



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

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www.smfdmn.org

AGENDA BOARD OF DIRECTORS MEETING

Meeting Date: May 18, 2022, at 4:30 PM
Meeting Place: South St Paul, Training Room

- I. Roll Call
Board Members: Berry, Francis, Napier, Seaberg, Wippermann
- II. Adopt Agenda
- III. Communications/Recognitions
 - a. [Thank You – Su Chin Hernandez](#)
- IV. Consent Agenda
 - a. [April 20, 2022, Meeting Minutes](#)
 - b. [April 2022 List of Claims](#)
 - c. [April 2022 Bank Reconciliation](#)
 - d. [April 2022 Month End Budget Report](#)
 - e. [April 2022 Run Summary Report](#)
- V. Committee Reports
- VI. Agenda Items
 - a. [Fire Taxing District Discussion – Aaron Price, Levander Gillen & Miller](#)
 - b. [Fire Station Needs Assessment](#)
 - c. [Admin Vehicle Purchase](#)
 - d. Other
- VII. Public Comment
- VIII. Adjourn

Next Regular Meeting – June 22, 2022, South St. Paul Training Room

A Great Big
THANKS
To All of You

You are so very nice!

Thank you so much for all of your help and kindness with my husband John during his last few weeks of life. It meant so much to my family and I. Your department has gone above and beyond expectations and I can't thank you enough for that.

May God Bless all of you,

Su Chin Hernandez.

MINUTES

SOUTH METRO FIRE DEPARTMENT BOARD OF DIRECTORS

Wednesday April 20, 2022
South St Paul Training Room

Members Present: Dennis Wippermann, Dave Napier, Wendy Berry, Tom Seaberg, James Francis

Also Present: Mark Juelfs, Mark Erickson, Deb Wheeler, Joel Hanson, Terry Johnson, Char Stark, Clara Hilger

The meeting was called to order at 4:30 p.m.

ADOPT AGENDA

Motion was made to adopt the Agenda by Wippermann seconded by Seaberg

Motion carried.

COMMUNICATIONS/RECOGNITIONS

Thank You card from The Baldwins

Motion was made to approve the Consent Agenda by Berry; seconded by Wippermann
Motion carried.

COMMITTEE REPORTS

Finance Committee

Chief Juelfs reported that the Finance Committee met to discuss the compensation study results. The committee believes a two-year implementation is the most beneficial. There will be a 7.5% increase to the 2023 wage budget which includes the cost of the compensation study, step raises, and COLA.

AGENDA ITEMS

Ladder Truck Purchase

The 1993 Ladder Truck has been in the capital plan to be replaced in 2023. Over the past two or three years the truck committee has been working on specifications for the new truck and have decided to go with Rosenbauer as the vendor. A preliminary quote of \$1,354,688 for the construction of the truck was received. The purchase agreement in the amount of \$1,354,970 was handed out at the meeting for review. The amount in the purchase agreement is slightly higher than preliminary quote.

Due to the inflationary costs rising faster than expected the truck is over budget by \$54,970. Each city will contribute \$325,000 for a total of \$650,000 towards the purchase, with the remaining \$704,970 coming from the capital fund. Rosenbauer informed the department that if we delay the purchase beyond April that the increase \$81,000.

Motion was made to approve the purchase of the ladder truck as described in the attached summary specifications by Napier; seconded by Seaberg.
Motion carried.

First Due Contract

Chief Juelfs explained the importance of having pre-plans for the buildings in our response area. Pre-plans detail the building size, location of alarms and sprinkler panels, and hazardous materials to name a few. Currently all our pre-plans are on paper. The approved budgeted amount is sufficient to cover the cost of the First Due pre-plan software program.

Motion was made to approve the contract with Locality Media, Inc dba First Due by Berry; seconded by Francis.
Motion carried.

Chief Juelfs reminded the Board of the Firefighters Banquet at Southveiw Country Club on April 30th.

PUBLIC COMMENT

None

MOTION TO ADJOURN

Motion to adjourn by Seaberg; seconded by Berry.
Motion carried.

The next regular meeting is scheduled on May 18, at 4:30 pm in South St Paul.

Respectfully submitted by:

Deb Wheeler

SOUTH METRO FIRE

Summary of List of Claims Board Meeting of May 18, 2022

PAYROLL CHECK REGISTER:

Payroll Period	4/4 - 4/17	
Date Paid	4/22/2022	\$ 105,639.16
Direct Deposit		

Payroll Period	4/18 - 5/1	
Date Paid	5/6/2022	\$ 106,199.62
Direct Deposit		

Payroll Period	
Date Paid	
Direct Deposit	

TOTAL NET PAYROLL

\$ 211,838.78

DISBURSEMENT CHECK REGISTER:

Checks	10134 - 10189	\$ 61,228.94
EFTS	2258 - 2267	\$ 84,786.83

TOTAL DISBURSEMENT CHECKS

\$146,015.77

TOTAL PAYROLL, DISBURSEMENTS, ACH'S

<u>\$357,854.55</u>

Payment Register

From Payment Date: 4/10/2022 - To Payment Date: 5/13/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>Check</u>									
10134	04/18/2022	Reconciled		04/30/2022	Accounts Payable	ARROW MOWER, INC	\$8.75	\$8.75	\$0.00
10135	04/18/2022	Reconciled		04/30/2022	Accounts Payable	ASPEN MILLS	\$72.00	\$72.00	\$0.00
10136	04/18/2022	Reconciled		04/30/2022	Accounts Payable	Bjorklund Compensation Consulting	\$400.00	\$400.00	\$0.00
10137	04/18/2022	Reconciled		04/30/2022	Accounts Payable	BOUND TREE MEDICAL	\$656.07	\$656.07	\$0.00
10138	04/18/2022	Reconciled		04/30/2022	Accounts Payable	CUB FOODS WEST ST PAUL % JERRY'S ENTERPRISES	\$73.86	\$73.86	\$0.00
10139	04/18/2022	Reconciled		04/30/2022	Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$339.09	\$339.09	\$0.00
10140	04/18/2022	Reconciled		04/30/2022	Accounts Payable	GALLS, LLC	\$1,883.13	\$1,883.13	\$0.00
10141	04/18/2022	Reconciled		04/30/2022	Accounts Payable	GRAFIX	\$189.70	\$189.70	\$0.00
10142	04/18/2022	Reconciled		04/30/2022	Accounts Payable	IMAGE TREND	\$450.00	\$450.00	\$0.00
10143	04/18/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$496.32		
10144	04/18/2022	Reconciled		04/30/2022	Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$2,564.32	\$2,564.32	\$0.00
10145	04/18/2022	Reconciled		04/30/2022	Accounts Payable	JOHNSON/TERRANCE	\$149.99	\$149.99	\$0.00
10146	04/18/2022	Reconciled		04/30/2022	Accounts Payable	LEAGUE OF MN CITIES INS. TRUST	\$1,204.06	\$1,204.06	\$0.00
10147	04/18/2022	Reconciled		04/30/2022	Accounts Payable	Linde Gas and Equipment	\$102.00	\$102.00	\$0.00
10148	04/18/2022	Reconciled		04/30/2022	Accounts Payable	LOCAL GOVERNMENT INFORMATION	\$2,628.05	\$2,628.05	\$0.00
10149	04/18/2022	Reconciled		04/30/2022	Accounts Payable	LOWE'S COMMERCIAL SERVICES	\$206.70	\$206.70	\$0.00
10150	04/18/2022	Reconciled		04/30/2022	Accounts Payable	MacQueen Emergency Group	\$3,306.92	\$3,306.92	\$0.00
10151	04/18/2022	Reconciled		04/30/2022	Accounts Payable	METRO SALES, INC	\$127.58	\$127.58	\$0.00
10152	04/18/2022	Reconciled		04/30/2022	Accounts Payable	NAPA	\$506.99	\$506.99	\$0.00
10153	04/18/2022	Open			Accounts Payable	PERFORMANCE PLUS	\$11,293.00		
10154	04/18/2022	Reconciled		04/30/2022	Accounts Payable	POMP'S TIRE	\$519.46	\$519.46	\$0.00
10155	04/18/2022	Reconciled		04/30/2022	Accounts Payable	RED WING SHOE STORE	\$140.24	\$140.24	\$0.00
10156	04/18/2022	Reconciled		04/30/2022	Accounts Payable	S ST PAUL/CITY OF	\$5,423.64	\$5,423.64	\$0.00
10157	04/18/2022	Open			Accounts Payable	Scuba Center	\$266.36		
10158	04/18/2022	Reconciled		04/30/2022	Accounts Payable	SPOK, INC	\$68.72	\$68.72	\$0.00
10159	04/18/2022	Reconciled		04/30/2022	Accounts Payable	STANDARD INSURANCE COMPANY	\$1,457.43	\$1,457.43	\$0.00
10160	04/18/2022	Reconciled		04/30/2022	Accounts Payable	US Bank Equipment Finance	\$117.00	\$117.00	\$0.00
10161	04/18/2022	Reconciled		04/30/2022	Accounts Payable	Wipaire, Inc	\$169.89	\$169.89	\$0.00
10162	04/25/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 1059	\$248.46		
10163	04/25/2022	Open			Accounts Payable	INT'L ASSN FIREFIGHTERS 724	\$1,364.88		
10164	05/02/2022	Open			Accounts Payable	APPELHOLM/ANGELINE	\$185.28		
10165	05/02/2022	Open			Accounts Payable	ARROW MOWER, INC	\$26.08		
10166	05/02/2022	Open			Accounts Payable	ASPEN MILLS	\$124.00		
10167	05/02/2022	Open			Accounts Payable	AT&T MOBILITY	\$989.75		
10168	05/02/2022	Open			Accounts Payable	Berry/ Wendy	\$100.00		
10169	05/02/2022	Open			Accounts Payable	BOUND TREE MEDICAL	\$71.70		
10170	05/02/2022	Open			Accounts Payable	CARDMEMBER SERVICES	\$4,228.18		
10171	05/02/2022	Open			Accounts Payable	DAKOTA COUNTY TREASURER	\$3,406.18		
10172	05/02/2022	Open			Accounts Payable	EMERGENCY APPARATUS MAINTENANC	\$11,186.31		
10173	05/02/2022	Open			Accounts Payable	Francis, James	\$100.00		
10174	05/02/2022	Open			Accounts Payable	Further	\$124.73		
10175	05/02/2022	Open			Accounts Payable	GALLS, LLC	\$89.95		
10176	05/02/2022	Open			Accounts Payable	HENRY SCHEIN	\$65.22		
10177	05/02/2022	Open			Accounts Payable	JOHNSON/TERRANCE	\$11.40		

Payment Register

From Payment Date: 4/10/2022 - To Payment Date: 5/13/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
10178	05/02/2022	Open			Accounts Payable	Kutney, Shawn	\$153.18		
10179	05/02/2022	Open			Accounts Payable	MacQueen Emergency Group	\$2,308.40		
10180	05/02/2022	Open			Accounts Payable	METRO SALES, INC	\$219.72		
10181	05/02/2022	Open			Accounts Payable	NAPA	\$36.08		
10182	05/02/2022	Open			Accounts Payable	Napier/ David	\$100.00		
10183	05/02/2022	Open			Accounts Payable	NARDINI	\$419.63		
10184	05/02/2022	Open			Accounts Payable	PERFORMANCE PLUS	\$185.00		
10185	05/02/2022	Open			Accounts Payable	PREMIER SPECIALTY VEHICLES	\$62.82		
10186	05/02/2022	Open			Accounts Payable	Seaberg, Thomas	\$100.00		
10187	05/02/2022	Open			Accounts Payable	Teleflex LLC	\$308.50		
10188	05/02/2022	Open			Accounts Payable	Willems, Dan	\$92.22		
10189	05/02/2022	Open			Accounts Payable	WIPPERMANN/DENNIS	\$100.00		
Type Check Totals:							\$61,228.94	\$22,765.59	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	31	\$38,463.35	\$0.00
	Reconciled	25	\$22,765.59	\$22,765.59
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	56	\$61,228.94	\$22,765.59

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	31	\$38,463.35	\$0.00
	Reconciled	25	\$22,765.59	\$22,765.59
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	56	\$61,228.94	\$22,765.59

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	31	\$38,463.35	\$0.00
	Reconciled	25	\$22,765.59	\$22,765.59
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	56	\$61,228.94	\$22,765.59

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	31	\$38,463.35	\$0.00
	Reconciled	25	\$22,765.59	\$22,765.59
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	56	\$61,228.94	\$22,765.59

Payment Register

From Payment Date: 4/18/2022 - To Payment Date: 5/13/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
1-ANCHOR BAN - ANCHOR BANK									
<u>EFT</u>									
2258	04/26/2022	Reconciled		04/30/2022	Accounts Payable	I C M A RETIREMENT CORP	\$1,235.00	\$1,235.00	\$0.00
2259	04/26/2022	Reconciled		04/30/2022	Accounts Payable	IRS - PR TAXES	\$20,788.61	\$20,788.61	\$0.00
2260	04/26/2022	Reconciled		04/30/2022	Accounts Payable	MN CHILD SUPPORT	\$330.87	\$330.87	\$0.00
2261	04/26/2022	Reconciled		04/30/2022	Accounts Payable	MN DEPT OF REVENUE	\$7,636.28	\$7,636.28	\$0.00
2262	04/26/2022	Reconciled		04/30/2022	Accounts Payable	MN II LIFE -- HSA	\$1,644.65	\$1,644.65	\$0.00
2263	04/26/2022	Reconciled		04/30/2022	Accounts Payable	MSRS	\$225.00	\$225.00	\$0.00
2264	04/26/2022	Reconciled		04/30/2022	Accounts Payable	MSRS - HCSP	\$2,404.14	\$2,404.14	\$0.00
2265	04/26/2022	Reconciled		04/30/2022	Accounts Payable	NATIONWIDE	\$2,200.00	\$2,200.00	\$0.00
2266	04/26/2022	Reconciled		04/30/2022	Accounts Payable	PUBLIC EMPLOYEES RETIRE ASSN	\$48,304.86	\$48,304.86	\$0.00
2267	04/26/2022	Reconciled		04/30/2022	Accounts Payable	OLD NATIONAL BANK	\$17.42	\$17.42	\$0.00
Type EFT Totals:							\$84,786.83	\$84,786.83	\$0.00
1-ANCHOR BAN - ANCHOR BANK Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	10	\$84,786.83	\$84,786.83
	Voided	0	\$0.00	\$0.00
	Total	10	\$84,786.83	\$84,786.83

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	10	\$84,786.83	\$84,786.83
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$84,786.83	\$84,786.83

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	10	\$84,786.83	\$84,786.83
	Voided	0	\$0.00	\$0.00
	Total	10	\$84,786.83	\$84,786.83

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	0	\$0.00	\$0.00
	Reconciled	10	\$84,786.83	\$84,786.83
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$84,786.83	\$84,786.83

South Metro Fire Department
BANK RECONCILIATION
April 30, 2022

Old National Bank	
Ending Balance - Checking	\$ 2,556,772.86
Ending Balance - Savings Account	247,312.04
Outstanding Disbursement Checks	(17,522.82)
DIT	
Adjustments:	
RECONCILED BALANCE	\$ 2,786,562.08

CITY TREASURER'S BALANCE:	
Previous Month's Reconciled Balance	\$ 1,518,790.31
Daily Receipts Posted	1,730,729.60
Disbursement Checks Issued	(250,221.98)
Payroll Checks and Direct Deposits	(212,735.85)
Rev Prior Month Adj:	0.00
RECONCILED BALANCE	\$ 2,786,562.08

CASH ACCOUNT	\$ 2,786,562.08
Adjustments	0.00
RECONCILED BALANCE	\$ 2,786,562.08

Cash by Fund:

		Beginning Balance	Net Activity	Ending Balance
General Fund	101-10101	179,846.72	903,763.77	1,083,610.49
Grant Fund	201-10100	899.44	-	899.44
Fire Assistance Fund		-	-	-
Debt Service Fund	301-10101	(124.66)	-	(124.66)
Capital Fund	401-10101	1,338,168.81	364,008.00	1,702,176.81
	Total	1,518,790.31	1,267,771.77	2,786,562.08



Account Classification	Adopted Budget	Current Month Transactions	YTD Transactions	YTD Balance	% used/ Rec'd	Prior Year YTD Balance
Fund 101 - General Fund						
REVENUE						
Taxes	825,000.00	.00	53,118.99	771,881.01	6%	487,194.67
Intergovernmental Revenues	198,589.00	.00	5,821.00	192,768.00	3%	177,605.82
Charges for Services	5,858,358.00	1,367,812.70	2,777,122.86	3,081,235.14	47%	4,185,923.01
Other Revenue	50,000.00	471.74	1,449.71	48,550.29	3%	49,794.23
Other Financing Sources	.00	.00	.00	.00	+++	(9,984.22)
REVENUE TOTALS	\$6,931,947.00	\$1,368,284.44	\$2,837,512.56	\$4,094,434.44	41%	\$4,890,533.51
EXPENSE						
Personal Services	6,152,350.00	429,909.34	1,955,593.30	4,196,756.70	32%	4,120,580.23
Supplies	204,354.00	12,833.70	51,281.34	153,072.66	25%	149,085.06
Contractual Services	410,884.00	28,536.30	146,535.03	264,348.97	36%	265,990.44
Other Charges	164,359.00	15,521.68	44,415.41	119,943.59	27%	93,602.64
Capital Outlay	.00	.00	.00	.00	+++	.00
Debt Service	.00	.00	.00	.00	+++	.00
Other Financing Uses	.00	.00	302,274.00	(302,274.00)	+++	.00
EXPENSE TOTALS	\$6,931,947.00	486,801.02	2,500,099.08	\$4,431,847.92	36%	\$4,629,258.37
Fund 101 - General Fund Totals						
REVENUE TOTALS	6,931,947.00	1,368,284.44	2,837,512.56	4,094,434.44	41%	4,890,533.51
EXPENSE TOTALS	6,931,947.00	486,801.02	2,500,099.08	4,431,847.92	36%	4,629,258.37
Fund 101 - General Fund Totals	\$0.00	\$881,483.42	\$337,413.48	(\$337,413.48)		\$261,275.14
Fund 201 - Grant Fund						
REVENUE						
Intergovernmental Revenues	.00	.00	.00	.00	0%	.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE						
Contractual Services	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Fund 301 - Debt Service						
REVENUE						
Intergovernmental Revenues	183,050.00	.00	.00	183,050.00	0%	183,650.00
REVENUE TOTALS	\$183,050.00	.00	.00	\$183,050.00	+++	\$183,650.00
EXPENSE						
Contractual Services	183,050.00	.00	.00	183,050.00	+++	156,795.00
EXPENSE TOTALS	\$183,050.00	.00	.00	\$183,050.00	+++	\$156,795.00
Fund 301 - Debt Totals						
REVENUE TOTALS	183,050.00	.00	.00	183,050.00	+++	183,650.00
EXPENSE TOTALS	183,050.00	.00	.00	183,050.00	+++	156,795.00
Fund 301 - Debt Totals	\$0.00	\$0.00	\$0.00	\$0.00		\$26,855.00
Fund 401 - Capital Projects						
REVENUE						
Intergovernmental Revenues	650,000.00	325,000.00	325,000.00	650,000.00	+++	.00
Charges for Services	156,032.00	39,008.00	78,016.00	78,016.00	50%	97,520.00
Other Revenue	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	302,274.00	(302,274.00)	+++	.00
REVENUE TOTALS	\$806,032.00	\$364,008.00	\$705,290.00	\$425,742.00		\$97,520.00
EXPENSE						
Motor Vehicles	1,317,000.00	.00	.00	1,317,000.00	0%	261,075.43
Office Equipment	99,065.00	.00	15,348.20	83,716.80	15%	16,244.00
Other Equipment	37,725.00	.00	1,104.20	36,620.80	3%	9,000.00
EXPENSE TOTALS	\$1,453,790.00	\$0.00	\$16,452.40	\$1,437,337.60	1%	\$286,319.43
Fund 401 - Capital Projects						
REVENUE TOTALS	806,032.00	364,008.00	705,290.00	100,742.00	88%	97,520.00
EXPENSE TOTALS	1,453,790.00	.00	16,452.40	1,437,337.60	1%	286,319.43
Fund 401 - Capital Projects	(\$647,758.00)	\$364,008.00	\$688,837.60	(\$1,336,595.60)		(\$188,799.43)
Grand Totals						
REVENUE TOTALS	7,921,029.00	1,732,292.44	3,542,802.56	4,378,226.44	45%	5,171,703.51
EXPENSE TOTALS	8,568,787.00	486,801.02	2,516,550.48	6,052,236.52	29%	5,072,372.80
Grand Totals	(\$647,758.00)	\$1,245,491.42	\$1,026,252.08	(\$1,674,010.08)		\$99,330.71

