



Maple Plain Fire Department

Fire Commission Meeting

Agenda

January 9, 2018

7:00am

Maple Plain Fire Department

1. Call the Meeting to Order
2. Adopt the Agenda
3. Consent Agenda
 - a. Approve Meeting Minutes from October 10, 2017
4. 2017 YTD Call Report
5. 2017 Financial Update – No Report until after the Audit
6. Fire Chief's Report
7. Old Business
 - a. SCBA Replacement
 - b. Fire Station Facilities Study Update
8. New Business
 - a. Command Vehicle Purchase
 - b. Tanker 11 Truck Committee
 - c. Fire Marshal
 - d. Fire "Second Call" Unit
 - e. Fire Chief's Agreement
9. Confirmation of next meeting dates:
 - a. January 9, 2018 – 7am
 - b. April 10, 2018 – 7am
 - c. July 10, 2018 – 7am
 - d. October 9, 2018 – 7am
 - e. January 8, 2019 – 7am
10. Adjourn



Maple Plain Fire Department

Fire Commission Meeting

Minutes

October 10, 2017

7:00am

Maple Plain Fire Department

1. Call the Meeting to Order

Present: Chair Dominic Broda, Commissioners Caitlin Cahill, Lynn Betts, and Marvin Johnson. Also Present: Fire Chief, Justin McCoy, Director of Public Safety, Gary Kroells, City Administrators, Mark Kaltsas, and Robert Schoen.

2. Adopt the Agenda

Motion by Commissioner Cahill to adopt the October 10, 2017 Fire Commission Agenda, Seconded by Commissioner Betts. Motion Passed.

3. Consent Agenda

- a. Approve Meeting Minutes from July 11, 2017

Motion by Commissioner Cahill to approve the July 11, 2017 Minutes. Seconded by Commissioner Betts. Motion Passed.

4. 2017 YTD Call Report

Fire Chief McCoy shared that the Maple Plain Fire Department has responded to 132 total calls so far this year. The 201 calls have accumulated 2202 hours of Total Emergency Call Hours. The call breakdown is as follows; 126 medical calls, 62 fire calls, and 13 car crash calls. Chief McCoy explained that the number of firefighters for day and night calls are almost identical with the average crew for day calls at 9 firefighters and the average night time call crews at 11 firefighters.

Motion by Commissioner Johnson to approve the 2017 Year to Date Call Report. Seconded by Commissioner Cahill. Motion Passed.

5. 2017 Financial Update

Chief McCoy explained that the Fire Departments revenue is at 77.25 percent and is on pace to reach the years end projection, or exceed the budgeted revenue amount. Expenditures for the Fire Department is at 82.71%, but most of the yearly bigger purchases have already been made.

Motion by Commissioner Broda to approve the 2017 Financial update. Seconded by Commissioner Betts. Motion Passed.

6. Fire Chief's Report

Fire Chief McCoy shared that all bylaws have been completed with the Fire Department and City of Maple Plain. The Fire Department launched a new website. The finalization of the SCBA purchases have been complete as well. Chief McCoy shared that Cole Horner did resign as he moved out of the Fire District. Currently, one recruit is going through the hiring process.

Fire Chief McCoy highlighted a few calls this quarter that included a fire out report along Clayton Drive, a fall that happened on Amy Lane, an illegal burn along Budd Ave, and a traffic assist with Wayzata Fire. Some public education event include a 2 birthday parties, Night to Unite, and Fire Prevention Gear up week. The Fire Department also received \$2500 from the DNR to be used to update Grass 11 radio headsets.

Motion by Commissioner Cahill to approve the Fire Chief's report. Seconded by Commissioner Johnson. Motion Passed.

7. Old Business

a. SCBA Replacement

Fire Chief McCoy stated that the Fire Department's SCBA (Self Contained Breathing Apptus) equipment needs to be replaced. Chief McCoy shared that the Fire Department received a quote to replace all of the equipment for \$176,500 from Emergency Response Solutions. He stated that the Fire Departments recommendation would be to stay with the MSA brand. Chief McCoy explained that the purchase of the SCBA's would be split over a two-year period with \$145,000 in 2017 and \$31,500 in 2019. Funding would come from the Department's Capital Improvement Fund.

b. Rescue 11 Light Retrofit

Chief McCoy stated that Rescue 11 is a vehicle that responds to all crashes and this particular vehicle was put into service in the 1990's. As a result to use and wear the vehicle is in need of a lighting upgrade. The lighting upgrade would

replace light fixtures that are no longer working and provide brighter lights on the road. Chief McCoy stated that he is looking for approval to purchase retrofit lighting for a cost of \$11,752.80. This cost would come out of the Maple Plain / Independence Fire Commission Capital Improvement Account.

Motion by Commissioner Betts to approve the purchase of retrofit lighting for Rescue 11. Seconded by Commissioner Cahill. Motion Passed.

c. Fire Station Facility Study Update

Fire Chief McCoy shared with the Fire Commission that the City of Maple Plain is moving forward with a space analysis study regarding the Fire Department. This study will be communicated to the Fire Commission in the future.

d. JPA Discussion

Staff has been looking for efficiencies regarding the JPA between Maple Plain and Independence. This item is up for discussion to gauge the thoughts from both Independence and Maple Plain.

8. New Business

a. Medina Fire Service

Attached in the packet is the approved fire contract with the City of Medina. The City of Maple Plain has voted and approved this agreement. This item is here for Commission members to share any input regarding the contract. No action is being required at this time. Commissioners asked if this contract is consistent with surrounding Fire Departments. Chief McCoy responded by stating this contract is consistent with other contracts.

b. Relief Association Update

Chief McCoy stated that this coming month the Fire Relief Association will sit down with Par McKnight regarding the financial status of the Fire Relief association. The Fire Relief will provide an update at a coming meeting next year.

c. Website

Chief McCoy shared that a new Fire Department website was put into action in September. Chief McCoy provided a tour of the website to the Commission and answered any questions about the website. The website address is www.mapleplainfire.com

d. 2018 Meeting Dates

January 9, 2018
April 10, 2018
July 10, 2018
October 9, 2018
January 8, 2010

**Motion by Commissioner Johnson to approve the meeting dates for 2018.
Seconded by Commissioner Cahill. Motion Passed**

9. Adjourn

Motion by Commissioner Betts to adjourn the October 10, 2017 Fire Commission Meeting. Seconded by Commissioner Broda. Motion Passed.



