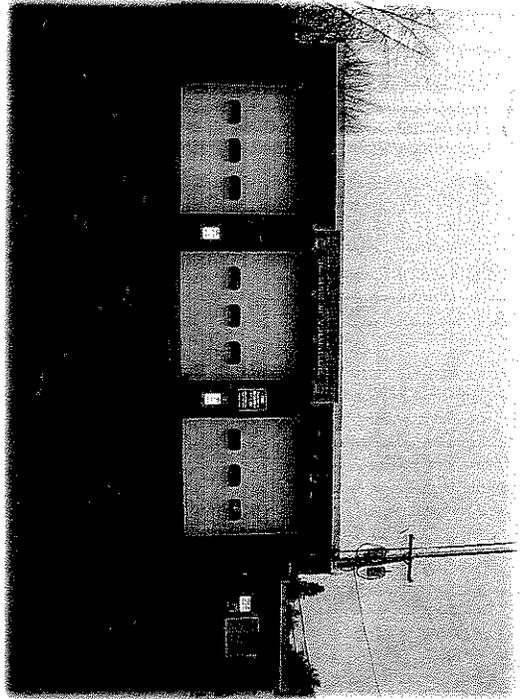
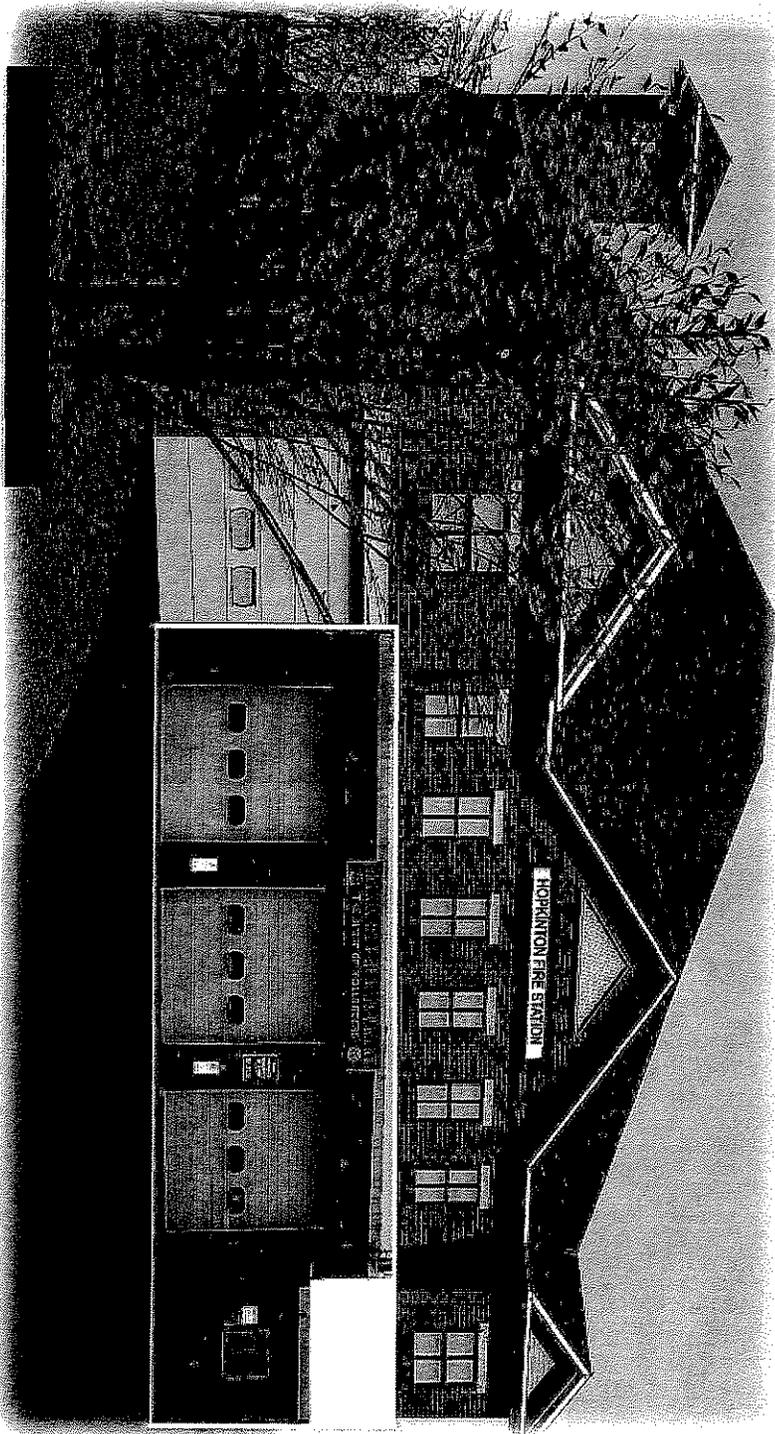