[illegible]



	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL	2021 YTD TOTAL
GOOD INTENT CALL														
600 Good intent call, other	2	2		3									7	7
611 Dispatched & canceled en route	24	8	14	18									64	56
621 Wrong location													0	
622 No incident found on arrival at dispatch address	7	4	2	6									19	31
631 Authorized controlled burning			1										1	2
650 Steam, gas, other mistaken for smoke													0	1
651 Smoke scare, odor of smoke	8	3	1	1									13	8
652 Steam, vapor, fog or dust thought to be smoke				1									1	2
653 Smoke from barbeque, tar kettle													0	
661 EMS call, party transported by non-fire agency (661)													0	
671 HazMat release investigation w/no HazMat	5	2	6										13	6
	46	19	24	29	0	0	0	0	0	0	0	0	118	113
FALSE ALARM & FALSE CALL														
700 False alarm or false call, other			1										1	
710 Malicious false call			1										2	
714 Central Station, malicious false alarm	1	1		1									3	1
715 Local alarm system, malicious false call	4	2		1									7	8
721 Bomb scare - no bomb													0	
730 System malfunction, other													0	
731 Sprinkler activation due to malfunction	3	3											6	8
732 Extinguishment system activation malfunction													0	0
733 Smoke detector activation due to malfunction	5	3		6									14	9
735 Alarm system sounded due to malfunction	4	5		5									14	10
736 CO detector activation due to malfunction	3	3	1	2									9	4
740 Unintentional transmission of alarm, other	1												1	
741 Sprinkler activation, no fire - unintentional	3	1		1									5	3
743 Smoke detector activation, unintentional	4	7	7	7									25	20
744 Detector activation, no fire - unintentional	1	1	1	1									4	2
745 Alarm system activation, no fire - unintentional	10	4	5	3									22	11
7451 False Alarm	6	11	5	7									29	18
746 Carbon monoxide detector activation, no CO	2	1	3	1									7	6
	47	44	23	35	0	0	0	0	0	0	0	0	149	100
SEVERE WEATHER & NATURAL DISASTER														
814 Lightning strike (no fire)													0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL INCIDENT TYPE														
900 Special type of incident, other													0	
911 Citizen Complaint													0	1
	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Not Reported	15	2	3	1									21	2
	15	2	3	1	0	0	0	0	0	0	0	0	21	2
MONTHLY RUN TOTAL	676	557	592	558	0	0	0	0	0	0	0	0	2383	2203
BLS Transports	149	125	158	140									572	580

MEMO

TO: South Metro Fire Department Board; Chief Mark Juelfs
FROM: Aaron Price
DATE: May 18, 2022
RE: Fire Protection Special Taxing Districts (Minnesota Statute § 144F.01)

Fire Protection Special Taxing Districts

On July 1, 2021, Minnesota Statutes, section 144F.01 was amended to include authorization for local municipalities to create a “Fire Protection Special Taxing District” (“District”). Under the amended statute, any two or more local government units may create a fire protection special taxing district through a resolution adopted by each city council.

Once created, a District has the authority to levy a tax on real and personal property in the District, the proceeds of which are used to provide fire protection services to the residents and property located within the District. The property tax levy may be collected in one of two ways:

1. Property tax is levied against all properties within the District at a set tax rate, or
2. The District can allocate the levy based on a formula considering factors such as population, number of service calls, cost of providing service, the market value of improvements, or other measures approved by the governing body of each city.

Establishing a Fire Protection Special Taxing District

Step #1: Resolution. To establish a District, each city council must pass a resolution authorizing the creation of the District.¹ The resolution must establish the following:

- a. The boundaries of the special taxing district.
- b. How any liabilities and assets of the District will be distributed if the District is dissolved.
- c. The method for apportioning the levy of the District among participating jurisdictions.
- d. A Board of Directors (“Board”) to serve as the governing body of the District. The District’s Board would be comprised of elected officials from each city council.
- e. Any other terms the participating municipalities determine to be appropriate.

¹ Minn. Stat. § 144F.01, subd. 2(a).

Step #2: Joint Powers Agreement. In addition to the resolution, creation of the District requires a joint powers agreement (“JPA”) and bylaws for the District’s Board.² This can be accomplished in one of the following ways:

- a. The existing JPA for the Emergency Medical Services Special Taxing District (“EMS District”) could be *amended* to include the requirements for the Fire Protection District. The South Metro Fire Department (“SMFD”) Board would be designated to serve as the Board of Directors for both Districts and adopt the existing SMFD bylaws to serve as the combined District’s bylaws. The EMS District JPA would also require an amendment by each city.
- b. Alternatively, the two participating cities may enter into a new and separate JPA for the Fire Protection District in the same way the current EMS District was established. The separate Fire Protection District JPA would address the specific statutory requirements for Fire Protection Districts and other administrative provisions.

Differences between Fire Protection Special Taxing District and current SMFD Structure

The District would operate in nearly the same fashion as the current EMS District. The new requirements for operating under a Fire Protection District as opposed to the current SMFD structure would be primarily two-fold:

1. **Funding Method.** The way the SMFD is funded. The District’s Board may levy a tax on the real and personal property in the District.³ The County Auditor will collect and distribute the proceeds of the tax at the same time and in the same manner as all other property taxes. This method would differ from the budget and approval process currently in place and allow the SMFD to use the proceeds of the levied taxes to provide fire protection service to the District.
2. **Reporting Requirements.** The District would be responsible for following certain statutory reporting requirements, including submission of the resolution establishing the District and the levy and expenditure reports to the Minnesota Department of Revenue and to House and Senate Tax Committees.⁴

Fire Protection Special Taxing District Implementation

There is a timing element to the implementation of a Fire Protection District. Certain actions need to be taken by both the SMFD Board and Fire Protection District Board in order to fund the District.

June 6th & 13th 2022 Regular City Council Meetings. At the June 6, 2022, South St. Paul City Council meeting and June 13, 2022, West St. Paul City Council meeting, pass the resolution authorizing the creation of the Fire Protection District and amended Joint Powers Agreement.

June 15, 2022, Fire Protection District Board Meeting. The District Board should hold a meeting prior to or immediately following the regularly scheduled SMFD Board meeting. At this

² Minn. Stat. § 144F.01, subd. 3.

³ Minn. Stat. § 144F.01, subd. 4.

⁴ Minn. Stat. § 144F.01, subd. 10.

meeting, the District Board should authorize that written notice be sent to the County Auditor that the District may be certifying a levy.

July 1, 2022. Notice to County Auditor. Special taxing districts organized on or before July 1st are allowed to certify a levy to the County Auditor for property taxes to be payable in the following calendar year only if the County Auditor receives written notice from the District on or before July 1st of the year the District may be certifying a levy.⁵ The notice must contain the following:

1. A complete list or other description of the tax parcels included in the District;
2. A map showing the boundaries of the taxing district; and
3. Resolutions adopted by both Councils and the JPA.⁶

Special taxing districts organized after July 1st may not certify a levy of property taxes to the County Auditor until the following calendar year.⁷

July 20, 2022, or August 17, 2022, Fire Protection District Board Meeting. The District Board should hold a meeting prior to or immediately following the regularly scheduled SMFD Board meeting. At this meeting, the District Board should do the following:

1. Adopt a proposed levy.⁸
2. Announce the time and place of the public hearing at which the final levy will be adopted.⁹

Setting the Public Hearing Date. There are some requirements regarding the public hearing:

- The public hearing must be held between November 24th and December 25th.¹⁰
- The public hearing must be held at a regularly scheduled meeting;¹¹
- The public hearing must be held after 6:00 p.m.¹²
- The time and place set for the public hearing must be included in the minutes.¹³

Levy adoption. On or before September 30th, the District Board must certify to the County Auditor the proposed property tax levy for taxes payable in the following year.¹⁴ This can be done as soon as the proposed levy is adopted.

As a practical matter, the public hearing should be held prior to the City Councils' final adoption of their respective tax levies, as the cities will be relying on the Fire Protection and EMS tax levy when they adopt their own levies. Since the Councils adopt their levies in December, it would be logical that the public hearing date be set for the December 21st SMFD

⁵ Minn. Stat. § 275.067.

⁶ Minn. Stat. § 275.067.

⁷ Minn. Stat. § 275.067.

⁸ Minn. Stat. § 275.065, subd. 1(a).

⁹ Minn. Stat. § 275.065, subd. 1(f).

¹⁰ Minn. Stat. § 275.065, subd. 3(c).

¹¹ Minn. Stat. § 275.065, subd. 1(f).

¹² Minn. Stat. § 275.065, subd. 3(c).

¹³ Minn. Stat. § 275.065, subd. 1(f).

¹⁴ Minn. Stat. § 275.065, subd. 1(a).

Board meeting date, with the District Board meeting after the SMFD Board at 6:00 p.m. to hold its public hearing.

December 21, 2022, Fire Protection District Board Meeting. At the public hearing, the District Board must:

1. Hold a public hearing after 6:00 p.m. and adopt the final levy.
2. Enter into a contract with SMFD to use the levied amount for approved fire protection services.¹⁵

Final Levy Adoption. It is important to note that the District Board has the sole authority to adopt the District tax levy. Neither the SMFD Board, nor the City Councils can change, modify or revoke the levy. Therefore, once the final levy is adopted and certified to the County, it is set for the upcoming taxing year.

The deadline to certify the levy to the County Auditor is on or before five working days after December 20 in each year.¹⁶ Certification can be done as soon as the final levy is adopted. The District Board must also certify compliance with the Minnesota Statute § 275.065 to the Commissioner of Revenue within the same deadline to certify the District's levy.¹⁷

December 21, 2022, SMFD Board Meeting. At its regular December meeting, the SMFD Board should enter into a contract with the District Board to use the levied amount for fire protection services.

Fire Protection District Board Meeting Schedule. It is anticipated that the District Board will need to meet at least twice each year. It will need to meet prior to September 15 to adopt the proposed levy and between November 24 and December 25 to hold the public hearing and adopt the final levy. The District Board meetings must comply with the Open Meeting Law and be posted at least three (3) days in advance of each meeting.

¹⁵ Minn. Stat. § 144F.01, subd. 5.

¹⁶ Minn. Stat. § 275.07, subd. 1.

¹⁷ Minn. Stat. § 275.065, subd. 7.



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: May 18, 2022

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Station Needs Assessment Study**

Background:

At the March 16, 2022, Fire Board meeting a discussion was held on conducting a needs assessment study on our existing two fire stations, determining the feasibility of building a new station, and conducting a response time analysis. The Fire Board directed staff to explore firms to conduct the study and come back with a recommendation. Staff reached out to three firms: CNH Architects, Five Bugles Design, and Wold Architects. Staff received a proposal from each firm, the costs are listed below:

Firm	CNH	Five Bugles	Wold
Current Station Review	\$ 14,800.00	\$ 7,200.00	\$ 8,000.00
New Station Conceptual Design	Included	\$ 7,500.00	Included
GIS Study	Included	\$ 5,000.00	\$ 17,500.00
Total	\$ 14,800.00	\$ 19,700.00	\$ 25,500.00

Staff spoke with each firm regarding the scope of the study and is recommending the Fire Board engage the services of CNH Architects to conduct the study. Staff reached out to the references in the CNH proposal, and all had great things to say about the work CNH conducted for their respective Fire Departments.

Budget Impact:

The \$14,800 cost will come out of the Contractual Services budget line.

Recommended Action:

Approve staff to engage the services of CNH Architects to conduct a fire station needs assessment, determine the feasibility of building a new station, and conducting a response time analysis.

Attachments:

CNH Architects Proposal
Five Bugles Design Proposal
Wold Architects Proposal



SOUTH METRO FIRE DEPARTMENT

SOUTH METRO FIRE DEPARTMENT

PROPOSAL FOR FIRE STATION STUDY



APRIL 27, 2022

April 27, 2022

Fire Chief Mark Juelfs
South Metro Fire Department
1650 Humboldt Ave
West St. Paul MN 55118

Re: Request for Proposal
South Metro Facility Needs Study

Dear Chief Juelfs,

On behalf of CNH Architects, thank you for considering our firm for the South Metro Fire Department Facility Needs project. CNH has been providing outstanding architectural design services for city, county, and state projects for more than 50 years, and my experience with the firm spans more than two-thirds of that history. Our proposal will describe the following attributes we will bring to your project:

EXPERTS IN FIRE STATION DESIGN

As a regional leader in fire station design, our team brings an in-depth knowledge of local and national trends in station design and firefighter safety including firefighter mental health support, carcinogen reduction within the station, and extensive in-station training features. Our project expertise covers many specialized facets of fire station design including secure, safe, functional, and welcoming facilities as well as award winning designs such as the nationally recognized Roseville Fire Station. All of these facets and features will be taken into consideration as relevant to the current project and South Metro's Fire Department's specific goals.

EXPERIENCED, PRINCIPAL-LED DESIGN

As CNH Architects' Principal heading our public safety design team, I bring 35 years of experience running successful municipal and public safety projects. CNH has designed many new, expanded and remodeled municipal facilities including fire stations, city halls, police stations, and public works facilities, as well as needs assessments and evaluations. We feel strongly that the team starting the project is the one that daily is working on it until the last project step. As the project's Principal Architect, I will be your main contact throughout and will be daily involved in meeting your needs.

CLIENT-FOCUSED PROJECT APPROACH

The best way to summarize CNH Architects' approach is that we work cooperatively with our clients to reach the best solution for your operations. Our office excels at working on public safety projects and building consensus among the members of the community and the multiple stakeholders, as well as city staff and officials. We will listen carefully to understand your needs to then create a custom, purposeful design that addresses your goals and budgets.

We take pride in being accessible to our clients, being trustworthy, and providing high-quality service. At CNH we treat our clients, consultants, and construction personnel with respect, as we believe they all have a valuable perspective and role in a smooth, successful project.

Again, thank you for this opportunity to present CNH Architects' qualifications for this project. I am confident our experience and design philosophy will be a great fit. We look forward to assisting the South Metro Fire Department with this project.

Sincerely,



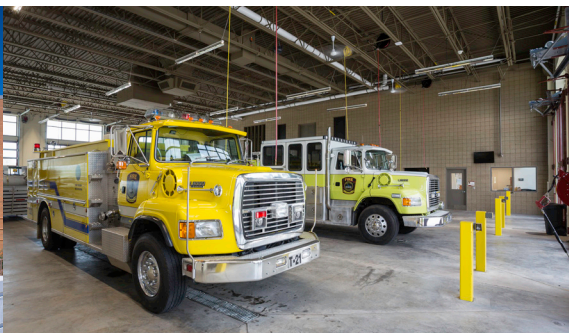
Quinn S. Hutson, AIA, LEED AP
Principal
CNH Architects, Inc.
952-997-4583
qhutson@cnharch.com

*Understanding client needs. Creating purposeful designs. Building lasting relationships.
Your success is our inspiration.* 

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FIRM BACKGROUND



EXECUTIVE SUMMARY

CNH Architects is a full-service architectural firm providing architectural and interior design, and along with our consulting engineers and designers we provide engineering, landscape architecture, and other specialties. Our clients include corporate, commercial, manufacturing, recreational, and government agencies. Principals Wayne Hilbert, Quinn Hutson, and Brooke Jacobson are directly responsible for all design work.

CNH Architects has a staff with advanced training and certification in several areas including Certified Interior Designers, Certified Construction Specifiers, LEED Accredited Professionals, NCARB certifications, and Construction Document Technologists.

With an efficient project team and more than 50 years of experience, CNH Architects has a strong reputation for well thought-out design plans and personal attention to client requirements. CNH stresses strong design, quality contract documents, close communications with clients, and an intense field review and follow-up program. We are organized to assume full, single source responsibility for a thoroughly integrated and cost effective service. From a project's beginning, program, budget, and schedule are established, and a team of experts is assembled under the principal and project manager to assure that elements are addressed, questions answered, and the design and construction process is fully coordinated. A growing list of satisfied and repeat clients is testimony to the discipline and persistence of an organization that will not settle for partial success.

Over the last several years, CNH Architects has worked on construction projects which total between 60-70 million dollars annually. Our projects have varied including city, county, and state work, along with private sector clients.

Sustainable design is an integral part of our practice. A majority of our professional staff has LEED accreditation and our office designed the first Green Globe projects in Minnesota. Green Globes is a third party national verification system as administered by the Green Building Initiative.

COMPOSITION OF FIRM

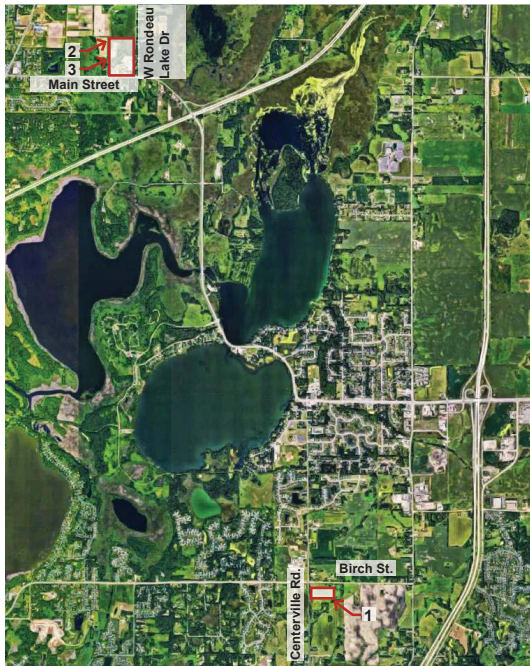
Architects	5
Interior Designers	2
Designers	4
Marketing / Communications	1
Accounting	1

OWNERSHIP

CNH Architects is organized as a corporation. Founded in 1969, the corporation is privately owned with the stock held by Principals Wayne Hilbert, Quinn Hutson, and Brooke Jacobson, along with Senior Associates Al Tsai, Timothy Nielsen, Ashley Klis, and Jessica Johnson Kreps.



PROJECT APPROACH



Option 1: Existing Site: Expand to meet future needs
Option 2: Existing Site: New Facility
Option 3: Birch St. & Centerville Rd: New Facility

PROJECT UNDERSTANDING

The South Metro Fire Department is looking to study the space needs and facility condition of their two fire station facilities to meet today's best practices and prepare for the future. In addition, the study is to review and compare the needed upgrades to an option to provide a single all-new facility. Also analyzed will be the response times between the single or two station models comparing each to ISO standards. The goal is to provide the South Metro Fire Department the information needed to make long-term planning decisions to best meet the fire department needs of your communities in a cost efficient and professional manner.

PROGRAMMING AND GENERAL ANALYSIS

For the Fire Station Space Needs & Facility Study, CNH Architects will start with an in-depth review of the existing fire station buildings and sites to gather existing data for physical condition, space usage, NFPA standards, fire station best practices related to health, and energy efficiency status. This review will allow our team of architects, interior designers, and engineers to develop a strong background and understanding of the current physical structures, spaces, and systems within this study scope.

After becoming familiar with the current facilities, we will transition into an in-depth discussion with fire department personnel to develop a complete understanding of the operations currently needed at this station and the direction of future changes. We will use our in-depth knowledge of fire station standards and experience in fire station projects to compare as well as contrast the needs of your department with national best practices and regional peers.

As we discuss the space and operational needs of each portion this station, CNH's team will encourage the exploration of how operational efficiency, firefighter health and well-being, and public benefit could be positively impacted through the process of the stations' upgrade or replacement. Together we will create a space needs program that not only addresses size and function but provides insights into broader opportunities to focus on the South Metro's key goals.