Emergency Call Report



Statistical Analysis

Number of Calls / Call Hours / Firefighter Resources

Time Period: January 1, 2017 - December 31, 2017

Total Calls - YTD	274
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Total Emergency Call Hours - YTD	2884
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Breakdown of emergency calls by type:

	<i>Number of Calls</i>	<i>Number of Hours</i>
Total Medical Calls - YTD	176	1720
Total Fire Calls - YTD	77	990
Total Car Crash Calls - YTD	21	178

Breakdown of emergency calls by city:

	<i>Number of Calls</i>	<i>Number of Hours</i>
Independence	121	1460
Maple Plain	127	1159
Medina	16	151
Mutual Aid (Other)	10	109

Breakdown of emergency calls by hour of day:

	<i>Number of Calls</i>	<i>% of total calls</i>
Day Time Calls (0601hrs - 1800hrs)	168	61%
Night Time Calls (1801hrs - 0600hrs)	106	39%

Breakdown of day time calls - weekend or week day

	<i>Number of Calls</i>	<i>% of calls weekend vs weekday</i>
Weekend / Major Holiday	53	32%
Week Day	115	68%

Number of Firefighters per call

	<i>Avg # of Firefighter / Call</i>	<i>Smallest Crew</i>
Day Time Calls (0601hrs - 1800hrs)	9	2
Night Time Calls (1801hrs - 0600hrs)	10	2



Emergency Call Report



Statistical Analysis

Response Times

Time Period: January 1, 2017 - December 31, 2017

All Calls - Dispatched to in-service	0:02:39
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All Calls - Dispatched to on-scene	0:04:55
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Calls in Coverage Area - Dispatched to in-service	0:02:23
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Calls in Coverage Area - Dispatched to on-scene	0:04:32
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Breakdown of response time by city:

	<i>Dispatched to in-service</i>	<i>Dispatched to on-Scene</i>
Independence	0:02:48	0:06:34
Maple Plain	0:02:19	0:02:48
Medina	0:03:07	0:04:31
Mutual Aid	0:03:40	0:08:50

Breakdown of response time by hour of day:

	<i>Dispatched to in-service</i>	<i>Dispatched to on-Scene</i>
Day Time Calls (0601hrs - 1800hrs)	0:02:24	0:04:20
Night Time Calls (1801hrs - 0600hrs)	0:02:12	0:04:40

Breakdown of response times by Qtr of Current Year (All Calls):

	<i>Dispatched to in-service</i>	<i>Dispatched to on-Scene</i>
Quarter 1	0:02:44	0:05:58
Quarter 2	0:02:33	0:05:14
Quarter 3	0:02:26	0:04:50
Quarter 4	0:02:39	0:04:55

Breakdown of response times by Year (All Calls):

	<i>Dispatched to in-service</i>	<i>Paged to on-Scene</i>
2017	0:02:39	0:04:55
2016	<i>Still working on finding historical data</i>	
2015		



Emergency Call Report

Statistical Analysis

Comparative Data



Time Period: January 1, 2017 - December 31, 2017

Number of Calls & Hours / Year

<i>Year</i>	<i>Number of Calls</i>	<i>Hours</i>
2017	274	2884
2016	297	
2015	309	
2014	286	



Maple Plain Fire Department

Fire Commission Meeting

Fire Chief's Report

January 9, 2018

Maple Plain Fire Department

Vision as Fire Chief

To build an organizational structure that provides necessary tools, equipment, training and leadership for everyone to be successful when in action.

2017 Goals Review

1. Increase Training Opportunities - Complete
2. Implement training records management - Complete
3. Merge Bylaws with Maple Plain City Handbook - Complete
4. Review and approve Lexipol Policy and update MPFD SOG's - Complete
5. Create 10 year Capital Improvement Budget - Complete
6. Create 5 year budget – Not Completed
7. Review Uniforms - Duty Uniforms & Class A Uniforms - Complete
8. Fire Fighter Recognition - Complete
9. Quarterly Council Reports to Independence, Maple Plain & Medina – Not Completed
10. Website - Complete
11. Update Box Alarms – Not Completed
12. Start a Firefighter Mentor Program – Not Completed

2018 Fire Chief Goals

1. Encourage all Firefighters to respond to 25% of calls
2. Establish a Mission, Vision and Strategic Goals for Maple Plain Fire Department
3. Recruit 2 new Firefighters
4. Update Box Alarms
5. Create 5 year Budget
6. Start Firefighter Mentor Program
7. Begin Fire Marshall Program
8. Train one Fire Fighter as a Public Education Specialist
9. Have a timeline for Construction of a Fire Station addition
10. 4 Joint Training with Loretto Fire Department & 2 Joint Officer's Meetings
11. Write Spec for a new Tanker 11

Quarter Highlights

- Published and sent out Fire Prevention Calendars
- Worked with Hennepin County Fire Chiefs on the new CAD system
- Hiring Process for Fire Chief and Asst. Chiefs
- Worked with Loretto Fire on Joint Trainings

- Implemented Training Records Management System – Target Solutions
- Completed ISO Survey

Personnel Changes

- Hired Jake DeLisle as a Probationary Firefighter

Fire / Rescue Calls to Highlight

- 10/16/17 – Business Fire – 5060 Hwy 12
- 11/19/17 – House Fire – Loretto Mutual Aid
- 11/29/17 – Grass Fire - 2976 Lindgren Lane
- 12/4/17 – Birth of Baby – 10 Ingerson Lane
- 12/5/17 – PI – East main and Baker Park Road

Public Education Events

- Orono Discovery Center
- Orono Schumann Elementary School
- Maple Plain Community Church
- Fire Department Open House

Training Update

- Cold Water Rescue
- Medical Training – Narcan
- Firefighter Cancer Awareness Training
- Live Burn Trailer
- Life Safety Initiatives
- Haven Homes Evacuation Training

Grants

- N/A

Thank You Notes

- N/A

Equipment Upgrade

- Building Technology

Fire Chief Administrative Hours

- 705 Hours for 2018 (.3 FTE)



Maple Plain Fire Department

Fire Commission Meeting

Old Business & New Business Items

January 9, 2018

Maple Plain Fire Department

Old Business

a. SCBA Replacement

As discussed at the February 3, April 11, July 11 and October 10, 2017 Fire Commission meeting, our current SCBA (Self Contained Breathing Apparatus) equipment is nearing the end of life. SCBA's have an end of life date as these are essential life safety items. MPFD has received a quote for replacing all of our current SCBA's at a price of \$176,500. This would purchase 24 packs, 40 bottles, 35 facepieces and 24 Buddy hoses.

Chief McCoy has developed a plan to split the purchase of the SCBA's over a two year period and use funding available through the Department's Capital Improvement Fund. The following outlines the funding plan.

Year 1 – 2017 Cost = \$145,000

Year 2 – 2019 Cost = \$31,500

At the July 11, 2017 meeting the Fire Commission gave approval to purchase MSA SCBA for \$145,000.

