

**MEDINA COUNTY OFFICE OF EMERGENCY MANAGEMENT AGENCY & HOMELAND SECURITY**

**EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES**

**October 13, 2023**

Chairman Carl Deforest called the meeting to order at 8:04 AM.

Roll Call: Brian Guccion – absent, Carl Deforest – present, Matt Hiscock – present, Kevin Ross – absent, Aaron Harrison – present, Colleen Swedyk - absent, Larry Walters – present, Marty Warchola – present

Director Fozio and Mr. Clete Miller met with Dunlap & Johnston on Monday morning to discuss their cost estimate. The general conditions in their cost estimate included full-time supervision and a construction trailer as required by the bid package for a cost of \$227,804.00. Additionally, Dunlap & Johnston couldn't receive a quote from an electrical subcontractor, so they estimated the cost for that. The architect's estimate didn't include general conditions costs, and the architect's estimate for the electrical sub was \$167,000.00.

Mr. Warchola asked, given the cost of the construction trailer and the full-time supervisor, how long the project is expected to take. Director Fozio answered 199 days, and that Dunlap & Johnston felt it was an unnecessary expense. Mr. Miller & Director Fozio confirmed that the architect's estimate did not include the costs for the full-time supervisor and construction trailer, and the bids that we received did.

Commissioner Hambley asked why a trailer and full-time supervision was put into the bid documents. Is that normal for a small-scale project? Mr. Deforest reminded us that we wrote the bid documents. Mr. Miller confirmed that full-time supervision is common.

Commissioner Harrison asked if there is a threshold in which it is not common. Would it still be required on a \$300,000.00 project? Mr. Miller said probably not. Mr. Miller expanded that it depends on the duration of the project. If it's accelerated, the full-time supervisor is needed to help with coordination.

Mr. Miller added that the cost of dumpsters was remarkable to him at \$2000.00 a pull. Director Fozio said that a construction trailer costs \$2,500.00 for drop-off and \$1000.00 per month.

Commissioner Harrison asked if Dunlap & Johnston had a suggestion of what they would do in the absence of that requirement. Mr. Miller said they would bring a supervisor on half time. Mr. Miller discussed using a working supervisor who would do coordination and also construction work, so part of the cost would be buried in construction costs. Director Fozio said we could offer them a desk in the building instead of a construction trailer. Mr. Miller explained that they need office space and not space for tool storage.

Mr. Deforest raised that if we take that out of the bid documents, we're still over \$250,000.00.

Mr. Miller said there is language in the front-end bid package that talks about a two-year maintenance bond at a cost of \$3500.00. They often see a 1-year workmanship warranty that doesn't have a bond. It's just a requirement of the contract that if something, like a door isn't latching correctly, they'll come back inside of a year and correct that.

Mr. Deforest said instead of looking for a quarter of a million dollars we're going to reduce the cost. It's his opinion that we need to make the project fit the budget as opposed to making the budget fit the project. We are running out of time.

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Commissioner Harrison stated for confirmation that one of the things we changed from the first bid to the second was that operations will not be onsite. Director Fozio said yes, and she discussed not knowing the \$3500.00 bond and the guestimate for the electrical, those are things that add up. Commissioner Harrison said we're still floating around a million bucks.

Mr. Warchola said that the last estimate that Mr. Miller turned in was just south of \$900,000.00, right? Mr. Miller said yes with alternates. Mr. Warchola asked if the delta is \$100,000.00. Mr. Warchola said the big question is why the estimate is so much different than what the bids are coming in at. It's still a lot of money, but we've got it narrowed down to \$100,000.00 as opposed to \$300,000.00 or \$400,000.00.

Mr. Miller and Director Fozio brought up the topic of Perma-columns. One of the suggestions they got was to go with a prefabricated metal building with steel trusses, a steel frame, steel purlins, and skip the wood framing all together. We would still have piers to set the steel on, but we wouldn't have Perma-columns. Perma-columns are a specialty, and the manufacturer would not give Dunlap & Johnston a price, so they took their best guess. Mr. Miller would have to go back and look at the details to say what their estimate was and what our estimate was.