SYNTHESIS OF NEEDS AND SCHEMATIC DESIGNS

During the Synthesis and Schematic Design phase of this study, CNH will delve into detailed conversations, working with staff to apply the goals identified in the space needs analysis to each existing fire station and its site. Our team will develop multiple preliminary space planning and site design options to evaluate possible building expansion, rebuild or relocation options. Concurrently, CNH's team will look at an option to provide a new fire station at a single location centrally located within the South Metro coverage area. We will creatively explore opportunities to maximize the building and site utilization in each approach to provide the background and trade-offs associated with each concept building and site plan. This review will include operations, phasing, response time, health, and safety elements

We will also prepare multiple construction cost estimates to evaluate each concept's projected cost to provide the information needed to maximize the facility goals while balancing the financial impacts of the design options.

PROJECT APPROACH

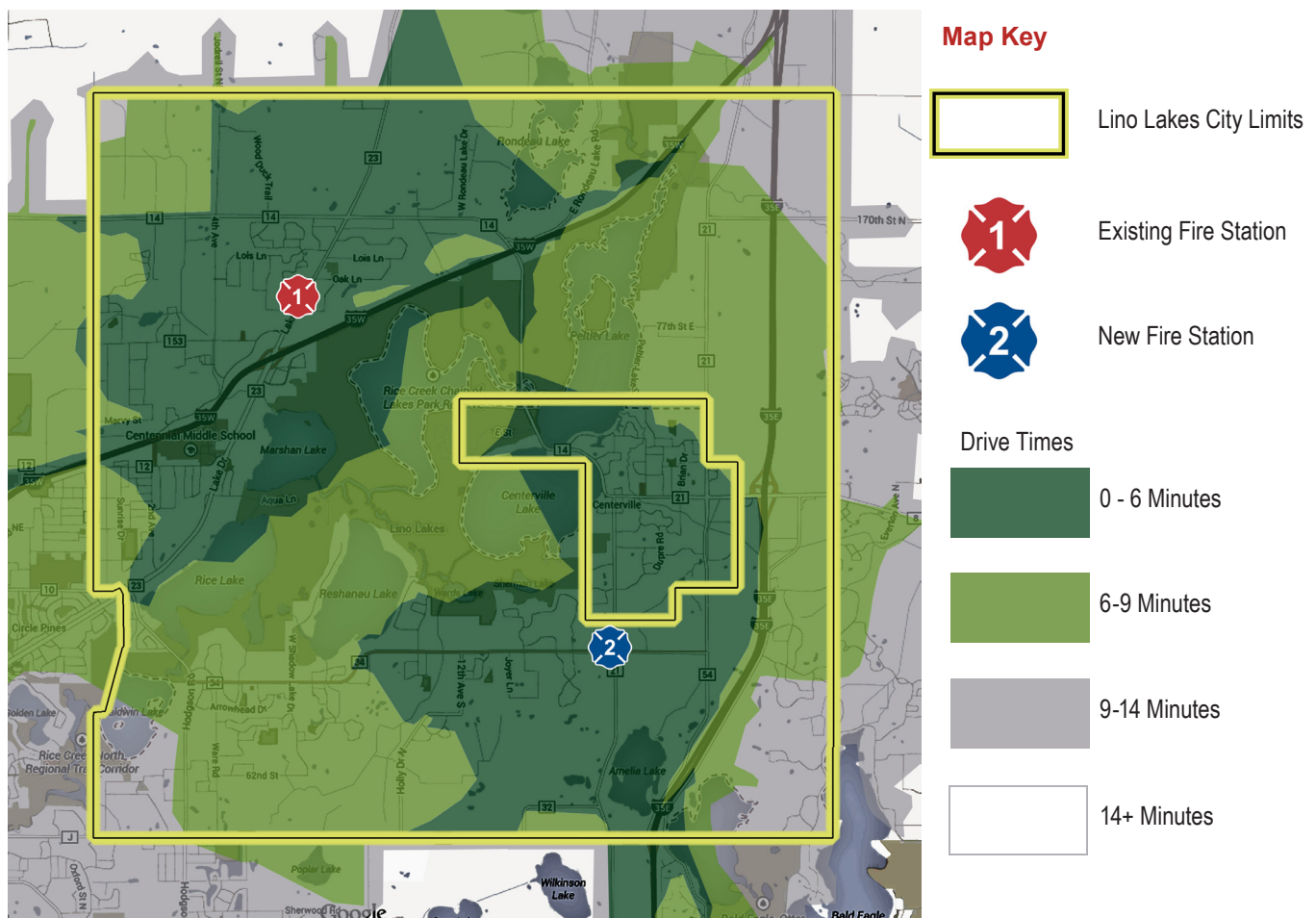


FINAL REPORT AND PRESENTATION

Upon completion of the analysis and schematic design process, CNH Architects will gather all the data, discoveries, and design recommendations coming out of the joint efforts of Fire Department leadership and the Design Team and create a final report document. The report will present the findings and explain the journey in clear text, charts, plans, and costs as a detailed resource for the city leadership and the public as the project is evaluated for actual design and construction.

The draft of the final report documents will be distributed to the Fire Department's leadership to get feedback and presentation recommendations prior to completing the final document. CNH will review feedback from the Department revising the concept designs and report document to address any concerns.

Upon completion, CNH Architects will present the final study report including final schematic design layouts and presentation graphics to the Fire Department Committee. CNH will also be available to present to City Council workshops and public open houses if desired. This task also includes the creation and submittal of all final deliverables, including copies of the study results both in hard copy and digital files.





QUINN S. HUTSON AIA, LEED AP, NCARB
Principal Architect
CNH ARCHITECTS

As principal in the firm, Quinn leads the public safety design for CNH Architects, working with many fire stations, police stations, and jail facilities. His projects have been recognized by regional and national organizations.

EXPERIENCE 35 years

REGISTRATION Professional Architect, MN and CO; Certified Interior Designer, MN; LEED Accredited Professional

SELECT PROJECTS

- City of Apple Valley, MN
 - Fire Station #2 design
 - Fire Station #1 & #3 remodel
- City of Bloomington, MN
 - Fire Station #4
 - South Loop Fire Station Study
- City of Burnsville, MN
 - Fire Station #1
- City of Eagan, MN
 - Fire Station #1
 - Fire Station #2 Remodel
 - Fire Station #3 Remodel
 - Fire Station #4 Addition & Remodel
- City of Lino Lakes
 - Fire Station #2 Design
- City of Mendota Heights, MN
 - Fire Station Addition & Remodel
- City of Roseville, MN
 - Roseville Fire Station
- City of Plymouth, MN
 - Fire Station #2 & #3



BROOKE JACOBSON AIA, LEED AP, CDT
Principal Architect
CNH ARCHITECTS

As Project Architect, Brooke will assist the Principal Architect in developing a thorough building design tracking each fire department goal throughout the project design. She will also lead the internal team in developing comprehensive, well coordinated construction documents.

EXPERIENCE 16 years

REGISTRATION Professional Architect, MN; Construction Document Tech; LEED Accredited Professional

SELECT PROJECTS

- City of Apple Valley, MN
 - Fire Station #2 design
 - Fire Station #1 & #3 remodel
- ABLE Fire Training Center | Burnsville
- City of Bloomington, MN
 - Fire Station #4
 - South Loop Fire Station Study
- City of Burnsville, MN
 - Fire Station #1
- City of Coon Rapids, MN
 - Fire Station #3
- City of Eagan, MN
 - Fire Station #1
 - Fire Station #4 Addition & Remodel
- City of Mendota Heights, MN
 - Fire Station Addition & Remodel
- City of Roseville, MN
 - Roseville Fire Station
- City of Plymouth, MN
 - Fire Station #2 & #3



ASHLEY KLIS CID, LEED AP ID+C
Interior Designer, Senior Associate
CNH ARCHITECTS

Ashley has significant experience in public facility space planning, fire station interiors, and assisting clients with furniture selection. She is a thorough communicator and excels at project management. She is creative and attentive to all details.

EXPERIENCE 13 years

REGISTRATION Certified Interior Designer, LEED AP ID+C

SELECT PROJECTS

- City of Apple Valley, MN
 - City Hall Remodel
 - Fire Station #2 design
 - Fire Station #1 & #3 remodel
- City of Bloomington
 - Fire Station #4
- City of Burnsville, MN
 - Fire Station #1
- City of Coon Rapids, MN
 - Fire Station #3
- City of Lino Lakes
 - City Hall Remodel
- City of Plymouth, MN
 - Fire Station #2 & #3
- City of Shakopee, MN
 - Fire Station #1 addition & remodel design

PROJECT TEAM



JAY S. HRUBY PE
Principal, Electrical Engineer
EDI-DOLEJS

Jay has committed a large percentage of his electrical engineering career to the promotion of energy conservation and sustainability within his designs of commercial, industrial, educational, and public safety buildings.

EXPERIENCE 27 years

REGISTRATION Registered Professional Engineer in MN, IA, MT, MI, WI, ND, SD, WA and WY
Minnesota Registration No. 40290

SELECT PROJECTS

- ABLE Fire Training Center | *Burnsville*
- City of Bloomington, MN
 - Fire Station #4
- City of Burnsville, MN
 - Fire Station #1
- City of Coon Rapids, MN
 - Fire Station #3
- City of Eagan, MN
 - Fire Station #1 - New Facility
 - Fire Station #4 - Addition & Remodel
- City of Lino Lakes, MN
 - Fire Station
- City of Mendota Heights, MN
 - Fire Station Addition & Remodel
- City of Minneapolis, MN
 - Remodel & Upgrades (10 Fire Stations)
- City of Plymouth, MN
 - Fire Station #2 & #3
- City of Roseville, MN
 - Roseville Fire Station

STEVE SCHREURS PE, LEED AP
Mechanical Engineer
EDI-DOLEJS

Steve has more than thirty years experience in mechanical equipment and system design for industrial, commercial, institutional and electric power plant facilities. This experience includes a strong focus on highly-efficient systems that provide a high level of occupant comfort..

EXPERIENCE 30+ years

REGISTRATION Registered Professional Mechanical Engineer in MN, MT, WI, IA, IL, NE, OH, WY, WA

SELECT PROJECTS

- City of Bloomington, MN
 - Fire Station #4
- City of Burnsville, MN
 - Fire Station #1
- City of Coon Rapids, MN
 - Fire Station #3
- City of Eagan
 - Fire Station #1 - New Facility
 - Fire Station #4 - Addition & Remodel
- City of Lino Lakes, MN
 - Fire Station #2
- City of Mendota Heights, MN
 - Fire Station Addition & Remodel
- City of Minneapolis, MN
 - Fire Station #1 Predesign
- City of Plymouth, MN
 - Fire Station #2 & #3

DOUGLAS R. HUGHES PE
Structural Engineer
LARSON ENGINEERING

With more than three decades of practical experience in the field of structural engineering, Doug has a keen eye for detail and understands industry demands and the importance of teamwork in project development. He is knowledgeable of code requirements and uses a variety of materials in his commercial, educational and industrial facilities designs.

EXPERIENCE 30+ years

REGISTRATION Registered Professional Engineer in MN, WI
Minnesota Registration No. 20861

SELECT PROJECTS

- City of Bloomington, MN
 - Fire Station #4
- City of Burnsville, MN
 - Fire Station #1
- City of Coon Rapids, MN
 - Fire Station #3
- City of Eagan, MN
 - Central Maintenance Facility Remodel and New Buildings
 - Fire Station #1 - New Facility
 - Fire Station #4 - Addition & Remodel
- Horton, Inc. R&D Facility | *Roseville*
- City of Lino Lakes
 - Fire Station #2
- City of Mendota Heights, MN
 - Fire Station Addition & Remodel
- City of Plymouth, MN
 - Fire Station #2 & #3



PROJECTS

BROOKLYN PARK FIRE STATION ASSESSMENT STUDY | BROOKLYN PARK, MN

CNH Architects provided an evaluation of the current and future space needs for all four Brooklyn Park Fire Stations, with one of the goals being to provide an assessment of whether or not the city should move to a three-station model with more centrally located facilities or continue operating with four stations.

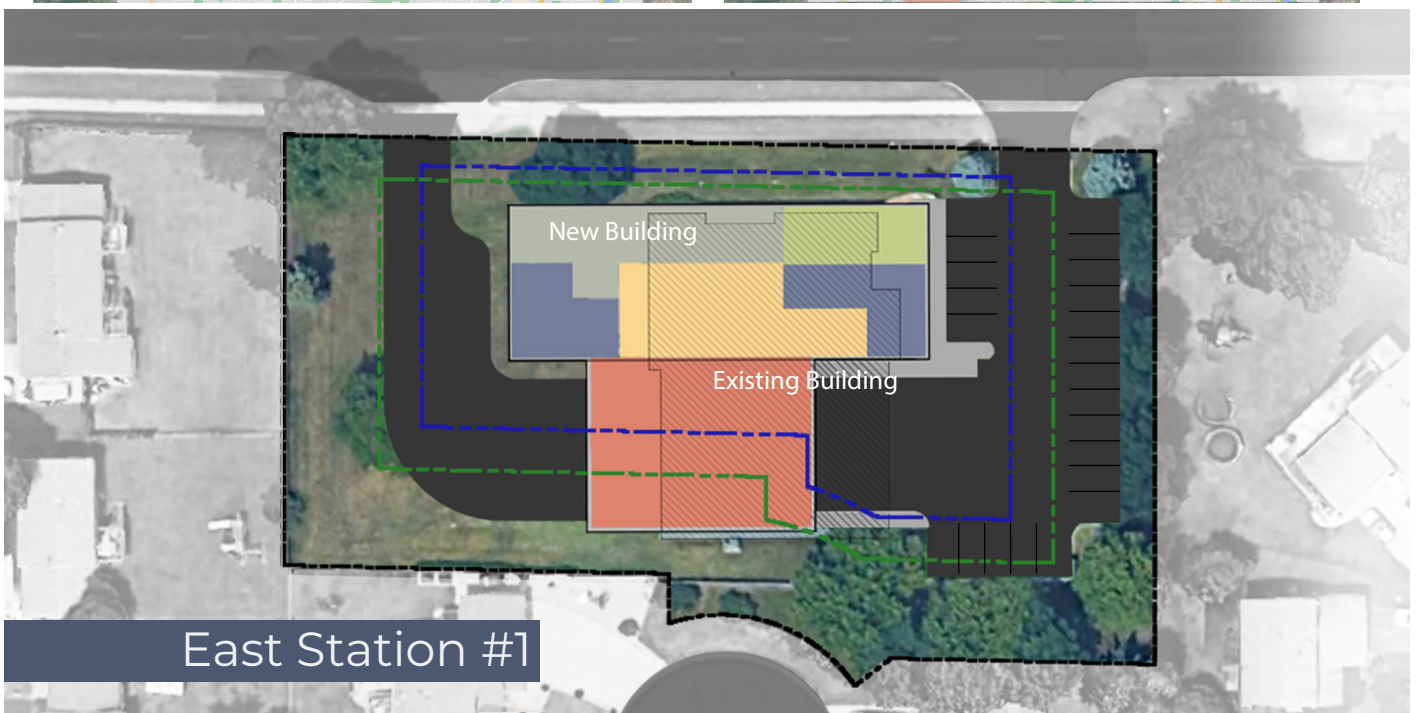
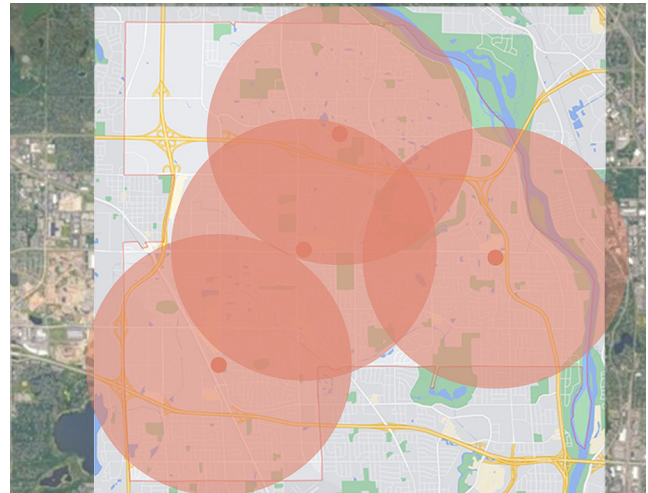
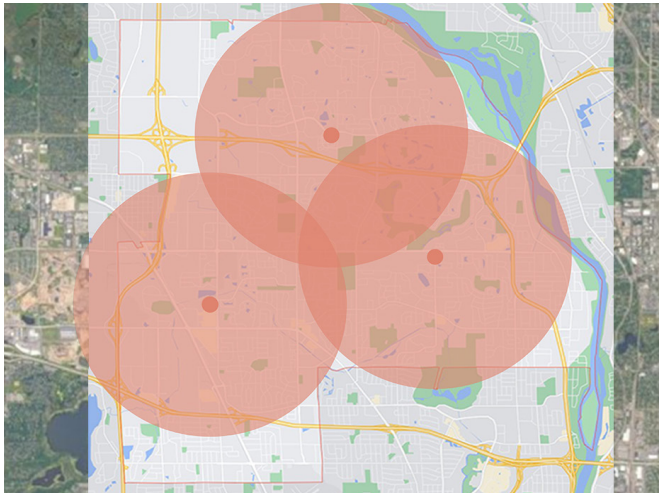
Each of the existing stations had a backlog of deferred maintenance, resulting in significant upcoming needs. They were also found to be lacking in health and safety best practices while undersized and unable to meet the fire departments updated full-time staffing model.

Three Station Model:

- Six minute response time with minimal coverage overlap
- Allows for additional staffing to handle increased call volume
- Requires relocating two existing stations to distribute response times
- Cost to build two new stations is projected at \$27 million
- Reduced ongoing maintenance costs

Four Station Model:

- Six minute response time with large coverage overlap in center of city
- Allows for additional staffing but more restricting in distribution
- Allows stations to remain at current locations
- Cost to rebuild two stations is projected at \$32 million
- Ongoing maintenance costs for four stations





MENDOTA HEIGHTS FIRE STATION- ADDITION & REMODEL | MENDOTA HEIGHTS, MN

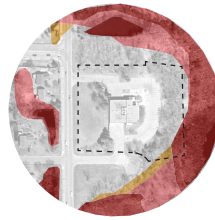
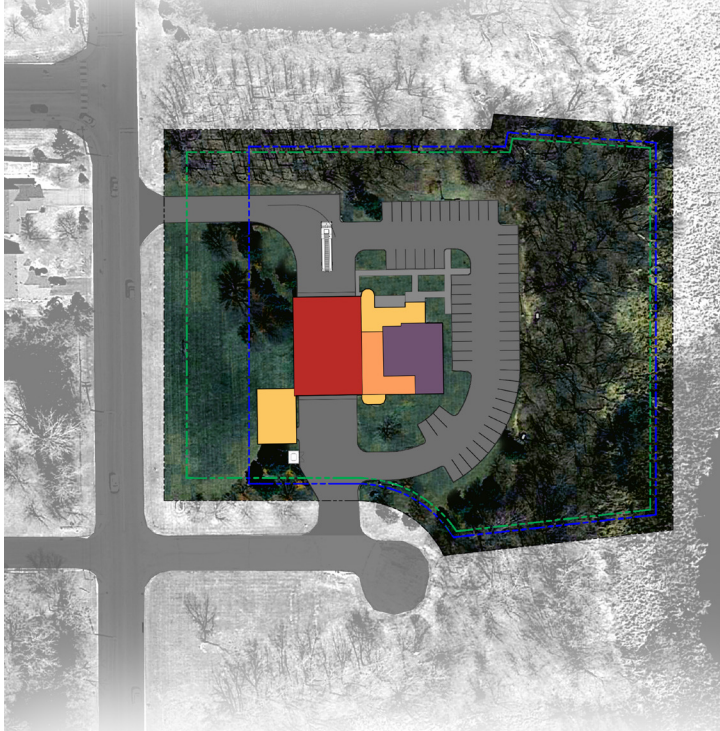
The addition and remodeling upgrades to the Mendota Heights Fire Station provided an up-to-date functioning fire station to meet the needs of the fire department well into the future. Providing a separate, dedicated space for turnout gear with direct connections to firefighter parking and apparatus bays helps shorten response times and provide more room in the bays for apparatus and NFPA clearance standards. Grouping dedicated decontamination areas together in the support spaces separate from the apparatus bays help with overall firefighter health and reducing carcinogen exposure. The administrative functions were moved to the north addition to provide more space and better separation from the hot zone areas as well as separating the public and firefighter traffic to not disrupt firefighter response flow.

