

**NOTICE OF MEETING  
REGULAR MEETING**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF MINUTES**

A. Synopsis of the June 24, 2014 Regular Meeting

**Page 3**

**4. PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA** *(3 minute time Limit – Only items on the agenda not for Public Hearing may be commented on)*

**5. VISITORS**

**5. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Design Team Reports

**Page 9**

1. Memorandum dated July 23, 2014 from Sale Smythe– Project Status Update

B. Staff Reports *(if any)*

**6. PUBLIC HEARING** *(Chair opens the Public Hearing if any items listed otherwise just note for the record that there was none)*

**7. PENDING BUSINESS**

A. Estimated Site Area Requirements for a New Public Safety Building

1. Draft 2014 Space Needs Assessed

**Page 11**

2. Draft 2034 Estimated Space Needs

**Page 12**

3. Police Space Standards dated June 26, 2014

**Page 13**

B. Supplemental Strategies Chart – Updated and Revised as of July 24, 2014

1. Action Needed to Refine Details of Activities

**Page 33**

C. Project Contact List as of July 25, 2014

1. Action Needed to Add Missing Contact Information

**Page 35**

**8. NEW BUSINESS**

A. Draft PowerPoint Presentation for Public Involvement Phase (PIP)

**Page 43**

B. Scheduling the Next Meeting Date and Agenda Deliverables

**Page 63**

**9. INFORMATIONAL ITEMS**

A. Resolution 14-36(A), Creation of the Committee

**Page 65**

B. Public Safety Building Project Fact Sheet

**Page 67**

C. Public Involvement Plan dated June 23, 2014

**Page 69**

**10. COMMENTS OF THE AUDIENCE**

**11. COMMENTS OF THE CITY STAFF**

**12. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*

**13. COMMENTS OF THE CHAIR**

**14. COMMENTS OF THE COMMITTEE**

**15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR AUGUST \_\_\_\_, 2014**

**AT 5:30 P.M.** in the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer Alaska.



Session 14-07 a Regular Meeting of the Public Safety Building Review Committee was called to order by Chair Ken Castner at 5:30 p.m. on June 24, 2014 at the City Hall Conference Room – Upstairs located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

PRESENT: COMMITTEE MEMBERS HUTT, PAINTER, MIOTKE, CRANE, CASTNER AND WYTHE

ABSENT: COMMITTEE MEMBER ROBL (EXCUSED)

STAFF: DAN NELSEN, PROJECT MANAGER  
RENEE KRAUSE, DEPUTY CITY CLERK

TELEPHONIC: USKH - MEREDITH NOBLE, PUBLIC RELATIONS/FUNDING  
SARA WILSON-DOYLE, PUBLIC RELATIONS

### **AGENDA APPROVAL**

PAINTER/WYTHE – MOVED TO APPROVE THE AGENDA AS PRESENTED.

The agenda was approved by consensus of the committee.

### **APPROVAL OF SYNOPSIS**

A. Synopsis for June 17, 2014 Regular Meeting

Chair Castner asked if there were any additions or corrections to the minutes as presented.

Mr. Crane requested a correction to a statement he made on page four of the packet. He additionally requested clarification on page six under New Business item A, “Chair Castner stated that he wanted this completed soon,” regarding the case statement and co-location. There was a brief clarification by Chair Castner on his intent.

The minutes were approved as amended by consensus of the committee.

### **STAFF & COUNCIL REPORTS**

Chair Castner inquired if there was any opposition to have representative Seaton come to the table and speak at this time. There was no opposition from the committee.

Mr. Seaton explained that he will be listening to the development of the project and he is not presenting a legislative request but he acknowledged that he will be fielding questions on this issue. Mr. Seaton asked if anyone had questions for him. There were none.

Chair Castner provided a brief synopsis of the project.

### **PUBLIC HEARING**

A. Proposed Building Site Selections

Chair Castner opened the Public Hearing for public comments or questions regarding the project.

Mr. Barry Reist, non-resident, asked questions regarding the needs assessment, designing the facility to accommodate the future growth of each department, if a charette has been done, and projected project costs.

Chair Castner provided the information in response to the questions posed.

Chair Castner closed the public hearing.

### **PENDING BUSINESS**

#### **A. Review and Discussion on the Draft Public Involvement Plan**

Ms. Noble opened discussion by stating the introduction would be helpful information for Mr. Reist. Ms. Noble continued by stating the purpose of the Public Involvement Plan is to explain why this project is warranted and she encouraged the committee to get their red pens out.

Ms. Doyle also commented on this time being the information gathering portion until the technical side of the process is completed the end of July.

Discussion by the committee regarding the case statement, fact sheet and the public involvement plan ensued and covered the following:

- case statement covers or should include all the points listed in the project background section of the laydown provided.
- The case statement should be longer than a single statement or “elevator pitch”
- The Fact Sheet presented as a laydown is a draft document that will be used to introduce the project
- The “pitch line” was good
- Meredith will draft the paragraph for review at the next meeting
- Statement should include the public in the reason for the project not just focus on the building
- Putting visuals on the reverse side depicting the needs of each depart along with graphs possibly

Chair Castner provided a rewrite –

First bullet point under Introduction page 1 of the plan

- To ensure Homer provides emergency service that brings solace and safety to the community.

Mayor Wythe proposed the following:

“Homer Fire and Police Services are vital to the safety and health of our community. Providing adequate and safe working environments for the public servants is important to allow them to provide these services. Providing safe and hygienic containment facilities also offers the respect and consideration due our community as well. The purpose of considering a new facility at this time is to address these issues as well as other challenges that exist in our aged facilities including or equal to (then list bullet points)”

Dan Miotke notified the committee that the Fire Department will be getting a new ISO review and possibly affect our rating which also affects the insurance rates by increases.

A brief discussion on how the ISO rating affects the Fire Department and the City. A few points made by Chief Painter was training, training equipment, books, dispatching, increase or decrease in population, and how much of the city is covered by hydrant system. It does depend on the insurance carrier how much of an impact the consumer will experience.

Chair Castner requested Ms. Noble to provide an overview of the PIP (plan). Ms. Noble also included a short description of the purpose of the Supplemental Strategies.

## Section 1.2 Purpose and Organization

There was no opposition offered by the members of the committee on this section.

## 1.3 Project Scope and Public Involvement Goals

There was no opposition from the committee on this section.

## 2. PIP TARGET SECTORS

### 2.1 Stakeholders and Interested Parties

Ms. Noble noted that she needed contact information for individuals that may be interested parties. She requested input from Chief Robl and Chief Painter.

Some additional contacts or interested stakeholders would be the following:

- Health Agency
- Senior Citizens Center
- Adult Probation, OCS, Juvenile Justice
- Attorneys
- Mental health
- Clergy

It was noted that there was incorrect information on the contacts list. Correction deadline was to be submitted by Monday, June 30, 2014 to Ms. Noble.

### 2. 2 Stakeholder Themes

Ms. Wilson-Doyle commented on the comments received last week regarding the HERC site and recommended that the committee continue to tell the story including the life safety risk issues that were brought up.

Chair Castner requested the information regarding the working conditions at each department as a basis for why they need the improvements.

#### Under Supplemental Strategies

- A recommendation was made to use the local movie theater for advertising the project.

## 3. PUBLIC INVOLVEMENT ACTIVITIES

### 3.1 Consultant PI Tasks and Milestones

a. Ms. Wilson-Doyle provided an overview of the section in the plan. Chair Castner stated that he will attend the July 28, 2014 Council meeting to provide an update. Mayor Wythe confirmed that there is a space under committee reports at each council meeting.

b. The committee reviewed the proposed meeting dates of August 19, September 30, and November 2<sup>nd</sup>. Ms. Krause will review the meeting calendar and advised. Chair Castner stated the committee will review their individual calendars but also noted that it would not be prudent to have a large public

meeting until the information is finalized. Ms. Wilson-Doyle noted that the meeting dates can be removed from the Fact Sheet if needed.

c. Ms. Wilson-Doyle noted that the PIP and the Fact Sheet can be modified, editable and borrowed from as they progress. Some of the more compelling graphics can be worked on until ready to share information.

d. Continue to coordinate with the City, Committee, and stakeholders to gather relevant input that supports a better understanding. The architectural side is performing their due diligence. Chair Castner commented that they will need to decide when to ask for preliminary costs but that will come after they have chosen a site.