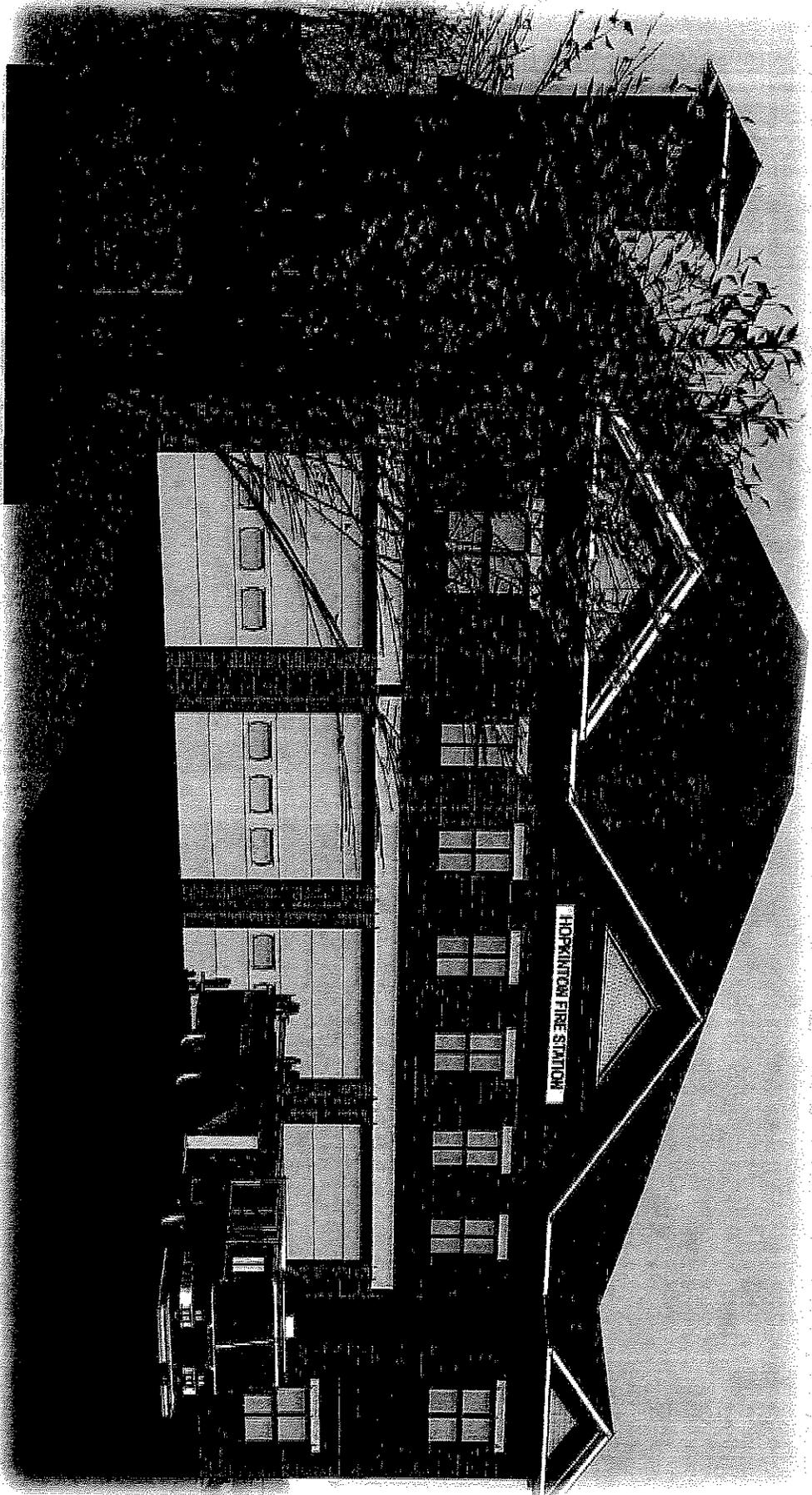


HICKINBOTHAM FIRE STATION

DEPARTMENT OF FIRE SERVICES







HOPKINTON FIRE STATION

112

# TOWN OF HOPKINTON BUILDINGS FACILITIES COMMITTEE FINDINGS AND RECOMMENDATIONS

Based on a recommendation from the 1999 Town Meeting, the Hopkinton Board of Selectmen commissioned a Buildings Facilities Committee to review certain town properties and to make recommendations for their optimal use. The committee represents a broad spectrum of community members whose professional backgrounds have been invaluable in assessing both the present condition of the facilities and the provisions needed to be taken to maintain, alter or enhance their use. In all, the committee examined 14 properties, which did not include the schools nor such precinct- or privately-owned properties as the waste treatment plant on Maple Street, the old fire station in Hopkinton Village, and the Rescue Squad facility on Pine Street. Below is a brief report on each of the facilities covered:

## TOWN HALL

Based on the historic significance of the Town Hall, the committee recommends that the building continue to be used as a meeting site and for town government. A 1995 engineering study found that the structure is sound and well-suited for its present use as office space for the Selectmen, town administration, and recreation department but the committee recommends that the Selectmen appoint a group to develop a comprehensive, long-range plan to address such issues as ADA compliance, HVAC replacements, improved office space and technology, expanded parking, and security. Currently, the second floor is structurally adequate for light office use but increased usage would require improvements to satisfy Life Safety Codes and ADA compliance. Immediate maintenance issues include additional insulation and improved access to the attic area. The estimated cost of these is \$1,500. *Operating Budget: \$1,500. Capital Improvement Plan Forecast: None at this time.*

## KIMBALL LAKE RECREATION AREA

This property, a gift from Harold Kimball, is a 60-acre tract, which includes a lake and four cabins on Main Street, Hopkinton Village. In winter, the lake is plowed for ice-skating. At this time, the cabins are used by town scouting organizations and other groups, who keep them in reasonable repair. The committee recommends that these facilities continue to be held and enhanced for town recreational activities. *Operating Budget: \$2,000 annually. Capital Improvement Plan Forecast: None at this time.*

## HORSESHOE TAVERN/HEINO REAL ESTATE

This structure, another gift from Harold Kimball, is currently leased as a real estate office. As the building has never been used for town purposes and the committee foresees no possibility of that happening, we recommend that the property be sold with the provision that the right-of-way to the cabins and lake be maintained for all present and future uses. *Operating Budget: \$0. Capital Improvement Plan Forecast: None at this time.*