PROJECT CHALLENGE: As the only fire station serving the City of Mendota Heights, one of the most important goals of this project was to develop a station expansion and remodeling design that allowed phasing of the construction in such a way to minimize disruption to the operating fire department. The resulting design provided for an addition that could be built first and then occupied while the remodeling was completed, maintaining essential operations throughout.





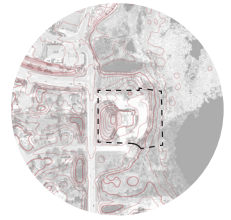
PROJECTS



Wetlands



Tree Coverage Map



Topography

Summary

Fire Station #3 has multiple existing building issues that impact the building structure and systems that should be addressed in the short term. These include a backlog of deferred maintenance such as site pavement, envelope, building systems and equipment as well as significant upcoming maintenance needs. Further the moisture infiltration issues are severe, damaging building elements and making the basement uninhabitable.

Functionally, this station does not meet current Best Practices for health and safety including carcinogen reduction, fitness or on-site training that would be expected in a current fire station. In addition, the station is somewhat undersized including lack of separate turnout gear, decon and training space. Finally, the building does not meet the current and future needs for fire department operations including the dorm space related to the recent service model change.

Highlights

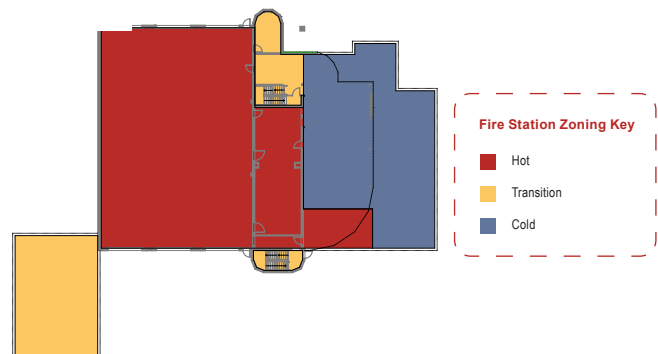
- Adequate space for building expansion to east and west of existing station
- Sufficient number of existing parking stalls for firefighter parking and public parking
- Sufficient existing site circulation to remain intact
- Building expansion to east allows for building moisture issues along the existing east wall to be addressed

PLYMOUTH FIRE STATIONS #2 & #3 NEEDS ASSESSMENT | PLYMOUTH, MN

The City of Plymouth evaluated two of their existing fire stations and found they would need a significant financial investment due to deferred maintenance, end of lifespan, and not meeting the needs of the current department service model. CNH Architects analyzed these fire stations along with an earlier maintenance study and input from city staff to develop building programs of space needs for each building. Then the building program and existing conditions were evaluated to determine the scope of demolition, remodeling, new addition, or new building that would best meet the needs of the department both now and in the future. Through this study, CNH was able to recommend demolishing the city's existing Station #2 to replace with a new building, and keep the city's existing Station #3 with significant remodeling as well as a new addition to meet the needs of the department while maintaining operations throughout construction for each station.

PROJECT CHALLENGE

Station #2 and Station #3 both had significant moisture and water intrusion issues, ranging from leaking exterior wall systems and window joint leakage to major basement water intrusion. The condition at Station #3 was so deteriorated that the basement level was uninhabitable. CNH Architects evaluated each issue and what it would take to correct them to provide safe and functional environments at each of the stations. The solution for Station #2 was determined to be a new building, which alleviates any current water issues. The new addition to Station #3 was extended along the existing wall with the severe water intrusion issues, making it an internal wall. Sufficient waterproofing was designed for the new exterior wall to eliminate any future issues.





PLYMOUTH FIRE STATION #2 | PLYMOUTH, MN

CNH Architects designed a two-story fire station for the City of Plymouth Fire Department to replace an older station on the same site. The new facility will be repositioned to allow for better and faster road access, improving firefighter response times. As firefighter health and safety are a top priority in this project, gear will have its own room separate from apparatus bays to keep it clean and contaminant free. There is also separation between the apparatus/decontamination areas and the residence and administrative areas to reduce toxin transmission. A larger dayroom and kitchen better suited to meet the department's needs provides relaxation for firefighters. Training elements include a hose drying tower that doubles as a training tower with several different styles of openings that can be filled with smoke, and a mezzanine with additional styles of training openings.



PLYMOUTH FIRE STATION #3 - ADDITION & REMODEL | PLYMOUTH, MN

CNH Architects worked closely with the City of Plymouth to design an addition for Fire Station #3 as well as a remodel for the entire station. Water intrusion caused mold and unhealthy conditions making many areas unusable for the department. CNH addressed this issue in the addition while expanding the dayroom and kitchen and separating turnout gear from the apparatus bays to keep it clean and contaminant free. Additional separation was created between this storage and dorms and administrative areas to better suit the department's needs and promote better relaxation. Residential areas were moved to the first floor for safety and to improve response times. Training features at the station include a basement training maze that can be setup in a variety of ways and filled with smoke for simulation drills, and a small training mezzanine with training openings.



LINO LAKES FIRE STATION - SITE SELECTION & STATION DESIGN LINO LAKES, MN

CNH Architects worked closely with the City of Lino Lakes to locate and then build a new fire station. The first step was an in-depth study to determine and evaluate potential sites. The review included drive time analysis, apparatus access and safety, site constructability and the comparative total project cost at each site. CNH Architects then led extensive discussions with the City's design committee to review operational approaches, apparatus needs, on-site training options, and firefighter social activities as well as support space needs, from which a detailed space needs assessment was developed.

The new 13,000 sf fire station has 3 double deep drive through apparatus bays. Other spaces include offices, classroom/EOC, dayroom, kitchen and apparatus support spaces. Extensive training features were designed into the facility, including ladder rescue, floor breach, confined space rescue, search and rescue with cold smoke and maze, wet training tower with standpipe, and interior/exterior rappelling options. Durable and attractive materials such as brick, decorative cast concrete masonry units, and high performance coatings were used inside and out. The high-efficiency boiler, infloor heat, daylighting, highly insulated envelope, low VOC materials and coatings, and LED lighting throughout are significant sustainable design features that will save operational costs and add comfort to the facility.



BURNSVILLE FIRE STATION #1 | BURNSVILLE, MN

CNH's largest fire station to date, the City of Burnsville's Fire Station No. 1 is home to a crew of all full-time firefighters and more than 44,000 SF with 10 apparatus bays. Firefighter safety was one of nine top priorities for the station. Multiple contamination zones and a designated de-contamination area will allow firefighters to keep contaminated equipment and clothing in the apparatus bay until decontaminated. Another priority in the design was firefighter mental health. A warning system that slowly ramps up with alert tones and lighting while only alerting responding staff ensures firefighters are not awoken in an abrupt manner. The station includes areas for relaxation with different lighting to promote natural sleep rhythms, as well as a yoga studio and meditation garden. Extensive firefighter training features including Firefighter 1 and advanced training elements are another highlight of the station.

PROJECT CHALLENGE: The site itself created a challenge during design. There was considerable elevation change throughout the site and in order to fit the programmed building and appropriate apparatus circulation on site, as well as maintain manageable apparatus driveway slopes, a significant retaining wall stretches from the northwest corner to the southeast corner of the site to create the appropriate balance between building position and elevation on site.





PUBLIC SAFETY PROJECTS

City of Apple Valley

- Fire Station #1 - ALF Addition
- Fire Station #2
- Fire Station #3
- Police Facility

City of Bloomington

- Fire Station #4
- South Loop Fire Station & Park Study
- Columbarium
- Police Dispatch Colors & Lighting
- Fire Station #1 Window Shop Drawing
- Police Flooring Replacement

City of Burnsville

- ABLE Training Facility
- Fire Station #1
- Fire Station #2 Facility Study

City of Coon Rapids

- Fire Station #2

City of Eagan

- Emergency Services Facility
- Fire Station #1
- Fire Station #2 Remodel
- Fire Station #3 Remodel
- Fire Station #4 Addition & Remodel
- Fire Station - District Station Study
- Police and City Hall Space Needs Analysis and Schematic Design

City of Edina

- Fire Station Site Study

City of Farmington

- Police Station Remodeling

City of Lino Lakes

- City Hall Remodel
- Fire Station
- Public Works Study

City of Mendota Heights

- City Hall / Police Station Study
- Fire Station Addition & Remodel

City of Mora

- Police Station Study & Schematic Design

City of Plymouth

- Fire Station #2
- Fire Station #3 Addition & Remodel
- Fire Station #2 & #3 Space Needs Study

City of Roseville

- Fire Station

City of Shakopee

- Fire Station #1 Remodel and Addition

City of Victoria

- Fire Station Mezzanine Buildout

Dakota County

- Judicial Center Remodel - Hastings
- Juvenile Detention Kiosks - Hastings
- Juvenile Detention Lobby Upgrade - Hastings
- Law Enforcement Center 8100 Block

Remodel - Hastings

- LEC Interview Room Remodel - Hastings

- Point of Entry Security - WSC & NDC

- WSC Remodeling - Apple Valley

Redwood County

- Law Enforcement Center - Redwood Falls



REFERENCES



CITY OF BURNSVILLE

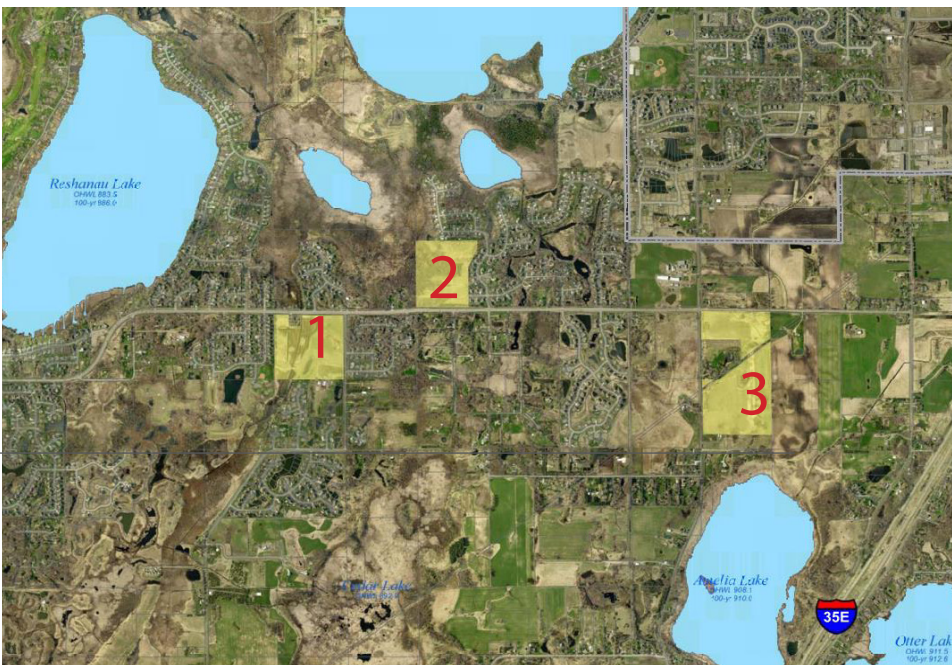
BJ Jungmann
Fire Chief
952-895-4570
bj.jungmann@ci.burnsville.mn.us

CITY OF BROOKLYN PARK

T. John Cunningham
Fire Chief
763-493-8026
john.cunningham@brooklynpark.org

CITY OF MENDOTA HEIGHTS

Dave Dreelan
Fire Chief
651-485-2272
Daved@mendota-heights.com





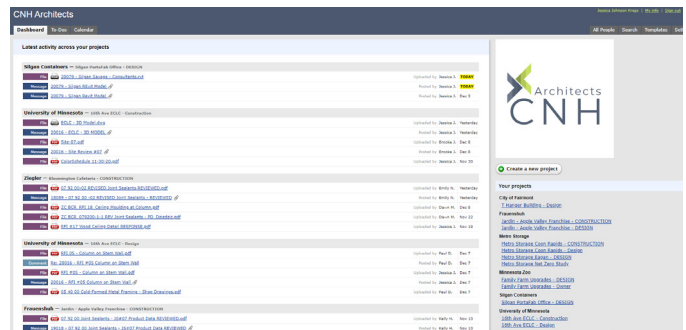
ADDITIONAL INFORMATION

COMMUNICATIONS

During all phases of a design project, CNH Architects has found that exceptional communication is the one essential attribute that must weave throughout every successful project. With this in mind, we have developed a mind set and tools that reinforce close communications between team members and our clients. We advocate regularly scheduled team meetings with representatives of the client and architect/engineers to discuss design issues and client preferences, and to ensure follow through during construction. To further assist communications, our project collaboration website allows all design team members and clients access to all project documents, a message board for posting discussion threads, and a project milestone calendar. At CNH, we have an excellent track record of minimizing change orders during the construction phase through the diligent implementation of these project management elements. A growing list of satisfied and repeat clients is testimony to the discipline and persistence of an organization that will not settle for partial success.

INNOVATION

CNH, along with our design team, strive to develop innovative design solutions using sustainable strategies to assist our clients with designing efficient and dynamic spaces. We have incorporated multiple innovative, sustainable, and high-performance strategies in our projects, which creates long-term solutions, highly successful projects, and reduces energy costs. In one project, we reduced energy costs to a third of similar retail operations by capturing waste heat from the beverage coolers to a geothermal heat pump loop system that is then used to heat and cool the building. Along with this system, a well-insulated building, efficient lighting, and building systems assisted in further reducing energy consumption. Pay back on the energy systems was calculated and verified by the owner at six to seven years providing significant long-term savings for the municipality.



PROJECT COLLABORATION WEBSITE

Another innovative example utilized an existing ice arena on a city campus by developing a campus geothermal loop system. The piping loop harvested excess heat created in the process of freezing the ice sheet and distributed this heat throughout the city campus. The first phase of the campus geothermal loop provides sufficient energy to fully heat the entire new building for only the cost of circulating the fluid in the loop piping.

RELATIONSHIPS

At CNH, we take pride in our ability to create long-term relationships with our clients, especially municipalities. This rapport has resulted in multiple projects with repeat cities and counties through the State of Minnesota, as well as with private organizations such as Ziegler CAT and Jardin Spanish Immersion Academy. As in any good relationship, it takes trust, respect, and listening to grow partnerships such as these. CNH sees a successful design and project as one where each stakeholder has a role and voice in the project. We believe communication, listening, and an open mind are the keys to successful projects and client relationships.

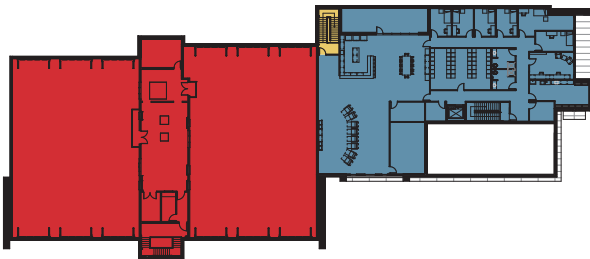


FIREFIGHTER HEALTH

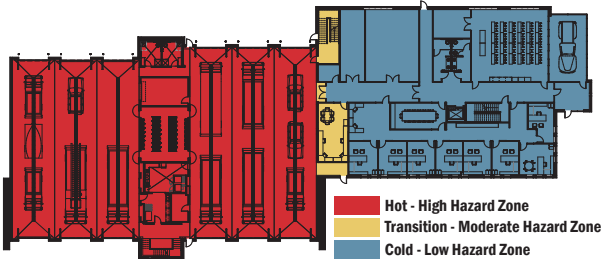


REDUCING TOXIN EXPOSURE

CNH Architects and our design team are keenly aware of the growing data on firefighter health concerns. We will share strategies we have developed and incorporated in other fire stations to reduce exposures to harmful chemicals, whether originating in the station or brought back from emergency calls. We have analyzed national studies and collaborated with regional experts to develop a comprehensive approach to toxin reduction in all our fire station buildings. CNH presented our recommendations at a workshop for attendees at the Minnesota State Fire Chiefs Conventions. The following floor plan diagrams show one of the aspects we evaluate in new or remodeled fire stations. Also of prime importance is the careful design of the HVAC systems to prevent cross-contamination between zones as well as ramped exhaust from "Hot" zones and positive pressure in "Cold" zones.



SECOND FLOOR CONCEPT PLAN - ZONING



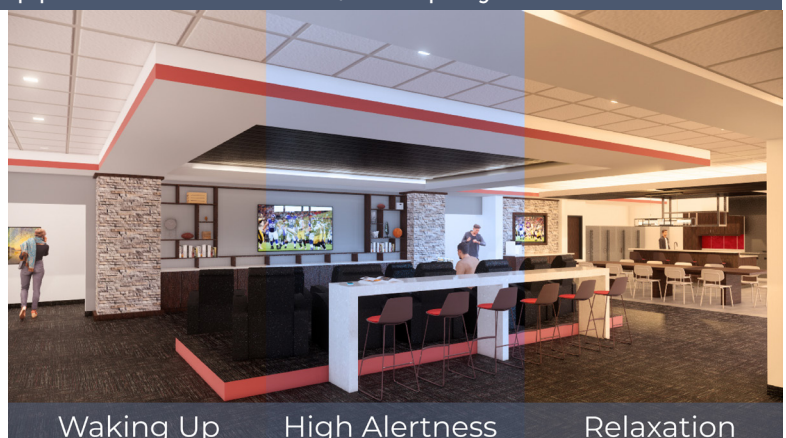
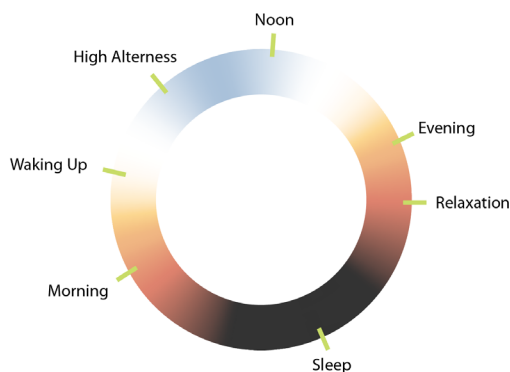
FIRST FLOOR CONCEPT PLAN - ZONING



MENTAL HEALTH

While carcinogen reduction is critical, we will also focus on other protective measures to improve firefighter health and safety. This includes minimizing the negative impacts of the "startle response" caused by sudden alarm signals. To combat this, we recommend designing the station with ramped lighting and soft-start alerting tone paging systems to reduce heart rate spikes and impact on long-term hearing. Additionally, as quality sleep is inherent to mental and physical health, lighting simulation will be included to support relaxation and sleep in the residence areas. Sound isolation will be taken into consideration with designs that separate dorms from noisier areas of the station and creating wall types with sound absorption between spaces. CNH will also incorporate a fitness area including strength and cardio elements for improved firefighter physical conditioning as well as mental wellbeing.

Circadian Lighting to Support Natural Wake / Sleep Cycle



VISUALIZATION / IMAGING

CNH Architects believes that imaging is one of the most important ways to explore and visualize a project's design along with the client. Our approach is that technology has the value inherent in its ability to strengthen the communication with the client and improve the visual development of the project design.

With this goal in mind, CNH uses Revit, the leading BIM software, to create 3-D models of all project designs from schematic options to final construction documents. In conjunction with Revit, CNH uses Enscape to create highly-detailed and realistic renderings and walk-through videos. The final BIM model can be viewed from any vantage point, allowing the client and design team to explore the architectural design together in a visual manner similar to the way the actual building will be experienced. These images can range from simple 3-D views of schematic building shapes and concepts to realistic renderings of interior or exterior views. Building materials, natural daylighting and manufactured lighting are all shown in detail.

During the schematic design phase, the use of the images from the BIM model provides the opportunity for the client to make decisions regarding design options or future phases of a facility masterplan with more visual information than possible with limited renderings or 2-D plans and elevations. Actual material colors and textures can be applied and several variations evaluated, assisting the owner and design team in the design development phase. The images developed have also shown to be valuable when presenting the selected design to committees, fundraising groups, and public agencies when approvals are required or excitement generated.

