Minutes – Fire Station Study Committee

Tuesday, October 13, 2026 6:30 PM

(subcommittee of WFD Prudential Committee)

Members Present:

Joyce Bacchiocchi, Matt Bennett, Catherine Giannelli, Roger Blank, Alex Estes, Ralph Braley

Not Present: Dean Decas, Alan Slavin, John Kelley, Mark Rogers, Chris McIntosh

6:34 pm Open Meeting

6:35 pm Membership update

- Retired FF Ralph Braley has been appointed by the Prudential Committee and is the newest member of the Fire Station Study Committee.
- At our next meeting will have a reorganization of the committee and elect a new Chair and a new Secretary.

6:37 pm Review options for RFP, review documents provided by Chief Kelley and KBA

- Chief Kelley had shared with the committee via email the most recent draft he received from KBA, as well as the previous RFP and the study from 2012.
- Matt Bennett has been working on combining his proposed RFP and the RFQ.
- Roger stated that he felt that an RFQ is a step backwards, and that we should proceed with an RFP.
- The 2012 study would be shared as an attachment to the RFP. It provides much needed information and will reduce the amount of work necessary.
- The space analysis should not have changed since the 2012 study.
- The next steps will be to combine the RFP and RFQ, and produce a draft to present to the Prudential Committee. Due to timing of upcoming meetings, it is necessary to meet one week early in November. The Fire Station Study Committee will meet on November 3, and plan to have a draft to present to Pru Comm at their meeting on November 5.
- Matt Bennett and Roger Blank will work together to prepare the draft, and will share it before our next meeting on 11/3.
- The next steps will be to present to Pru Comm and ask that it be reviewed by the District Procurement Officer and the attorney.
- Replies to the RFP will be directed to Chief Kelley or Chair Decas.

7:30 pm Minutes - Vote

- Minutes from 09/08/26 meeting – Motion to approve by Roger Blank, second by Catherine Giannelli. Joyce Bacchiocchi - yes, Matt Bennett - yes, Alex Estes - yes, Catherine Giannelli – yes, Roger Blank - yes, Ralph Braley – abstain. 5-0-1

7:31 pm Discussion – next meeting date

- The next meeting is Tuesday November 3, 2026 at 6:30 PM

7:09 pm Adjourn

- Motion to adjourn by Catherine Giannelli, second by Roger Blank. Joyce Bacchiocchi - yes, Matt Bennett - yes, Alex Estes - yes, Catherine Giannelli – yes, Roger Blank - yes, Ralph Braley – yes. 6-0-0

Document List:

Sample RFQ
Sample RFP
Minutes of 09/08/2026
2012 Study performed by KBA
2012 RFP Fire Station Space Needs Analysis

Respectfully Submitted by Joyce Bacchiocchi, Chairperson 10/20/2026

Chair Joyce Bacchiocchi **Vote Date** 11/3/26

Clerk Joyce Bacchiocchi **Approve** 8

Disapprove 0

Abstain 0