On December 21, 2017 the City of Maple Plain opened bids to purchase SCBA's as approved to do so at the July 11, 2017 Fire Commission Meeting. 1 Bid was received by Emergency Response Solutions ERS.

Action Needed: To approve the bid submitted by ERS and authorize Maple Plain Fire Chief, Justin McCoy to enter into a purchase agreement with ERS for the amount of \$140,658.39

b. Fire Station Facility Study Update

Maple Plain City Council commissioned a study to be done of the Maple Plain Fire Station by Wold Architects. Documents from the Architectural study are attached. An update on the process will be given at the meeting by Fire Chief Justin McCoy. .

Action Needed: Discussion Item Only

New Business

a. Command Vehicle Purchase

At the April 11, 2017 meeting, the Fire Commission reviewed a CIP plan. On this plan was the purchase of a Duty Officer vehicle and a Fire Chief / Command Vehicle. After internal discussions it was decided a Duty Officer vehicle at this time was not needed and other priorities which we will talk about later in the meeting moved ahead of this vehicle. However, a SUV outfitted to be able to be used as a response vehicle for the Fire Chief or other Officer would allow fire response and medical response gear to be in the vehicle with the responding Fire Chief versus the use of a personal vehicle. This SUV would be called a "Command Vehicle"

In the CIP plan it was outlined that a used SUV would be sought to be purchased from a local police department. Chief McCoy has spoken to Orono Police Department and West Hennepin Police Department and the best option for a vehicle that would be available this year would be one from West Hennepin Public Safety. The purchase price for this vehicle would be \$15,000 and the vehicle would come with all emergency equipment (lights and siren) on it.

Action Needed: Authorize Maple Plain Fire Chief, Justin McCoy to enter into a purchase agreement with West Hennepin Public Safety for the amount of \$15,000 to purchase a Chev Tahoe to be used as a Command Vehicle.

b. Tanker 11 Truck Committee

At the April 11, 2017 meeting, the Fire Commission reviewed a CIP plan. On this plan was the replacement of Tanker 11 in the year of 2020. Tanker 11 is a 1989 truck that has a manual transmission. After 6 months of realigning priorities and looking at maintenance, truck function and purpose for the Fire Department, Chief McCoy is recommending we move the replacement of Tanker 11 up to year 2019.

The early estimate of a tanker with 3,000 gallons is approximately \$300,000.

The production of fire trucks are approximately 10 – 12 months from the date of order if a Chassis needs to be manufactured.

Chief McCoy is seeking approval to put together a Truck Committee to begin looking and specking out a truck that would meet our current & future needs. Once the spec is written this Commission will approve the Fire Department to go out for bid if the commission so chooses.

Action Needed: Authorize Chief Justin McCoy to assemble a Truck Committee to bring back a Truck Spec to Replace Tanker 11 to the July or October Fire Commission Meeting.

c. Fire Marshal

Fire Inspections and Fire Pre-Plans are two areas our Fire Department needs to grow to provide the highest level of fire protection for our cities. I have developed a plan to train one of our Firefighters to become a certified Fire Inspector.

This position would be responsible for conducting site visits to business and put together Fire Pre-Plans and then train MPFD Firefighters on how to provide a better response to these business. This would also serve as a Public Relations contact with these business owners.

The second part of the Fire Marshal's job would be conducting annual Fire Inspections per city code requirements. Currently these are not being done in the City of Maple Plain, and I have great concerns regarding the multi-residential apartment buildings. I have seen and received many complaints of the lack of necessary life safety devices.

For 2018, the stipend amount would be the same of a Captain and the Fire Marshal would be paid an hourly rate of \$13.00 / hour while conducting inspections / pre-plans. There is money available in the 2018 Budget for this change.

Action Needed: I would seek your support and recommendation to the City of Maple Plain City Council that the Maple Plain Fire Department develops and staffs a Fire Marshal Position.

d. Fire "Second Call" Unit

As you know, finding and recruiting firefighters has always been and always will be a challenge. Over the past year, I've been thinking of ways and jobs "non-certified" firefighters can do. And there are many jobs that could be done on the scene of a large scale fire or emergency event or routine fire department operations that would greatly benefit MPFD.

As we move through 2018, Chief McCoy would like the blessing of the Fire Commission to authorize the Fire Chief to put together a Second Call unit. At first it would be retired firefighters who are still willing to serve a few times a year versus the rigor of being a Firefighter. These individuals would be assisting the Fire Department on filling tankers, running the base station, shuttling trucks for repairs, bringing food / supplies to the fire scene, traffic control etc.

Action Needed: Authorize the Fire Chief to put together a Second Call Unit of retired Firefighters. These positions are not paid but should be covered under the Maple Plain Fire Department Insurance.

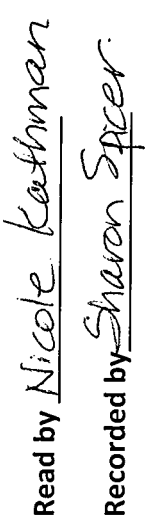
e. Fire Chief Agreement

Chief McCoy will discuss more at the Fire Commission meeting the reason to refresh stipend amounts as well as other features in this Fire Chief Agreement.

A proposed employment agreement is attached for your review. The City of Maple Plain will have to approve the agreement once it has been recommended by the Fire Commission.

The 2018 Budget would support the 2018 change in Fire Chief Stipend as outline in the agreement.

Action Needed: Recommendation to the City of Maple Plain to approve the Fire Chief Employment Agreement.



Bid Date and Time: 12/21/17 10:00 AM
Project: SCBA Fire Department Upgrades

[illegible]



Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

Space Needs Study

Maple Plain Fire Station

CITY OF MAPLE PLAIN
172065

City of Maple Plain, MN
November 13, 2017



EXECUTIVE SUMMARY

Introduction

Wold Architects and Engineers is pleased to submit to the City of Maple Plain the Fire Station Space Needs Study.

We wish to thank the Maple Plain City Council, Administration, Fire Department and Staff, and the Core Group for their efforts in providing the Wold's Team with the information necessary to complete this report in a timely fashion.

Maple Plain City Council

Julie Maas-Kusske, Mayor
John Fay
Dominic Broda
Mike DeLuca
Caitlin Cahill

Core Group Committee

Julie Maas-Kusske, Mayor
Bobby Schoen, City Administrator
Justin McCoy, Fire Chief

Staff Input Committee

Nate Scott
Kevin Kolkind
Dan Vaale
Dustin O'Brien
Randy O'Brien
Bryan Swenson
Cory Schultz
Rick Denneson
Bart Kusske
Chris Doyle
Jessi Heitz
Brad Couser
Jake Marin
Tommy McConn
Scott Hartmann
Dave Eisinger
Brian Doyle
Ray McCoy

Thank you for your consideration of this Fire Station Space Needs Study.