## CONTOOCOOK FIRE STATION

*- Built in 1974*  
Centrally located at 9 Pine Street, Contoocook, this is the primary fire station for the town. Of the department's 50 volunteer members, 40 operate out of this station. Long-term needs include additional storage and parking space, and sleeping quarters should 24-hour coverage become necessary. The committee recommends that when these needs become critical, the department consider using storage space in the large barn at Houston Park or, if that is not available, identifying alternate space elsewhere. A solution to the parking problem also needs to be found. Since the structure was designed with the possibility of adding a second story, if current building codes can be addressed, building up offers a potential area for sleeping quarters and locker rooms. In the short term, the committee recommends that the department use funds from its operating budget within the next two years to weatherize windows, clean and paint the ceiling, upgrade the floor drain, repair a crack in the southwest wall, replace lights (at a cost estimate of \$3,400 with some offset by PSNH), and replace the furnace/boiler (estimated cost \$7,000). *Operating Budget: \$13,800. Capital Improvement Plan Forecast: None at this time.*

### HOPKINTON VILLAGE FIRE STATION

Located at 110 Main Street, this auxiliary station is strategically sited to provide needed emergency coverage as well as property insurance relief to the residents of this part of town. The one-story concrete block structure houses two vehicles and storage for both stations. In the long-term, the floor drain system will need upgrading to meet future code requirements. In the short-term, the committee recommends that the department use funds from its operating budget to replace the furnace/boiler (estimated cost \$7,000) and to repair the roof (estimated cost \$9,200). *Operating Budget: \$16,200. Capital Improvement Plan Forecast: None at this time.*

### PUBLIC WORKS AND HIGHWAYS BUILDINGS

Located off Maple Street in Contoocook, this facility, which houses offices, materials, and equipment, is in excellent condition, although garage space is currently filled to capacity. The department forecasts the need for additional space, including environmentally-compliant vehicle wash bays, by 2002. The committee recommends that since land for expansion is already available, the department consider using this site to accommodate similar needs for all town vehicles. *Operating Budget: \$0. Capital Improvement Plan Forecast: None at this time.*