Discussion ensued on the ability to perform or conduct the items on the Supplemental Strategies chart. Some of the following were discussed:

- brief video of the fire and police department needs
- pictures for the back of the fact sheet to distribute at the 4<sup>th</sup> of July Open House
- minutes of the meeting where Chiefs walked through their facilities combined with still photos, and the Chiefs can narrate certain spots or vital concerns. There should be a staff member interested in this type of thing.
- press release, KBBI Coffee Table Talk right before big public meeting
- Mayor is agreeable to work with staff to get that done
- Another person is needed for Fire Department
- Determine how many hits the website gets
- Staff to create a page for the project on the City website

Chair Castner confirmed that the document dated June 23, 2014 will be used as the work plan along with the Supplemental Strategies chart. The Fact Sheet will be modified and pictures added. This will also be the basis for a story board presentation for the theater use. USKH to provide project photos to Dan Nelsen.

Ms. Noble stated that the Kachemak Bay Realtor Association would like someone to speak at the August meeting. It would be good to schedule that, the Rotary is booked out a few months ahead of time so the summer is taken care of but it would be good to get on their list.

Staff will forward the Mayor's ideas for the Fact Sheet to Ms. Noble.

There was no further discussion.

#### **NEW BUSINESS**

A. Review and Discussion on a Possible Recommendation to Council re: Offer to Purchase Kenai Peninsula Bough Maintenance Property Adjacent to Existing Fire and Police Property

Chair Castner opened discussion on the item. He inquired about the process. Chair Castner started by saying he believes that there is still many good reasons to consider the existing site and utility to keeping the building for the police station.

Chief Painter pointed out that even if they consider using that parcel the existing fire hall would have to go away and out of the two it is the one that has more value. Plus most of the borough parcel would

have to be left for right of way. Mayor Wythe was opposed to spending the funds to purchase property and that was the purpose of choosing land that the city already owned.

Further discussion was entertained on the benefits if any to discuss this further. It was agreed to table this discussion until a further date.

#### B. Scheduling the Next Meeting Date and Agenda Deliverables

Chair Castner opened the discussion that he has commitments throughout July and the beginning of August that he is out of town a lot. Mayor Wythe noted that she is out of state the end of the month.

A brief discussion ensued on establishing the next meeting date toward the end of July. Staff will send out meeting requests with available dates to the committee.

Mayor Wythe thanked Ms. Noble for their time and efforts in producing the fact sheet and other documents.

#### **INFORMATIONAL ITEMS**

- A. Resolution 14-36(A), Creation of the Committee
- B. Project Notes Submitted by USKH for May 21-22, 2014
- C. Draft Site Selection Criteria dated June 9, 2014
- D. Tentative Schedule dated June 17, 2014

There was no discussion on the informational materials.

#### **COMMENTS OF THE AUDIENCE**

There was no audience present.

#### **COMMENTS OF CITY STAFF**

Mr. Nelsen had no comments.

Ms. Krause confirmed the proposed time period for the next committee meeting.

Ms. Noble and Ms. Wilson-Doyle recommended pinning down the venue for the August public meeting.

#### **COMMENTS OF THE COUNCILMEMBER**

Mayor Wythe thanked everyone for their contributions and their time; she believes it is very important to build on the current momentum and anything they can do to get people to think about this and talk about it over the summer will be beneficial for the project.

#### **COMMENTS OF THE CHAIR**

Chair Castner reported that he had a conversation (debriefing) with Jim Watterson and what the weak point was in their presentation.

**COMMENTS OF THE COMMITTEE**

Mr. Crane inquired the status of the Fire Marshall Inspection report on the HERC building. The response from Mr. Nelsen was, "it is under review."

There were no other comments from the committee.

**ADJOURN**

There being no further business to come before the Committee the meeting adjourned at 7:23 p.m. The next regular meeting will be **THURSDAY, JULY 31, 2014 AT 5:30 P.M.** and will be at the City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, and Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_



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To: Carey Myer  
City of Homer

From: Dale Smythe, AIA  
USKH now Stantec

Date: July 23, 2014

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**Reference: Homer Public Safety Building Project Status Update**

A status update for progress on the contracted effort for the public safety building.

**Task A –Fire and Police Station Building Program**

Kick off meeting in Homer, interviews, tours and Space Standards are all complete.

Space needs drafts for Police and Fire buildings have been created and commented on, we have submitted vertical agencies and are awaiting input. Draft Site space needs for current (2014) and future (2034) have been submitted for review and input.

Future work will include adjacency diagrams, formal site selection criteria, a presentation to the building committee and a final report.

**Task B- Site Selection and Concept Design**

Site GIS information has been obtained from the City of Homer and area measurements taken, the group is currently reviewing results with Homer to ensure accuracy.

Future work will include concept building and site design, cost estimates, a formal presentation and final report.

**Task C- Public Involvement**

Stakeholder interviews have been completed. Public Involvement media has been developed to communicate the needs of the Homer Police and Fire staff including a Fact Sheet and PowerPoint presentation. A list of suggested activities and staff assignments have been made and scheduled for communicating the importance of the Public Safety Building.

Future work includes continued support of committee meetings and the next three Open Houses. Homer can expect help developing information boards for open houses, managing the public involvement agenda, and documenting results from public involvement.

Dale Smythe  
Regional Architectural manager  
Phone: 907-343-5254  
dale.smythe@stantec.com

Attachment: none

c. Cc List

**Design with community in mind**



**DRAFT**

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	SPACE ALLOCATION		NOTES
		AREA ALLOCATION	TOTALS	
<b>MAIN BUILDING</b>				Assume all spaces at grade level
POLICE		21,195		
FIRE		16,785		
SHARED		5,948		
<b>TOTAL MAIN BUILDING</b>			<b>43,928</b>	
<b>ANCILLARY FACILITIES</b>				
POLICE		6,573		
FIRE		1,459		
SHARED		1,252		
<b>TOTAL ANCILLARY FACILITIES</b>			<b>9,284</b>	
<b>SITE FACILITIES</b>				
POLICE		33,797		
FIRE		31,948		
SHARED		4,550		
<b>TOTAL SITE FACILITIES</b>			<b>70,295</b>	
<b>SUB TOTAL BUILDING &amp; SITE FACILITIES</b>			<b>123,507</b>	
<b>ALLOWANCES</b>				
Design Contingency	10%	12,351		Includes set backs Expand to 2034 needs
Landscape / Hardscape	25%	30,876		
Future Expansion	13%	16,055		
			<b>59,282</b>	
<b>TOTAL ESTIMATED SITE AREA REQUIREMENT</b>			<b>182,789</b>	4.20 Acres

**DRAFT**

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	SPACE ALLOCATION		NOTES
		AREA ALLOCATION	TOTALS	
<b>MAIN BUILDING</b>				Assume all spaces at grade level
POLICE		23,728		
FIRE		18,087		
SHARED		6,186		
<b>TOTAL MAIN BUILDING</b>			<b>48,001</b>	
<b>ANCILLARY FACILITIES</b>				
POLICE		6,573		
FIRE		1,459		
SHARED		1,252		
<b>TOTAL ANCILLARY FACILITIES</b>			<b>9,284</b>	
<b>SITE FACILITIES</b>				
POLICE		39,192		
FIRE		34,873		
SHARED		4,550		
<b>TOTAL SITE FACILITIES</b>			<b>78,615</b>	
<b>SUB TOTAL BUILDING &amp; SITE FACILITIES</b>			<b>135,900</b>	
<b>ALLOWANCES</b>				
Design Contingency	10%	13,590		Includes set backs Expansion beyond 2034
Landscape / Hardscape	25%	33,975		
Future Expansion	10%	13,590		
			<b>61,155</b>	
<b>TOTAL ESTIMATED SITE AREA REQUIREMENT</b>			<b>197,055</b>	4.52 Acres

Attached are examples from our library of space standards, and examples specifically for the Homer Public Safety Facility.

