

**PROGRAMMING QUESTIONNAIRE****Southampton Public Safety Complex – Feasibility Study****HKT Project No.: 22308****Name / Title:** Captain Patrick Eline**Department / Division:** Fire Department / EMS*FD may duplicate this document if the Emergency Medical Services is distinct from standard FD***Phone / Email:** Line\_px5@yahoo.com**Date of Completion:** 08/22/2023**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.

Respond to fire and EMS emergencies in Southampton and mutual aid to surrounding communities. Provide residential and commercial inspections for detectors and alarms. Training activities for fire and EMS are performed every Thursday night. Every Christmas season the department sponsors a visit with Santa for the children.

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?

Community CPR and extinguisher training for the community. Provide non-emergency transports for residents being discharged from medical facilities. An EOC is necessary for major incidents in town.

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

Currently the dispatch center is in the police station. However, there is a plan in action to outsource dispatch to a neighboring community.

**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.

An average of 2-3 per day generally during the hours of 0800-1700. During burning season, the numbers will increase. January 15<sup>th</sup> to May 1<sup>st</sup>, permits are given out on Saturdays and we will see up to 30. However, residents will also come during the week for a permit. The station receives on average of 12 per year people coming to the station requesting medical attention.

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

Inspections for building plans, smoke detectors, oil burners, propane installation, school and food trucks. Burning permits. An open house once a year and at Christmas. Not to mention the 911 calls.

O3. Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future such as the Training Room (assume this will be shared with the PD)?

No spaces available for the community. There is barely enough room for the emergency apparatus and equipment. It would be great to have a shared training/community room in the future.

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

The ambulances have narcotics in them and need to be secured. Also, there are many occasions where there is no staff at the station. Currently, there is a "Key Fob" and key pad system in place to secure the building. On occasion, a garage door will be left open by accident when the apparatus leaves for an emergency. If no staff is at the station, the door will remain open until they return creating a security issue.



Large fires (brush or structure) requiring mutual aid companies, rehab supplies, warming and/or cooling tents, and an accountability system would be useful. Communications are always a challenge when multiple towns are on scene. A designated frequency(s) would be very helpful. Need room for other departments staff and apparatus when providing station coverage.

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 2041.

[illegible]



## 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.

The building has very limited space for apparatus and equipment. A tanker truck that the town needs cannot be purchased due to no place to house it. There is a small day room for on duty ambulance staff and a FEMA trailer with 2 bedrooms for overnight staff. There is no room for training. Trucks are usually pulled out and training is done in the bays. There is no place to properly clean and dry equipment or hose after a fire. No decontamination room for cleaning ambulance equipment. No gender specific bathrooms or locker rooms. No vent system for diesel exhaust fumes or turnout gear. No area dedicated to storage. Tops of the gear lockers are routinely used for storage

E2. What are your conference / meeting / training 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?

Again, there is no current space available for meetings or training. Training is every Thursday night with anywhere from 10-20 members attending. When we have large classroom training, we utilize the town hall. No is no A/V equipment currently in the station. Meeting/training room equipment needed would include tables, chairs, and all A/V needs. A large room class room that holds 50 or more would be very useful for training, meeting, community, and an EOC.

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?

Currently the chief's office is used for all files. This limits the use of this office and the amount of people that can fit for meetings.

**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. If you have existing floor plans we can use those to determine the size of existing spaces.

Space	Size (L x W)	Quantity	Comments
Example: Lobby	Existing 10 x 12	1	Meet and Greet, seating, access to public toilets
Example: Conference Rm	Existing Approximately 14 x 18	2	Needs multiple lighting levels, flat screen monitor with computer hook-up
Example: Lunch Room	Seating for 10	1	Full Kitchen with sink, microwave, full size refrigerator, water cooler
Example: Locker Rooms	?	1 male / 1 female	x male lockers, x female lockers
Lobby		1	
Training Room		1	Training
Conference Room		1	Community/EOC
Bathrooms		2 male/ 2 female	Community and staff
Locker Rooms		1 male/ 1 female	Staff

**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?

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**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>

### Apparatus / Town-Owned Vehicles

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



**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, etc.).

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

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The Southampton Fire Department currently is a call department with only one full time employee (Chief). The ambulance is staffed 24 hours a day with part time firefighter EMTs or Paramedics. The population of the town has been on a steady increase for several years. As the town grows, the call volume continues to increase in both fire and EMS. Full time staff is in the near future. A new fire station/public safety complex is required for the daily operations of the department now and in the future. The current building limits our capacity to purchase apparatus that is required to provide the best in fire protection. Storage is a major issue as well. Finally, the health and safety of our members is paramount. With no way to "scrub" the air in the apparatus bays, members are exposed to dangerous carcinogens from diesel exhaust and dirty turnout gear.