### TRANSFER STATION/RECYCLING CENTER

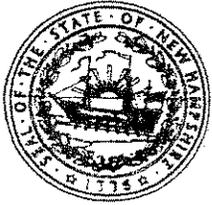
Located on Each Penacook Road, this facility, which includes one main structure and a number of unattached storage sheds and collection bins, opened in 1990 to process all the waste and recyclable items for the town. Since beginning its operation, the recycling portion has saved the town a total of \$123,000. The committee has no recommendation to upgrade the facility at this time. *Operating Budget: None. Capital Improvement Plan Forecast: None at this time.*

### BATES BUILDING

When the Bates Building, the former library on Main Street in Contoocook Village, was given to the Town with the provision that its use restricted to a public purpose. Currently, the Teen Center is using the first floor of the building with the permission of the Selectmen. The lower level, which requires dehumidification, has an unused room and a secured storage room for town documents. Although the building is in good overall condition, it does not meet ADA requirements regarding access, parking, and restrooms. The committee recommends that the Teen Center temporarily move to the Community Center, and that the Town Clerk/Tax Collector's office be relocated from the Contoocook Grange on Cedar Street to this building. Since the town does not own the Grange, this move would reduce heat and electrical costs, and eliminate the annual rental of \$6,000. While the committee considered consolidating this operation with the services provided at the Town Hall, it ultimately decided that modern communication technology made perceived efficiencies irrelevant, and that by keeping some town activities in each village, the town can help preserve the vitality of both. Although the move promises long-term savings, it does involve short-term expenses, estimated at \$9,900, to provide ADA compliance. There is also the possibility that an underground fuel tank may have to be removed and replaced. Although not expected to be the case, if oil leakage has occurred, the committee estimates this would cost an additional \$5,000. *Operating Budget: \$13,000. Capital Improvement Plan Forecast: None.*

### COMMUNITY CENTER

This town-owned, turn-of-the-century building on Maple Street in Contoocook currently houses the Community Center, a privately-operated organization which provides town residents with a host of activities from preschool instruction to senior service programs. While the committee highly recommends continuing these services, it believes that the current facility is both unsafe and inadequate. Parking is insufficient, and traffic makes the safe pickup and delivery of children questionable. At the same time, the building's interior falls far short of Life Safety Code regulations and, while improvements such as a sprinkler system, fire stops in the vertical walls, and reconstruction of both sets of stairs could be made, the cost to do so, combined with the continuing



# State of New Hampshire

## Department of Safety

Division of Fire Standards and Training and Emergency Medical Services

Richard M. Flynn Fire Academy

98 Smokey Bear Blvd., Concord, New Hampshire

Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



John J. Barthelmes  
Commissioner

Richard A. Mason  
Director

October 30, 2010

Kevin Culpon  
776 Battle Street  
Webster, NH 03303

Dear Kevin:

On September 3, 2010 I conducted a site visit at the Hopkinton Fire Department for the EMT-Basic Transition you have requested to hold at that location.

Pursuant to the New Hampshire Code of Administrative Rules Section Saf-C 5900, with recommendations found in the United States Department of Transportation, National Highway Traffic Safety Administration, EMT-Basic: National Standard Curriculum and within the New Hampshire Department of Education I am unable to approve the Hopkinton Fire Department as an Education Site.

I have attached the Guidelines used for approval. The area shown to me to conduct the program is a very small "area" that has open access from various directions and could only accommodate 4-5 people, therefore as you can see it would not meet the guidelines.

Should you have any questions regarding my letter, please feel free to contact me at 603.223.4200.

Sincerely,

Karen J. Louis  
Education Specialist

CC: Education Coordinator  
Fire Chief  
File

*Fire Training – Certification – Fire Academy – Emergency Medical Services*

Business: (603) 223-4200

Fax: (603) 271-1091

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems>

## Education Facility Guidelines

**Note: Guidelines are in accordance with the NH Department of Education and United States Department of Transportation, National Highway Traffic Safety Administration, EMT-Basic: National Standard Curriculum and NH Administrative Rules Section Saf-C 5900.**