### OFFICES

Included are 7 examples of offices with layout variations. Sizes range from 100 to 270 sq. ft. Larger examples are also available.

Please select an office size for each of the following positions. Our suggestions are shown in some cases. Only the size is critical at this time; not the layout.

- Office of the Chief
  - The existing office is approximately 180 sq. ft.
  - Suggest Office 225 sq. ft.
- Lieutenant's Office
  - Existing office is approximately 110 sq. ft.
  - Suggest Office 180 sq. ft.
- Investigation Offices
  - Existing office is approximately 110 sq. ft.
  - Suggest Office 150 sq. ft.
- Sergeant's Offices
  - Suggest Office 150 sq. ft.
- Dispatch Supervisor
  - Suggest Office 150 sq. ft.

### WORK STATIONS

Included are 6 examples from our library. Many others are possible.

Please select a work station size for each of the following positions. Our suggestions are shown in some cases.

- Senior Officers
  - Suggest work station 64 sq. ft. all positions in one room. Add space within room for counter with printer, supplies, etc.
- Report Writing / Officers Work Stations
  - Suggest Work Station 25 sq. ft. all in one room. Add space for counter for printer, supplies, forms, etc.
- Evidence Officer Work Station
  - Suggest Work Station 80 sq. ft. locate within or adjacent to Evidence Receive / Process.
- Jailer Work Stations
  - Suggest Work Station 42 sq. ft. all in Control Room. Add space for files, counter for printer, supplies, forms, etc.

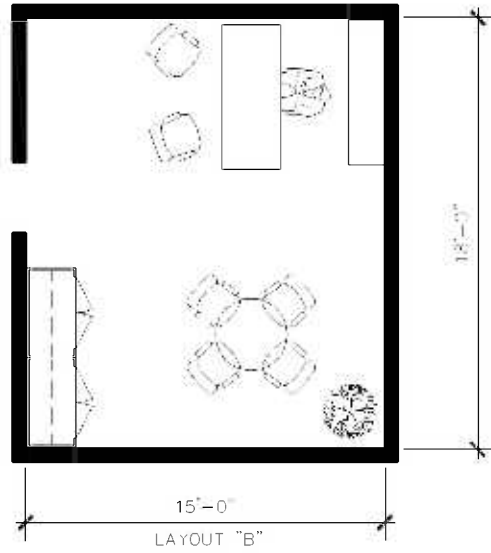
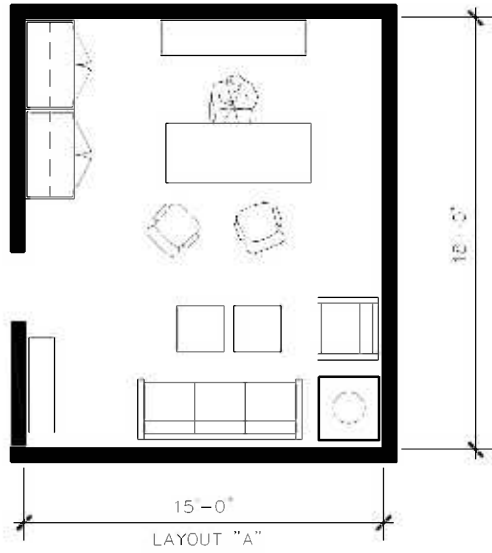
### OTHER SPACE STANDARDS

Example space standards are included for a variety of spaces proposed for the Homer Police Facility. Some examples are for complete operational sections, such as Evidence, and Jail Booking/Control. These examples are intended to show areas and demonstrate relationships, not final designs.

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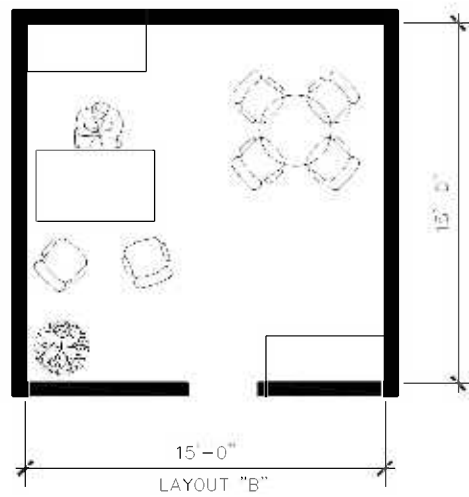
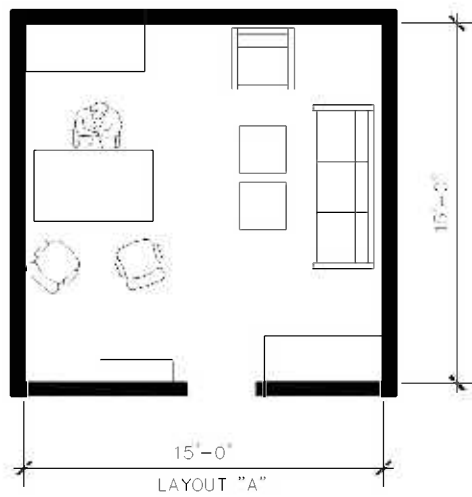
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**OFFICE**  
270 SF

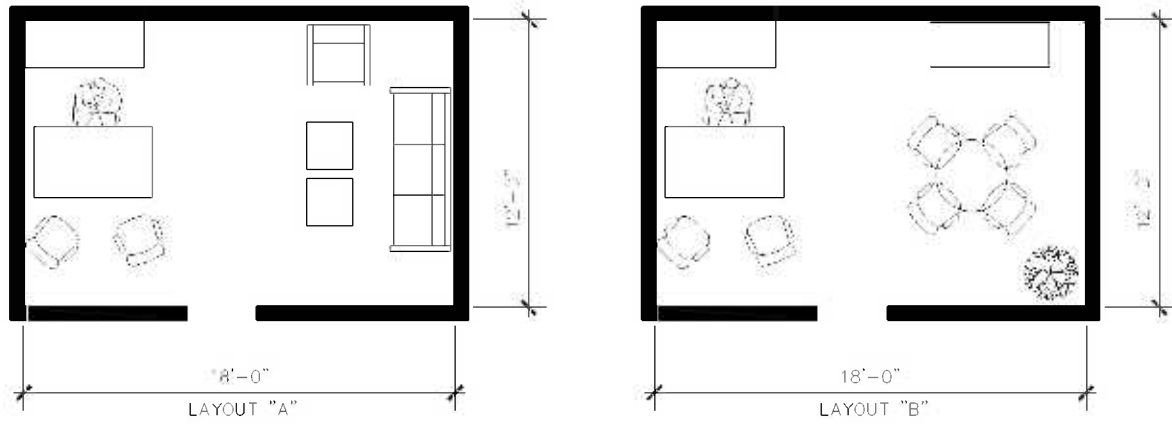
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**OFFICE**  
225 SF

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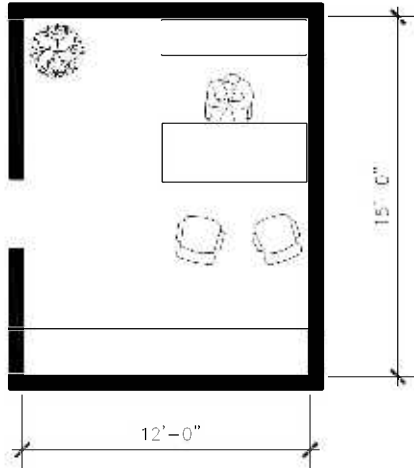