To view an Enscape video of one of our projects, visit youtu.be/mwIGfSh0vLY





Based on the services outlined in this proposal for the Fire Station Space Needs & Facility Study for the South Metro Fire Department, CNH Architects proposes a fee of \$14,800 plus reimbursable expenses as indicated below.

SERVICES INCLUDED IN FEE

- Architectural and Interior Design
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering

REIMBURSABLE EXPENSES

- Printing and Plotting
- Mileage



April 29, 2022

SOUTH METRO FIRE DEPARTMENT

Space Needs Analysis/Study Fire Station
Replacement/Remodel Facility
Existing Conditions Assessment
GIS Site Location Analysis

Mark Juelfs
Fire Chief
1650 Humboldt Ave
West St. Paul, MN 55118

Dear Mr. Juelfs,

Thank you for requesting a proposal for professional services on this project. We are extremely excited having met you a few weeks back and that you have taken the next step in getting your facility needs reviewed. Attached is our proposal for services to provide the services as indicated below.

A. SCOPE OF WORK:

A. Programming/Space Needs and Conceptual Design

1. Obtain existing building drawings for review and confirm existing conditions.
2. Conduct Immersion work session between the department and design team as required to review current space usage, deficiencies and projected growth. A space program will be developed that details existing space needs and projected space needs for the next 20 years.
 - i. Conduct stakeholder/department interviews to confirm individual space program needs, support space requirements, area adjacency requirements, security concerns, future expansion accommodations, etc.
 - ii. Prepare conceptual “bubble diagram” options for additions and/or remodel or new plans showing global space needs and adjacencies.
 - iii. Prepare a conceptual site plan diagram using aerial photos/maps to evaluate potential building expansion locations/orientation, utility service impacts and parking/circulation impacts.
 - iv. Review/discuss advantages and disadvantages of each option with Owner and select preferred plan and site plan alternatives for further refinement.
3. Project cost estimates will be developed for options developed on a high level, square foot-based opinion of probable cost. Estimates will include all known costs required to develop a completed project.

B. Geographical Information System (GIS)

Station Location Studies are generally developed based on the following considerations:

- Using GIS Mapping to create response time polygons based on 3-5 years of past National Fire Incident Reporting System (NFIRS) data.
- Ability of the Department to meet National Fire Protection Association (NFPA) 1710 (Career) or 1720 (Volunteer) requirements.
- City’s Comprehensive Plan and Planned future growth.
- Insurance Services Office (ISO) rating of the City.
- Other potential issues specific to the Community (Railroads, rivers, highways, etc.)

C. Review of the existing facility and respective site. (Optional)

This portion of the work would provide a review of the existing fire stations and their sites should the department see remodel and additions as a potential option. We offer this as an optional service as often after Task A and Task B are completed, it is evident that the existing facilities will not meet the needs or have the ability to be modified. Our team will work with the department to

make those determinations and we will only proceed after given approval from the department. Should the district decide to move forward with this option, our team will provide:

- Full condition analysis and on-site inspections of the facility and site.
- Identifying fire and safety regulation compliance issues and possible solutions.
- Written condition analysis of the building and mechanical, electrical and plumbing systems.
- ADA Compliance of the facility.

B. DELIVERABLES

1. Five Bugles Design will provide the following final report and presentations.
 - One electronic copy of our final report
 - 5 hard copies of the final report
 - One presentation to the district or other governing body

C. EXCLUSIONS

The following services are excluded from this proposal

1. Any and all work not specifically included in the above “scope of work” is excluded.
2. Hazardous materials sampling and abatement testing.
3. Survey, soil borings, environmental studies, commissioning and construction testing are not included in this proposal, if it is determined that these services are required on the project, the services can be furnished upon a supplemental agreement.

D. ASSUMPTIONS

1. Environmental issues (including, but not limited to the presence of asbestos and lead) will be addressed by others.

E. PROPOSAL FEE:

We trust the above scope of work meets the Department's requirements. We are proposing to perform the scope of work presented in this proposal for a lump sum fee. Portions of the fee below will be credited back to the client if Wendel were contracted to move forward with additional design work. The proposed fee for the project is detailed below.

PROPOSAL FEE	
Task	Proposed Fee
Five Bugles Design (Lump Sum)	Labor
Task A – Programming/Space Needs and Conceptual Design	\$7,250.00
Task B – Geographical Information System (GIS)	\$5,000.00
TOTAL	\$12,250.00
Task C– Review of Existing Conditions (Optional Service)	\$7,200.00

Fee Notes:

- 1) Reimbursable Costs such as costs of travel, mileage, travel related expenses and printing of presentation materials and reports will be invoiced at Cost to the Client, but will not exceed \$250.00.
- 2) Should Five Bugles Design be required to perform additional services beyond those outlined above, Five Bugles Design shall be compensated on an hourly or fixed sum basis for a mutually agreed scope of services.
- 3) Our fee and schedule proposal is valid for 90 days. If we do not receive a signed notice to proceed before that date, we reserve the right to re-evaluate our proposal

F. PROPOSED SCHEDULE:

We anticipate a 12 week turn-around of deliverables upon receipt of this signed contract.

Five Bugles Design anticipates starting work after receipt of this signed proposal. Timely receipt of technical documents, design criteria and approvals from others are necessary to accomplish our design work within the suggested schedule.

G. TERMS:

This proposal and the attached "Appendix A" (Professional Services Terms and Conditions) are intended to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal and attached general conditions are acceptable to you, please indicate your acceptance by signing both originals and return one (1) executed e-mail copy to our office.

Respectfully Submitted,



Robert W. Krzyzanowski
Director of Emergency Services
Associate Principal

Should Five Bugles Design's proposal be accepted, Wendel Architecture P.C., a Minnesota State licensed architecture and engineering firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say "Five Bugles Design" and we will refer to ourselves as Five Bugles Design throughout the project.

ACCEPTANCE / AUTHORIZATION:

Accepted this _____ day of _____, 20_____

Print Name: _____

Signature: _____

Title: _____

RETURN TO:

Robert Krzyzanowski
e-mail: rkrzyzanowski@wendelcompanies.com

PROFESSIONAL SERVICES TERMS AND CONDITIONS

AGREEMENT. It is mutually understood and agreed that the Client's acceptance of the agreement to which these terms and conditions are attached constitutes an incorporation of these terms and conditions which, together with any attached supporting documentation, embody and constitute the entire understanding between the parties with respect to the transaction contemplated hereby and constitute a binding legal agreement ("Agreement"). If Wendel is authorized by the Client to provide services set forth in this Agreement or a Change Order, either orally or in writing, prior to formal acceptance of either, such authorization shall be deemed an acceptance of this Agreement effective as of the date Wendel commences providing the services, and such services shall be provided and compensated for in accordance with the terms and conditions contained in this Agreement.

STANDARD OF CARE/PERFORMANCE. Wendel shall perform its services consistent with the professional skill and care ordinarily provided by design professionals practicing in the same or similar locality under the same or similar circumstances and shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the work. No warranty, guarantee or fiduciary relationship, either express or implied, is made or intended by this Agreement.

OBLIGATIONS OF WENDEL. Wendel will prepare the work and deliverables in a timely manner but it is agreed between the parties that Wendel cannot be responsible for delays occasioned by factors beyond its control, nor by factors which could not reasonably have been foreseen at the time this Agreement was entered into. Wendel commits to provide adequate and qualified resources to meet the schedule, and will work with Proposal Recipient's management in a manner that enables management to make informed decisions.

OBLIGATIONS OF PROPOSAL RECIPIENT. Client will work in a diligent and timely manner with Wendel to facilitate the contractual services required herein. To ensure a cooperative and successful effort, Client will commit to open disclosure of information required for the performance of services, will properly position Wendel with its staff, and will make available subject matter knowledgeable staff in a timely manner to address questions, unforeseen circumstances or other unexpected conditions that may arise.

PAYMENT. Progress payments shall be made in proportion to services performed and shall be due and payable within thirty (30) days of invoice submittal, without retainage. Overdue invoices shall bear an interest rate of 1-1/2% per month calculated from the 31st day after submittal. Wendel reserves the right to suspend services if payment of any undisputed invoice amounts are sixty (60) days overdue.

CHANGE ORDERS. During the term hereof the scope of services and compensation therefor may be adjusted by mutually agreed upon written Change Orders hereto.

SUSPENSION AND TERMINATION BY WENDEL. If the Client (i) fails to timely make payments due, or (ii) suspends the work for more than ninety (90) calendar days for reasons other than the fault of Wendel, or (iii) substantially fails to perform in accordance with the terms of this Agreement through no fault of Wendel, then Wendel may suspend services or terminate this Agreement upon seven (7) days advance written notice to Client, and Client shall pay all sums due for services performed prior to suspension or termination and any costs attributable to suspension or termination. Upon any resumption of services, Fees and time schedules shall be equitably adjusted. Wendel may terminate this Agreement for convenience upon not less than seven (7) days written advance notice and Client shall pay all sums due for services performed prior to termination.

SUSPENSION AND TERMINATION BY CLIENT. If the Client suspends the work, Wendel shall be compensated for services performed prior to notice of such suspension and Client will be liable for any expenses incurred in the interruption and resumption of services. Upon resumption of services, Fees and time schedules shall be equitably adjusted. If the Client terminates this Agreement for its convenience, the Client shall compensate Wendel for Wendel's services performed prior to termination, reimbursable expenses incurred, and costs attributable to termination, including the costs attributable to Wendel's termination of consultant agreements. Client may terminate this Agreement for default upon not less than seven (7) days' advance written notice should Wendel substantially fail to perform in accordance with the terms of this Agreement through no fault of the Client.

HAZARDOUS MATERIALS. To the fullest extent permitted by law, Client shall defend, indemnify and hold harmless Wendel, its affiliates, subconsultants and subcontractors, and their respective officers, directors, partners, employees, and agents from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of, or relating to the presence, discharge, release, or escape of asbestos, PCBs, petroleum products, radioactive materials, or any other hazardous materials at, on, under, or from the work site.

OWNERSHIP OF DOCUMENTS. All the documents, reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, drawings, specifications and other documents, data or information prepared by Wendel in any form, including machine readable format, (collectively "Documents") are instruments of Wendel's services and shall remain the sole property of Wendel. Wendel retains all ownership and all other rights, including copyrights, in all such documents.

LIMITATIONS ON USE OF DOCUMENTS. The Documents are prepared for use for the purpose and at the site identified in the Agreement or Change Order only and are not appropriate for use for any other purpose or site, except by the authorization and agreement in writing with the appropriate compensation to Wendel. Client agrees to release Wendel and its affiliates from any

PROFESSIONAL SERVICES TERMS AND CONDITIONS

liability associated with any unauthorized changes made to the Documents and their use thereof and further agrees to indemnify and hold harmless Wendel and its affiliates from any and all claims arising out of such changes or use.

MACHINE READABLE MEDIA. Where Wendel agrees to supply some or all of the Documents in machine readable format (hereinafter "machine readable media"), the parties understand and agree that any Documents supplied in such machine readable format are so supplied as a convenience to the recipient. Such Documents are not intended to replace the printed forms of such Documents. The content of the Documents supplied by Wendel in printed form shall govern over the contents of Documents supplied in machine readable format. The recipient shall be solely responsible for comparing the output of the machine readable media with the printed Documents designated by Wendel as the contract documents and determining the accuracy of such output. Recipient shall only use the output of machine readable media for the limited purpose agreed to by Wendel and shall not alter, mediate or change the contents of such machine readable media in any way, or transfer to others, without the express written approval of Wendel.

CONFIDENTIALITY. Wendel shall not disclose or permit the disclosure of any confidential information except to its employees of Wendel and its affiliates, and other consultants who need such confidential information in order to meet contractual obligations under this Agreement.

PUBLICATION. Wendel has the right to photograph the work and to use the photos in the promotion of its professional practice through advertising, public relations, brochure or other marketing materials. Client agrees that Wendel has the authority to utilize its name as a client and general description of the work or service performed as references. Wendel will be given proper credit and acknowledgements for all services rendered including, but not limited to, planning, design and implementation. Proper credit shall be defined as being named by the Client (or their agent/owner) in project identification boards, published articles, promotional brochures and similar communications.

DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the design or construction of the work or following the completion of the work, the Client and Wendel agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The parties further agree to include a similar mediation provision in all agreements with independent contractors they retained for the work and to require all independent contractors and consultants to include a similar mediation provision in all agreements with their respective subcontractors, subconsultants, suppliers or fabricators retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements. In the event resolution of any conflict cannot be settled as a result of non-binding mediation, it will be addressed in an appropriate court of proper jurisdiction.

LIABILITIES. THE CLIENT AND WENDEL HAVE DISCUSSED THEIR RISKS, REWARDS AND BENEFITS OF THE WORK TO BE PERFORMED, WENDEL'S TOTAL FEE FOR SERVICES AND HAVE ALLOCATED THE RISKS SUCH THAT, UNLESS STATED OTHERWISE ELSEWHERE IN THIS AGREEMENT, THE CLIENT AGREES THAT TO THE FULLEST EXTENT PERMITTED BY LAW, WENDEL'S TOTAL LIABILITY TO THE PROPOSAL RECIPIENT FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES, DAMAGES, OR CLAIM EXPENSES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES INCLUDING, BUT NOT LIMITED TO, WENDEL'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT OR BREACH OF WARRANTY SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY WENDEL UNDER THIS AGREEMENT OR \$500,000.00 WHICHEVER IS LESS.

INDEMNITY. Each Party agrees to indemnify the other from liability for losses, damages, or expenses (including reasonable costs and attorney's fees) to the extent caused by the Party's negligent acts, errors, or omissions relating to this Agreement, subject to any limitations of liability set forth elsewhere herein.

CONSEQUENTIAL DAMAGES. NEITHER PARTY WILL BE RESPONSIBLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES.

BUDGET/CONTINGENCY. The Client agrees to establish a realistic budget for the cost of the work; the budget will include a contingency fund which will be used solely for the purpose of paying for contractor change orders, addressing omissions from the construction documents, and Client approved Change Orders for Wendel's services.

OPINIONS OF CONSTRUCTION COST. Any opinion of construction cost prepared by Wendel represents its judgement as a design professional and is supplied for the general guidance of the Client. Since Wendel has no control over the cost of labor and material, or over competitive bidding or market conditions, Wendel does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the Client.

FORCE MAJEURE. Neither Party shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other or the other's employees and agents.

PURCHASE ORDERS. Client acknowledges and agrees that any purchase order issued by Client in accordance with this Agreement is intended only to establish payment authority for Client's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement.

WAIVER. No waiver by either Party hereto or any failure or refusal by the other Party hereto to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal by such Party to so comply.

PROFESSIONAL SERVICES TERMS AND CONDITIONS

GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the state in which the work or Project is located, without regard to principles of conflict of laws.

THIRD PARTY BENEFICIARIES. This Agreement is made solely for the benefit of the Client and Wendel, their successors and assigns, and no other person shall have any right, benefit or interest under or because of this Agreement.

AUTHORITY. Each Party represents and warrants to the other that it has the requisite authority to accept, deliver and perform this Agreement.



South Metro Fire Department Request for Quotes Facility Needs Study

April 29, 2022





Architecture Engineering Energy Efficiency Construction Management

April 29, 2022

South Metro Fire Department
Mark Juelfs, Fire Chief
1650 Humboldt Ave
West St. Paul, MN 55118

SUBJECT: REQUEST FOR QUOTES | FACILITY NEEDS STUDY

Dear Chief Juelfs,

We are pleased to submit this facility needs study quote for South Metro Fire Department. We understand the Department is interested in retaining a consultant with significant experience in the design and master planning of public facilities and the environments they strive in. Our firm has worked in hundreds of communities throughout the country, working with various municipalities to achieve projects they can be proud of. Public Safety Facilities are Five Bugles Design's expertise, and we believe our team has outstanding credentials for your consideration.

Five Bugles Design is a division of Wendel Companies (Wendel), a national design and construction firm that has been providing services to communities across the US since 1940. We believe our team is unique – a nationally recognized leader in the design of Public Safety Facilities – with a well-established design portfolio of all architectural projects large and small. All of this comes with in-house architects, engineers and construction managers that have significant experience working on public sector projects.

Within this proposal, you will find details on our experience and unique value that includes:

- We are a nationally recognized team of experts in public safety design with more than 40 public safety projects in the past three years and over 200 throughout the US credited to our staff.
- A unique collaborative Immersion programming process that combines the extensive knowledge of emergency service professionals, Architects, Master Planners, Engineers and Construction Experts. We work with our clients to efficiently create and confirm the needs of the end users of the proposed facility to ensure their needs are met, but also keeping the project on budget.
- An all-in-house team of architects, engineers, contractors and a director of sustainability to meet South Metro Fire Department's desire and needs.
- Wendel is certified to ISO 9001:2015 through DNV GL – Business Assurance. Quality is designed into our processes from start to finish in order to provide maximum benefit.

We ask you to carefully review this submittal. We are prepared to answer any questions you may have and we Thank You for the opportunity to submit on this great project!

Best Regards,

Five Bugles Design

Robert W. Krzyzanowski
Director of Emergency Services/
Principal-in-Charge

Firm Contact

Robert Krzyzanowski
P: (715) 559-0297
E: rkrzyzanowski@wendelcompanies.com

Name & Location

Five Bugles Design, the award winning team at Wendel
800 Wisconsin St.
Building D04, Suite 202
Mailbox 2
Eau Claire, WI 54703
fivebuglesdesign.com

Year Established

Wendel: Established in 1940
June 1, 2017: Wendel acquired Architectural Design Group (ADG), a leader in architectural design and planning in Eau Claire, Wisconsin to enhance our service offering and market reach in the Midwest. Also gained Five Bugles, ADG's division focused solely on the public safety industry.

Legal Status

Licensed to perform Architecture & Engineering services in Wisconsin

Firm Ownership

Corporation

Staffing

Total Staff: 280
Eau Claire: 17

Primary Firm Location for this Project:

800 Wisconsin St.
Building D04, Suite 202
Mailbox 2
Eau Claire, WI 54703

FIRM BACKGROUND & QUALIFICATIONS

BUILDING ON A VISION

Five Bugles Design was formed to provide planning and design services to the public safety service industry. We understand that public safety buildings are truly a unique building type. Our focused design team is comprised of members whom, both collectively and individually, are among the most experienced public safety design professionals in the Country.

UNMATCHED PUBLIC SAFETY FACILITY DESIGN EXPERIENCE

Our award-winning team of architects and active emergency services specialists have experience throughout the country. We focus on exceeding our clients' expectations and providing exemplary project management services, all while "speaking your language."

COLLABORATIVE. FOCUSED. | CLIENT DRIVEN. | COMMUNITY CONSCIOUS.

Making a positive and lasting impact on the people and communities we serve is at the core of what we do. We believe that by getting to know our clients, their needs, and the communities they serve, we're able to collaborate as a design team to provide winning solutions that go far beyond the obvious. Our goal is that the facilities we design today will serve our clients for decades to come.

EMERGENCY SERVICE DESIGNERS

The architects, engineers and designers that are apart of our Five Bugles Design team have experience leading municipalities through the process of design. These individuals learn from every project they have been apart of, with some having decades of experience. Our team then takes everything that we have learned, good or bad, and puts that information forward to our new clients.

The design of emergency services facilities is an intricate process and very detail oriented. Our clients have to be detail oriented in their everyday job of saving lives, we expect our team to understand that the small details matter in a facility as every second counts.

We pride ourselves on function over frills, however we have the diversity in our portfolio to satisfy any client's needs and desires. Emergency services design is the only thing that our Five Bugles Design team focuses on and they have dedicated their careers to this cause.

IN-HOUSE EMERGENCY SERVICE SPECIALISTS

The Five Bugles Design team includes a number of Emergency Service Specialists. These individuals are both active and retired public safety personnel with extensive background in the management and operations of fire, police and EMS departments of all types and sizes (career, paid-on-call, combination).

Most importantly, they have built stations for their own departments and understand the challenges created by the necessity of blending facility demands with budgetary concerns.

