



## MASTER PLAN COMMITTEE MEETING MINUTES OF MAY 24, 2019



1. Call to Order. The meeting was called to order in the main equipment bay of the fire station by Committee Chairman Hennessey at 10:04 am.
2. Roll Call of FLFD Master Plan Committee Members. In attendance were Chief Rodriquez, John Nelson, John Fahrendorf, Scott Bennett, Denny Walter and John Hennessey. Quentin Tolby was absent.
3. Discussion and Possible Action re: approve meeting minutes from May 3, 2019. The subject minutes were approved as presented.
4. Status Updates
  - a) Prioritized List of Operational Items. Chief has revisited his prioritized list of operational items. Upon further reflection he decided some of the items were not consistent with the available funding profile. His revised list has the refurbishment of the Annex as number one priority, along with moving the Tuff Sheds as number two and addressing the parking area as number three. He said we can defer the fueling station, using the existing system for up to 5 years, and get by with a 3-foot stem wall enclosed area for the Front-End Loader and a side-by-side, which can be built out later.
  - b) Conceptual Ideas, Sketches and Priorities for Lot 299. For the record, Scooter gave his 11x17 mark-up of the property to Chairman Hennessey, which is included as a scanned image. There were no further comments regarding parking, grading and drainage, boulders and the dirt pile.



Marked Up Map of  
Lot 299.pdf

- c) Building Permit Issues. Chief reported the main reason for deferring the fueling station was based on a discussion with an electrical contractor who said that a permit would be required, and the work would be expensive (\$8K to \$10K) as all electrical boxes and connections would be required to be explosion proof since the system would handle volatile fuels. Regarding the Annex refurbishment, we will go on the assumption that a permit is not needed. The roof leak appears to be fixed, the balance of the work is simply replacing damaged or degraded materials and the foundation appears to have been stabilized.
    - d) Summary. Our approach will be to expend the least amount of cost and effort on the Annex to address the obvious deficiencies; spruce up the front half of the property, focusing on aesthetics and curb appeal; address signage, if possible, within our funding constraints; and do it all in the next two months. We are funding constrained. We will initiate effort beginning June 1<sup>st</sup> provided invoices are paid after July 1<sup>st</sup>.
5. The committee decided to break the effort up into two phases: tactical and strategic, with the tactical being work elements accomplished in the next 60 days and the strategic being that effort required to support the upcoming strategic planning effort.
  - a) Tactical: Next 60 Days (June and July).

Chief has identified Roger Beckett, Jr., as the leading contractor candidate for the entire Annex refurbishment work package. He will meet with Roger on Tuesday May 28th to discuss the details of the work package. Members Cummiskey and Hennessey will attend as well. Roger's availability is based on completion of a construction project for Member Walter, already underway, with completion estimated to be in another two weeks. Chief Rodriquez will oversee the Annex refurbishment project and act as quality control manager for the district. Once Chief has an acceptable quote from Roger he is authorized to place him under contract. With a target work completion date by the end of July, the committee asked that as much of the work as possible be completed by June 29th, the date for the Open House. The work package will address the Annex exterior (fascia, T-111 siding, caulking, paint, ...) and Annex interior storm damage in the bay space. Chief will contact the insurance company if the overall storm damage repairs exceed their payout. Note: For the record, and to satisfy our due diligence, Denny had contacted



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four potential contractors for the Annex work package, with none expressing interest. Chief had contacted resident Cliff Schweikert, who also declined to quote the project. Chief had one other prospective contractor cancel a meeting to discuss the work package.

In parallel with the Annex refurbishment, we will address the parking area at the south end of the property, up to the tree line, using Scooter's conceptual sketch as a guide. This will entail lining the southern end of the property fronting Merzville Rd. with decorative boulders and spreading gravel to improve the parking surface. Work will start as early as June 1<sup>st</sup> in order to be completed by the beginning of the Monsoon season in July. We will use our Front-End Loader (FEL), and supplement with backhoes from the Water Company and/or Scooter, as needed. Chief has overall responsibility for this work, and will coordinate the availability of qualified operators for the FEL.

The three Tuff Sheds must be relocated as soon as possible. Scooter stated his storage shed was manufactured and assembled in the valley and trailered to his property. The supplier employed a powered two-wheel dolly to position the shed in its final location, using two-wheel trailer type dollies at the front and rear of the shed for maneuverability. Scooter took the action to provide contact information to Chief, who has the overall responsibility to get the Tuff Sheds relocated. Chief previously investigated having the sheds moved using a crane to assist in moving and placement. Chief will make the final determination of the approach, and sign the contract, keeping mind the cost in relation to our overall budget.

Chief took an action to pull together the cost information for signage from the new station building project. HDA Architects had spec'd out cast metal letters and Caliente has provided a cost estimate for the same. Caliente had also developed an alternative lower cost signage proposal using acrylic materials. Chief has made contact with a property owner who has a sign business. Chief will evaluate all options and, based on costs, determine if we are able to put up appropriate signage as part of the tactical phase. Otherwise it will default to the strategic phase. Note: Dick Zimmerman is looking into grant funding as well.

At this point in time, the Annex foundation appears to be stabilized. This assumption is based on the placement of the boulder wall just south of the Annex and the elimination of heavy equipment parking in the bay space in the old cinder area. Evidence of the foundation shifting was initially based on the loss of the tension in the guy wires supporting the radio antenna tower at the rear of the station and visual inspection of the foundation wall. Chief took an action to re-tension the guy wires and monitor them for change in tension. In the event there is need for further work, Roger will provide an estimate for constructing a new load bearing wall to support the roof loading. Chief will distribute the estimate to the committee members. This will be part of the contingency planning for the upcoming STRAP discussions beginning in August.

b) Strategic Phase:

The fire board will initiate discussions in August for the 2019 STRAP Update process. The Master Plan Committee will prepare plans and budgetary estimates in support of the 5-Year strategic plan update. Among other things, this will address the back half of the property, the fueling station, RV hookups, the need for a load-bearing wall, and a re-evaluation of the need for a multi-purpose conference room, including an Emergency Operations Center as well as alternative (FEMA grant) funding. With regard to the back property, and referring to the sketch provided by Scooter at the May 3rd meeting, actions required include lining the natural drainage ditch with boulders (rip rap), cleaning up the property (removing accumulated surface items), spreading existing rocky soil to level the grade, and covering with 2 to 3 inches of good soil.

6. Next Meeting (July 13<sup>th</sup>, or as needed)
7. The meeting was adjourned at 10:58 am.