

NOTES of a Meeting of the Ompah Fire Hall Design Task Force of the Township of North Frontenac held on Wednesday, July 10, 2013 at the Clar/Mill Fire Hall (upstairs Meeting Room), 6648 Road 506, Plevna, Ontario.

PRESENT: Steve Sunderland, Chair and Councillor John Inglis – Ward 3.

ALSO PRESENT: Cheryl Robson, Chief Administrative Officer (CAO); Steve Riddell, Director of Emergency Services/Fire Chief; George Ross, Acting Deputy Fire Chief; and Tammy McQuigge, CAO Confidential Secretary (Recording Secretary).

ABSENT WITH REGRETS: Amber Lemke, Acting Deputy Fire Chief.

1) CALL TO ORDER

The meeting was called to order by the Chair at 9:30 A.M.

2) DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None declared.

3) DELEGATIONS

a) Andris Abele – Design Consultant.

The Chair began by thanking Mr. Abele for attending; the Chair then went on to explain the goal today will be to review the drawings provided by Abele; and discuss what is to be achieved; then Abele to take these details/changes with him to update the drawings next week for inclusion in the Request for Tenders (RFT).

Abele then went on to provide a quick overview:

- Due to the sensitivity to cost and it being an existing structure, the most cost effective approach was sought to achieve the goals.
- Larry Fancy, Engineer also looked at the existing structure and took pictures to come up with the most cost effective approach.
- Soil conditions and approach to building with add-ons was considered.
- Rather than strip the footings in the entries and to avoid the water table, a slab on grade was suggested for the two foyer areas as this is cheaper than stripping the footings.
- Test holes were dug inside and around the perimeter of the building. It was noted there are shallow footings and structural failure where the tanker used to sit.
- New area, pier risk of frost – room is moving with seasons. Conditions exposing liability – hairline cracks. Existing structure clause – “Do the best you can.” New Bell footing – excavate trench, place a pump at each end, back fill and pour concrete immediately. It was felt there is no other way to do it – it’s an office.
- Drywall in the current office – no hairline cracks visible.
- Sand fill is the medium that will be worked with – bearing is 50% less capable than gravel – if the sand is wet.
- Mike Cleland, Structural Engineer felt conditions were good in the garage. Cleland suggests peeling 1 foot of sand out and replacing with granular “A” (note: there is not a 6 inch slab in the garage – it’s only 2 inches).

- The concrete should be removed from the site and recycled. Let the contractor deal with the concrete that is removed.
- Use sand excavate as fill on site.
- Siding – currently there are three different types of siding on the building now.
- Roof on the library needs to be elevated and consistent with the remainder of the building.
- Slabs, piers, framing, engineering of door headers – all items that are required.
- Door header – Cleland feels lumber is still okay to use. Abele to check with Fancy as he is unsure about the load of the door as the span is 26 feet. Abele advised he is not experienced with doors but advised doors are prone to binding but any unnatural stress may cause trouble.
- Abele also stressed that the same company should supply and install the large door = warranty, etc.
- A Task Force Member advised two door companies said the doors are built stronger (metal is thicker) so the large span proposed (26 feet) is do-able; and a benefit of this type of door is the loads are at the end of the trusses.
- All doors should be installed by professionals.
- Fire Rating – fire rate the garage and foyer to within the Code; areas hidden then double drywall (on each side, not two layers on one side).
- Not feasible to have fire rating on both sides of building.
- Riddell's email re: section 9.1 General of the Fire Code was distributed to everyone present (copy attached).
- No divider in the ceiling is needed now, as using proper drywall.
- Throughout the entire Fire Hall is chipboard – possibly remove the chipboard and replace with drywall.
- It was mentioned the money to fire rate the building is not included in the renovation budget; however, it is included in the 2013 Fire Department approved budget.
- Abele provided a spreadsheet to assist with the Tender specifications and he will update it once the drawings are done.
- It was then mentioned each page of the drawings Abele provided will be explained in detail, starting with:

Plot Plan:

- Each parking space is 9 feet by 18 feet.
- Parallel parking in front of the building for Firefighters only – 3 spaces.
- Put up signs to ensure no one parks in Firefighters designated parking areas.
- If parking lot is full, people can park on the side of the road.
- The well is in line with the corner of the building – delivery trucks, private vehicles, possibly fire trucks have hit the well.
- Hydro pole needs to be protected.
- Landscape (first bay) extended – rock in the corner to protect the hydro pole.
- Light pole – direct it to ensure lights up yard.
- Put light(s) on the building – something decorative at the side entrance.
- It was suggested to possibly save money to delete the light pole entirely and put the light on the building only.
- HydroOne to be contacted by the Fire Chief to confirm who owns the pole.

- Illuminate the ramp and the steps.
- It was determined the lights will be light sensitive; and not on a timer or a motion sensor.
- Handrails – ramp needs handrails on both sides; however, if the ramp is at a 5% grade it is then classified as a sidewalk and not a ramp. Therefore, handrails are not needed = money saved. A sidewalk 30 feet in length total is needed.
- Library has a crawlspace – vent on the corner, when creating slope then entombing parking lot side with concrete. This could lead to issues with moisture and wood rotting as there would no longer be a cross-ventilation for the floor.
- Potential issues with the crawl space.
- Sunderland to revise site plan in order to avoid foundation problems with library.
- Removing soffits, eaves and sheeting from the roof of the library; so the attic space in the library is connected to the attic of the foyer.
- All vents on the building are undersized.
- The Chair will contact the contractor who replaced the library floor to determine what was done and to confirm if at the time the floor was replaced if there was or was not any rot; then remove some siding now to see if there's any rot; then once all of this information is known, this information will be sent to Abele to determine the next step.
- It was asked what to do when surprises arise during construction? Answer provided was work the hurdles as they arise. However, we need to understand now if there are any possible future risks/liabilities.
- It was felt by all that Abele and Fancy will be bringing new technology to an old building.
- Change-orders cost double so if there's problems find these before tendering; and if things need to be fixed then fix them now.
- CAO to ask Corey Klatt, Manager of Community Development what was sprayed at the Clar-Mill Hall to prevent water infiltration.
- Antenna – to stay as it is for the radio.
- Exposed wood should be pressure treated.
- Grading is an issue at the back – must keep safety in mind. It is possible to re-direct the water; and the swale should be raised to keep the water away from the building.
- Can put crushed stone in the swale so it is not soft = possible truck driving in the soft sand and could get stuck.
- Granular fill needed at propane tank; move tank and regulator.
- Must deal with surface drainage.