Commissioner Harrison said the number was with the alternate projects. The base number we had for the primary project was \$749,000.00. They came in at \$1,252,000.00, so if you take the \$220,000 away, they're still at a million bucks. Mr. Warchola and Commissioner Harrison agreed that we're still a quarter million high. Commissioner Hambley stated his understanding was that it includes the two buildings, this building and the new one. Director Fozio said they suggested just doing the new building and not doing the renovation. Mr. Miller said they also said the prefab building would be in the \$350,000.00 range, they got some numbers back from a company called PCI. They're making suggestions to reduce the scale of the building or to do things like reduce the number of trenches, go with a different overhead door system, and use batt insulation instead of spray foam. Spray foam is very expensive.

Mr. Deforest asked Mr. Miller what his recommendation would be. Mr. Miller said he would look at going with a prefabbed system because it's already a kit. We would buy the slab and the footing to put it on, the electrical, HVAC, and the exhaust system. Mr. Miller suggests that the exhaust system be an alternative. He suggests eliminating the translucent panels in the roof, go with a hard metal roof, and maybe put the translucent panels in the walls. Mr. Miller also briefly discussed adjusting the estimated cost related to the site. Mr. Deforest asked Mr. Miller what he thinks the estimate for that would be, and Mr. Miller answered in the \$350,000.00 range.

Commissioner Harrison asked if the interior buildout would be comparable to what was planned. Mr. Miller answered that it would be similar. The batt insulation for these buildings comes in a vinyl bag that's somewhat water resistant. We will still have heat to keep it in the mid-fifties. There will still be drains, just not as many.

Director Fozio said we could still accomplish renovation including the front bays with an EOC grant. The Federal EOC grant was ended in 2012 and they brought it back last year. That grant is up to \$3,000,000.00 and it is due in April of next year.

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Commissioner Harrison said he thought they were talking about with the scaled back project we would still be able to the renovation. Mr. Miller and Director Fozio answered no. Commissioner Harrison said theoretically we would also have funding available for a limited period of time to do some isolated things in the existing building. Commissioner Hambley said everything would have to be spent by June of next year.

Commissioner Harrison said at the last meeting we talked about doing a one-off project that would be smaller in scope. And if the bid threshold is now \$75,000.00, we can do more than we could have done a month ago.

Commissioner Harrison said the bid packet is going to have to be right to do this, and it's going to be a one-shot deal given the timing. Mr. Deforest said we're going to have to start in January or February and the asphalt will be an issue. We will have to figure out if the parking lot will be in the bid.

Mr. Miller discussed that it was suggested that the contractor give deadlines for payments for the grant. He described a general agreement that the job would be finished even though they'd drawn the payment.

Commissioners Harrison thinks we need to change the timeline on the bid packet although we all acknowledge that we may not get any bids because the timeline is too short. We need to make that clear upfront, because if we need to request an extension and we didn't require that of our builder, it would put us in a bad spot. He doesn't want to do anything that would derail the likelihood of us getting bids, but more important than that, he doesn't want us to end up cutting a check because the money goes away. Director Fozio added that she thinks the timeframe would be less just doing the new construction phase of the whole project.

Commissioner Harrison asked if they pour the concrete after it's under-roof. Mr. Miller answered the piers would be poured first, but the slab could be poured back to it.

Commissioner Hambley said if we focus on the one project, and we still have some of the grant available, his presumption is that it would use the state procurement limits which have been bumped up to \$75,000.00 without competitive bid. So, we would have the ability to use that for whatever renovations projects you'd want to do. A contractor could do the painting or stuff like that. As, long as it meets the state bidding requirements, we would still be able the use the cash down as long as it's done before the end of June.

Mr. Hiscock asked Mr. Miller if Dunlap & Johnston, who gave an approximation of a kit building being \$350,000.00 from PCI, if they gave an approximation on the site costs, which has to be added to the building costs. Director Fozio doesn't think they went too far into that. Mr. Hiscock asked what they put in their estimate and what did we have in our estimate for site work. Mr. Miller said we were showing \$132,000.00 and they came in at \$154,000.00 with the alternate.