- Large room for seating all students
- A minimum of 800 square feet including storage, or
- A minimum of 32 square feet per student and instructor whichever is greater
- Abundant space for demonstration during the presentation of course material
- Additional rooms for adequate space for practicing of skills
- Well lit for adequate viewing of various types of visual aids and demonstrations
- Adequate electrical outlet availability
- Heating, cooling and ventilation should assure student and instructor comfort
- Comfortable learning environment free of undue noise and distraction
- Seats should be comfortable
- Availability of desk tops or tables for taking notes
- Adequate number of tables for display of equipment, medical supplies and training aids
- Chalkboard or dry erase board
- Projection screen and appropriate audio visual equipment in the presentation facility
- Practice area should be carpeted and large enough to accommodate six students, one instructor and the necessary equipment and medical supplies
- Adequate restroom facilities
- Room should have at minimum two forms of egress (or adequate emergency exits)
- Room should be accessible for individuals with a variety of physical abilities

- Adequate parking and outdoor lighting with reasonable access to the classroom
- Current place of assembly permit to meet minimum/maximum occupancy requirements for the class.



**LOCAL GOVERNMENT CENTER  
PROPERTY-LIABILITY TRUST**  
Health and Safety Department

**PROPERTY SAFETY SURVEY RECOMMENDATIONS**

**MEMBER:** Town of Hopkinton

**DATE OF SURVEY:**

April 26, 2011

**PROPERTY LOCATION:** Fire Department, 9 Pine Street

*Please note that this safety survey was conducted to assist our risk pool groups to become more aware of potential risks to staff and the community.*

*During this survey, it was our intent to draw attention to the wide range of topics that now is required to be addressed as we try to improve the safety standards of our workplaces.*

**The General Duty Clause from the NH Dept. of Labor**

**Lab 1403.01 Safety and Health Requirements**

- (a) Each employer shall furnish to each of its employees employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees.
- (b) Each employee shall comply with all safety rules and regulations, which are applicable to their own actions and conduct.
- (c) The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and in the rules applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.
- (d) The use of any machinery, tool, material, or equipment, which is not in compliance with any applicable requirement of these rules, shall be prohibited.

## Findings and Recommendations:

A safety and health audit was conducted on the fire department facility located at 9 Pine Street. The facility was constructed around 1974 and is primarily non-combustible masonry construction.

Like many communities throughout New Hampshire, the response needs of the community have increased as the community has grown. The existing facility located at 9 Pine Street no longer meets the needs of a 21<sup>st</sup> century fire/emergency organization.

The facility has been upgraded throughout the years in order to provide a higher level of service to the community and safety to the staff. Two of these upgrades are the installation of a full building coverage emergency generator and an apparatus diesel exhaust extraction system. Both of these systems are designed to handle a renovated/enlarged facility if need be.

1. During the exterior review of the facility, some minor brick damage was noted at the front left hand corner of the building.
2. The facility is not compliant with the Americans with Disabilities Act (ADA). There is no ADA access into the facility. Both access doors have steps/lips that prohibit someone with a disability access into the facility.
3. The restroom doors do not meet minimum building code width requirements.
4. There is no rated fire separation between the vehicle storage area and the living/office areas of the facility.
5. This critical piece of community infrastructure is not protected by an automatic fire sprinkler system.
6. The door leading into the apparatus bays from the kitchen/meeting room was blocked open. Recommend keeping this door closed to minimize the risk of fire/smoke spread.
7. The emergency medical equipment was stored openly in the apparatus bays. Even though there is a vehicle exhaust extraction system, some contamination of this equipment may occur. Current accepted practices for fire departments require this type of equipment to be stored in a clean storage room.
8. There is some storage of equipment over the kitchen/meeting room area as well as some higher rack storage with no toeboard protection. Lab 1403.45 (Railings) requires toeboards where storage of equipment/materials could fall and cause harm.
9. Firefighter protective clothing was stored in the open on the apparatus floor. Accepted practices for today's fire facilities requires protective clothing to be stored in a separate room away from potential contamination and out of UV sunlight which breaks down the fabrics fibers.
10. There is minimal space for offices, meetings and living areas.
11. The bunk rooms are recommended to have carbon monoxide detectors due to their proximity to the apparatus bays. One smoke detector was in disrepair and hanging from the ceiling.
12. There were open electrical wires located in one of the bunkrooms.