It was at this time the CAO suggested she and the Recording Secretary leave once the other agenda items were discussed by the Task Force; and the remainder of those in attendance could continue their discussions regarding the detailed drawings.

4) OMPAH FIRE HALL DESIGN TASK FORCE NOTES

a) May 1, 2013 – Ompah Fire Hall Design Task Force

(Council received June 10, 2013).

Note: Meeting Notes previously circulated to Task Force Members on May 24, 2013.

Approved as previously circulated.

Inglis and Angela Millar, Treasurer to meet to discuss the procurement of glass.

5) BUSINESS ARISING

a) Furnace: can shelving/storage be built near the furnace – Chair to provide a verbal update.

Sound proof around the furnace can be done. The existing shelving belongs to the Ompah Community Group Representatives (OCGR). The shelving will be removed by the contractor but it will be the responsibility of the OCGR to replace/install the shelving after the renovations are complete.

b) Furnace: can a series of sound proof doors be installed to allow access for maintenance – Chair to provide a verbal update.

TruComfort provided details to the Chair. Will look like a closet with an intake on the side. The shelving cannot block the vents (vents provide proper air flow); and the furnace will be turned under the plenum = more space. In total, it will be approximately a 3 foot by 4 foot closet with a door on the front to service the furnace. Special vent installed and the walls will be insulated to reduce noise and vibration.

Abele to add specifications provided by TruComfort to the spreadsheet.

c) Email from Jim Phillips, Public Works Manager re: boulders and the snow removal from parking lot.

All the snow is currently plowed from the front and piled to the back (can't have snow banks at the front of the building). Wording in the contract to stipulate all parking spots must be useable at all times.

Boulders – the intent of placing the boulders is to show people where not to drive/park. And the boulders must be visible at all times of the year. It was decided the boulders will be required to be moved a few feet back from what was indicated on the current draft drawings – Abele to show the revised locations for the boulders on the final drawings.

After a brief discussion as to whether the placement of the boulders can be completed by the Public Works Department at a later date; it was decided this item should be included in the tender now.

d) Mississippi Valley Conservation (MVC)/Ministry of Natural Resources Permit – is one required for work in parking lot – Councillor Gerry Martin provided (see email dated May 16, 2013).

Email reads: *“Councillor Gerry Martin spoke with Mississippi Valley Conservation (MVC) and advised the following:*

- *Do not disturb the green area.*
- *Granular – maximum 12 inches at the building, sloping to 4 inches at the edge.*
- *No permit from MVC is required because the area was already disturbed.*
- *Do the work when it's dry.*
- *Will improve drainage.*
- *No further contact with MVC is required.”*

e) Insulation – Firefighter Representatives to check and provide a verbal update. It was mentioned there is currently 4 – 6 inches of insulation; filled up underside of truss. However, more insulation is still required and should be included in the tender.

f) Copy of Purchase Order #5630 – Abelan, Designer/Builder including quote from Eastern Engineering.

g) Test Holes – Chair to provide a verbal update from May 11, 2013 onsite dig.

h) Scope of Work from Plumber and Electrician – update from the Chair.

i) Leduc Electric.

ii) True Comfort Heating and Cooling Ltd.

Items f) to h) received and no comment.

6) COMMUNICATIONS

None.

7) NEW BUSINESS

a) Siding Samples – Chair to provide.

Abele provided a color chart for viewing only. “Red” with the applicable chart number shall be specific in tender.

b) Delegation of Council – Council Resolution #289-13.

Received and no comment.

c) Next Steps.

- Chair and CAO to meet to discuss the tender details with the Treasurer before August 2, 2013 (but after July 15, 2013). Chair to provide CAO with possible dates.
- Abele will take approximately one week to prepare final drawings and estimates.
- There will be three tenders in total.
- The tender will be on the Township’s website; and sent to those on the Vendor of Record (not by invitation only).
- Goal – the tender(s) to be out by August 1, 2013 giving two weeks to submit; then award the tender(s) on August 15, 2013; and successful contractor(s) on site by September 1, 2013.

d) Next meeting date.

No further Task Force Meetings have been scheduled; however, a meeting will be called by the Chair, if required.

It was mentioned the Fire Chief (in consultation with the Ompah Firefighters) need to decide where the equipment will be stored for at least two months; it was suggested perhaps the trucks could be stored in the roads garage if still outside in the cold weather.

The CAO and Recording Secretary left the meeting at 12:00 PM. The meeting to continue after lunch.

8) ADJOURNMENT

The Chair adjourned the meeting.

NOTE: May 22, 2013 and June 19, 2013 Task Force Meetings – Chair Cancelled.

APPROVED BY THE OMPAH FIRE HALL TASK FORCE

ON _____, 2013.

Steve Sunderland, Chair
Township of North Frontenac
Ompah Fire Hall Design Task Force

RECEIVED BY COUNCIL ON _____

Attachments (1):

1. Email from Steve Riddell, Director of Emergency Services/Fire Chief.