Mr. Hiscock said if it's a winter start, we'll have to add winter work costs. Mr. Miller replied that you can add additives to the concrete mix to allow the concrete to work in freezing conditions. Mr. Hiscock said the contractors will change their rates for working outside in the winter.

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Director Fozio added that they estimated the building cost of \$46 per square foot. Mr. Miller expanded that that only includes the structure and shell. It doesn't include doors.

Mr. Stiver said that when we initially sat down with Mr. Miller, we had no idea that we would be able to afford a steel framed building, that's why they thought of wood. It was his idea to use Perma-columns because in his experience at the Fairgrounds, posts will eventually rot when you put them in the ground, and it's problematic to replace them. Given the option initially, he likes a steel framed building with steel purlins. Mr. Stiver said he struggles because you could call five different places today and get Perma-column quotes. He's baffled by the fact that the company couldn't get a quote for Perma-columns. He thinks we're in a good spot if they can put up a kit building with steel frames. That's a better longevity building. He is concerned because we're not running all-new diesel technology, we still have some pre-DEF vehicles that put out soot. Diesel exhaust is a carcinogen, when we start mobile command, it smokes you out. Second, it leaves block soot on everything. The insulation is going to end up with black soot if we put in insulation and don't put in an inner liner that can be scrubbed. He suggests putting in an inner liner that can be scrubbed.

Mr. Stiver discussed the floor-drains. Snow that melts off the equipment will puddle on the floor with no place to go. It will run under the sub-wall, mold, and create a mess. The salt will spall the concrete in the winter. He is trying to think legacy, down-the-road. In fifty years, what with this building look like?

Commissioner Harrison stated to confirm his understanding that Mr. Miller discussed there would be fewer trenches, there would still be drains but maybe less. Mr. Miller answered yes. Commissioner Harrison asked Mr. Miller if his numbers were predicated on removing the exhaust system. Mr. Miller said no. Commissioner Harrison stated his understanding that when we discuss changing the frame, the other build out items are still included. Mr. Miller answered right. Commissioner Harrison thinks it's key that we don't change the building so much that we end up with a building we can't use.

Mr. Miller expanded that the trenches, as they are designed now, are significant. They suggested adding trenches to the front and back and pitching the concrete to the front and back. Mr. Stiver agreed with that. Director Fozio said when they were throwing out ideas, it was just a variety of what they called value engineering, we don't have to do all of this. Mr. Stiver suggests that if we take the diesel exhaust extractor out, and we put in eave fans on both ends with louvers and lined the building, it would be a good compromise. He has angst about not putting a liner in the building. We're not talking about a hard connection exhaust extractor like at Lafayette or Granger that connects directly to the exhaust because they're very expensive. They've talked about a scrubber or a big exhaust fan to get the diesel out of the building, not a hard connect to the building. Chief Walter said he is not sure that he would prefer to see a liner in there than the exhaust system. He questioned if we could qualify for a Bureau of Workers Comp grant for an exhaust system. Mr. Stiver backed up to the topic of transparent panels to say he doesn't think anyone is concerned about the visa-panels as long as they have some lighting. Mr. Stiver said if we could put a liner in there with louvered exhaust fans, then we could put in a scrubber later. That way we would have a solid structure of the building in place and then we can add the add-ons later.

Commissioner Hambley asked what equipment we're going to be putting in the building and if they all have diesel engines. Mr. Stiver answered that all the trucks do. All the F-550s have DEF systems, which

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burns cleaner. We're not at the point to say each piece of equipment is going to stay in the same spot, sometimes we shuffle it around.

Mr. Stiver told the group that Montville Township asked us to move the structural collapse trailer out of the Montville garage. It will be relocated to the All Hazards Station. We will have to move out one of the hazmat vehicles when their new plow truck arrives also. Mr. Stiver has talked with Chief Cavanaugh of Lafayette FD. They have some room where we may be able to keep two hazmat trailers and the keep the structural collapse trailer behind Lafayette's station. The structural collapse trailer may be more secure behind Lafayette's station versus Chippewa Lake.