Recommendations of the Core Group Committee

A Fire Station Space Needs Study has been completed to identify the operational deficiencies and projected space needs of the City of Maple Plain Fire Department now and into the anticipated future. The intent of the study is to determine how to best expand the existing Fire Station to provide adequate space for the equipment and operations the Fire Department has today and anticipates needing in the future.

The Core Group Committee has convened and met twice. They have discussed issues and requirements relative to the mission of the Fire Department and have developed the following recommendation:

Space Needs Recommendation

The established guiding principles for facility planning suggest the Fire Station should be planned to meet City of Maple Plain's anticipated population for the next twenty years. Because projected general population growth in the city is relatively stable, this was not an important factor. It is important to accommodate the operational needs of the Fire Department within a safe and functional environment that allows for the expeditious deployment of department resources during an emergency. It is also important to consider the wellness of Fire Department personnel. Maple Plain's Fire Department is unique in that it does not struggle to find fire fighters. The facility should provide spaces for training, fitness and isolated areas for contaminants which all serve to reinforce the commitment of fire personnel by the city showing it's committed to their wellness.

- The primary need is to provide adequate spaces for Fire functions. The apparatus bays are woefully inadequate today. With only four bays, vehicles are stored in those four bays as well as two rows between bay doors.
- A less obvious need is to provide additional fire department support areas. The current facilities lack of space results in many spaces being multi-used for different functions. Not only does this result in compromised efficiency and function, but it also results in a lack of separation of contaminants from a fire being contained in a 'hot' zone.

Facility Recommendation

The existing fire department facility is located at 1645 Pioneer Avenue in Maple Plain, Minnesota.

- The recommended option is an expanded and remodeled Fire Department with the ability to add a City Hall on the site.

The Core Group Committee looks forward to commencing the next steps in the planning process of Schematic Design, Design Development, Construction Documentation, Bidding, Construction and Occupancy with regular updates and approvals of the City Council.



Study Methodology

To arrive at the conclusions in this report, extensive meetings and discussions occurred between the Wold team, the Core Group Committee and City of Maple Plain Fire Department Staff. This effort included staff interviews, information gathering, and a study of any future growth.

The following goals for the study were outlined early in the process:

Step 1:

Current and Future Operations

- Analysis of current operations
- Department Interviews
- Projection of future operational opportunities

Growth Needs Analysis

- Review and approval of projected growth needs
- Space deficiencies explored

Facility Analysis

- Analysis of current facility utilization and capacities

Step 2:

Program

- Development of a program of spaces
- Discussion of potential future operational models
- Refinement of basic program needs

Options

- Presentation and discussion of options and costs
- Selection of a preferred option



Space Program Summary

Administrative / Operations

Public Lobby
Training Room/Backup EOC
Office
Lockers / Showers
Future Duty Crew Dorm

Total Admin. / Operations NSF

Total Admin. / Operations USF

Apparatus Support

Gear Room
Gear Wash
Tool Room
General Storage
EMS Storage
Maintenance Work Room
Emergency Equipment
Hose/Training Tower
Base Station
Toilet Room

Total Apparatus Support NSF

Total Apparatus Support USF

Apparatus Bay

Apparatus Bays
Wash Bay
Drive Through Bays
Maintenance Bay

Total Apparatus Bay NSF

Total Apparatus Bay USF

Shared Space

Fitness Room
Kitchen
Dining Room
Conference Room

Total Shared Space NSF

Total Shared Space USF

TOTAL

Total Fire Usable Square Footage

Total Fire Building Gross Area

Existing Building

QTY	Unit Size	
		-
		540 s.f.
		111 s.f.
		-
		-
		-
		651 s.f.
x	1.21	
		789 s.f.

QTY	Unit Size	
		165 s.f.
		-
		-
		-
		111 s.f.
		260 s.f.
		-
		64 s.f.
		-
2	32 s.f.	64 s.f.
		664 s.f.
x	1.36	
		900 s.f.

QTY	Unit Size	
3	700 s.f.	2,100 s.f.
		-
1	1100 s.f.	1,100 s.f.
		-
		3,200 s.f.
x	1.46	
		4,680 s.f.

QTY	Unit Size	
		786 s.f.
		215 s.f.
		-
		-
		1,001 s.f.
x	1.20	
		1,201 s.f.

		7,570 s.f.
x	1.14	
		8,600 s.f.

Space Needs

QTY	Unit Size	
		300 s.f.
		1,000 s.f.
		150 s.f.
		800 s.f.
		-
		2,250 s.f.
x	1.40	
		3,150 s.f.

QTY	Unit Size	
		300 s.f.
		250 s.f.
		100 s.f.
		300 s.f.
		100 s.f.
		300 s.f.
		200 s.f.
		400 s.f.
		250 s.f.
2	40 s.f.	80 s.f.
		2,200 s.f.
x	1.20	
		2,640 s.f.

QTY	Unit Size	
6	1000 s.f.	6,000 s.f.
1	1000 s.f.	1,000 s.f.
2	2000 s.f.	4,000 s.f.
1	1000 s.f.	1,000 s.f.
		12,000 s.f.
x	1.20	
		14,400 s.f.

QTY	Unit Size	
		800 s.f.
		300 s.f.
		400 s.f.
		500 s.f.
		2,000 s.f.
x	1.20	
		2,400 s.f.

		22,590 s.f.
x	1.15	
		25,979 s.f.



Space Program Summary

City Hall

Work Room
City Administrator's Office
City Staff Office / Workstation
Council Chambers
Storage (Maybe split w/ Fire General Storage)
Total City Hall NSF