**OFFICE**  
216 SF

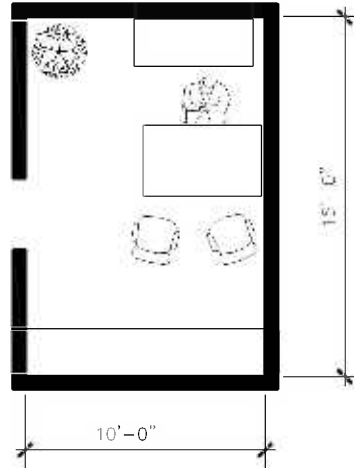
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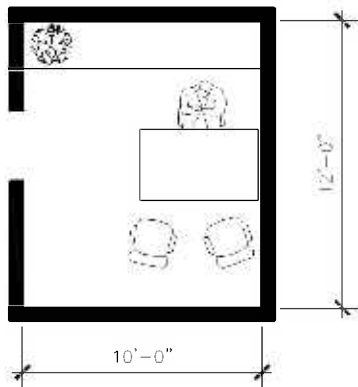




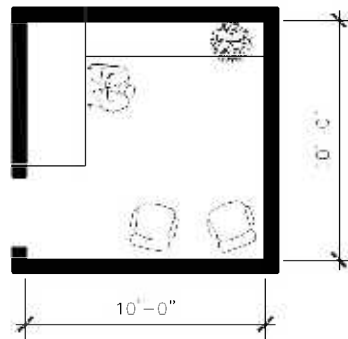
**OFFICE**  
180 SF SCALE: 1/8" = 1'-0"



**OFFICE**  
150 SF SCALE: 1/8" = 1'-0"

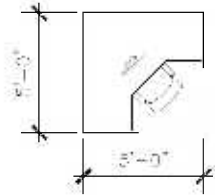


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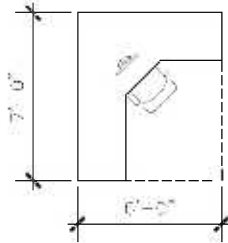


**OFFICE**  
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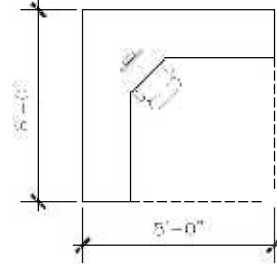
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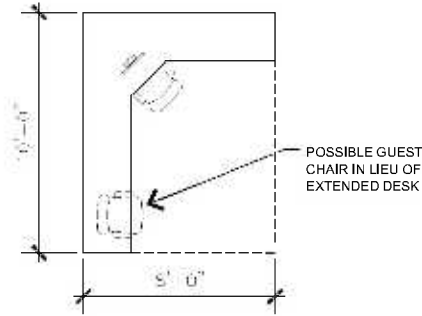
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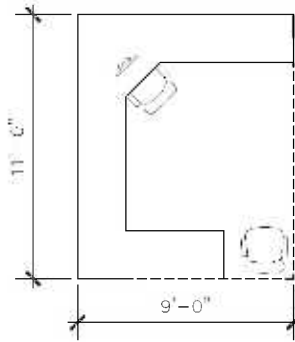
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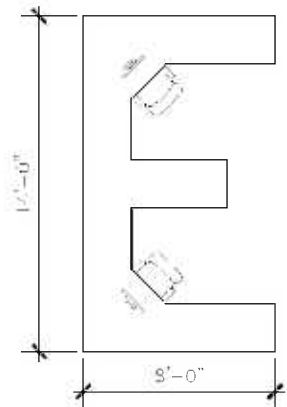
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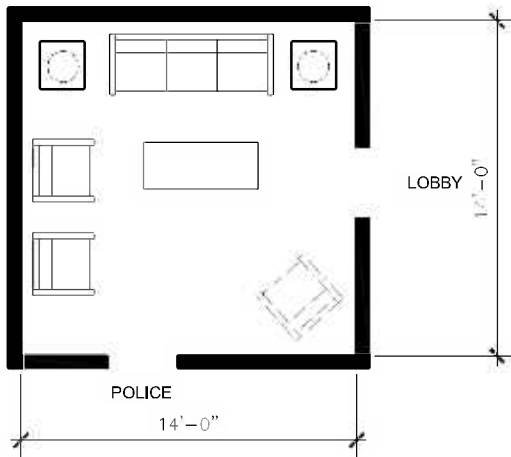


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**OPEN PLAN WORKSTATION**

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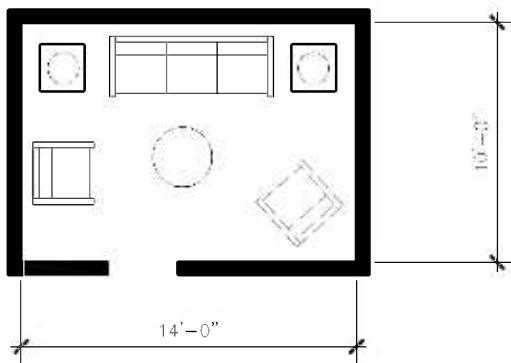
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**SOFT INTERVIEW / CONFERENCE ROOM**

196 SF

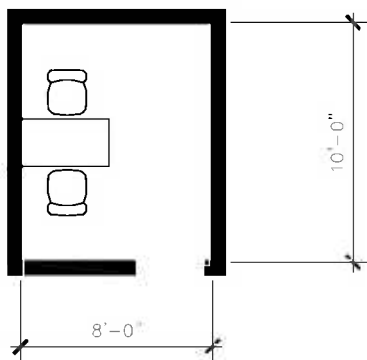
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**SOFT INTERVIEW / INTEROGATION @ INVESTIGATION / PATROL**

140 SF

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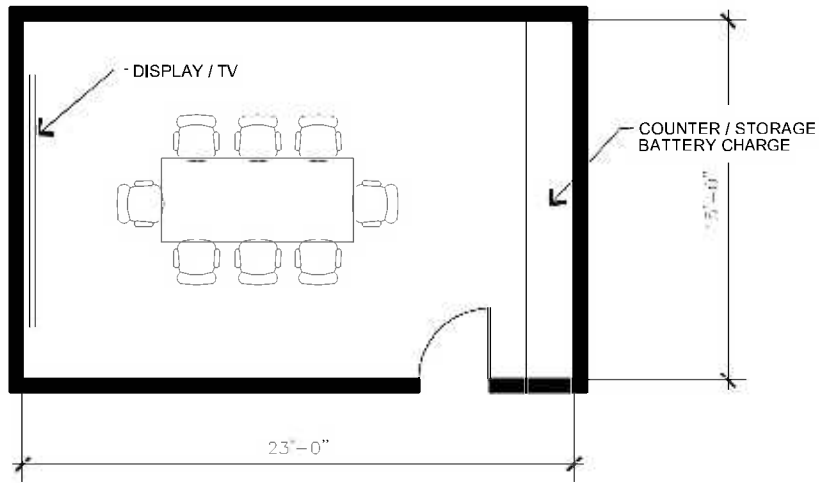


**HARD INTERVIEW / INTEROGATION @ INVESTIGATIONS & JAIL**

96 SF

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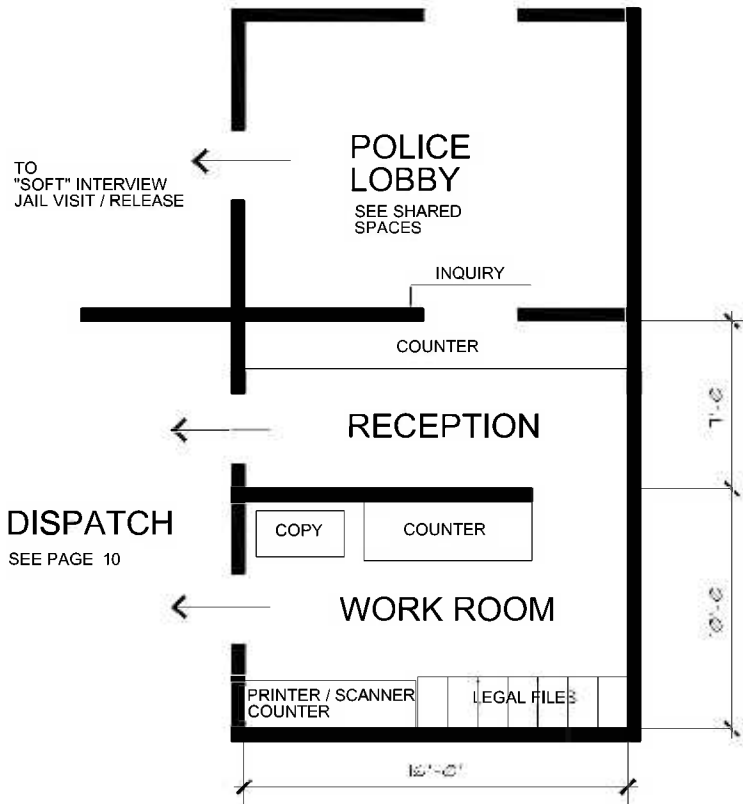