Commissioner Hambley asked how often we run the engines. Mr. Stiver answered, pulling them in and out. The F-550's have DEF systems, but Mobile Command and the Water Team Ambulance do not have DEF systems and they need to run build air pressure before you can pull them out. Commissioner Hambley asked given the frequency do you have to have a ventilation system other than the fans we're talking about. Mr. Stiver said he is planning downstream. Mr. Stiver explained that once the remodel project is done with the EOC and office space, you have to walk outside with mobile command running. Commissioner Hambley asked if the intent is to move the EOC here. Mr. Stiver said he didn't know what the future holds, although we've got the EOC grant. Mr. Stiver reiterated that you need to evacuate the building while mobile command is building air. The soot doesn't go away, the air clears, but that soot lays on everything. His thought is at some point we would want to move mobile command out into the other building so we're not sitting here building air while people are working. It makes a pretty unhealthy work environment.

Commissioner Harrison briefly inquired about the exhaust system in the current proposal and that the liner would help with the soot issue. Mr. Stiver added that there are some other things we could do that we didn't price in. We could put an air compressor in to maintain air pressure for the vehicle, so we don't have to wait for the air pressure to go up, but we still have to start the engine at some point.

Mr. Stiver believes that at some point we need to recognize it's not a healthy work environment. When the remodel is done, it will probably be healthier to put the mobile command in the other building.

Mr. Miller asked Mr. Stiver to describe the liner. Mr. Stiver would go with a lightweight metal liner. Mr. Miller said when we were discussing a wood structure, there was wood framing to secure the proposed FRP panels. With the steel building we would have to frame something to secure the metal panels.

Mr. Deforest asked Mr. Miller how realistic it is to come back on the 26<sup>th</sup> with an estimate for a prefabbed building with our needs: a drain in front drain and back, two fans, and as options, walls that we can wash and the exhaust. Mr. Deforest described if we approve this and go to bid in November, we can get a prefab building with our needs. We can pull the trigger on the options if they come in under budget, if they don't then we'll get a building with the minimum stuff that we can get under the budget we have. Mr. Deforest asked again how realistic it would be to come back on the 26<sup>th</sup> with an estimate for prefabbed, the drains in front, the drain in back, walls that we can wash as an option and an exhaust system as options. Mr. Miller thinks is doable with 13 days out.

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Commissioner Harrison asked Mr. Miller if we're still in contract with WMF in terms of the change in scope. Mr. Miller said this is a change in scope and not just for us. He said he's got money in construction & administration that he could probably pull from, but he doesn't have anything for the engineers. The engineers have spent all their allowance. He said he would have to get in touch with them because he didn't know what we were going to decide today.

Commissioner Harrison's only reservation is we've spent a lot of money. We have had significant costs for design work so far. Mr. Deforest thinks maybe we should throw good money at bad money, because we designed something that went out to bid that we're not going to get under budget. Now if we recalculate and throw a little bit of good money to design something that we might be able to get a bid within budget to get the project done by June. Commissioner Harrison asked if the grant from Timken can be spent on design. Director Fozio said that's what it's for, to contribute to whatever our needs are. Commissioner Hambley asked if we still have the \$100,000.00 from Nexus. Director Fozio affirmed we do.

Mr. Hiscock asked aren't their other sources we can tap into for the project. Director Fozio answered we have about \$70,000.00 in capital, \$100,000.00 in Nexus, and \$40,000.00 from Timken.

Commissioner Harrison asked if the Timken money has to be used on the building project. Director Fozio said yes for this project. Mr. Hiscock discussed that that's wide open.

Commissioner Hambley asked if we're talking about a pre-engineered building. Mr. Hiscock said that's a good question. There's lots of kits out there and going with a kit opens up different types of contractors who might be interested and available. Mr. Hiscock asked what we are really talking about, a shell only, a shell with the insides? What is the 350 number? Mr. Miller answered the shell and structure. Mr. Hiscock said we've got at least another \$150,000.00 to tack onto that. There are additional costs to just the shell structure kit. Director Fozio added that the kits don't include doors.

