



## **Southern Marin Fire Protection District**

28 Liberty Ship Way, Suite 2800  
Sausalito, California 94965

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# **BUILDING COMMITTEE MEETING**

**Tuesday, TBD**

**09:00am**

**Headquarters – Liberty Ship Way**

## **AGENDA**

### **Call to Order**

### **Open Time for Public Expression:** (limited to 3 minutes per person)

*The Board welcomes public comments on all agenda items.*

### **Agenda Adjustments**

### **Approval of the Minutes:**

- **August 13, 2019**
- **December 10, 2019**

### **1. Facilities Update**

### **Closed Session:**



## Southern Marin Fire Protection District

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# BUILDING COMMITTEE MEETING

Tuesday, August 13, 2019

9:00 am

**Directors:** Thomas Perazzo, Cathryn Hilliard and Daniel St. John

### Meeting Minutes

**Called to Order:** 09:07 am

**In Attendance:** Fire Chief Tubbs, Deputy Fire Chief Peterson, Fire Marshal Hilliard, Director Perazzo, Director Hilliard and Board Secretary Melka. **Absent:** Director St. John.

#### 1. Facilities Update:

The Committee began the discussion with the staff report that was submitted by Chief Tubbs. The report included that last year at station 4 there was interior work done as well as the exterior of downstairs. Staff is looking for a new contractor to finish the job. Chief Tubbs also noted that Firefighter Robert Grady put a new sign up outside station 4. The station 9 update consisted of the bathroom remodel being compliant with ADA regulations. Staff would like to create either a female bathroom or a gender-neutral bathroom.

#### Closed Session:

The committee went into closed session at 9:45 am

The committee came out of closed session at 10:59 am

**Adjournment:** 11:00 am



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# BUILDING COMMITTEE MEETING

Tuesday, December 10, 2019

9:00 am

**Directors:** Thomas Perazzo, Cathryn Hilliard and Daniel St. John

### Meeting Minutes

**Called to Order:** 8:40 am

**In Attendance:** Deputy Chief Peterson, HR Manager Liza Andre, Director Perazzo, Director Hilliard and Clerk of Board Shyida Jones. **Absent:** Director St. John.

#### 1. Facilities Update:

Deputy Chief Peterson provided an oral update which began with a recap of items completed at Station 4; as with the status report provided to the board at the last meeting, Chief Peterson received a follow-up oral report from BC Kai Pasquale which confirmed that no further actions had been taken on the project since the meeting. Chief Peterson was advised by BC Pasquale that he feels this project would be better managed by someone who is available on a 40-hr. work week; Chief Peterson concurred. Chief Tubbs has approved Chief Peterson's request to take over management of the Station 4 project.

Chief Peterson assigned HR Manager Liza Andre to conduct an initial needs assessment with BC Pasquale; it was determined that we may need to start the entire project over from scratch. Due to the gaps in activity on the project over time, expired or expiring permits, and outdated drawing plans, it was determined that a subject matter expert may be needed to provide advice on the best course of action to move the project forward. Chief Peterson stated that his goal is to move forward efficiently to fully complete the project or at minimum complete large portions of the project within the year 2020.

Director Hilliard shared detailed insights on how the project should be handled as it relates to hiring contractors. Director Hilliard provided material from the Cost Accounting Policies and Procedures Manual that clearly outline the guidelines in the Information for Adoption and Implementation of the California Uniform Public Construction Cost Accounting Act (CUCCAC) as it relates to our assessment of needs and next steps in the following areas:

- A. Contracting Procedures; Dollar Amount limitations
- B. Separation of Work orders of Projects; Evasion of Product Article
- C. Informal Bidding Ordinance
- D. Notice Inviting Formal Bids; Information; Publication
- E. Rejection of Bids; Failure to Receive Bids; Options
- F. Award of Bid; Lowest responsible bidder
- G. Project Tracking

Director Hilliard iterated the importance of following CUCCAC guidelines, and that staff needs to carefully determine the remaining cost by thoroughly assessing what has and has not been completed, thus accurately identifying the remaining funds available from the original allocation for the \$200,000 bid. Director Hilliard advised that there be no change orders permitted, and a full scope of work be identified before the bidding process begins.

Liza Andrews reported that a structural assessment was previously completed by an engineer who did not draw plans following the assessment; Liza is making arrangements with the engineer to review the structural assessment. Liza stated that according to BC Pasquale there were plan previously drawn that are still valid; these plans must be reviewed to identify what items have been completed before providing them to a new contractor. Liza has confirmed with the county that one of our permits is still active, though an application for extension must be submitted; the extension is good for 1 year.

Chief Peterson asked the board if staff should hire an expert to advise us with these next steps; Director Hilliard advised that if staff does not possess the expertise inhouse, staff should hire what is needed to get the project done right. Director Hilliard will provide staff with the resources needed to select the appropriate union experts to advise us on our next steps.

**Closed Session:**

There were no items to discuss in closed session.

**Adjournment:** 9:17 am