

**EMS Facility Workgroup Meeting  
November 25, 2014**

**Monroe Town Hall**

**In Attendance:**

Ken Kellogg  
Dennis Condon  
Domenic Paniccia  
John Quinlavin  
John Brenna

**Call to Order:** Chairman Kellogg called the meeting to order at 19:01.

**Review of Minutes:** The minutes of the November 19, 2014 meeting were reviewed. Chairman Kellogg requested the minutes be amended to change the word "committee" to "workgroup" and that the minutes include the record of all votes for the workgroup Chairman and Vice Chairman positions. John Quinlavin made a motion for these amended changes. Vice Chairman Condon seconded the motion. All were in favor.

**Approach and Methodology:** Chairman Kellogg led the discussion with a review of JP Sredzinski's Workgroup Summary to establish guidance for the approach and methodology to be used by the EMS Facility workgroup. A three step approach was discussed for the development of action items:

- Complete a needs assessment for EMS space requirements
- Explore funding sources
- Determine an appropriate facility location

**Needs Assessment:** It was agreed by all that a "needs assessment" be completed to include the following:

- A "lock-down" of square footage and acreage requirements for the EMS Facility that will include vehicle and equipment storage, training facilities, bunk rooms, kitchen and living area space.
- Consideration for Town of Monroe growth projections and changing demographics over the next ten year period.

**Discussion Items:**

- John Brenna provided square footage building information received from an Architectural and Engineering firm specializing in EMS facilities planning. From their experience working with several Connecticut Town EMS projects, the average facility space ranges between 10,000 to 12,000 square feet.
- Domenic Paniccia indicated 2 to 3 acres of land would be required to meet EMS building, vehicle and parking requirements.
- Chairman Kellogg asked if there was available funding in the EMS budget for using an experienced Architectural and Engineering firm to assist in assessing needs, planning space requirements as well as providing architectural plans/drawings. John Quinlavin believes \$20,000 was budgeted for this purpose. The group agreed that discussion and input from 2/3 Architectural and Engineering firms would be beneficial before any organization selection.

- John Quinlavin discussed the sites of the former DPW off Purdy Hill Road and property near the Senior Center as ideal central locations for the EMS Facility. This was based on previous mapping of emergency service call density. He also suggested DPW be consulted for other possible locations.
- Other sites discussed included the closed nursery on Rt. 25 and property of the new and old Good-Will sites.
- John Quinlavin indicated the STEAP grant was in progress and may be submitted by November 28, 2014. There may be other grant money available through the bond commission and periodic EMS/Fire grants.
- Chairman Kellogg asked if there were grant writing resources available at Town Hall.

**Action Items:**

- John Quinlavin to confirm the precise amount budgeted for an Architectural and Engineering feasibility study.
- John Quinlavin to validate all assumptions/needs for the EMS Facility with Chief Don Smith.
- If required, John Quinlavin to review current call volume mapping data to determine an optimum radius that provides property site location(s) for best overall service call response time.
- John Brenna to review the original needs of the Newtown and New Milford EMS organizations regarding their new facilities to insure any additional requirements for Monroe are identified.
- Chairman Kellogg to determine the funding and operating expense budget process.
- Chairman Kellogg to check with Town Hall regarding grant writing resources.

**Adjournment:** John Brenna motioned the meeting. Dennis Condon seconded the motion. All in attendance in favor, meeting adjourned at 21:18.

The above minutes are considered a draft copy until approved at the next Workgroup Meeting on December 15, 2014.

Submitted by John Brenna

