

CASCADE TOWNSHIP  FIRE DEPARTMENT

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PSAC Committee Meeting

July 21, 2021 at 9:00 a.m.

Training Conference Room at Township Hall

5920 Tahoe SE, Grand Rapids, MI 49546

Members Present: Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

Others Present: Fire Chief Magers

Call to Order: Treasurer Peirce called the meeting to order at 9:00 a.m.

Business: The Public Safety Advisory Committee discussed the following items:

1. **Approval of the May 19, 2021 Meeting Minutes:**

Motion by Trustee Shipley, supported by Trustee Noordhoek to approve the minutes. Motion carried.

2. **Approval of the June 24, 2021 Meeting Minutes:**

Motion by Trustee Shipley, supported by Trustee Noordhoek to approve the minutes. Motion carried.

3. **Cascade Charter Township Support Emergency Operations Plan:**

Chief Magers reviewed the plan with the committee, explaining that a change in CEO (Supervisor) prompts an update that needs to be adopted by the board for approval. Also, part of the update was some format changes at the County and State level that took several months to finalize.

Trustee Noordhoek caught an error in the distribution date for CEO Lesperance. Stated that 3-31-20 was inaccurate and it should be changed to 11-20-20. Treasurer Peirce noted his name misspelled on the record of distribution. Discussion also ensued about confusing language on page 3, Concept of Operations-Paragraph A. It left out the CAO's ability to declare a local state of emergency for the Township. Chief Magers agreed to make corrections prior to Board Meeting/adoption. Treasurer Peirce asked about when the next training for this would be. Chief Magers stated that County Emergency Manager had agreed to conduct Support Plan Review Training in January.

Motion by Trustee Shipley to recommend sending Plan to the Board for adoption with stated corrections. Supported by Trustee Noordhoek. Motion carried.

4. **Hazardous Materials Survey and Phase I Environmental Study for Fire Station #1:**

Chief Magers reviewed the letter from Scott Lange, (Williams Architects) explaining the need for these documents. Chief Magers also reviewed a letter/proposal from John Verplank (Prein/Newhoff) on their ability to conduct the Phase I Environmental Study, as well as a quote/recommendation from Materials Testing Consultants (MTC) to conduct the Hazardous Materials Survey.

Trustee Shipley discussed preferring to keep these services with Prein-Newhoff for expertise, simplicity, and scope.

Motion made by Trustee Shipley to approve Prein-Newhoff for Phase I Environmental Study, and MTC for Hazardous Materials Survey. Supported by Trustee Noordhoek. Motion carried.

5. Construction Manager Support Services Proposal:

Chief Magers initiated discussion with the committee on preference of a Construction Manager vs. an Owners Rep. The committee agreed that a CM was preferred. Discussion continued with Trustee Noordhoek recommending language in the CM contract that any changes to the final/bid upon project plan resulting in a monetary increase of \$1,000 or greater be subject to PSAC approval. Treasurer Peirce recommended language included in the CM RFP that states a preference for a fixed fee, or “not to exceed” verbiage on percentage-based fees in the 1.5% range.

Motion made by Trustee Shipley to recommend CM Support Proposal to the Board with included language from Trustee Noordhoek and Treasurer Peirce. Supported by Trustee Noordhoek. Motion carried.

6. Non-Agenda Item discussion:

Discussion ensued on the desire to get the Temporary Lease for the Air Cargo facility accomplished asap, preferably by the Board Meeting on the 28th if possible. Chief Magers stated that Stephen Clark sent an email last night about finalizing the lease today. Discussed possibility of Chief Magers Zooming any items for the meeting as he is out of town next week. Trustee Noordhoek discussed wanting any quotes or invoices for large purchases included in PSAC packets. Treasurer Peirce discussed wanting progress reports from Williams Architects to begin soon.

Adjournment:

Motion made by Trustee Shipley to adjourn. Supported by Trustee Noordhoek. Motion Carried.

Approved by the Public Safety Advisory Committee: 08.18.21