**POLICE BRIEFING ROOM**

345 SF

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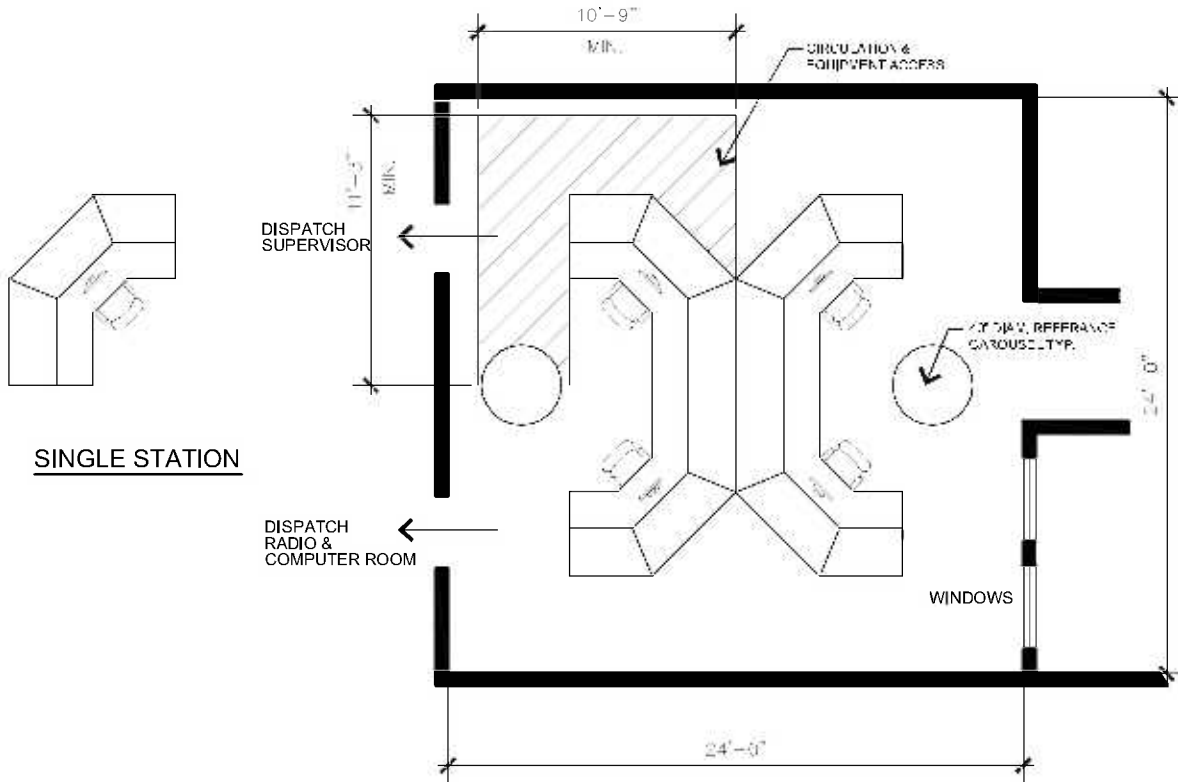


**DISPATCH WORK ROOM / RECEPTION**

272 SF

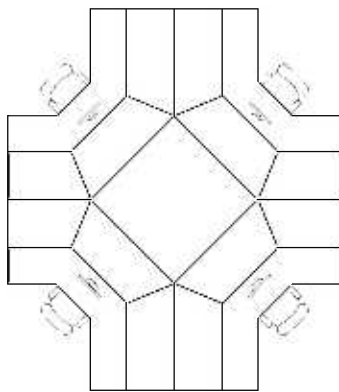
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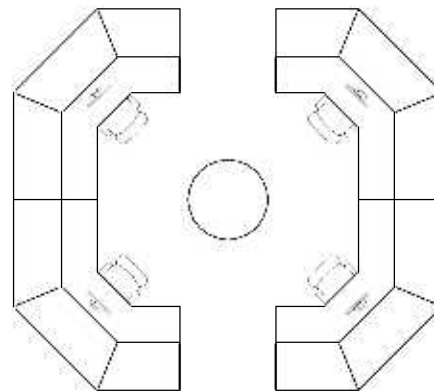
**LAYOUT OPTION "A"**

SERVICE EASIEST



**LAYOUT OPTION "B"**

SERVICE MOST DIFFICULT



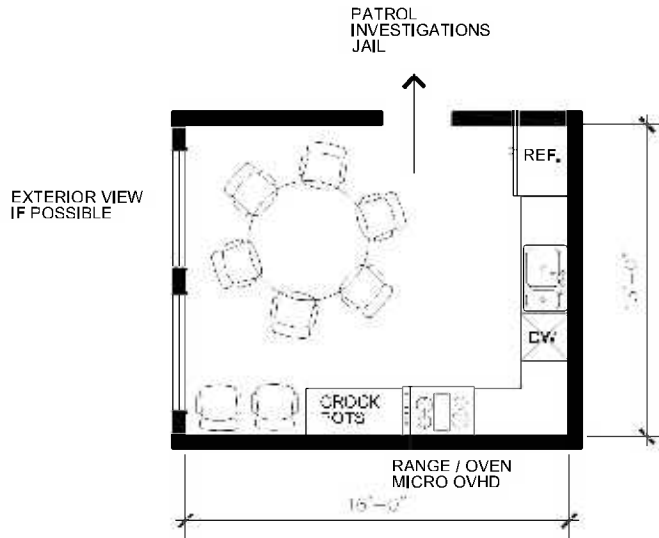
**LAYOUT OPTION "C"**

SERVICE EASIEST

**DISPATCH / CALL TAKING CENTER**

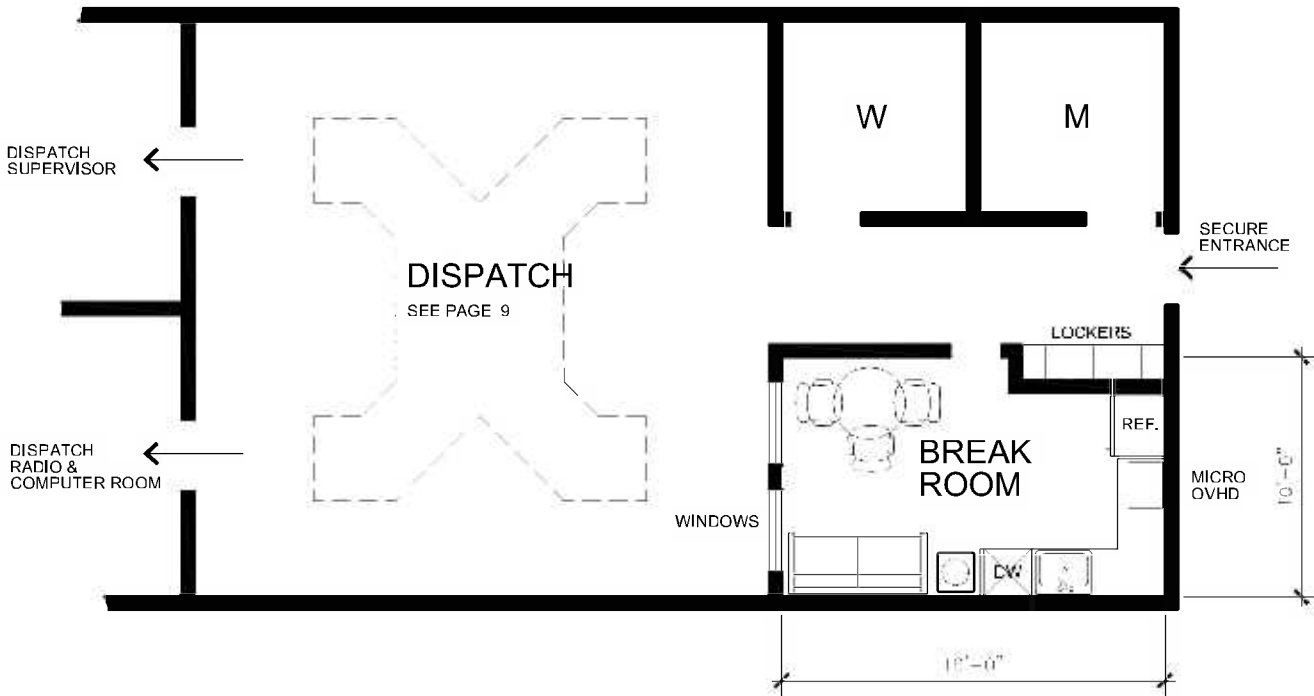
SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.



