



Cascade Charter Township

5920 Tahoe Dr, Grand Rapids Michigan 49546

Date: May 17, 2021
To: Treasurer Ken Peirce (Chair)
Trustee John Shipley (Vice Chair)
Trustee Timmy Noordhoek
From: Ben Swayze, Township Manager
Adam Magers, Fire Chief

Subject: Public Safety Advisory Committee Meeting Agenda – May 19, 2021 (9:00a)

The Public Safety Advisory Committee is to meet in the Township Hall Large Conference Room of the Township Office to discuss the following:

1. **Approval of the April 21, 2021 Meeting Minutes** – The Committee is responsible for approving the previous meeting notes

Recommended Action – Approve Minutes

2. **Air Cargo Facility (Temp Station #1)** – Chief Magers has prepared the attached informational memo regarding the Air Cargo facility being proposed for temporary Station #1 during construction. Chief Magers will review the document and answer any question the committee may have

Recommended Action – No action, information and/or staff direction only

3. **Station #1 Architectural Services RFP** – TM Swayze will give an update on the architectural services RFP for Station #1.

Recommended Action – Recommendation to the Township Board regarding the Architectural Services RFP

CASCADE CHARTER TOWNSHIP
PUBLIC SAFETY ADVISORY COMMITTEE MEETING
April 21, 2021 at 9:00am
Training Conference Room at Township Hall
5920 Tahoe SE, Grand Rapids, MI 49546

Members Present: Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

Others Present: Township Manager (TM) Ben Swayze, Fire Chief Adam 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 March 17, 2021 Meeting Minutes

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes of the previous meeting.

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

2. Fire Station #1 Development Process

TM Swayze explained that at the March 24 Township Board meeting the request was made of the PSAC Committee to make a recommendation to the Township Board on a process for to be used moving the Fire Station #1 project forward. Chief Magers reviewed a document he put together detailing the work that has been completed up to this point, as well as the presentation that was made to the Board in March. TM Swayze reviewed the money that had been spent on the project to date. Discussion ensued. Trustee Noordhoek reviewed the plans that were retrieved from the Portage Station project, as well as other projects.

Discussion ensued. The committee indicated the desire to move forward with the current conceptual design, but issue an RFP for the architectural services. The plan would then be for the Township to retain the services of a qualified owners representative. TM Swayze reviewed the process, and anticipated bids would be able to be reviewed at the committee's June meeting.

Motion by Trustee Shipley, support by Trustee Noordhoek to recommend the Township Board issue an RFP for Architectural services for the Fire Station #1 project and retain the services of an owner's representative. Motion carried.

Adjournment: Motion by Trustee Shipley, supported by Treasurer Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 9:38 am


CASCADE TOWNSHIP FIRE DEPARTMENT

Dedicated to Serving You

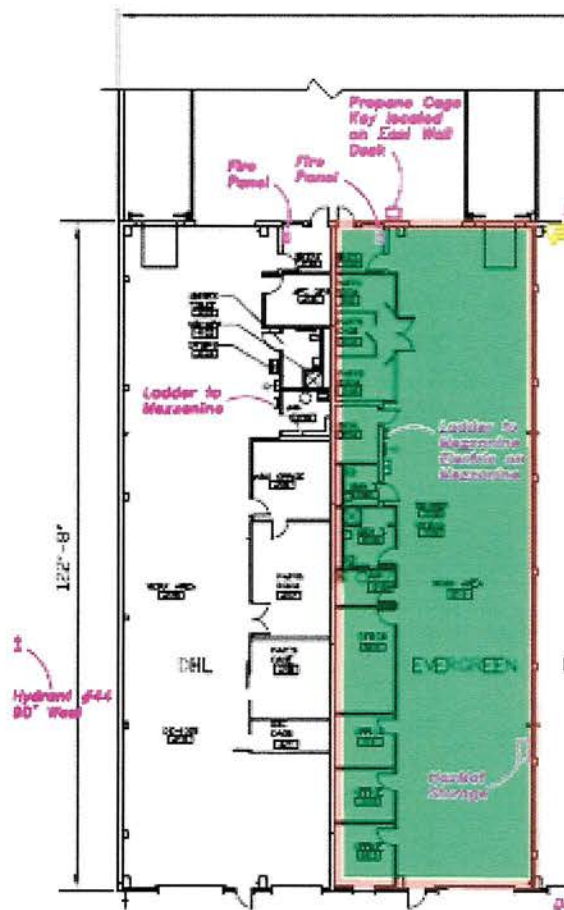
PSAC Meeting

May 19, 2021

Air Cargo Facility

Committee Members,

Our team met with airport officials on Thursday the 13th at the Air Cargo Facility that is earmarked for temporary station 1 usage during new construction. The meeting was a final walkthrough to go over what is needed before occupancy and finalize lease details prior to the start date on September 1, 2021.



The original plan called for the temporary lease of the green shaded area known as the “Evergreen” suite. This location, as described in PSAC Report 11-18-2020, would house half of station 1’s operations, assets and personnel after Station 2’s outbuilding is constructed. The “DHL” suite, adjoined to the “Evergreen” suite in white, has just become available to lease as well. This is highly desirable as all of Station 1’s operations, assets, and personnel could be combined into one location without having to wait on the construction of the outbuilding at station 2. By leasing both, Cascade paid on-call firefighters would not have to be reassigned to station 2, delaying response. We are recommending that the Township lease both suites and keep station 1 operations in one location.

The outbuilding at station 2 will still be needed for apparatus and equipment storage, but station 1 construction would not be contingent on it’s completion first.

Stephen Clark, Commercial Development Director for GR Ford Airport, is drafting a MOU for the Township to review/accept. If approved, occupancy and signed lease should start on September 1, 2021. Estimated lease

rate as of the 11-18-20 report had the Evergreen suite at \$12 per sq ft, or approx. \$4,500 monthly. Stephen estimated the DHL suite to be near identical in terms.

The facility needs minor upgrades, estimated to be in the \$25,000 range. Expected updates include the following:

- Rated door assemblies for bunk rooms.
- Plumbing install for kitchen
- Paint
- Carpet
- Minor electrical/internet
- Overhead door remotes
- Loading dock fencing
- CO and NO2 Detection, per code
- Crew training on airport gate access/controlled area

Thank you for your time and consideration on this project. I look forward to discussing with you in person at the scheduled meeting.



Adam Magers

Chief, Cascade Fire