Total City Hall Usable Square Footage

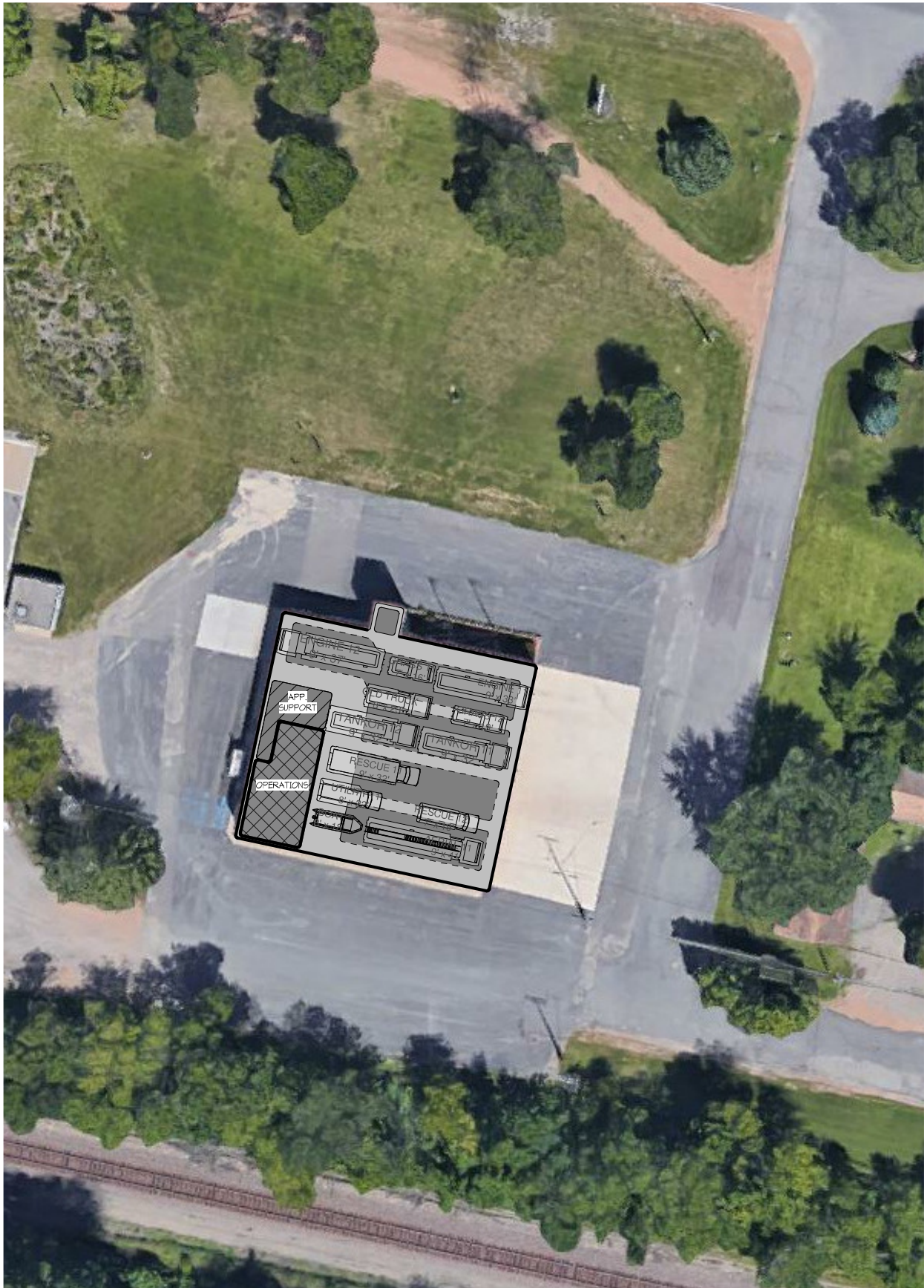
Total City Hall Gross Area

TOTAL

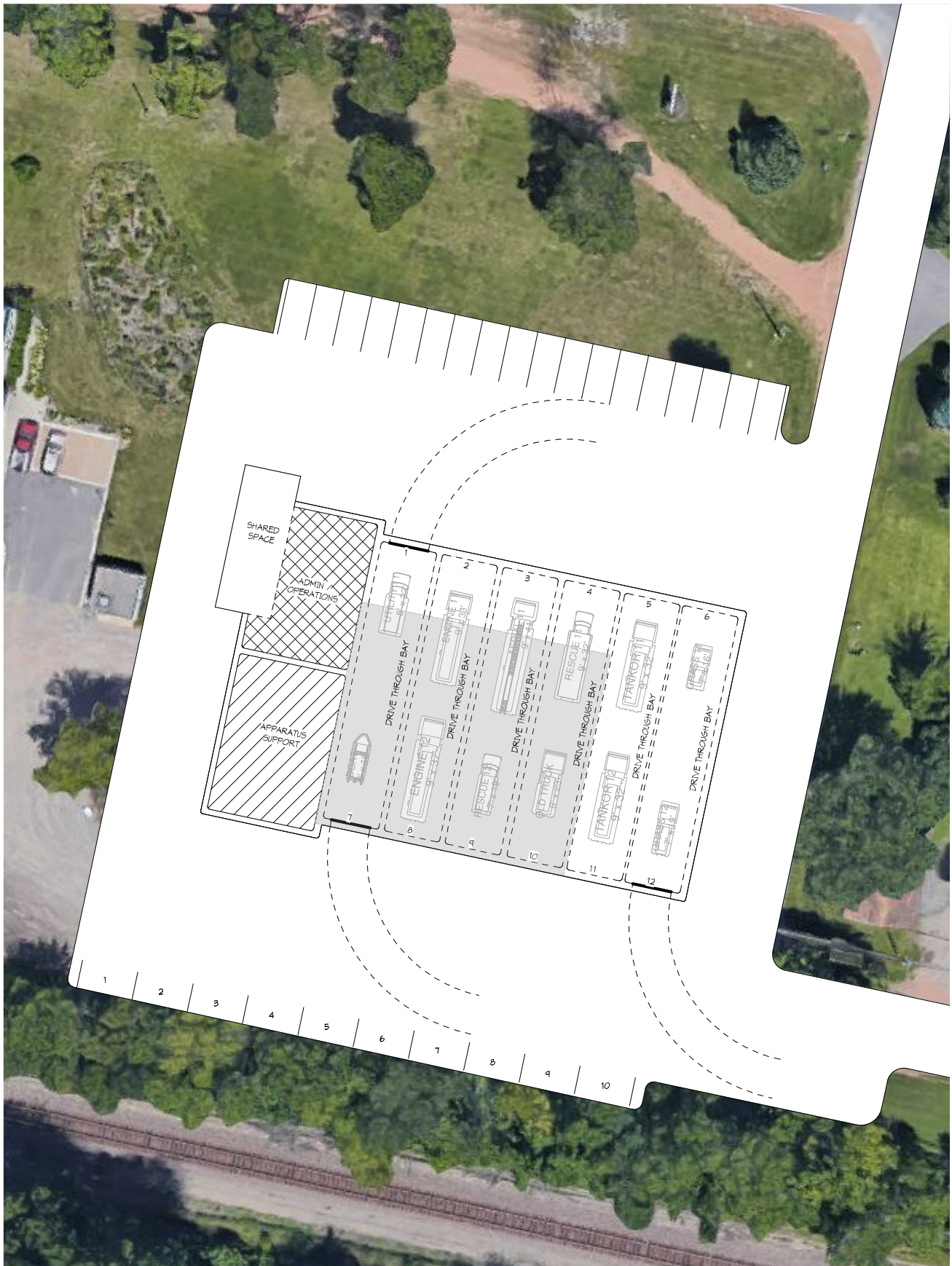
Total Fire Station Gross Area (Page 1)
Total City Hall Gross Area
Total Combined Facility

Space Needs		
<u>QTY</u>	<u>Unit Size</u>	
1		380 s.f.
1		180 s.f.
3	150 s.f.	450 s.f.
		1,200 s.f.
		400 s.f.
		2,610 s.f.
	x	1.40
		3,654 s.f.
	x	1.15
		4,202 s.f.