**POLICE BREAK ROOM**  
208 SF

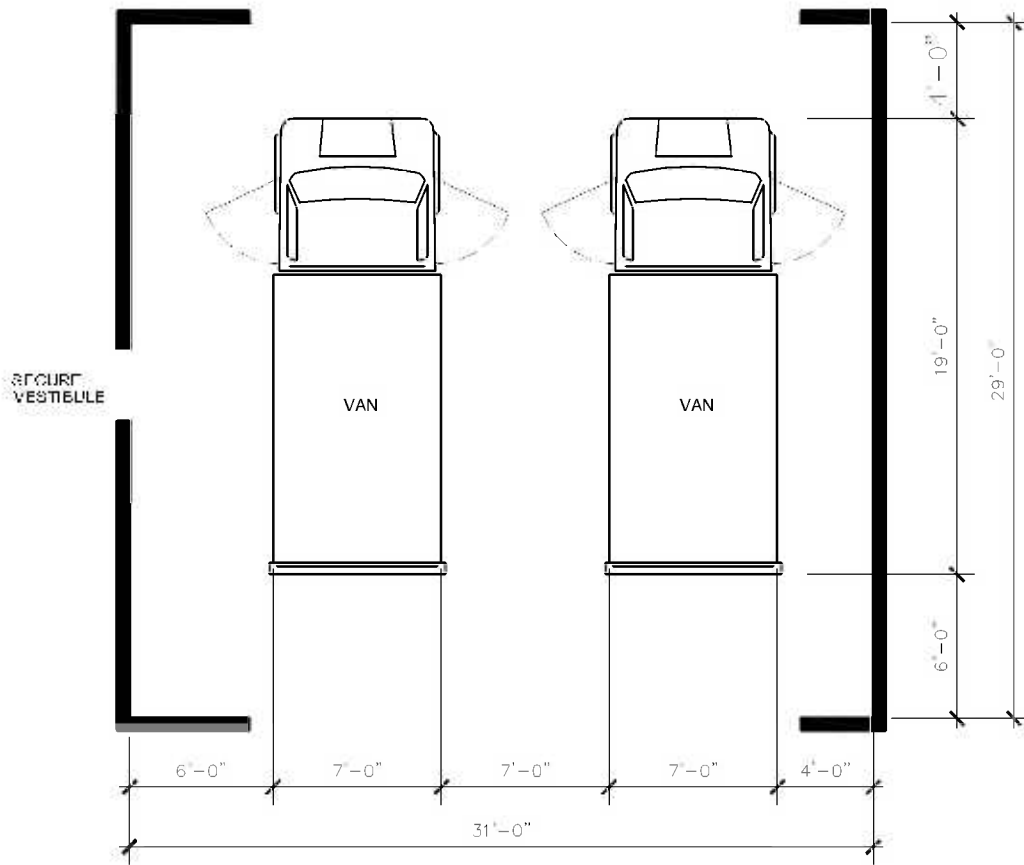
SCALE: 1/8" = 1'-0"



**DISPATCH BREAK ROOM & RELATED**  
160 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.

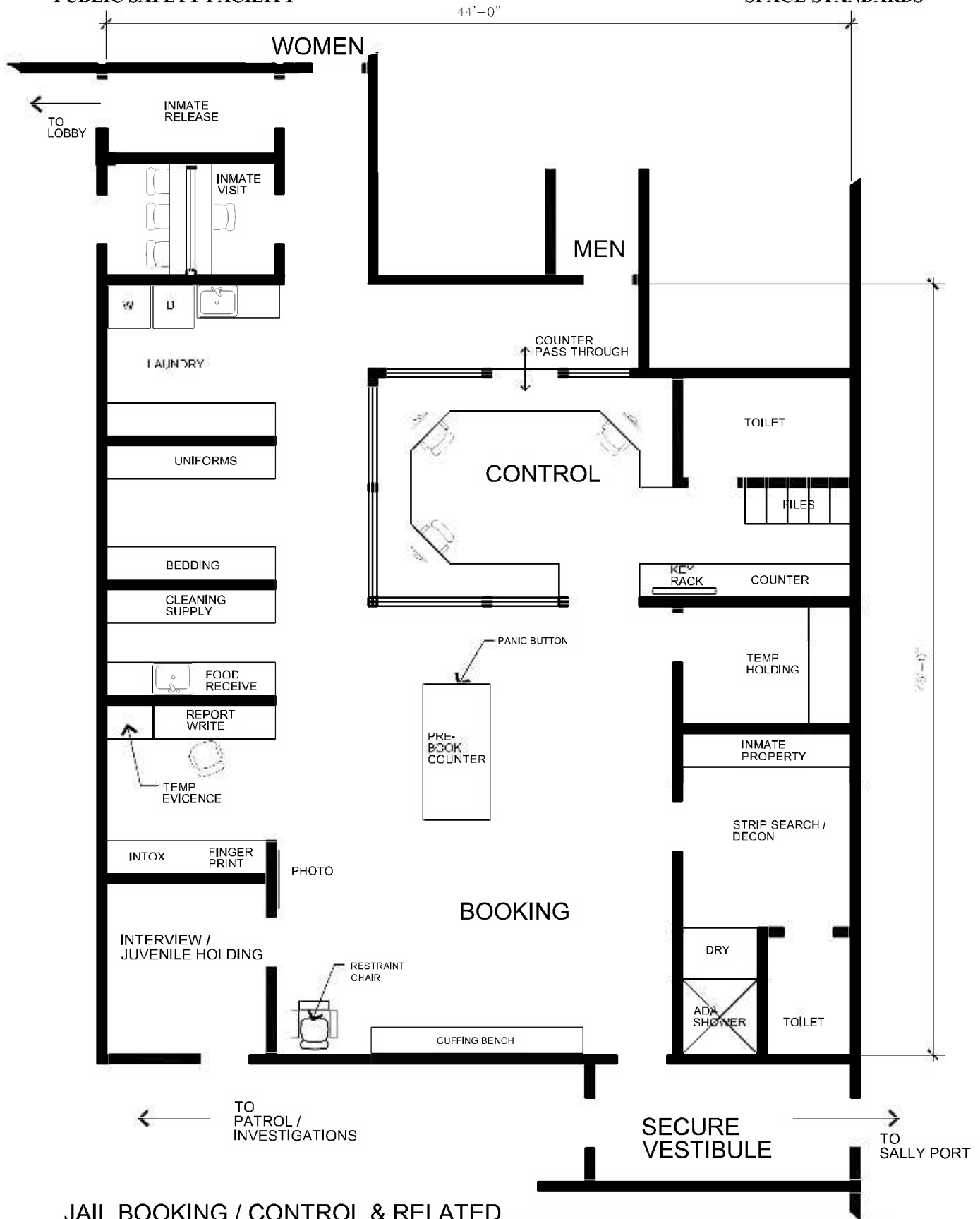


SALLYPORT  
899 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.

