BOARD OF RURAL FIRE CONTROL
MINUTES OF MEETING
January 24, 2013

The Board of Rural Fire Control met on Thursday January 24, 2013, at the York County Fire Training Center at 6:30 PM.

Notices of the meeting were forwarded to the members of the Board, the sixteen rural fire departments, and to the members of the media. Notices were also forwarded to individuals who had requested copies, and a copy was posted on the bulletin board at the York County Fire Training Center.

All members of the Board were present with exception of Al Waddell.

Members of several fire departments were present.
Representing County staff: Rickey Wilson, Mike Burns, Anna Moore, Mark Kettlewell, and DJ Funderburk.

Chairman David Hord called the meeting to order.

Opening prayer: **Frank Duncan**

Persons not on the Agenda wishing to appear before the Board:
None

Reading of the Minutes: **David Hord, Chairman**

Minutes of November 29, 2012, meeting was approved by a motion from Kenny Gilfillan, with a second by Frank Duncan and all voted in favor of the motion.

Finance Committee Report: **Tommy Carroll, Chairman**

Tommy Carroll gave a monthly finance report. All members have an updated printout.
2013-2014 budget process will start February 2013; meetings may need to be scheduled.
Items approved at the last meeting have been delivered.

Equipment Committee Report: **Bill Dunlap, Chairman**

The Equipment Committee held a meeting with the members of Bullocks Creek FD to discuss possibly swapping Bullocks Creek Engine 1 with Fort Mill FD for their SFO engine. After the meeting Chief Ken Belk of Bullocks Creek FD notified Equipment Committee Chairman Bill Dunlap that they wish to withdraw their request to swap. No further action will be taken on this request.

Bids were opened on the new engines. Four vendors submitted bids for the (2) engines: American LaFrance; FES representing Spartan EVR; Safe Industries representing KME; Fire Line representing E-One.
American LaFrance was the low bidder.
Recommendation from Equipment Committee is to write a letter to management to recommend eliminating American LaFrance from the bid process this time due to previous problems encountered with this vendor.
All members were in favor of this motion.

The committee also requested that a meeting be held on February 13, 2013, at 4:00 pm at Newport Station 1 to ask vendors who submitted bids to bring a truck as close to the apparatus the vendor bid to be brought for viewing by the board members. Date and time may need to be adjusted due to availability of the station and vendors schedules.
There was no objection from any of the board.

Point of clarification to the Equipment Committees recommendation (added at the end of the board meeting):

The intent Equipment Committee is to take American LaFrance out of the bid process and to report that the committee has not determined picking any vendor and sees no need to have an American LaFrance Engine at the meeting to view trucks because there

is a new American LaFrance Engine at that station.
Point of clarification by Equipment Committee Chairman, Bill Dunlap:
No vendor has been disqualified and the committee is only requesting that certain trucks be brought to the viewing.

Accident Review Committee: **Carl Faulk, Chairman**
Two (2) accidents/incidents have occurred, but have not been met on yet.
A meeting will be held before the next board meeting.

Training Committee: **Gary Starnes, York County Training Officer**

No Report

Training Center Joint Committee: **David Jennings, Chairman**

David Jennings gave an update on the Training Center progress and selection of an architectural firm.
A recommendation from the committee to accept the three (3) architectural firms selected by the selection committee to be presented to York County Council.
All members of the board were in favor of the recommendation.
A handout of the progress is attached.
There was also a discussion that the Sheriff's Office may be interested in a joint venture with the new training facility. A meeting will be scheduled with staff, committee members & Sheriff Bryant to see what the Sheriff's Office interests are.

Old Business:

No old business was discussed.

New Business:

Request from Fort Mill Fire Department for five (5) pagers for members and to have a couple of spares:
A motion was made by Kenny Gilfillan to approve the request.
A seconded was made by Frank Duncan.
All were in favor; motion approved.

Request from McConnells Fire Department to allow upgrading lights and siren speakers on various apparatus at McConnells and they will pay for the supplies and have them installed at the Dept. of Fire Safety.
Motion to approve this request by Kenny Gilfillan.
Seconded by Frank Duncan.
All were in favor; motion approved.
It was also requested that a Knox Box **Sentralok A**® be purchased for their engine. They do not have one and several businesses and churches have installed or are installing them.
Bill Dunlap made a motion to approve the request.
Kenny Gilfillan seconded the motion.
All were in favor of the motion.