13. There are no "clean" and "dirty" rooms located in the facility as a recommended best practice for today's fire service. Firefighters are exposed to many hazards including chemical fire byproducts and blood borne pathogens. In order to adequately provide for a safe work environment, staff should have the ability to decontaminate before entering the living/office areas of the facility or going home to their families.
- ✓ 14. There was no spill containment under the 55-gallon oil drums.
- ✓ 15. Portable fuel storage containers, paints, oils and solvents were located adjacent to fire apparatus and potential ignition sources.
16. It was reported that the floor drains lead directly into the adjacent river. With the potential of leaks/discharges from the fire apparatus along with items 14 & 15, this presents a potential pollution issue.
17. The apparatus floor is being used for a physical fitness area. It is recommended by accepted best practices that this be in a separate room.
- ✓ 18. The table grinder in the work area was not outfitted with protective guards as required by NH Lab 1403.03
19. It was reported that the aerial ladder has minimal clearance through the bay door and caution is used when exiting and entering the building. The door should be enlarged to minimize the risk of contact with the building.

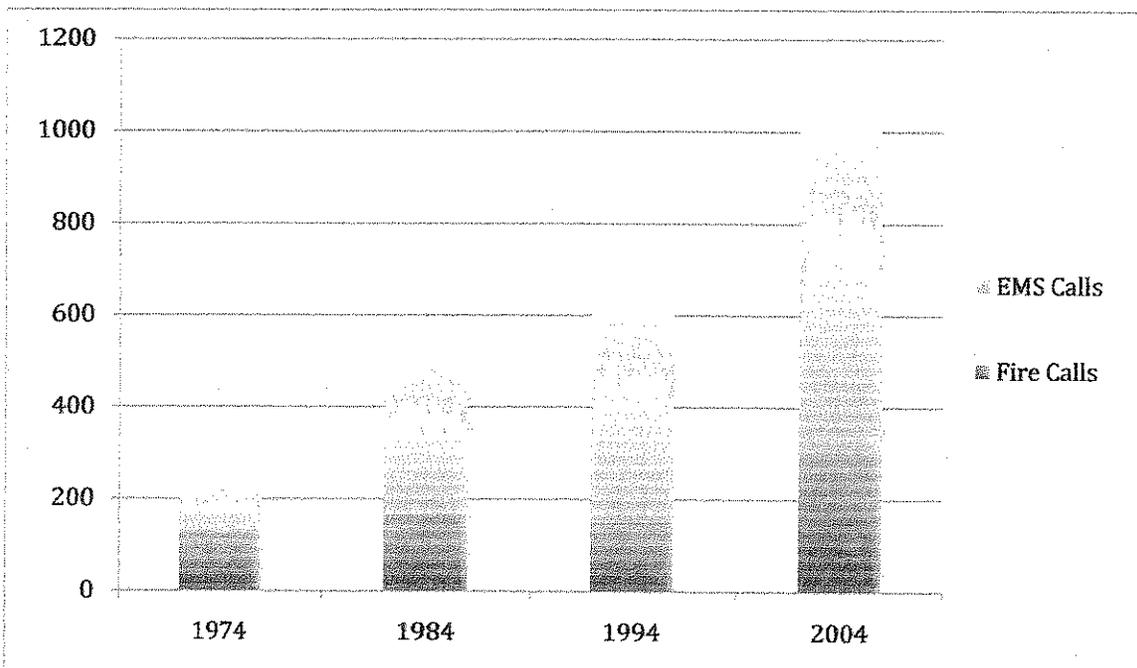
Survey conducted by Ronald O'Keefe

Ronald O'Keefe  
Health and Safety Advisor  
Health and Safety Dept.  
Local Government Center

*COMMENTS: Every effort should be made to comply with the New Hampshire State Fire Codes, Life Safety Code, National Electrical Codes and any other applicable codes. A periodic, scheduled, documented, self-inspection program should be established and maintained.*

cc: file

*A Service of Local Government Center*



1974- Opening of Contoocook Fire Station.

- Two full-time FF/EMT's M-F 8-5(Hired 1971)

1990- Full-time staff and 5 call EMT's become EMT-I's Hopkinton is now ALS

1992- One full-time EMT-I becomes a Paramedic.

1998- Additional EMT-P hired. Full-time staff of 3.

- Hours of 0600-1800 M-SAT

2001- Additional EMT-P and EMT-I hired.

- New overnight hours. Added Friday, Saturday nights & 24 hours Sunday

2007- Additional EMT-I hired.

- Full-time Deputy Chief doing life safety code enforcement as well as building inspector.

2008- Additional EMT-P hired.

- Hopkinton now has one full-time member on 24/7 Fire and EMS coverage.
- EMT-P supplemented will call crew partner. M,T,W,T
- The Current HFD full-time is 7, all employees work overnight 24 hour shifts except 2