Our Emergency Service Specialists use their decades of experience to lead our unique programming process. They will direct a conversation that explores your individual operational and facility challenges, breaks those challenges down into their respective building components and then work with our experienced architects and planners to define and quantify those elements with the goal of creating an accurate depiction of the built environment that will ultimately become your new facility.



PROGRAMMING: UNIQUE IMMERSION PROGRAMMING & PLANNING PROCESS

SPACE NEEDS ANALYSIS

Five Bugles Design has developed some of the most comprehensive programming tools in the industry. These tools encourage active participation from members of the staff and community. We view programming as the fundamental basis of our design and attribute much of our successes to our in-depth process. It is our intent that the programming process captures functional requirements of all of the community's response delivery systems.

Our process begins by conducting a programming session – typically a two-hour meeting – which will provide us an excellent understanding of your department's operation requirements and future goals.

INTERACTIVE SPACE NEEDS PROGRAMMING SESSION

Our proprietary fire station planning software allows our architects and planners to conceptually develop a program and space needs assessment in real-time during our planning and discussion sessions with you. We incorporate the tools of this software into our initial and ongoing planning discussions to immediately determine the raw square-foot costs of your proposed facility.

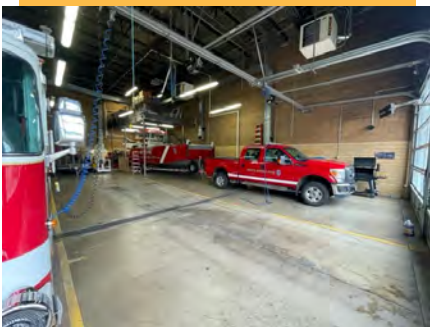
The software serves as a check and balance to make sure all required spaces are accounted for including mechanical rooms, storage areas, mezzanines, floor area for equipment, apparatus, and operations.

EXISTING CONDITION ASSESSMENTS

Not all renovation or remodeling projects are historical renovations, but they do require a great deal of care during the documentation and design process. Our team begins by putting any existing drawings/documents into a computer modeling/drafting program (often Revit) to create a rough floor plan. Once the existing plans are drawn, our team carefully walks through the facility, noting any inaccuracies and checking dimensions to create an accurate floor plan of the facility to begin the design process.

During this walk through we note any ADA concerns, items that are no longer code compliant, safety concerns, items that are beyond their expected life expectancy, items that might have contaminants such as asbestos, and any items that should be reviewed further. This process can involve multiple trips to the site, trips with our engineering staff, 3D scans of the facility, x-ray scanning of existing slabs, and selective deconstruction of walls, ceilings and floors to know what is under the surface depending on the nature of the project.

In addition to general architecture systems, the same care needs to be taken in evaluating and documenting the buildings mechanical, electrical, plumbing and structural systems, as well as the site and the surrounding areas.



During any renovation project, this documentation phase is incredibly important as unforeseen conditions can be a very costly item once in construction.

Our team has worked on renovation projects ranging from small toilet room remodeling projects to major, multi-million dollar renovations in schools and hospital settings. In regards to fire stations we're currently working with the Wisconsin Rapids Fire Department on renovating their two stations, and with the La Crosse Fire Department on renovating their Central Station, as well as completed renovations in Red Wing, MN, Stoughton, WI and Stevens Point, WI; among many others.

Five Bugles Design has also worked with different departments on abating hazardous materials, including asbestos and lead, found in their existing structures. During any renovation project, a hazardous materials assessment and report will be created which notes all hazardous materials in the facility, and what action is suggested moving forward.

GIS STATION LOCATION & SITE SELECTION

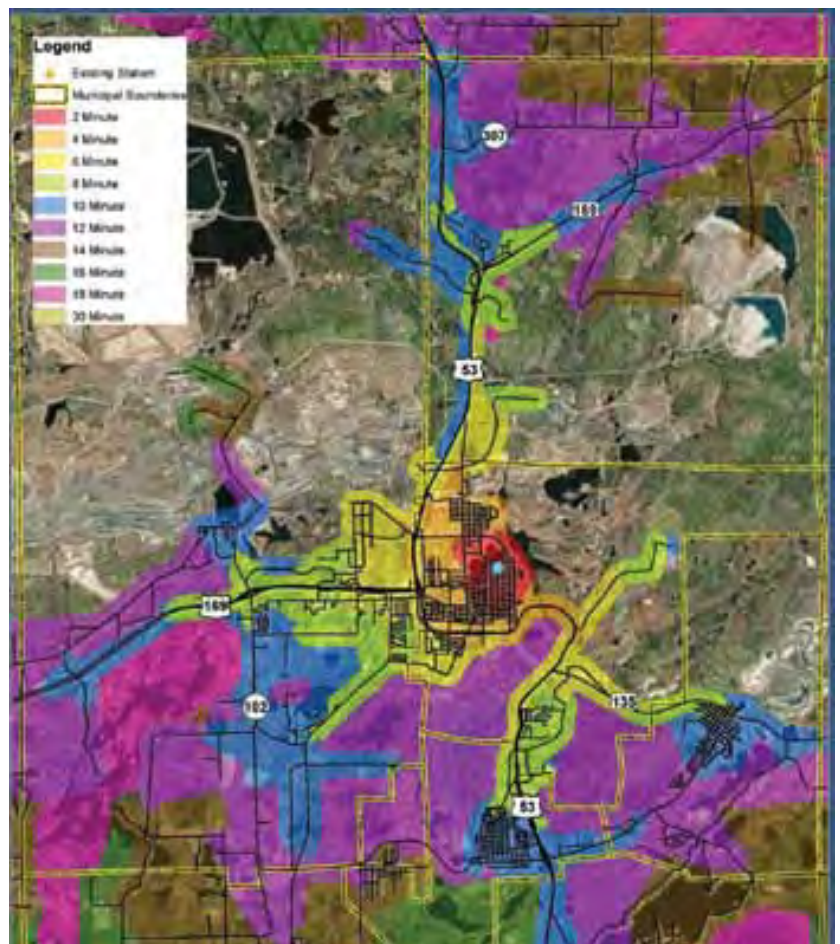
EMERGENCY-SERVICES BASED

With the fastest possible response time as the primary concern in the location of any new response-driven station, our firm leverages the powerful analysis tool that is Geographical Information Systems (GIS) combined with the experience of our Emergency Services Specialists to create Emergency-Services Based GIS Station Location Studies. GIS is a powerful tool which allows us to analyze your current conditions, project future response times, generate potential station locations, and/or validate currently proposed stations based on the critical factor of time-of-response.

By adding the unique personal experience from our Emergency Services Specialists, we are able to bring another level of consideration to the equation of the fastest response time: Risk and Demand Analysis.

Simply stated: we consider more than just time. Though time is a huge consideration, it can't be the only consideration. If it were the only consideration based on GIS findings, the best location for a fire station could place a facility adjacent to a natural or man-made hazard, locate it far from all your responders' homes, or could create an imbalance in your community response.

In the end, we provide our clients with recommendations that are grounded in the requirements of NFPA 1710 and NFPA 1720 and ISO, but are also informed by the experience of career firefighters in identifying the best possible location.



POSSIBLE DESIGN FEATURES

Orienting the tower to allow access on three sides.

Windows or window openings with covers to simulate second story ladder rescue.

An internal stairway to extend hand lines to an upper story.

A standpipe pump-in connection system on the outside of the tower and standpipe connections at each level of the tower.

The building sprinkler system pump-in station is also used to simulate sprinkler water and pressure support.

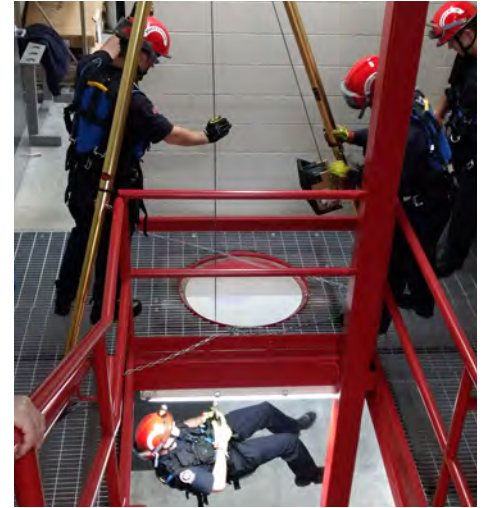
A lone sprinkler head at the lowest level of the tower to train how to isolate a single sprinkler head while allowing the remaining system to be operational.

Smoke opening connections on all floors of the hose tower to simulate rescue under zero visibility conditions.

Rappelling tie off connections at the highest level to simulate repelling rescues.

A manhole on the second floor of the tower to allow confined entry training.

Window or roof access at the top of the tower to allow firefighters to use ropes to raise and lower fire department equipment.



TRAINING

Five Bugles Design has extensive experience in regional training facilities as well as creating staff training opportunities within a Public Safety Facility.

At the core of any successful and efficient fire protection program is Public Safety Facility training. Community expectations for delivery services over the last decade have grown to a level never anticipated. Emergency medical services, hazardous materials, confined entry rescue, fire ground management techniques, communications, domestic terrorism and international terrorism are not hypothetical scenarios, but realities. Designing these high risk but low frequency training opportunities into the new fire station is critical to a department's level of ability to face the new challenges these situations present.

The Five Bugles Design team is a national leader with its innovative approach of incorporating training programs into building design. In our discussions during the initial programming and space orientation phase of the building process we spend a great deal of time talking about the department's existing training program. We take this time to gather as much information as possible and then offer design solutions that will provide for in-house training. Firefighters will be on hand during training sessions if a major emergency occurs.

One of the training opportunities that we have included in numerous fire stations is the use of a training tower for both drying fire hoses and for practicing in a multistory internal/external training platform.



PERSONNEL DECONTAMINATION

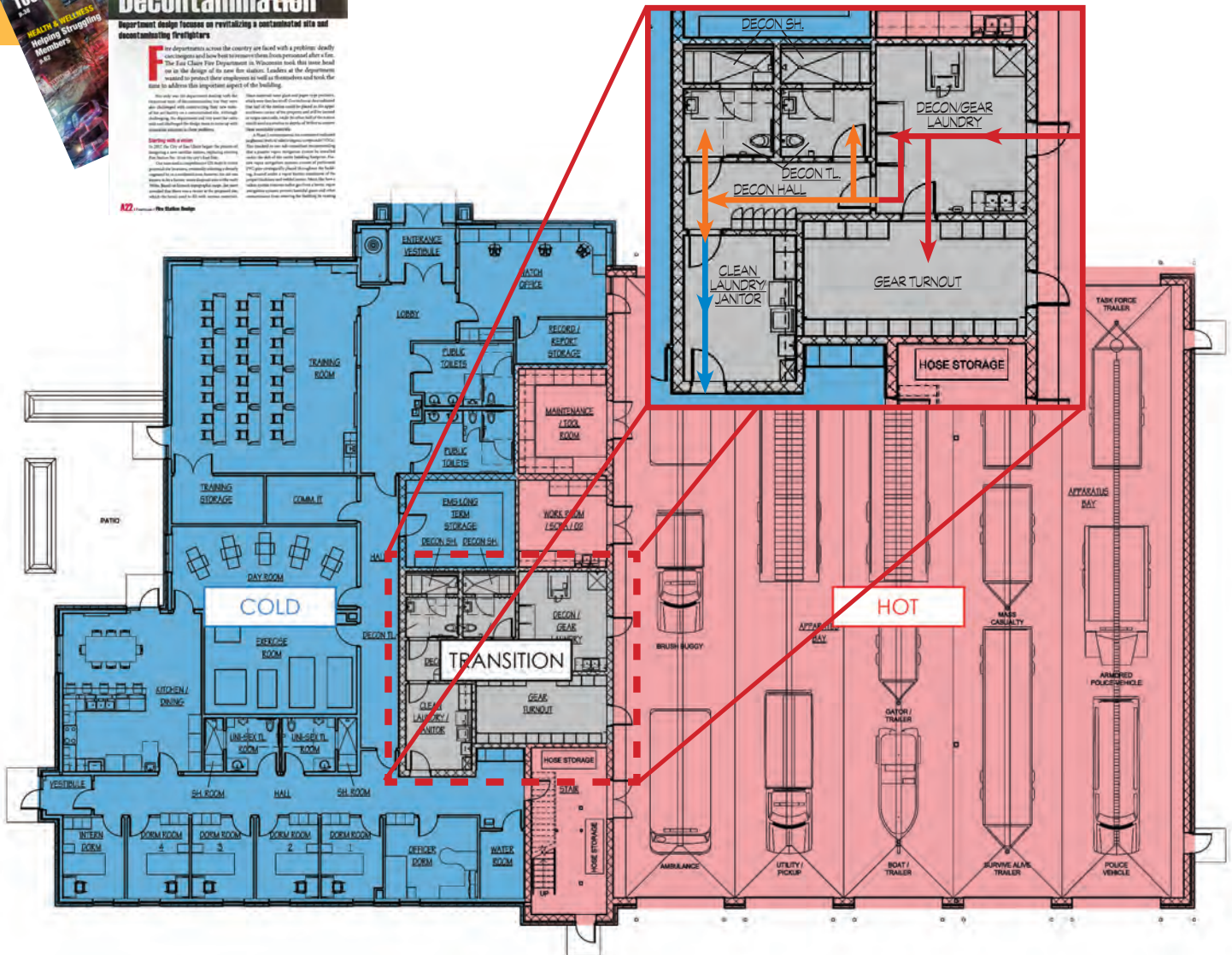
Emerging Trends

Over the past decade, there has been an increase of cancer diagnoses for those men and women in the fire services, as well as for their loved ones at home. In an attempt to help keep firefighters and their families healthy, we have created a personnel decontamination process which separates the fire station in to zones (hot and cold), and therefore helps to reduce the spread of cancer-causing contaminants.

This process includes decontaminating trucks, gear, and of course, the people. Restricting contaminants to the hot zones and having staff transition to the cold zones ensures that they are free of those contaminants after responding to an emergency.

Our award-winning team members have proven their expertise in the design and development of decontamination spaces.

By constantly pushing the limits and creating (not just following) the emerging trends, we are regularly given the opportunity to speak to our peers and emergency services professionals at conferences throughout the country, as well as published articles in national publications showcasing our unique and user focused decontamination processes.



PROJECT HISTORY

The public safety clients indicated below are an example of the experience our team brings to your project, whether a study or complete design. Everyone of these projects brings with it a certain set of knowledge gained. Projects underlined are facilities that were eventually designed and constructed by our team, while the others have been studied and are pending final design.

PROJECT & COMPLETION: ONGOING 2022

Cold Spring, MN Fire & Police Department
La Crosse, WI Fire Dept. - Station No. 1
La Crosse, WI Fire Dept. - Station No. 2
La Crosse, WI Fire Dept. - Station No. 4
La Crosse, WI Fire Dept. - Station No. 3
Chisholm, MN Fire & Police Department
Wisconsin Rapids, WI Fire Department
St. Peter, MN Fire Department

PROJECT & COMPLETION: 2021

Farmington, NY Fire Department
Riverside, WI Fire Department
La Pointe, WI Fire Department
Eau Claire, WI Fire Dept. - Station No. 6
Monroe Township, OH Fire Department
Suamico, WI Public Safety Building
Platteville, WI Fire Department

PROJECT & COMPLETION: 2020

Bloomington, MN Fire Department
Greenville, WI Fire Department
Fishers, NY Fire Department
Wausau, WI Public Safety Dept.- STA No. 2
Moorhead, MN Fire Department
North Port, FL Fire Training Complex

PROJECT & COMPLETION: 2020 CONTINUED

Neenah-Menasha, WI Fire Department
Edina, MN Fire Department

PROJECT & COMPLETION: 2019

Boyceville, WI Fire Department
Inver Grove Heights, MN Fire Department
Superior, WI Fire Department
Clear AF Base Fire Station, Denali, AK
Wasilla, AK Police Department
Edgerton, WI Fire Department
Fredonia, NY Fire Department
Brainerd, MN Fire Department
St. Louis Park, MN Fire Department

PROJECT & COMPLETION: 2018

Eau Claire, WI Fire Dept. - Station No. 10
Elk River Public Safety Study, MN
Red Wing, MN Fire Dept. - Station No. 1
Red Wing, MN Fire Dept. - Station No. 2

PROJECT & COMPLETION: 2017

Bloomington, IL Fire Department
Chippewa Falls, WI Fire Department
Chisago City, MN Fire Department
Cloquet, MN Area Fire District
Golden Valley, MN Fire Department
Hudson, WI Fire Department
Monticello, MN Fire Department
Normal, IL Fire Department
River Falls, WI Fire and EMS

PROJECT & COMPLETION: 2016

Janesville, WI Fire Department
Lehi, UT Fire Department
Lewiston, MN Fire Department Study
Mount Horeb, WI Fire Department Study
Virginia, MN Fire Department Study

REFERENCES

Project Name	Completion Date	Size (sf)	Project Type	Project Manager	Client Name/Number	Building Construction Cost				Reason for Change in Price
						Initial Budget:	Pre-bid Estimate:	Bid Total:	Final Cost:	
City of Eau Claire Station No. 10	July 2018	16,450	Fire & EMS	Robert Krzyzanowski	Chris Bell, Fire Chief (715) 839-5012	\$4M	\$4,256,158	\$4,024,274	\$4,130,000	All estimates shown are provided by the Construction Manager for each particular project. However, we do have our own in-house estimating team. We take great pride in that since Five Bugles began, we have never had to redesign or rebid a project because it came in over the projected budget. Our final costs are always well within the 5% project contingency and our change order average is well below the industry standard of 3%.
Chippewa Falls Station No. 2	April 2017	20,000	Fire & EMS	Robert Krzyzanowski	Lee Douglas, Fire Chief (715) 723-5710	\$4M	\$3,888,822	\$3,799,862	\$3,931,997	
Wausau Fire Station No. 2	February 2020	15,230	Fire & EMS	Robert Krzyzanowski	Robert Barteck Fire Chief (715) 261-7903	\$5.5M	\$4,174,156	\$4,507,715	\$4,669,168	
Suamico Fire Station	February 2021	22,050	Fire & Private EMS	Robert Krzyzanowski	Alex Kaker Administrator (920) 434-2212	\$5.5M	\$5,750,000	\$4,885,877	\$5,002,133	
Greenville Fire & Safety	December 2019	24,680	Fire	Robert Krzyzanowski	Eric Kitowski, Fire Chief (920) 757-5151	N/A	\$6,000,000	\$5,914,700	\$6,500,000	It is also important to note that these costs are for ALL changes during construction, including Owner Requested Changes.



Station Highlights:

- 4 Drive-through apparatus bays
- Training Center
- State-of-the-art Decontamination zone

Anticipated \$6.5M Total

New Construction

Ongoing (June 2022) Est.

Brigid Murphy
City Administrator
27 Red River Avenue S
Cold Spring, MN 56320
320-685-3653
bmurphy@coldspring.gov

COLD SPRING PUBLIC SAFETY BUILDING

Cold Spring, MN

The City of Cold Spring hired Wendel, home of Five Bugles Design, after an independent assessment of their current Fire and Police station recommended its replacement.

The Five Bugles team is now in the early phases of designing the new Public Safety Building for the City's the full-time police department and the volunteer fire department. Budget, efficiency of space, and workflow are the primary drivers in the design of this new facility. Special attention was paid to consolidate space used between the two departments, with all shared spaces located in the central core of the facility.

Directly off a secure lobby will be a community training room, a soft interview room, public restrooms, and an administration desk large enough to accommodate two people in the future. Both departments have direct access to their spaces off the lobby, as well as access to a joint work and copy area. The police department is efficiently comprised of private offices, a break room, and a large command conference room wrapping

around an open office for patrol officers.