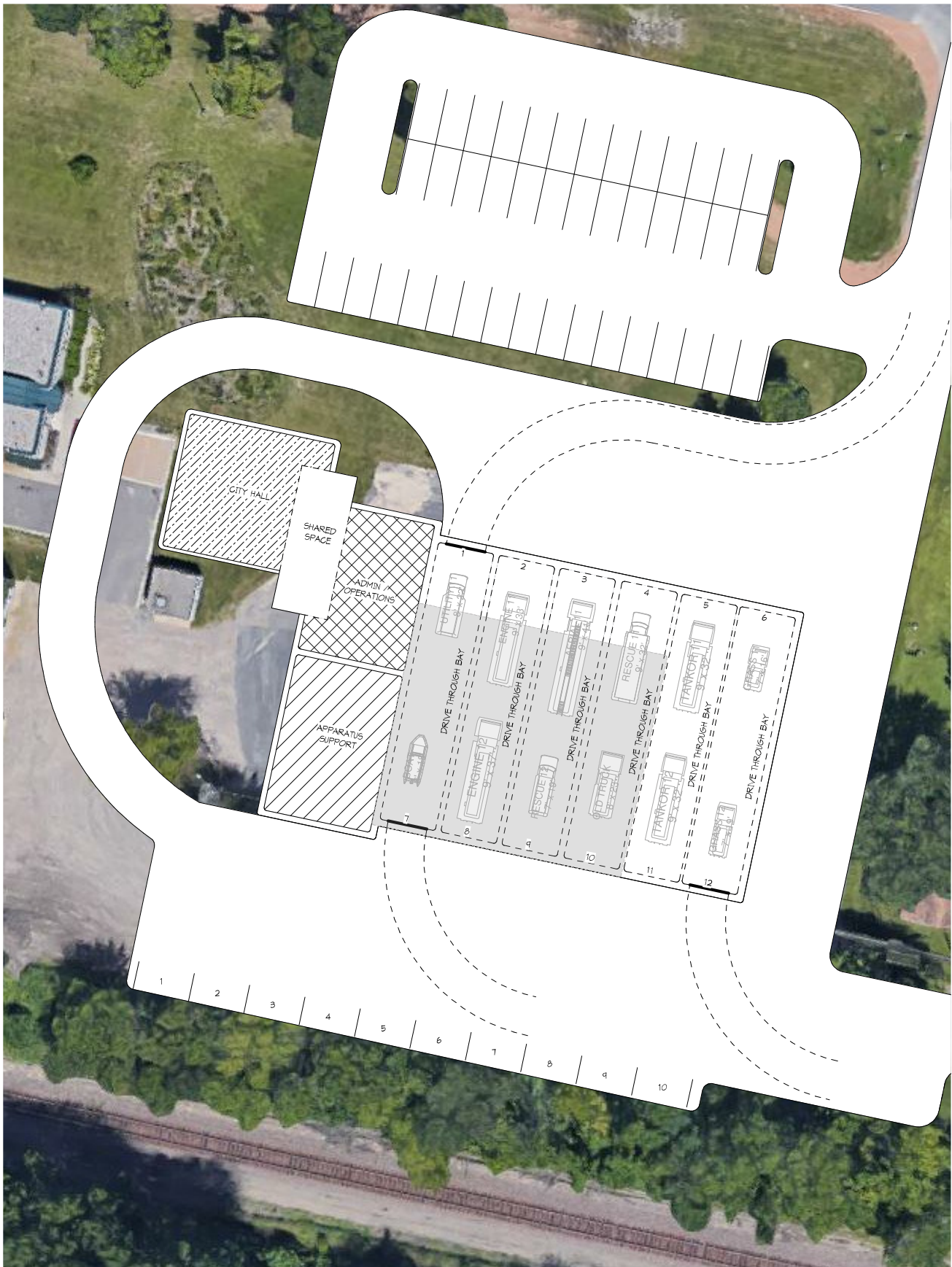
25,979 s.f.
+ 4,202 s.f.
30,181 s.f.