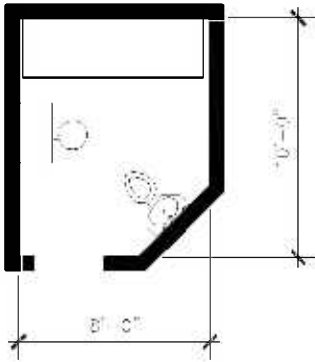




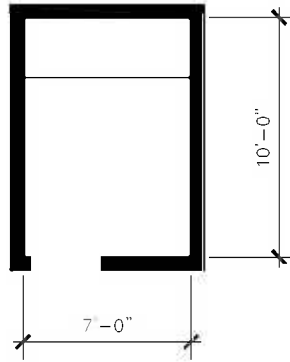
JAIL BOOKING / CONTROL & RELATED  
2,152 SF

SCALE: 1/8" = 1'-0"

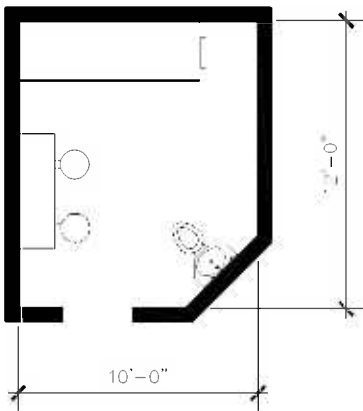
FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.



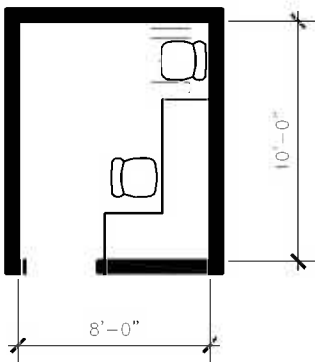
**JAIL CELL - SINGLE**  
80 SF SCALE: 1/8" = 1'-0"



**TEMPORARY HOLDING CELL**  
70 SF SCALE: 1/8" = 1'-0"

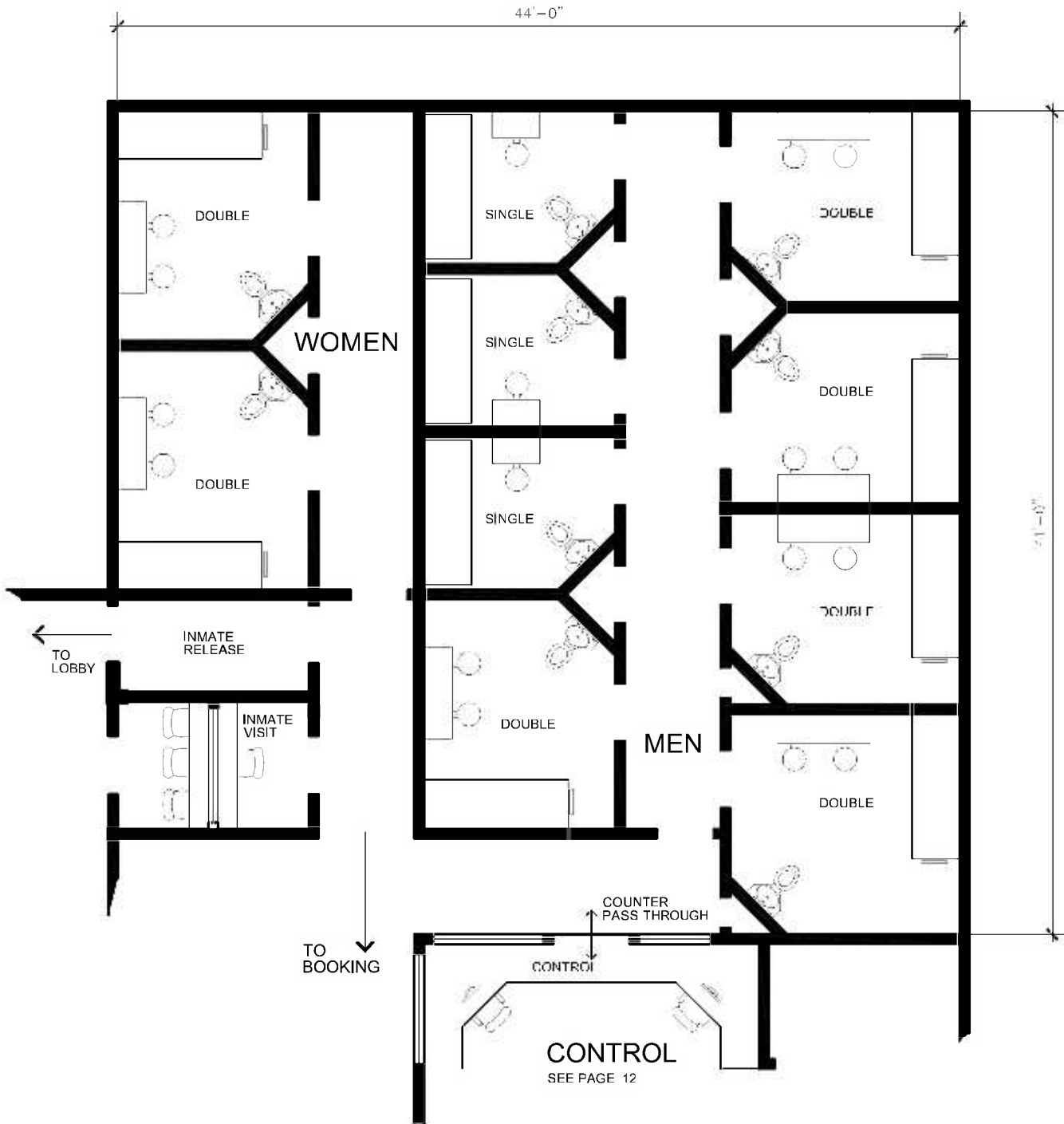


**JAIL CELL - DOUBLE**  
120 SF SCALE: 1/8" = 1'-0"



**POLYGRAPH ROOM**  
80 SF SCALE: 1/8" = 1'-0"

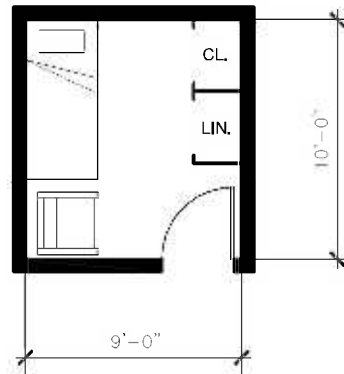
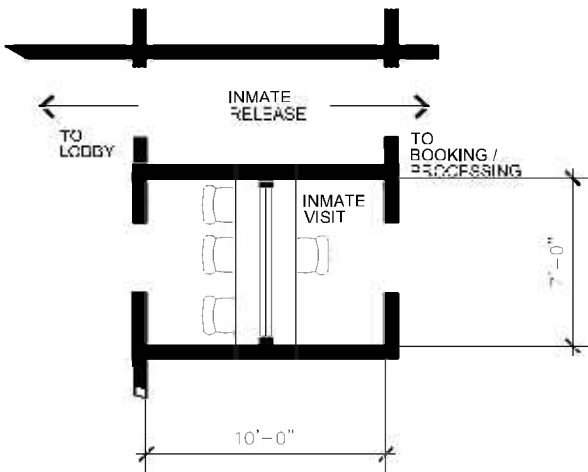
FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.



EXAMPLE JAIL LAYOUT

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.