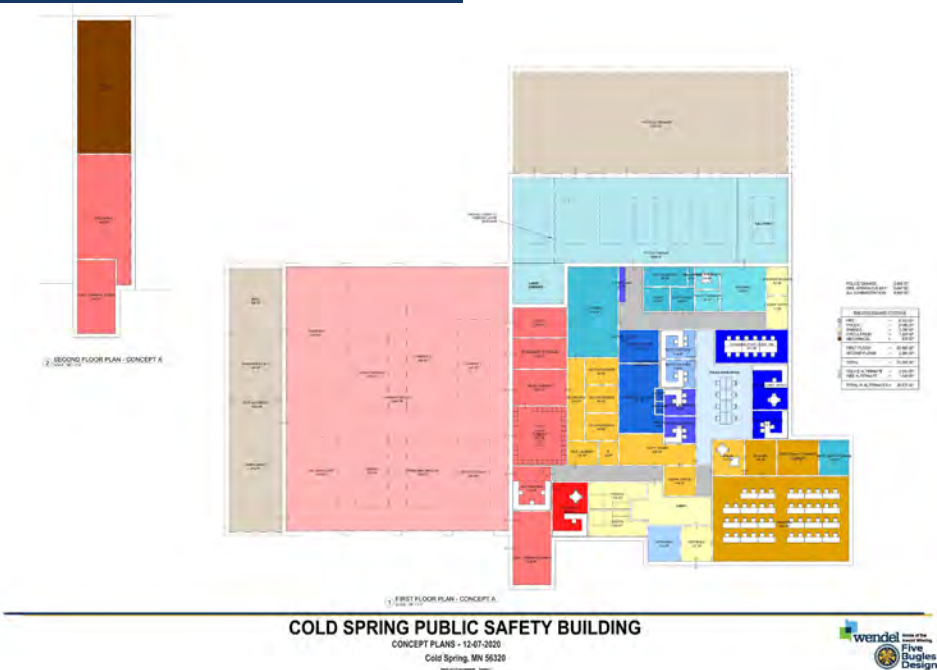
A booking area with a hard interview room is located off the departments sallyport and garage, with a direct exterior exit for detainee dispatch.

The department spaces also include a large evidence intake and storage space, an all-gender open locker room, gun cleaning, and a private quiet room to allow officers a personal space.

The police locker room is designed to be able to share three individual showers and a residential laundry room with the fire department to help reduce redundant fixtures spaces between the departments.

Located off the fire departments four-bay apparatus bay, with an alternate for a fifth bay, is a multi-purpose tower that will be used for training, hanging hoses to dry, and as access to the mezzanine. A state-of-the-art personal decontamination zone will include PPE storage, gear laundry, SCBA cleaning, showers, and residential clothing laundry spaces. A work shop and a watch comm office will be located just off the apparatus bay, with an adjacent large private office for the fire chief.

With design underway, the Cold Spring Public Safety Building bid in the Spring 2021 with final completion in the Summer 2022.



Station Highlights:

- Entire building 24,350 sf with 5,350 sf for police department and 11,250 sf for fire department
- PD operates 24/7 and FD is paid on call with no full time employees
- Training room designed for public access as community room
- One bay of FD designed as alternative for cost control

\$5,500,000 (estimated)

New Construction

2022

Vern Manner, Chief of Police
vmanner@ci.chisholm.mn.us

CHISHOLM PUBLIC SAFETY BUILDING

Chisholm, MN

The City of Chisholm, located in the heart of the Iron Range of northern Minnesota, hired Wendel and the Five Bugles Team to provide architectural and engineering services for the design of a new Public Safety Building.

Their existing downtown facility is more than 100 years old and has had limited upgrades to the facility since that time. A facility study quickly determined that replacement of the structure was necessary.

A new 24,365 sf facility will be constructed as a replacement on a City-Owned site located just outside of downtown, on Yearlong Lake. The new public safety building will house the City's full-time police department, their paid-on-call fire department, and some community spaces to be shared by all city departments.

The Police Department facilities will include offices, a soft interview room off the public lobby, an all-gender locker room, a booking area including soft and hard interview spaces, and an evidence processing and storage area. A dedicated three-bay garage space is also designed to be two vehicles deep, allowing protection of up to six vehicles in inclement

weather and serving as the departments sallyport.

The Fire Department facilities include a four-bay apparatus bay, state-of-the-art personal decortication area, volunteer responding area, a small after-action review room, and general office space. A tower will be located off the apparatus bay to serve the department as a training tower as well as a hose drying tower.

Along a central core between the two departments, are community and shared spaces. These spaces include a community room, public restrooms, a shared break room, and an exercise room that will be available to all city employees.

This new facility is schedule to open in Spring 2022.



Station Highlights:

- Architecture
- Construction Administration
- Emergency Services Specialist

\$8,900,000

New Construction

Spring 2020

Jay Forster

Assistant Fire Chief

(952) 563-8968

jforster@bloomingtonmn.gov

BLOOMINGTON FIRE STATION NO. 3

Bloomington, MN

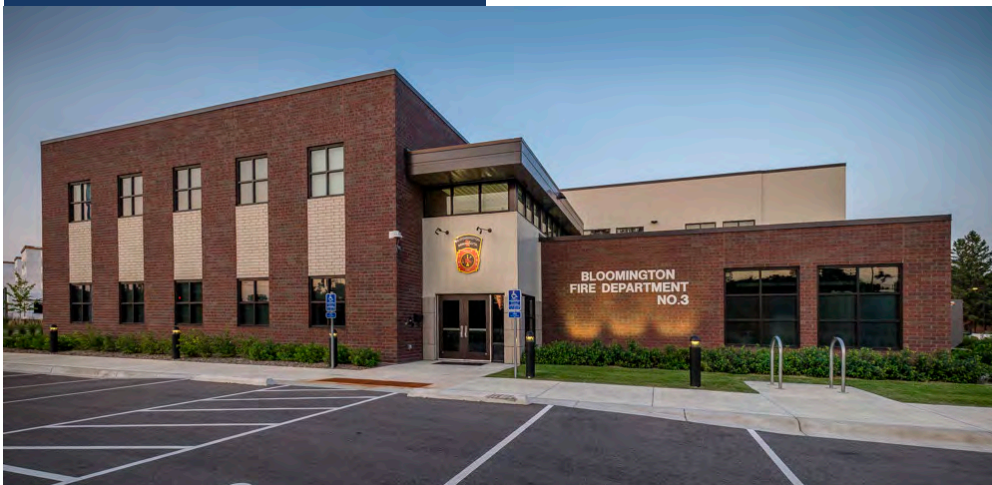
The City of Bloomington Minnesota constructed many of their six fire stations in the 1960's and 1970's. All of those stations are still in service today with only minor updating in the intervening years. As a first ring suburb of Minneapolis, the City of Bloomington is home to the Mall of America with a population of over 85,000. The Fire Department is a combination career and volunteer organization.

The City and the Fire Department commissioned Wendel to assist them in the first step of the process to replace these facilities, with new, modern stations with the intent to keep most of them on their existing sites. The initial study lead to the design of fire station no. 3, a 30,000 sf new building with 6 apparatus

bays.

The station will replace the existing station 3 which is located 2 blocks away. The project is necessary because the current fire station no longer meets the needs of the fire department. The station is 50 years old, and the cost of maintaining and repairing the old building has become unsustainable.

The design of fire station no. 3 was intended to create a common architectural language to be used on all stations as they are constructed in the future.



Project Highlights:

- Architectural Design
- Master Planning
- Interior Design

Spring 2023

Estimated \$7.7 Million

Todd Prafke
City Administrator
(507) 934-0663
toddp@saintpertermn.gov

ST. PETER FIRE STATION DESIGN

St. Peter, MN

The City of St Peter, MN hired Five Bugles Design to design a new state of the art fire station in St. Peter, MN. This 23,100 square foot facility will be funded using USDA borrowing and paid for through a community referendum supporting a .5% sales tax. The facility was designed with five bays in the base bid and a sixth bay as an alternate. Other various alternates are included in the design such as ice-melt on the apparatus bay aprons, concrete in lieu of asphalt aprons, fluid applied flooring in the apparatus bays and four-fold doors in lieu of standard Overhead Doors.

The department is a volunteer department and took on the process of decontamination by designing those features into their new facility.

This includes PPE storage, Gear Laundry, Decontamination Hallways and Decontamination Toilet/Shower with steam capabilities. Training within the station was a requirement of the department and a Training Tower sits proudly between all the apparatus bays on the front elevation as well as a training room within the administrative areas.

The training room can accommodate up to 50 personnel sitting at tables and chairs as well as a kitchen that is large enough to support various community events. The remaining rooms in the facility include various offices for ranked department members, a conference room, maintenance offices and a staging area.

The facility is scheduled to bid in April of 2022 with construction beginning in the summer of 2022 and construction completion estimated sometime in the spring of 2023.



Station Highlights:

- Emphasis on Training
- Living Quarters to support Duty Crew Model of operation

30,000 sf

\$8,600,000

Completed in 2019

Judy Thill, Fire Chief
8150 Barbara Avenue
Inver Grove Heights, MN
55077
651.450.2500
jthill@invergroveheights.org

INVER GROVE HEIGHTS FIRE STATION

Inver Grove Heights, MN

The City of Inver Grove Heights has not built any new Fire Station in decades. Increasing population, changing demographics were slowly changing the demographics of the community. This project started with a station location study that indicated a third station was needed to serve adequately serve the community.

One change necessitate by the changes in the community is that this new station has living quarters in order for the department to better support the Duty Crew model they have adopted.

The station also has a state-of-the-art training facility providing for training activities such as, rappelling, confined space, ladder drills, and use of the aerial platform for rescues from the growing number of rental units in the community.



Station Highlights:

- 16,450SF
- Career Station: Fire & EMS
- 5 Drive-through apparatus bays
- Training Center
- State-of-the-art Decontamination zone
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room
- Shielded Patio
- Exercise Room

\$4,130,000

New Construction

July 2018

Chris Bell
Fire Chief
216 South Dewey Street
Eau Claire, WI 54701
(715) 839-5012

EAU CLAIRE FIRE STATION NO. 10

Eau Claire, WI

In 2017, the City of Eau Claire selected Five Bugles Design, a division of Wendel, to be the architect on a new satellite station, replacing existing Fire Station No. 10 on the city's East Side. Replacement of Station No. 10 had been determined during a Lifecycle Analysis Study of the existing station, also performed by Five Bugles. This study revealed a myriad of issues; most notable were its location on an extremely busy intersection making it difficult to pull into and out of the drives, its landlocked site making expansion impossible, and both the size and condition of facility itself which no longer met the needs of the department.

Special consideration in this project was taken with the location of and preparation of the selected site. As with nearly all fire stations designed by Five Bugles, our team performed a comprehensive GIS study to determine which site would serve the City and the Department the best. The site, which was selected based on its location, accessibility, and availability, was a densely vegetated site that due to a ravine had been used by locals as a waste disposal area in the early 1900's.

Geo-technical data indicated that approximately half of the proposed facility

could be placed in the northwest quadrant of the property which was comprised of virgin soils, while the other half would be placed over the former waste land. In order to prepare the waste land to receive this new facility, the ground was excavated to depths of 30' to remove materials, and a Phase 2 Environmental Site Assessment was completed indicating the need for a passive vapor system to be installed under the building slab.

Services provide by Wendel and Five Bugles Design included architectural design, GIS, and a Life Analysis Study. This project was bid in the late summer of 2017, construction began shortly afterwards, and the station opened in July of 2018.



Station Highlights:

- 20,000SF
- Central Station
- Career Station: Fire & EMS
- 6 Drive-through apparatus bays
- Training Center
- Training Tower
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room
- Exercise Room

\$4,000,000

New Construction

Spring 2017

Lee Douglas
Fire Chief
211 Bay Street
Chippewa Falls, WI 54729
715.723.5710

CHIPPEWA FALLS FIRE & EMS STATION

Chippewa Falls, WI

The City of Chippewa Falls selected Five Bugles Design to provide a comprehensive G.I.S. Site Selection Study as well as Architectural Design Services for the City's new Central Fire Station. Located on the City's east side, its location with immediate access to two highways provided the opportunity to adequately serve the growth on the South side of Chippewa, but also reach the industrial park on the City's North side.

This facility is home to the Fire administration, as well as the Fire Secretary and the Fire Inspection Department.

The City's rich history and culture was reflected throughout the facility's architectural design.

Beautiful exposed wood beams in both

the entry lobby and the predominate training tower were designed to reflect the Northwoods feel that is so proudly displayed at local businesses.

A large bronze bell is proudly displayed at the front of the station. This bell was forged in 1882 and was used by citizens and firefighters when smoke or fire was detected as an alarm system. The departments crest was also cast into stone medallions and installed into the station's exterior. Finally, a bronze sculpture is showcased in the lobby which symbolizes the front line of action.

The project was completed in April 2017, on time and under budget.



Station Highlights:

- 15,233SF
- Career Satellite Station: Fire & EMS
- 4 Drive-through apparatus bays
- Training Center
- Training Tower
- State-of-the-Art Decontamination zone
- Exercise Room
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room

\$4,600,000

New Construction

Spring 2020

Tracey Kujawa, Chief
Wausau Fire Department
606 E Thomas Street
Wausau, WI 54403
(715) 261-7901
tracey.kujawa@ci.wausau.wi.us



WAUSAU FIRE STATION NO. 2

Wausau, WI

The City of Wausau selected the Wendel/Five Bugles Design team to design a replacement facility for the existing station no 2 which serves the city's west side. Through GIS study the ideal site location for this new station was located on Highway 52. Due to the predominance of this location, this new station was designed to serve as a gateway into the Downtown.

This satellite station features complete living quarters with 6 dorm rooms, a training room, a training tower, and exercise room, as well as a state-of-the-art decontamination area and four drive-through apparatus bays. Though public access will be limited to this station, it was designed to have a community

zone with access to public toilets and the training room while the rest of the station will remain secure from the public.

Construction began in Summer 2019 with final completion in Spring 2020.



Station Highlights:

- 22,550 sf
- Training Center
- Dormitories with pass-through gear lockers
- Kitchen
- Dining Room
- Day Room

\$5,000,000

New Construction

Spring 2021

Alex Kaker

City Administrator

12781 Velp Avenue

Suamico WI 54313

940.434.2212

villageadministrator@suamico.org

SUAMICO NEW FIRE & EMS STATION

Suamico, WI

Upon completion of an existing facility assessment, the Village of Suamico retained the services of Five Bugles Design/Wendel to design its new 22,550 sf central station.

This two-story station was designed with function and the future in mind. The first floor of the facility features a small administration wing, large training room, apparatus support spaces, personal decon spaces, and a paid-on-call volunteer check-in area. Designed to have four apparatus bays as a base bid, two additional bays we added as an alternate in the bidding process. An additional future garage space was planned to be added to the facility's east side. This future garage would house smaller vehicles, freeing up space in the apparatus bay for larger equipment.

Accessed by the hose training tower, the second floor of the facility is private living quarters for personnel only.

Currently operating as a volunteer department, true living quarters were not

needed. However, emergency medical services (EMS) for the Village is provided through Brown County EMS. Working together, it was determined that the second floor of the facility would be built out and rented to Brown County for use by its full-time staff. A mezzanine space was designed to be retrofitted into additional dorm spaces if the Village moves from a volunteer to a career model in the future. Second floor living quarters include dorm rooms, day room, kitchen, dining, and exercise space, which was placed here so that city employees could use it without having access to the rest of the facility or the living quarters.



Station Highlights:

- 24,680 SF
- Volunteer Station: Fire & EMS
- 6 Drive-through apparatus bays dedicated to fire
- Training Center
- State-of-the-Art Decontamination Zone
- Exercise room
- Shell-out space for future living quarters

\$6,200,000

New Construction

December 2019

Eric Kitowski

Deputy Chief

W6860 Parkview Drive Greenville, WI 54942

(608) 358-1942

Ekitowski@townofgreenville.com



GREENVILLE FIRE & SAFETY

Greenville, WI

The Town of Greenville selected the Wendel/Five Bugles Design team to provide a feasibility study and assist in referendum support for replacing their existing central fire station. While working with another architectural firm, the Town experienced a 70/30 failed referendum in 2015. Our team was then hired to reconsider the Town's needs while reducing the size and cost of the proposed station. The result of these reductions and our informational campaign resulted in a successful 58% supported referendum in the Fall of 2018.

Immediately following the successful referendum, the Wendel/Five Bugles Design began design of the new 24,680 S.F. volunteer fire station.

This new facility will include a training room, training tower, administrative offices, exercise room, state-of-the-art decontamination area and six drive-through apparatus bays.

With an eye on the future, the project also includes building out the exterior shell for future living quarters (2,290 sf) to be completed when the need arises. Future living spaces will include six dorm rooms, a day room, kitchen and dining room, until then this shelled out space will serve the department as a training space.

Construction was complete in 2019.



SERVICES

Building Assessment
Feasibility Studies
Predesign
Master Planning
Architectural Design
GIS - Site Analysis & Planning
LEED® Sustainable Design
Conceptual Design
Design Development
Construction Drawings
Construction
Administration
Interiors

STAFFING PLAN

TEAM OVERVIEW

The Five Bugles Design team has years of experience working together on stations, and station design.

TEAM AVAILABILITY

Wendel's team prides itself in the quality service and level of attention we give to all of our clients. To this end, we take each submittal for potential projects seriously and review the resource requirements and availability very carefully. Wendel would not submit this proposal for Professional Architectural/Engineering Services unless we could fully commit the necessary time, resources and energy required. Our entire team's current workload has the capacity to fully serve South Metro Fire Department for these initiatives.

AFFILIATIONS & SPONSORSHIPS

Silver Level Sponsor – WHEA

Green Business - Recognized by the Eau Claire Chamber

Platinum Sponsor - Wisconsin Fire Chief Association

Bugle Sponsor - Minnesota Fire Chiefs Association





Associate Principal

Education

Associate Degree, Drafting and Design
Technology, Winona Technical College
Winona, Minnesota (1998)

Continuing Education

Project Management Bootcamp
PSMJ Resources, Inc.
Presented by Alan Bollinger
St. Paul, Minnesota

LEED for New Construction
Como Park Zoo and Conservatory
Saint Paul, Minnesota

Awards

Chippewa Falls Fire Station
2018 Firehouse Station Design Award

Eau Claire Fire Station
2018 Firehouse Station Design Award

2017 Station Design Judge
Firehouse Magazine
Station Design Awards

Verona Fire and EMS
2016 Firehouse Station Design
Shared Facilities Notable

Years of Experience

21 years

Robert W. Krzyzanowski



Director of Emergency Services/Principal in Charge

As the Director of Emergency Services for Wendel, home of the award-winning Five Bugles Design, Robert oversees all emergency services projects throughout the Country for all Wendel offices. He has over 20 years of experience working on public projects, and has been involved in over 60 emergency services projects in the past four years, and close to 100 during his career.

Robbie will oversee the clients' expectations from ground breaking to the ribbon cutting and will ensure the client experience exceeds their overall needs. He understands that the team's next project relies on the current projects overall success and takes pride in pushing the project to its overall final environment as a facility where seconds count.

Robbie's experience includes a variety of emergency service buildings of various sizes from a 2,880-square-foot addition to the Lafayette Fire Station in Chippewa Falls, Wisconsin, to the 43,000-square-foot fire station in Verona, Wisconsin. This vast array of experience allows him to assist owners in constructing buildings that meet their specific space needs, functionality and building type requirements.

Project Experience

Fire/EMS Design Experience

Ashland, Wisconsin
Bellevue, Wisconsin
Bloomington, Illinois
Bloomington, Minnesota
Chippewa Falls, Wisconsin
Chisago City, Minnesota
Chisholm, Minnesota
Cloquet, Minnesota
Cold Springs, Minnesota
Eau Claire, Wisconsin
Elkhart Lake, Wisconsin
Farmington, New York
Fitchburg, Wisconsin
Greenville, WI Fire Department
Inver Grove Heights Fire Department
Janesville, Wisconsin
Jefferson, Wisconsin
Kenosha, Wisconsin
La Crosse, Wisconsin
Ladysmith, Wisconsin
Lehi, Utah
Lewiston, Minnesota

Marathon City, Wisconsin
Marshfield, Wisconsin
Middleton, Wisconsin
Milton, Wisconsin
Monroe, Ohio
Mount Horeb, Wisconsin
Normal, Illinois
Red Wing, Minnesota
Rib Mountain, Wisconsin
River Falls, Wisconsin
Stewartville, Minnesota
Stoughton, Wisconsin
Suamico, Wisconsin
Superior, Wisconsin
Verona, Wisconsin
Wausau, Wisconsin





Laura A. Eysnogle, AIA, CID, WRID

Architect/Interior Designer

Laura joined the Wendel team with 14 years of experience in public sector interior design, space planning, and architectural design. She works with clients from project conception through the ribbon cutting phases balancing the importance of efficiency and durability with adaptability and aesthetics. With a background in all community and public sector projects, Laura understands the need for spaces to perform in their most efficient manner and to be a good steward of the tax payer's dollar yet still provide the community with a facility that they can be proud of. Laura feels that the most rewarding part of her job is listening to clients, working to successful solutions, and finally watching as the community embraces their new facility. Laura's experience includes a variety of projects from a new 14,000 sf Laramie #3 Fire Station to a 65,300 sf renovation / 67,650 sf addition to a high school to strategic planning for the 1.6 million assignable square feet for a major research university. Her experience in new construction, renovations and strategic planning has allowed her the opportunity to consider projects from every aspect. What was the project yesterday, what is it today, and what will it be tomorrow.