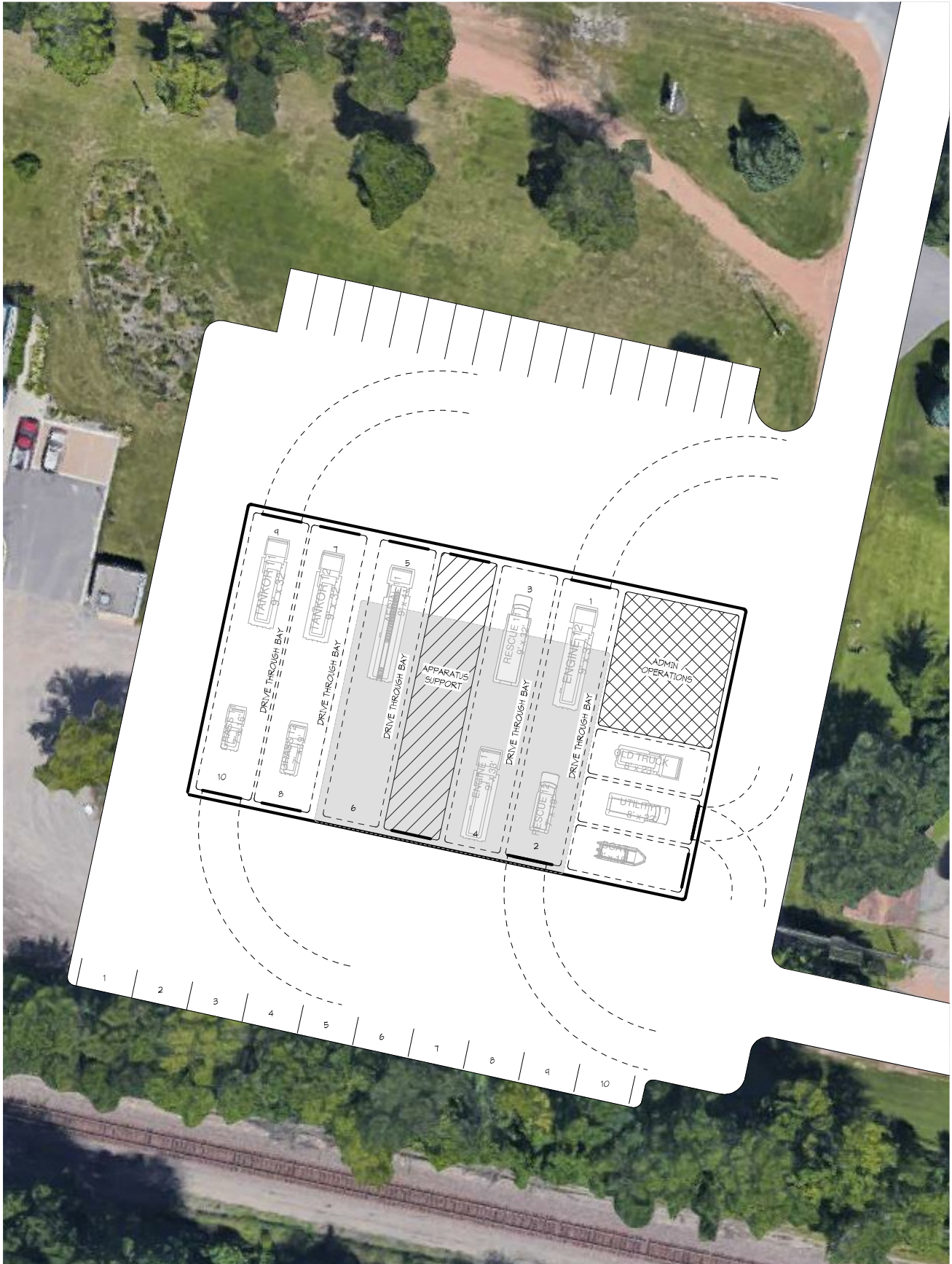
 EXISTING



1 OPTION #1



2 OPTION #2



3 **OPTION #3**



Proposed Implementation Schedule

Based upon the published schedule of the New Fire Station, a preliminary schedule has been developed to represent the fastest critical path of design and earliest construction. A diagram depicting the phasing is attached.

FIRE STATION EXPANSION

Schematic Design	2 months
Design Development	2 months
Construction Documents	3 months
Public Bidding	1 month
Contract Award	1 month
Construction Lead Time	2 months
Phase 1: Building Additions	6 months
Phase 2: Remodeling of Existing Fire Station	6 months



Proposed Implementation Project Costs

Based upon the concepts of the expanded Fire Station, a preliminary project cost has been developed to represent the total project costs if design were to commence in the near future. Due to construction inflation fluctuating, but averaging about 3.5% per year, we suggest that for every year that is desired to wait before initiating the project, these costs should be adjusted for inflation of 3.5% per year.

OPTION #1

New Admin, Apparatus Support & Shared Space Additions (5,500sf x \$260/sf)	\$1,430,000
New Apparatus Bays Additions (6,800sf x \$220/sf)	\$1,450,000
<u>Existing Facility Remodeling (7,000sf x \$60/sf)</u>	<u>\$420,000</u>
Construction Subtotal	\$3,300,000
<u>Miscellaneous Project Costs (Fees, Furniture, Equipment, Contingencies)</u>	<u>\$660,000</u>
Total Estimated Project Costs	\$3,960,000

OPTION #2

New Admin, Apparatus Support & Shared Space Additions (5,500sf x \$260/sf)	\$1,430,000
New Apparatus Bays Additions (6,800sf x \$220/sf)	\$1,450,000
New City Hall Addition (4,200sf x \$280/sf)	\$1,180,000
<u>Existing Facility Remodeling (7,000sf x \$60/sf)</u>	<u>\$420,000</u>
Construction Subtotal	\$4,480,000
<u>Miscellaneous Project Costs (Fees, Furniture, Equipment, Contingencies)</u>	<u>\$900,000</u>
Total Estimated Project Costs	\$5,380,000

OPTION #3

New Admin Additions (2,200sf x \$260/sf)	\$570,000
New Apparatus Bays Additions (9,500sf x \$220/sf)	\$2,090,000
<u>Existing Facility Remodeling (7,000sf x \$100/sf)</u>	<u>\$700,000</u>
Construction Subtotal	\$3,360,000
<u>Miscellaneous Project Costs (Fees, Furniture, Equipment, Contingencies)</u>	<u>\$670,000</u>
Total Estimated Project Costs	\$4,030,000



Appendix A: Meeting Minutes



To: Attendees

From: Jacob Wollensak | JW

Date: September 21, 2017

Comm. No: 172165

Subject: City of Maple Plain
Fire Study Meeting #1
August 3, 2017 Meeting Minutes

Attendees:

Julie Maas-Kusske, City of Maple Plain	julimaaskusske@mapleplain.com
Justin McCoy, City of Maple Plain	justinmccoy@mapleplain.com
Robert Schoen, City of Maple Plain	bschoen@mapleplain.com
Joel Dunning, Wold Architects and Engineers	jdunning@woldae.com
Jacob Wollensak, Wold Architects and Engineers	jwollensak@woldae.com

Wold met with representatives of the City of Maple Plain to discuss the current operations of the Fire Department. Specifically, the group discussed current space deficiencies of the Fire Station.

Discussion Topics:

- A. Maple Plain Fire Department Operations:
 - 1. Currently, the Department is 100% volunteer-paid on call with between 25-35 firefighters.
 - 2. The Space Needs Plan should account for City growth 20-30 years out.
 - 3. The Station is situated with Public Works to the west, a well building to the north, the street to the east and the train tracks to the south.
 - 4. Average response time is two and a half minutes.
 - 5. Growth of housing in Maple Plain is at about 1%.
- B. Apparatus Bay:
 - 1. There is currently only one drive through bay that is used for the aerial engine.
 - 2. There is not adequate space for maintenance in the Apparatus Bay.
 - 3. The aerial truck is the only apparatus with a vehicle exhaust extraction system.
 - 4. Two tanker trucks are planned to be replaced in the next ten years.
 - 5. The current gear grid layout works well according to the users.
- C. Operations/Living:
 - 1. There is a lack of space for a duty crew if the operational model changes in the future.
 - 2. The Station lacks showers, locker rooms, and adequate meeting space.
 - 3. The kitchen only allows for serving limited items like pre-cooked meals and coffee. The Department does not need a commercial kitchen.
 - 4. The Station currently has a fitness room but the Department is open to providing the firefighters with a gym membership instead.
 - 5. The aerial truck is the only apparatus with a vehicle exhaust extraction system.
 - 6. Two tanker trucks are planned to be replaced in the next ten years.



