

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Board of Directors Special Board Meeting / Workshop

MINUTES
November 9, 2022

ROLL CALL

All Board Members were present.

OPEN SESSION

President Kreeger called the Open Session to order.

FLAG SALUTE

President Mike Kreeger.

INVOCATION

Marco Miranda, Fire District Chaplain.

CHANGES TO THE AGENDA

President Kreeger asked if there were any changes to the agenda.

Acting Clerk of the Board Sandra Escudero stated there were no changes to the agenda.

PUBLIC COMMUNICATIONS

President Kreeger asked if there was any Public comment.

Acting Clerk of the Board Escudero stated there were no requests to speak.

OLD BUSINESS

None.

NEW BUSINESS

1. **ESSENTIAL RESOURCE FACILITY**

Purpose is to present the anticipated architecture, engineering, and construction costs associated with Fire Station 68 site amendment to include an Essential Resource Facility (ERF). The Board of Directors will be briefed on the project overview and provided an opportunity for discussion on project costs, size, and scope.

Report By:

Acting Deputy Chief Dean Smith

Fire Chief Williams announced that Acting Deputy Chief Dean Smith would cover the technical aspects of the presentation and Finance Director Mark Shaker would cover the financial outlook of the presentation.

Fire Chief Williams deferred the presentation over to Acting Chief Dean Smith.

RECOMMENDATION: It is recommended that the Board of Directors:

- 1) Review and discuss the needs of the District related to the proposed addition of an Essential Resource Facility to Station 68 building site located in Soquel Canyon Parkway;
- 2) Amend the scope of work and contract with PBK to include design, architecture, and engineering for an approximate 6,332 square foot Essential Resource Facility at the quoted cost of \$72,000;
- 3) Find that the contract amendment is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b) (2)-(3), 15378.); and
- 4) Authorizes the Fire Chief the authority to sign contract amendments with PBK for the purposes of adding an Essential Resource Facility to the Soquel Canyon Parkway, Fire Station 68 building site

Acting Deputy Chief Dean Smith reported that on August 17, 2022, the Board of Directors were presented an overview of the Fire Station 68 construction project accompanied with pre-construction and construction timelines. At that time staff received direction from the Board of Directors regarding fire station size and square footage. Staff begun working with PBK Architecture and Engineering on the construction documents and the plans development phase for the fire station.

Acting Deputy Chief Dean Smith stated that during the May 4th and August 17th board meetings, the Board of Directors held a robust discussion with staff regarding storage needs identified within the District. Acting Deputy Chief Dean Smith further stated that discussions revolved around the need to have the capacity for storage of reserve apparatus and space to store an emergency supplies cache, personal protective equipment, and general supplies for daily operational needs and disaster preparedness. The discussion yielded direction to staff to provide recommendations on size and projected construction cost of an Essential Resource Facility storage solution that would meet the District's current and projected future needs. Acting Deputy Chief Dean Smith reported that staff had worked with an internal design team of individuals representing various District disciplines and PBK to propose an approximate 6,332 square-foot Essential Resource Facility for consideration featuring five total bays with forward-facing overhead doors.

Acting Deputy Chief Dean Smith stated that a majority of the space, estimated at 5,000 square feet, will be set aside for storing Fire District reserve apparatus, and one bay would be partitioned off with the purpose of warehousing essential supplies for the operational needs of the District. Acting Deputy Chief Dean Smith provided an example of what the facility would be capable of housing; a reserve truck company, four reserve engines, the District's Urban Search and Rescue Vehicle, a reserve paramedic squad, and a reserve ambulance. The facility would also contain restroom(s) with shower facilities and a lobby entry area.

Acting Deputy Chief Dean Smith reported that in 2020, during the Blue Ridge Fire, it became readily apparent that the District needed a more robust storage solution for a supply cache to meet the needs of the First Responders along with the initial attack strike teams, which were ordered under the California Master Mutual Aid System. One bay of the Essential Resource Facility, approximately 1,400 square feet, would be separated by a partition wall to provide a space for rack storage of a supply cache of equipment. Examples of supplies that would be stored at the Essential Resource Facility include: palletized drinking water, meals ready to eat (MREs), wildland hose, structural firefighting hose, personal protective equipment, class A and B firefighting foam, sleeping cots, chairs, as well as disaster supplies for the District.

Acting Deputy Chief Dean Smith reported that it is recommended by staff that the Essential Resource Facility be designed to be a preconstructed steel substructure clad with metal siding to keep costs to a minimum. PBK architecture will provide exterior accoutrements that would compliment the fire station design and fit within the general aesthetic of the overall project. An analysis of current construction cost trends provided by PBK indicates that construction costs for this type of building are anticipated to be \$325.00 per square foot based upon recently completed requests for proposal (RFP) processes in the region. This projected cost per square foot would include the prefabricated steel building, including but not limited to interior rack storage, site grading, utility infrastructure, concrete flatwork, landscaping, irrigation, and exterior lighting.

