

**HOODLAND FIRE DISTRICT #74
SPECIAL BOARD MEETING MINUTES
JUNE 18, 2024**

Board Members: Nora Gambee, Cliff Fortune, Terry Niedermeyer, Mary Ellen Fitzgerald, and John Drake. Five voting members in attendance.

Staff/Volunteers: Fire Chief Jim Price, Division Chief Scott Kline, and Kelli Ewing, Office Administrator.

Guests: Alexandra Cettie [Otak] (Zoom), Dave Linz [Otak] (Zoom), Jeff Humphreys [Mackenzie] (Zoom)

1. Call to Order: By Nora Gambee at 7:00 PM
2. Roll Call
3. Pledge of Allegiance: Led by Cliff Fortune
4. Persons to be Heard. None
5. Unfinished Business
 - A. Fire Station Project
 - i. Timeline – Otak
 - a. Currently in the Conceptual Design Phase of the project. Mackenzie Engineering has a summary list of all the tasks that are included in the Conceptual Design phase, where they are in the process, and what has been completed so far.
 - b. Community Meetings will be held in July and August and the Conceptual Design Phase should be wrapping up in late August or early September.
 - c. Mackenzie Engineering has presented schedule comparisons indicating that if the New Station project stays on schedule, construction is anticipated to conclude by July 2026. In the event of funding delays, construction might not commence until mid-2027 or beyond.

ii. Pre-Bond Budget - Otak

a. Ideally, with sufficient funding, the conceptual design, schematic design, land use, and design development would all be completed pre-bond. Construction would commence in June 2025, with anticipated completion by June 2026

b. Pre-bond project costs are estimated at \$1,511,225.45

c. Otak is looking at alternative funding sources to reduce the burden on the community. Those sources include Federal and State Government, Grants, and Private Sources.

d. If delays occur due to pre-bond funding issues, design development will not be finished until funding is secured. If the bond passes, design development would commence in June 2025, construction in May 2026, with an anticipated completion date of June 2027. This scenario carries the risk of higher costs due to inflation.

iii. Mackenzie Presentation

a. First Phase is the needs assessment. It is conceptual design that defines what the building looks like, how big the building is and what the cost is. The scope of the services and approximate fees for phases two and three are an estimate right now. At the end of phase one, Mackenzie will provide a total project cost summary.

b. Tasks that have already been completed in Phase One are the Facility Tour and the Existing Conditions Evaluation. The Preliminary Design and Site Test Fit are in progress.

c. Remodeling on current site would require major renovations, which results in nearly equivalent costs compared to constructing a new station. Significant expansion would be required to ensure it serves as a station for the next 50 years. Turnout times would lengthen, and the access to Highway 26 poses safety concerns. Crew would also need to relocate for approximately 14 months which would increase costs, or construction would need to be phased which would increase the timeline significantly.

d. The Dorman Property is precisely what the Fire District requires to sustain operations over the next 50 years. This site would accommodate future training grounds, feature a double-stack bay enabling apparatus to exit from both sides, and provide safer access to Highway 26.

e. Mackenzie Engineering surveyed their most recently completed fire station to get the average cost per square foot. Total estimated costs for a new Fire Station would be \$23,714,405 and renovation and addition to existing Fire Station would be \$18,219,955 which does not include relocation of the staff for 14 months and the many unknowns.

iv. Personal Services contract: Architectural Services – Mackenzie Engineering, Inc. Contract.

a. Approval for Phase 1 total fee of \$267,739.00 needed so we can get started on the Fire Station Project. Will be looking at fee estimates for Phase Two and Phase Three before we enter into an agreement for those segments.

v. Board concerns regarding topics discussed:

a. The Board feels that the estimated expenditure on public outreach seems excessive.

b. Frustration regarding comments that “\$5,000,000 is only *slightly* more” with the cost of new build versus a remodel.

c. Overall Project costs are significantly more than initial estimates. Further discussion is needed on how to reduce costs.

d. Contractors need to understand that Fire District has limited funds.

MOTION MADE: By Terry Niedermeyer to accept the Personal Services Contract: Architectural Services – Mackenzie Engineering, Inc.

2ND: By John Drake

DISCUSSION: This limits Phase One spending to \$267,739.00. Phase Two and Phase Three costs will be negotiated in a separate agreement.

VOTE: Motion Passed Unanimously. 5 Ayes. Nora Gambie (Aye), John Drake (Aye), Terry Niedermeyer (Aye), Cliff Fortune (Aye), and Mary Ellen Fitzgerald (Aye)

- 6. New Business. None.
- 7. Executive Session. None.
- 8. Other New Business.
 - A. Cancel Special Session Meeting scheduled for June 25, 2024.
- 9. Adjournment by Nora Gambee at 9:14 PM

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator

Notes Typed By: Christi Harris, Administrative Assistant