There was also a second letter of request from McConnells Fire Department for the board to provide matching funds for a grant that was applied for through the S.C. Forestry Commission. This is a 50/50 matching grant. McConnells Fire Department was not successful in getting the grant, but asked the board to provide the amount of funds that would be matched in the amount of $2,157.39.
There was a discussion that previous requests were granted based upon successfully getting the grant, and that McConnells did not submit a letter to the board that they intended to apply for a grant so funds can be set aside in the event they are successful in obtaining the grant.
Motion to deny this request was made by Kenny Gilfillan.
Seconded by Frank Duncan.
All were in favor of the motion to deny the request.
It was also noted that McConnells Fire Department notify the Fire Board in the event they are applying for a grant and are requesting the board to approve matching funds.

Request to purchase 192 pagers for replacements to eliminate the older pagers with serial numbers that start with the 169 prefix.
Some of these to be used to replace spares at the radio shop that have the old serial numbers and the remainder be used to replace older pagers at departments.
Pager replacement was approved in the 2012-2013 Budget.
Motion to approve was made by Kenny Gilfillan.
It was seconded by Frank Duncan.
All were in favor of the motion.

The board was presented with the Drug and Alcohol Testing Procedure to be used in the case of apparatus accidents under conditions as defined by the Fire Apparatus Accident Policy of the Fire Board. Once approve this will be given to all county fire departments to follow, as an accident requires this procedure and a list of facilities to use will also be provided.
Kenny Gilfillan made a motion to accept this as a procedure used to enforce the Fire Board Accident Policy.
It was seconded by Wayne Searcy.
All were in favor of the motion.

All members of the board were given a new revised copy of all Fire Board Ordinances and Policies to replace the current one in each member manual.

A copy will be given to each fire department to update their manuals.

Announcements:

David Hord announced he filed his paperwork for a second term on the board.

Persons wishing to appear before the Board but not on the Agenda:

Anna Moore asked that revision dates be added at the bottom of each page of the Policies of the Fire Board and as they are revised the current date be updated.

Tommy White, Lesslie FD, asked the board to consider adding a Tommy Lift to the service truck for the Department of Fire Safety Shop to assist with tires and other heavy objects. The board requests Mike Burns look into the cost and report back to the board.

Kenny Gilfillan asked also that the cost of upgrading the warning lights on the service vehicles be obtained and possibly upgrade the lights on these vehicles.
A cost will be provided at the next meeting.

Bill Dunlap made a point of clarification in reference to the recommendation to the board on the two (2) engines to be purchased. (See Equipment Committee Report).

Adjournment:

The meeting adjourned with unanimous consent.

Respectfully submitted,

Rickey Wilson
Senior Fire Prevention Technician
York County Department of Fire Safety

Note: The minutes of this meeting are a summary of the activities and discussions that took place during the Board meeting. The minutes should not be construed as a complete transcript of the meeting. The minutes will not be approved until the next Board meeting and are subject to be amended at that time. Let it be known that the chairman does not vote on any action of the Board of Rural Fire Control unless there is a tie in the vote.

York County Fire Training Center/Shop Complex

Architectural Firm Recommendations

The Architect Review Committee completed the process of reviewing the nine RFQ's from architectural firms on 1/23/13. The Architect Review Committee selected three architectural firms that will ultimately be presented to the York County Council. The Joint Training Center/Shop Complex Committee met at 4:00 PM on 1/24/13 and approved the three architectural firms recommended by the Architect Review Committee. The Architect Review Committee consisted of the following, appointed by Interim County Manager Anna Moore:

- Joint Training Center/Shop Complex Committee Chairman David Jennings
- YC Engineer Mark Kettlewell
- YC Planning Director David Pettine
- Joint Training Center/Shop Complex Committee Member Carl Faulk

Nine RFQs were reviewed from the following firms:

- Baker Architects, Michael Baker Jr., Inc., Wayne Redfern, Columbia, SC
- DWW Architects, Darrell Watts, Fort Mill, SC
- JSD Architecture, Scott Johnson, Greenville, SC
- MBAJ Architecture, James Golightly, Lexington, SC
- Montgomery Associates/Architect, Ben Montgomery, York, SC
- Morris-Berg Architects, Keith Morris, Charlotte, NC
- Moseley Architects, Dan Mace, Charlotte, NC
- Stewart Cooper Newell Architects, Ken Newell, Gastonia, NC
- Zuendt Consulting, Inc., Alexander Zuendt, Greer, SC