Licenses & Certifications

Registered Architect, WI
Registered Interior Designer, WI
Certified Interior Designer

Education

University of Wisconsin-Stout,
Bachelor of Fine Arts: Interior Design

Affiliations

Eau Claire Chamber of Commerce -
Leadership Eau Claire, Class of 2019

Girls on the Run Assistant Coach,
Spring 2019

Active member of the Young
Professionals of the Chippewa Valley

Years of Experience

14 years

Project Experience

Cold Spring Public Safety Building, Cold Spring, MN

Town of La Pointe Emergency Services Building, WI

Monroe Township Fire Station, OH

Suamico Fire Station, WI

Chisholm Emergency Services Building, MN

La Crosse Fire Department, WI

Wisconsin Rapids Fire Department, WI

City of Laramie, Fire Station #3 (New Building), Laramie, WY

City of Cheyenne, Board of Public Utilities New Office Building, Cheyenne, WY

City of Eau Claire, South Entry Replacement, Eau Claire, WI

City of Laramie, Fire Station #3, New Building, Laramie, WY

City of Cheyenne, Board of Public Utilities New Office Building, Cheyenne, WY

Lake Dillon Fire & Rescue, New Public Works Facility, New Fire Station Study & Conceptual Design, Lake Dillon, CO

Cottage Police Public Works & Parks & Recreation Facility Remodeling, Furniture Selection & Procurement Assistance, Cottage Grove, WI

City of Eau Claire, South Entry Replacement, Eau Claire, WI

Plate Valley Fire Protection District, New Fire Station Study & Conceptual Design, Kersey, CO

School District of Ashland, High School Addition & Remodeling, Middle School Addition & Remodeling, Furniture Selection & Procurement Assistance, Ashland, WI

School District of Bloomer, Referendum Assistance, Middle School Addition & Remodeling, Bloomer, WI

School District of Cashton, Middle/High School Addition & Remodeling, Elementary School Addition & Remodeling, Furniture Selection & Procurement Assistance, Cashton, WI





James Schmidt



Emergency Services Specialist

James Schmidt's career began in 1979 as a Fox Valley Technical College (FVTC) cadet firefighter at the Town of Grand Chute and Oshkosh Fire Departments. In 1982, Jim was hired by the City of Marshfield Fire and Rescue Department as a Firefighter/Emergency Medical Technician. He worked his way up the ranks and as a Deputy Fire Chief responsible for a number of programs and duties including emergency response and management of career Fire/EMS personnel, coordination of the Fire Investigation Program, Special Operations Training/Response (Hazardous Materials, Elevated Rescue, Confined Space Rescue, Trench Rescue), and the development of a Regional Training Center.

Licenses & Certifications

Executive Fire Officer
Emergency Medical Technician
Wisconsin State Fire Inspector
Hazardous Material Response Technician
Wisconsin Fire Service Instructor I

Education

Associate Degree
Fire Science Technology
Fox Valley Technical College
Appleton, WI

Business Administration
Lakeland College
Plymouth, WI

Executive Fire Officer (EFO)
Program Graduate
Emmitsburg, MD

Professional Associations (Past and Present)

International Association of Fire Chiefs
National Fire Protection Association
Wisconsin State Fire Chiefs Association
North Central Fire Chiefs Association
International Association of Arson Investigators
Wisconsin Association of
Hazardous Materials Responders
Wisconsin Emergency
Medical Technician Association
Wisconsin Technical College System
Fire Service Advisory Board on
Education and Training - Co-Chair

Years of Experience
42 years

In 2007, Jim was promoted to Fire Chief and is most proud of the relatively small part he played in changing the culture of the department. In addition, under Jim's direction, the department was able to add staff and build Wisconsin's first Gold LEED Central Fire Station in Marshfield. Shortly after completing the National Fire Academy's Executive Fire Officer (EFO) program, Jim was able to continue moving the department forward by reducing the city's Insurance Services Office (ISO) rating and embracing many state and federal grant opportunities to help off-set the costs of new Personal Protective Equipment (PPE), a Medium Duty Rescue Truck, Selfcontained Breathing Apparatus (SCBA's), and SCBA Air Compressor.

In 2013, Jim retired as the Fire Chief of the City of Marshfield but has remained active in the fire service. Jim joined the Town of Rock Volunteer Fire Department as a Safety Officer/First Responder and authored the department's Standard Operating Guidelines, became a State Representative for the Wisconsin Technical College Fire Service Training section, accepted an interim Fire Chief position with the Rothschild (Combination) Fire Department (2015), Interim Fire Chief with the Town of Rome (Volunteer) Fire Department (2016). In addition, Jim started a consultant business specializing in assisting communities in the fire chief hiring process, mentoring new fire chiefs and upper level managers, and the consolidation of fire departments.

Project Experience

Wausau, WI – Fire Station Design, Police Station Remodel
Chisholm, MN – Fire Station Design, City Hall Design, Joint Training Facility Design
Bloomington, MN – Fire Station Designs (Five)
Greenville, WI – Fire Station Design & Referendum Assistance
St. Peters, MN – Fire Station Design
Town of Superior, WI – Fire Station Design
River Falls, WI – Fire Station & EMS Station Design
Williams Bay, WI – Fire Station Design
Elk River, MN – Fire Station Designs (Three), Police Station Remodel, Joint Training Facility Design





Michael Scott



Emergency Services Specialist

Mike Scott has over 38 years of experience in Public Safety which includes experience as a volunteer firefighter, Police Officer, Deputy Sheriff, and career Fire Chief. As a Public Safety leader Mike oversaw the renovation and expansion of a county jail, the design of a multi-jurisdictional drug task force office, a shared services Fire Safety Center, new fire station, multi-jurisdictional fire training center, and renovation/expansion of three fire stations. As the Eagan Fire Chief, Mike led a staffing study that resulted in Eagan transitioning from an all paid-on-call fire department to an all-career department. As a result of his efforts with Eagan's staffing and facility changes, Mike was awarded the Fire Officer of the Year award from the Minnesota State Fire Chiefs Association in 2018 and the City of Excellence Award in 2020 by the League of Minnesota Cities.

Project Experience

Fire Chief, City of Eagan Fire Department, Eagan, MN: Became the first full-time Career Fire Chief for the City of Eagan. He served as project manager on two new fire stations totaling over \$14 million dollars, three remodel projects of existing fire stations, and served as Eagan's project lead on a multi-city fire training facility. Scott also created a long-term vision and plan for capital projects including an apparatus replacement plan through a dedicated levy and a plan to "right size" fire buildings from six to three over a seven-year window.

Deputy Sheriff-Captain, Dakota County Sheriffs Office, Hastings, MN: Roles included County security, Patrol Officer, Detective Sergeant, and Detention Services Commander. Project Coordinator for an \$11 million dollar jail expansion project including a new intake area, holding cells, medical area and transport officer offices. In addition to the expansion, Scott oversaw several large jail remodel projects. As the Agent in Charge of the South Metro Drug Task Force, he worked to locate and design a task force office for officers from 13 jurisdictions.

Police Officer, Fergus Falls Police Department, Fergus Falls, MN: Served for three years as a Police Officer for the City of Fergus Falls, Minnesota. He spent two years as an Investigator/Team Leader for the West Central Minnesota Drug Task Force supervising five investigators.

Licenses & Certifications

Certified Emergency Manager, MN

Certified Jail Manager

Minnesota Certified Firefighter I & II

Education

MA, Master's Degree in Public and Nonprofit Administration, Metropolitan State University

BA, Law Enforcement, Metropolitan State University

AS, Associates Degree in Law Enforcement, Inver Hills College

Additional Training & Awards

City of Excellence Award Fire Staffing 2020, League of Minnesota Cities

Fire Officer of the Year 2018, Minnesota State Fire Chiefs Association

Graduate of the FBI Academy, Quantico, Virginia

Years of Experience

42 years





Heather M. Lewis

GIS Analyst

Heather is a highly talented GIS Analyst educated in Physical Geography and Geology with direct work experience in GIS Needs Assessment studies, Implementation Planning, GPS-based field data capture and post processing, database management, and computer mapping to support high quality cartographic map products.

Project Experience

Lehigh County Authority GIS Mobile Application Development & Implementation, Allentown, PA: completed a GIS needs assessment by conducting personnel interviews, reviewing source documentation, and evaluating work flows and processes. Developed a GIS mobile application utilizing ArcGIS Server 10 for field deployment on ruggedized computers for 15 operations staff members.

Elk Street Corridor Redevelopment Plan, Buffalo, NY: conducted base mapping and site inventory analysis.

Town Comprehensive Plans for the Town of Cheektowaga, Royalton, and Alden, NY: providing an inventory and analysis of land use, demographics, economic conditions, utilities and infrastructure, and environmental conditions.

Town of Pomfret Feasibility Study, Pomfret, NY: coordinated with Civil Engineering Department on imputing, analyzing and mapping survey data.

Erie County Department of Public Works Flood Damage Assessment and Web Mapping Application, NY: collected GPS data of all flood damaged road infrastructure, post processed data and assisted in creation of an Interactive Web Mapping Application for infrastructure management.

Town of Evans, Hamburg and City of Buffalo LWRP, NY: Updated antiquated mapping and created new data sets to help visualize proposed concepts. Work included map production, analysis, data collection, creation, and clean-up along with metadata creation.

Town of Cheektowaga Municipal Tree Inventory Data Collection, Cheektowaga, NY: developed tree inventory database to be used in i-Tree Streets application developed by the USDA Forest Service. Worked directly with Town to create an inventory collection plan and logistical plan. Created GPS data collection user manuals and conducted in class and field training for Town staff. Managed all field data collection and post processing.

Tuscarora Environment GPS Support and Training, NY: developed comprehensive training materials for client focusing on GPS Check-in/Check-out desktop training and post processing. Conducted one-on-one GPS field training.

Blacksburg Transit, Intermodal Transit Facility, Blacksburg, VA: feasibility and programmatic needs assessment study to develop a concept plan for an environmentally sustainable, LEED Silver or higher, intermodal transit/transfer center for Blacksburg Transit located near the heart of the Virginia Tech Campus.

Education

MS, Great Lakes Ecosystem Science
with Concentration in Geographic
Information Systems (GIS)

BA, Geography with Watershed and
Ecosystems Concentration, Buffalo
State College, The State University of
New York

Additional Training & Skills

ArcGIS 9x, 10x
ArcPad 7x, 8x, 10x
GIS Database Management
Computer Mapping
Adobe Photoshop CC
Adobe InDesign CC
Adobe Illustrator CC

Years of Experience

15 years



PROJECT APPROACH

DESCRIPTION OF WORK PERFORMED

Five Bugles Design has developed a unique process that is inclusive, efficient, and comprehensive. It brings together all of the stakeholders in a series of intense, on-site planning sessions. This allows for us to maintain aggressive project schedules while being flexible enough to react to the busy schedules of various stakeholders.

Our team's anticipated scope of work will include an existing facilities review of the department's two stations. We will document what the deficiencies are that exist in the buildings' structures and mechanical systems, and also what they are lacking regarding function. As this exercise is ongoing, our team will review prospective sites for possible consolidation of both stations into one single station, while using GIS to indicate where that location is best suited. Finally, programming for remodel scenarios of both stations will occur with conceptual planning occurring for all potential options.

SCOPE OF SERVICES

PHASE I: CONCEPTUAL PLANNING/FEASIBILITY STUDY

Task A: Project Scope Development Space Needs Analysis

PROJECT SCOPE DEVELOPMENT/SPACE NEEDS ANALYSIS: One of our Emergency Service Specialists will lead a programming effort aimed at blending the combined knowledge of your staff regarding your operations with our understanding of space requirements and facility design. Through our combined efforts, we will develop a preliminary facility size and potential costs that will be reviewed with the project team leadership to verify the project is within acceptable parameters or expectations, and discuss next steps.

Task B: Existing Condition Assessments

EXISTING CONDITION ASSESSMENTS: Review of the existing conditions is a critical component of this process. Reviewing existing facilities to ensure that any possible remodel/additions are feasible as well as documenting items that need to be corrected in such a scenario are essential. Our architects and engineers will review each facility and provide written documentation to assist Department leaders in making an informed decision on whether to keep or replace the existing facilities. This information is critical to ensure the project proceeds in a way that is most beneficial to the fire department while remaining cost effective for taxpayers.

Task C: Conceptual Planning

CONCEPTUAL PLANNING: Once programming and existing condition assessments are completed, our team will review that data from Task A and B and prepare conceptual options for remodels or total replacement. Costs will be associated to these options and reviewed with the team. We will then review these efforts with Project Management and all Stakeholders seeking comment with the goal of customizing the design effort to your department and its specific operational procedures and concerns.

Task D: Site Review Process

SITE REVIEW PROCESS: Our team will work with you to assess and develop options for site selection using GIS software. This will result in necessary information for Department leaders to use in making a logical and well-thought out decision on a where the facility may be located. We will then rank each potential site in regard to response times, hazards, geographical obstacles, etc, to ensure any and all site options make sense for the community. Our team will develop multiple site options complete with cost estimates and pros and cons, including recommendations on sustainability considerations per LEED standards.



**Task E: Estimates of Probable Cost,
Tax Impact and Draft Report**

ESTIMATES OF PROBABLE COST, TAX IMPACT AND DRAFT REPORT: Our team will develop Estimates of Probable Cost at the first meeting and refine them throughout the process. Other focus items will include discussions of additional project-related impacts that should be addressed in the report to provide as much information to the community as possible. Our Estimates of Cost are detailed and include a breakdown of all anticipated project costs including Site Acquisition, Site Development, Building Construction, FF & E, Technology, Contingencies, Fees and Legal Costs. A draft of the report will be available for review and comment.

Task F: Finalize Draft Report

FINALIZE DRAFT REPORT: At the end of Task E when estimated costs of construction come forward, adjustments will occur to the conceptual plans as well as the site. Our team will review the draft report and make adjustments after conversations with the end users and department heads.

**Task G: Present Finalize Report to
Department Leaders**

PRESENT FINAL REPORT TO DEPARTMENT LEADERS: After all stakeholder edits are made, a detailed draft report showing all programming efforts, conceptual site/floor plans and estimates of probable costs will be presented to Department leaders. Adjustments will then occur after this meeting for a final presentation of the final report to the elected officials if required.







May 10, 2022

Mark Juelfs, Fire Chief
South Metro Fire Department
1650 Humboldt Ave
West St. Paul MN 55118

Re: Station 2 Facility Space Needs Assessment/ Station Location Response Time Study
Commission No. 9999

Dear Chief Juelfs:

It was great talking to you about developing a comprehensive facility solution for the South Metro Fire Department. As we discussed, the South Metro Fire Department would benefit from a more in depth facility study, building on our previous work at Station 2, which would determine overall space needs for the department long-term. From this determination, we would be able to develop facility solutions that support the department and align with a financial plan for implementation. The following is an outline of our process:

1. Survey the department to determine current space usage and future usage based on staffing and equipment projections.
2. On-site interviews with the department and administration to review the outcomes of the survey and to develop the overall goals and objectives for the project.
3. Site investigation of the Station 1 building and site to gain insight on the current condition, any upgrades or maintenance that may be needed
4. Develop options for short-term, mid-term and long-term solutions that meet the departmental goals. This would include options for additions and renovations to the existing buildings as well as options for reconstruction.
5. Provide cost estimates that align with available funds and a schedule for implementation.
6. Presentations to the Fire Board on the findings and recommendations.

We would work collaboratively with you, Chief Juelfs, and the South Metro Fire Department and recommend that there be a Core Planning Team established to help guide the process.

Once there is consensus on how to move forward and the Fire Board has approved the recommendations, we would work with you on next steps in developing the project. This would include full architectural and engineering services for development of the construction documents as well as overseeing the bidding and construction administration of the project.

We would establish our fixed fee for this phase of work once the scope and budget is approved. Our fee percentage for additions and renovation projects would be 7.5% of the cost of construction and for new construction; our fee would be 6% of the cost of construction.

We have evaluated what the effort would be needed for the space needs portion of the study and are proposing the following fixed fee for the work:

Facility Space Needs Assessment – Fixed Fee \$ 8,000

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

**PLANNERS
ARCHITECTS
ENGINEERS**



Additionally, we recently discussed the need for a Station Location Response Time Study. We have reached out to our civil engineering consultant Bolton & Menk, who have experience in helping clients with this type of study and would like to propose the following added value services:

Baseline Data Review

We will review the baseline data from previous response time studies to determine the factors and information that would apply to this analysis. We would meet with South Metro Fire to review the information, ask clarifying questions, and go over response time needs. We will also review the existing fire station locations and response areas.

Site Evaluation

We will develop a response time map based on a time perspective. The existing fire stations will be mapped to see existing coverage areas based on up to three different response times, recognizing that the NFPA sets a six-minute guideline for fire department response time which equates to a four-minute drive time. Typical response time analysis at 4-6-8 minutes. Mapping will also determine the maximum response time to serve the community. The mapping will use the ESRI Road Network to evaluate existing roadways and does not include a custom network. The three proposed sites, generally located near the border between West St Paul and South St Paul will each be evaluated using the same roadway network and response times as the existing fire station network. Evaluation will be for each site itself plus an evaluation of each site with the other station sites within the South Metro Fire service area. This includes elimination of specific stations that the proposed location will replace.

Comparison Analysis

The response time differences, maximum response time, and coverage areas will be overlaid to distinguish differences, and comparison with up to two other existing data sets such as population or other readily available information. A summary memorandum of the analysis, procedure, and results will be provided. This includes a review meeting of results with the client.

We have evaluated what the effort would be needed for the Station Location Response Time Study the following fixed fee for the work:

Station Location Response Time Study – Fixed Fee \$17,500

We look forward to working with you and your team on this project. Please let me know if you have any questions or comments.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "John McNamara", written over a horizontal line.

John McNamara | AIA, LEED AP
Partner

South Metro Fire Department

Mark Juelfs
Fire Chief

Date



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: May 18, 2022

TO: SMFD President and Board

FROM: Mark Juelfs, Fire Chief

RE: **Authorization to Purchase Administrative Vehicle**

Background:

The Capital Plan, adopted in the summer of 2021, allowed for the purchase of one administrative vehicle. The plan calls for the replacement of the 2008 Suburban in 2023. The department is now seeking authorization to purchase a 2022(3) Chevrolet Suburban for the Assistant Chief of Operations. The order window opens on May 19th and the limited slots fill up quickly. Although the order will be placed in 2022, expected delivery will occur in the first quarter of 2023.

This truck will serve as the primary incident command post for the department. As part of our vehicle rotation program, the current Assistant Chief of Operations Suburban will be reassigned within the department and used for fire inspections and investigations.

Projected costs for the vehicle replacement:

○ Purchase new Suburban using State Contract Pricing:	\$55,000
○ Emergency equipment purchase and installation	\$10,000
○ Slide out utility tray	<u>\$7,000</u>
Total	\$72,000

Budget Impact:

The 2023 Capital plan has \$77,087 allocated for this purchase which is more than the anticipated cost of \$72,000.

Recommended Action:

Authorize the purchase of the 2022(3) Chevrolet Suburban from the State of Minnesota Cooperative Purchasing Vendor as described above.