Acting Deputy Chief Dean Smith also reported that the Essential Resource Facility design, architecture, and engineering plans were not included in the initial scope of work with PBK as the discussion for this addition to the site came at a later date following discussions with the Board of Directors and staff. If the Board of Directors desires to progress with this development for the site, the Board would need to amend the scope of work under contract with PBK to include the construction documents for the Essential Resource Facility. The amended scope of work was quoted by PBK in the amount of \$72,000.

Acting Deputy Chief Dean Smith reported that if the Board wished to act on the matter, it was recommended that the Essential Resource Facility be drafted in such a way to be an alternate bid in the RFP process. The alternate bid process allows the Board to evaluate the competitive bid responses for the project as a whole and separately. As such, when selecting from the RFP respondents to award a bid for construction services, the Board of Directors reserves the right to award all or part of the project based upon total costs quoted by the construction firms. This allows the Board of Directors options to not award a bid for the Essential Resource Facility construction, if the price per square foot construction costs are higher than projected for the building of the main Fire Station for the site.

Acting Deputy Chief Dean Smith reported that the intention of staff is to provide the Board of Directors with a visual presentation of the Essential Resource Facility with an opportunity for discussion. Acting Deputy Chief Dean Smith also stated that staff would provide images of the projected floor plan of the additional structure for the Board's consideration. In addition, staff would present the cost projections charts for the Essential Resource Facility and the whole project. Acting Deputy Chief Dean Smith stated that the cost projection charts were attached in the agenda.

Moved by Director Luth seconded by Director Ramos-Evinger carried by a 5-0 voice vote for the Board of Directors to approve:

- 1) Review and discuss the needs of the District related to the proposed addition of an Essential Resource Facility to Station 68 building site located in Soquel Canyon Parkway;**
- 2) Amend the scope of work and contract with PBK to include design, architecture, and engineering for an approximate 6,332 square foot Essential Resource Facility at the quoted cost of \$72,000;**
- 3) Find that the contract amendment is not a project subject to the California Environmental Quality Act ("CEQA") because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (b) (2)-(3), 15378.); and**
- 4) Authorizes the Fire Chief the authority to sign contract amendments with PBK for the purposes of adding an Essential Resource Facility to the Soquel Canyon Parkway, Fire Station 68 building site**

AYES: BOARD MEMBERS: Kreeger, DeMonaco, Luth, Ramos-Evinger and Williams.

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

President Kreeger asked Acting Clerk of the Board Escudero if there were any requests to speak from the Public.

Acting Clerk of the Board Escudero stated that there were no requests to speak from the Public.

President Kreeger asked for Board Comments.

There were no Board comments.

2. STATION 68 UPDATE AND FINANCIAL FORECAST

Purpose is to give the Board an update on the Station 68 project and an overview of the District's financial projections.

Report By: *Finance Director Mark Shaker*

RECOMMENDATION: It is recommended that the Board of Directors receive and file and provide direction to staff.

Finance Director Shaker provided a detailed powerpoint presentation to the full Board. Below are a few highlights and takeaways from the presentation;

Financial Forecast Assumptions: Included Modest Revenue and Expense Projections

- Property Tax Related Revenues:
 - 4.5% 2022/2023
 - 4.0% 2024-2025
 - 3.5% 2026-2027
- Other Revenues: 3% per year

Expenses

- Salaries & Benefits: 2% per year
- CalPers UAL escalation based off 2020 Valuation
- Station 68 Staffing costs based on 12 positions
- Station 68 Project costs are net of City of Chino Hills Contribution

Staffing Station 68

- Station is currently projected to open August 2024
- 6 firefighters were hired this fiscal year and an additional 6 will be hired at time of Station 68 opening
- Personnel costs: \$1.6 million
- Second Battalion: \$300 thousand
- Total Personnel Costs: \$1.9 Million beginning FY 24/25

Construction 68 and Apparatus

- Station 68 and Essential Resource Facility Construction costs are presented at a net of \$8 million contribution from Chino Hills
- Design Costs included in 2022-23
- Construction costs of approximately \$3.7 million in FY 23/24
- Pierce Tractor Drawn Aerial to be delivered and paid for in FY 24/25. Total cost for apparatus and equipment estimated at \$2.2 million

President Kreeger asked Acting Clerk of the Board Escudero if there were any requests to speak from the Public.

Acting Clerk of the Board Escudero stated that there were no requests to speak from the Public.

President Kreeger asked for Board Comments.

The Board of Directors held discussion on the Station 68 update and financial forecast projections. Each Board Member had the opportunity to ask questions and make comments.

Legal Counsel Isaac Rosen stated that no action was required. Receive and file.

BOARD COMMITTEE REPORTS/BOARD COMMENTS

President Kreeger asked for Board comments.

There were no Board comments.

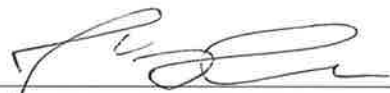
ADJOURNMENT

The meeting was adjourned at 5:29 p.m. to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, November 9, 2022 at 6:00 p.m. at the Fire District Headquarters located at 14011 City Center Drive, Chino Hills, CA, 91709.

APPROVED AND ADOPTED THIS 14th DAY OF December 2022.



Sandra Escudero, Acting Clerk of the Board



John DeMonaco, President