The Architect Review Committee carefully reviewed the qualifications of all nine architectural firms, all firms were qualified with adequate design teams specified. The committee relied heavily on the experience of YC Engineer Mark Kettlewell and YC Planning Director David Pettine to provide input on their past experience in working with these firms on various projects during their careers. We evaluated reliability, quality of designs, quality of finished projects, knowledge of YC bidding and building processes, knowledge of their design team capabilities, the architect's personal working relationship demonstrated during past projects, and their potential to provide a completed project on time and within budget. The Architect Review Committee selected three architectural firms that they felt were qualified and were most likely to deliver the project within budget and on time. Following are the firms recommended by the Architect Review Committee to be presented to the York County Rural Fire Board and to the York County Council for approval (in order of preference):

- Montgomery Associates/Architect, Ben Montgomery, York, SC
  - Very Capable
  - Very Reliable
  - Designed and delivered Richburg Fire & Rescue within budget and on time. Members of the Joint Training Center/Shop Committee along with Mark Kettlewell, Anna Moore, Bill White and others toured this facility and were impressed with the quality of the project and the project costs. Experience in five fire station projects.
  - Has successfully completed 15 projects for York County Government
  - Knows York County processes
  - Good working relationship with architect on past projects
  - Most likely to complete the project within budget per opinion of Committee

- DWW Architects, Darrell Watts, Fort Mill, SC
  - Very Capable
  - Very Reliable
  - Substantial previous experience in fire service projects. Worked on SCFA, one fire training Center, and ten fire station projects.
  - Has successfully completed projects for York County
  - Knows York County processes
  - Good working relationship with architect on past projects
  - 2nd most likely to complete the project within budget per opinion of Committee

- MBAJ Architecture, James Golightly, Lexington, SC
  - Very Capable
  - Very Reliable
  - Previous experience in fire service projects. Worked on two fire training centers and two fire station projects.
  - Knows York County processes
  - Good working relationship with architect on past projects
  - 3rd most likely to complete the project within budget per opinion of Committee

York County Fire Training Center/Shop Complex Update – 1/24/2013

To all interested parties,

The Architect Review Committee completed the process of reviewing the nine RFQ's from architectural firms starting on 1/23/13. The Architect Review Committee selected three architectural firms that will ultimately be presented to the York County Council. The Joint Training Center/Shop Complex Committee met at 4:00 PM on 1/24/13 and approved the three architectural firms recommended by the Architect Review Committee. The choices will be presented to the full York County Rural Fire Board at 7:00 PM on Thursday 1/24/13 at the Department of Fire Safety. Once the Fire Board agrees with the recommended architectural firms, the choices will be presented to the York County Council at their next meeting on Monday 2/4/13. The County Council's approval will allow the Architect Review Committee and/or the YC Manager's Staff to attempt to negotiate a contract with the architectural firm designated as the first option. If contract negotiations are not successful then an effort would be made to negotiate a contract with the architectural firm designated as the second option, and then with the third firm if necessary. The finalized contract for architectural services would then be presented to the York County Council for final approval at their 3/4/13 meeting.

Once a contract is approved with an architectural firm, the architect would immediately move forward with the following actions:

- Initiating subsurface soil investigation of the site and surveying of the site
- Developing the final site layout
- Architect will work with a civil engineering firm to develop a site plan for storm water runoff, water lines, sewer lines, paved areas, as well as any other site design issues
- Initiate the site planning, zoning, and permitting processes (several weeks)
- Architect will be meeting with staff, committee, and affected parties to finalize the building design and floor plan designs for the buildings
- Architect will work with a design engineering firm to develop engineered drawings and specifications for the facility
- Design and contract the water line extension along Benfield Road and the sewer line connection to Langrum Branch.
- Advertise and request bids to construct the facility (3-4 week process)
- Obtain bids for grading and construction of the facility and select contractors (several weeks)
- Obtain County Council approval for construction firms
- Hopefully begin construction around August 2013, estimate 6-8 months to complete Phase One (Training - Admin Building, the Shop, the pump test pits, the trailer storage shed, and roads)
- Construct the burn building, drill tower, other training buildings, sheds, training props, etc. (this may get started prior to completing the items listed in the previous bullet)

The above events may vary somewhat and the list may not be comprehensive, this is just to give you an idea of the type of events will be taking place over the next few months. We are committed to moving through the entire process as quickly as possible.

Sincerely,

Chief David Jennings
Chairman, Joint Training Center/Shop Complex Committee