Commissioner Harrison thinks that's the path forward. The advice we've gotten from the staff is that the building is priority over any work that needs to be done in the existing building. Director Fozio added that we would like a better restroom, but we'll wait.

Mr. Warchola said the biggest plus is by simplifying the project we're going to get a lot more people who are willing to bid out. There's a whole lot more contractors willing to put up a prefabbed structure. Mr. Miller added that part of the conversation was the availability of subs. They were quite frustrated because they weren't getting responses, so they used a lot of historical numbers.

Commissioner Harrison asked if the general conditions change as well for the new bid packet. Mr. Miller will go back and look at D&J's general conditions. That's a variable. It's not just hard dollars but it's also risk and their desire to do a project.

Commissioner Harrison asked Mr. Miller to remind him if the full-time supervision was our language in the general conditions, or with the trailer onsite was it the way they interpreted the general conditions. Mr. Miller said the front-end bid package requested both full-time supervision and a trailer onsite that required power. He said we will need to look at the general conditions on the front-end and clean that up as well. Mr. Miller said that's not him, that's the County. The County will have to look at that language

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and make the decision to take that out or not. Director Fozio inquired about the one-year workmanship warranty or the two-year maintenance bond for \$3,500.00. Commissioner Harrison doesn't think we need the bond for \$3500.00.

Mr. Stiver added that if they need room for tools or office space, we'll make room. Commissioner Harrison said since we talked about relocating personnel during construction, that part makes sense.

Mr. Deforest discussed the general conditions with Mr. Lyons. Mr. Lyons was not familiar with the particular requirement, but he will dig into it. The 26<sup>th</sup> is a reasonable timeframe.

Commissioner Hambley suggested that we loop in Chris Jakab as quickly as possible.

Mr. Miller said by the 26<sup>th</sup> he can get us better budget numbers, but he can't have a new design package by the 26<sup>th</sup>. Mr. Deforest thinks if we're going with a prefab we're further ahead than we've been to this point. As far as design, we will have to get that later before we go to bid. Mr. Deforest asked from the 26<sup>th</sup>, how much additional time he thinks he needs. Mr. Miller will need at least a few weeks. He will have to come back to the engineers, look at their schedules, get their feedback. He will need feedback from the civil engineers since we're changing the trench drains. For electrical, mechanical, and plumbing, it's pretty straight forward. There's not a lot of change from a design building to a kit building from that aspect. Their drawings and backgrounds will need to be organized. Mr. Deforest discussed that at the last meeting we talked about going out to bid sometime in November. He asked Mr. Miller if that's doable, and Mr. Miller said yes.

Mr. Miller said if we're just doing the shed and there's nothing done in here, then the 199 days can be reduced. Or we could set it up so we've got 15 days until the end of June, it would give us a buffer.

Mr. Warchola asked what kind of lead time we can expect with prefabbed structures that size. Mr. Miller replied he has very little experience with a kit like that. Mr. Warchola knows they were delayed for a while when Lafayette Township did their fire station related to supply chain issues. Mr. Miller said that D&J connected us with a company so there's an opportunity to discuss that.

Mr. Deforest reiterated what we want is a prefabbed building with drains in the front and the back, and exhaust system and, as an option, walls that can be washed. Mr. Deforest reiterated for confirmation that we're looking at \$350,00.00 for the kit, \$154,000.00 for the site, and in the ballpark of \$150,000 for the inside. Mr. Miller thinks \$150,000.00 is correct without the slab, but the slab and the trench drains are moving targets.

Mr. Miller said painting was an alternate we had in the previous big packages, which was largely for the renovation. They have spray painting for each of the bays in the shed and he would like to keep that a part of the GC's package rather than have it as a separate alternate.

Mr. Deforest motioned to adjourn the meeting at 9:03 AM, seconded by Mr. Warchola, and approved by all.