To: Attendees

From: Page Sullivan | PS

Date: September 21, 2017

Comm. No: 172165

Subject: City of Maple Plain
Fire Study Meeting #1
September 18, 2017 Meeting Minutes

Attendees:

Justin McCoy, City of Maple Plain	justinmccoy@mapleplain.com
Nate Scott, City of Maple Plain	nate@iceometric.com
Kevin Kolkind, City of Maple Plain	kevin.kolkind@gmail.com
Dan Vaale, City of Maple Plain	mcflydv@gmail.com
Dustin O'Brien, City of Maple Plain	dustyyobrien18@gmail.com
Randy O'Brien, City of Maple Plain	millelacsman@yahoo.com
Bryan Swenson, City of Maple Plain	bswenson@hotmail.com
Cory Schultz, City of Maple Plain	coryschultz11@gmail.com
Rick Denneson, City of Maple Plain	rdenneson@westhennepin.com
Bart Kusske, City of Maple Plain	bjkusske@gmail.com
Julie Maas-Kusske, City of Maple Plain	juliemaaskusske@mapleplain.com
Chris Doyle, City of Maple Plain	cd2506@frontiernet.net
Jessi Heitz, City of Maple Plain	jheitz08@gmail.com
Brad Couser, City of Maple Plain	shirtsplus@frontiernet.net
Jake Marin, City of Maple Plain	moosemarin14@gmail.com
Tommy McConn, City of Maple Plain	mcccontracting@hotmail.com
Scott Hartmann, City of Maple Plain	scott@scottlawncare.net
Dave Eisinger, City of Maple Plain	dlzinger@frontiernet.net
Brian Doyle, City of Maple Plain	mccoy501@gmail.com
Ray McCoy, City of Maple Plain	mccoy501@gmail.com
Bobby Schoen, City of Maple Plain	bschoen@mapleplain.com
Joel Dunning, Wold Architects and Engineers	jdunning@woldae.com
Paige Sullivan, Wold Architects and Engineers	psullivan@woldae.com

The group met for a kick-off meeting to discuss the strengths and deficiencies of the current station as well as expectations for the master plan.



Discussion Topics:

A. Apparatus Bay and Support Expectations:

1. Wash bay(s) – Pressure washer.
2. Accessible outlets, adequate lighting.
3. Adequate number of bays (no apparatus stored between bays).
 - a. Current bays are too short for modern apparatus.
4. Multiple drive through bays.
 - a. Current single drive through is insufficient.
5. There is a desire for a Muster Room/Area to allow Firefighters a safe place to organize.
6. There is a need for storage space for personal belongings.
 - a. Locker Room or at minimum, a locked cubby attached to the Gear Grid (sim) system.
7. The department staff is happy with the layout of the current Gear Grid system, however the group understands that separating the gear from the apparatus is critical to reduce exposure to toxins.
 - a. A Gear Room with ample changing space is desired.
 - b. The gear lockers should be immediately adjacent to the Apparatus Bays.
8. There is a strong desire to implement as many opportunities for onsite training as possible.
 - a. Training Mezzanine, wet training, smoke, etc.
9. The department would like to see showers included in the Master Plan which would eliminate the hazard of transferring toxins to Firefighters' vehicles and homes.
10. A true Gear Wash Room with a gear washer and a gear dryer is desired.
11. Locked storage space is needed that could accommodate the storage of third party equipment.
 - a. This space should be accessible without compromising the security of the station as a whole.
 - b. American Legion and Regional equipment currently require space.
12. Current Gear Grid system is ideal and should remain.
13. A hose dryer would eliminate the need to hang hoses to dry in the hose tower.
 - a. This is a liability that the department would like to move away from.
14. An apparatus maintenance bay would be helpful to limit the disruption to active apparatus.
 - a. Truck maintenance supplies and storage should be separated from other storage and maintenance equipment.
15. SCBA equipment would be better accommodated in a dedicated room with space for organizing and filling the bottles.
 - a. The compressor is noisy and should be isolated.
16. The Apparatus Bay area should be 18'-20' high from floor to bottom of joists to accommodate the raising of the apparatus cab when necessary.

B. Operations

1. Current Training Room is too small.
 - a. Desire to create a large Training Room that could double as a secondary EOC.
2. Current Fitness Room size is adequate for the department's needs.
 - a. This space should be dedicated to fitness, and not become a multipurpose room.
3. A Day Room is needed where in-house staff as well as visiting departments who are on standby at the station have a place to rest and wait for calls.



4. A front door or entry area is needed that properly identifies public access.
 - a. This space should accommodate a safe separation between the active work zones and the public areas.
 5. City Administration would like to see a secondary 10-12 person conference room that could be open to City and public use.
 6. The current Kitchen is undersized and has poor flow. A design that includes a continuous path of travel along with adequate countertop space for full meal prep and serve is needed.
- C. Broad Ideas
1. The group expects the Fire Master Plan to withstand the next 40-50 years.
 - a. This could include planning for a future Duty Crew layout.
 2. There is a desire to showcase their retired 1957 truck in the new station.
 3. The current cooling system in the building is poorly functioning.
 4. The current roof is 17 years old
 - a. Believed to be built on top of a previous roof.
 5. The Master Plan should include modern security measures such as door codes, key fobs, and cameras.
 6. The building design could flip the station to face the highway and all public access could be from the south.
 - a. This would help identify the station to the public.
 7. Current apparatus response is usually directed out to Highway 12 from Pioneer.
 - a. This has worked well.
 8. Visiting apparatus park at the station on training nights from time to time.
 - a. Sometimes apparatus need to pull inside so their trucks do not freeze in the winter.
 1. This is usually done when in-house vehicles are out.
 9. The department works closely with neighboring departments – The Master Plan should be a station that can accommodate these groups when needed.
- D. Next Steps
1. Wold will develop a number of ideas based on needs and site constraints.
 2. A follow-up meeting will be held to review options moving forward.

cc: Jake Wollensak, Wold

MF/CI_MaplePlain/172165/min/9.18.17



Maple Plain Fire Department

Fire Chief Employment Agreement

Salary / Benefits:

The Fire Chief shall receive a stipend of the following amount. Stipulations of the Fire Chief's Salary shall be found in the Maple Plain City Handbook.

- 2018 = \$500 / Month
- 2019 = \$750 / Month
- 2020 = \$1,000 / Month

The Fire Chief shall still be a member of the Maple Plain Fire Department Relief Association

The Fire Chief may elect to enroll in PERA instead of Social Security.

On Call:

The Fire Chief is expected to be on call 24 hours / day, 7 days a week. When taking a vacation, the Fire Chief shall appoint a fire officer as the Fire Chief's designee.

Department Vehicle:

The Fire Chief may use a small SUV type department vehicle for personal use within the Maple Plain Fire District Boundaries and within a 20 minute drive of the Maple Plain Fire District Boundaries only if the Fire Chief is capable of responding should he / she need to. Fire Chief may take the vehicle outside of this boundary for official Fire Department Business.