**PRISONER VISITATION ROOM**

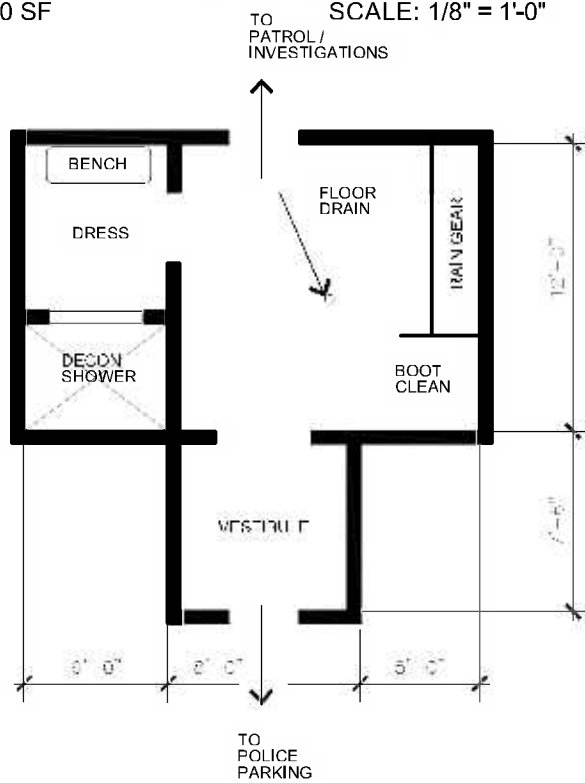
70 SF

SCALE: 1/8" = 1'-0"

**POLICE BUNK ROOM**

90 SF

SCALE: 1/8" = 1'-0"

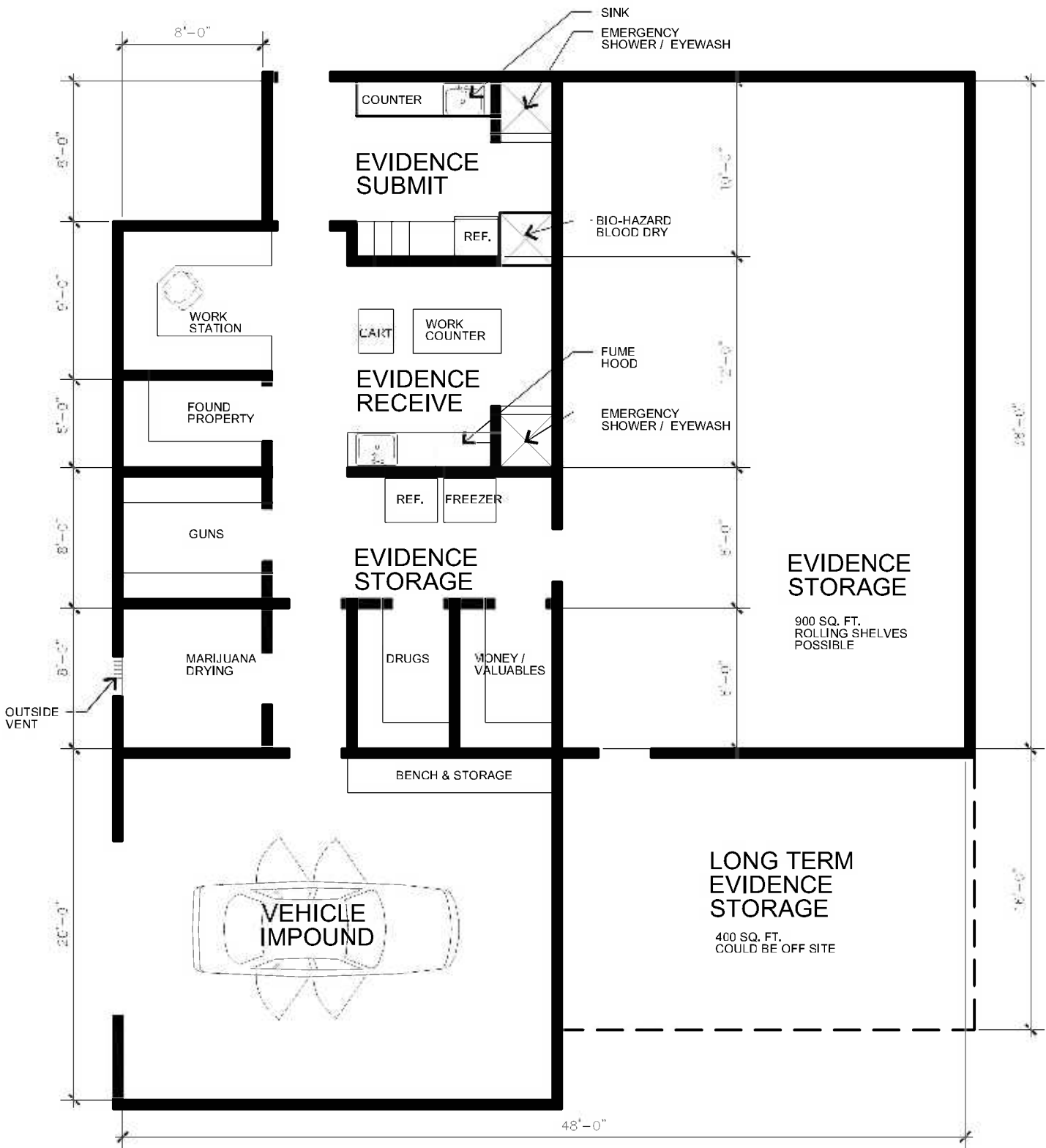


**OFFICER ENTRY / MUD ROOM**

216 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.

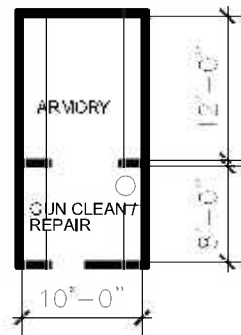
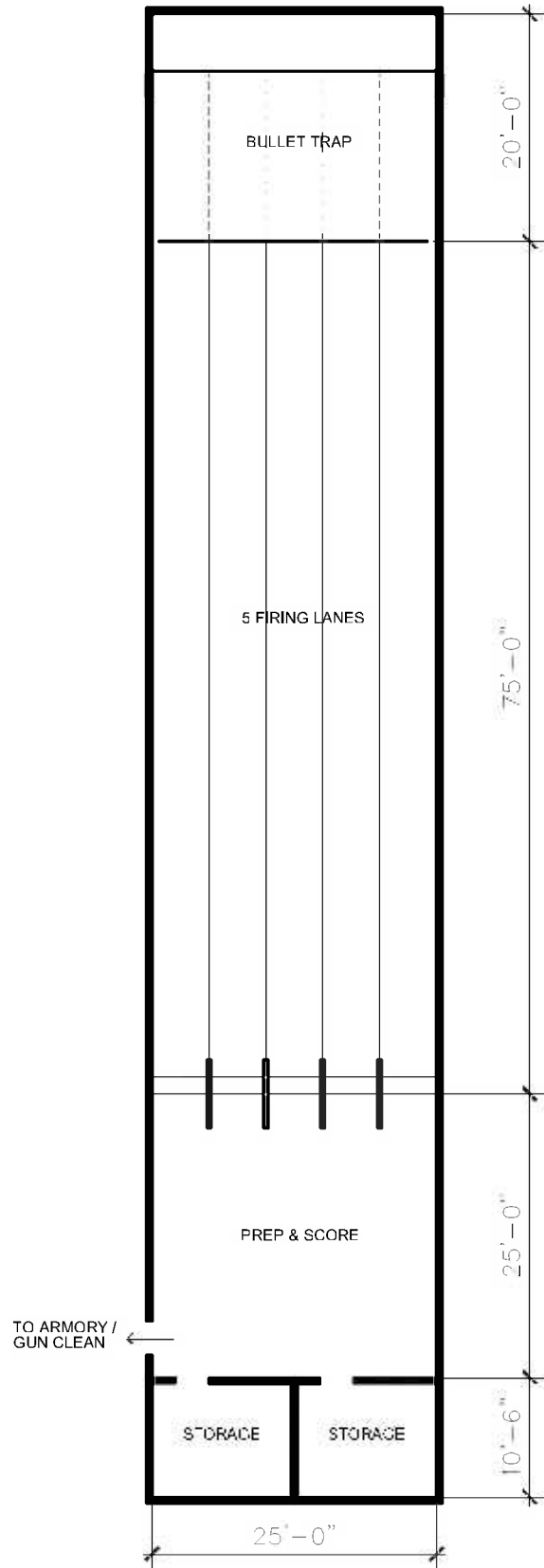


**EVIDENCE PROCESS / STORAGE**

1,760 SF  
ADD FOR LONG TERM STORAGE 400 SQ. FT.  
ADD FOR VEHICLE IMPOUND 480 SQ. FT.

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.

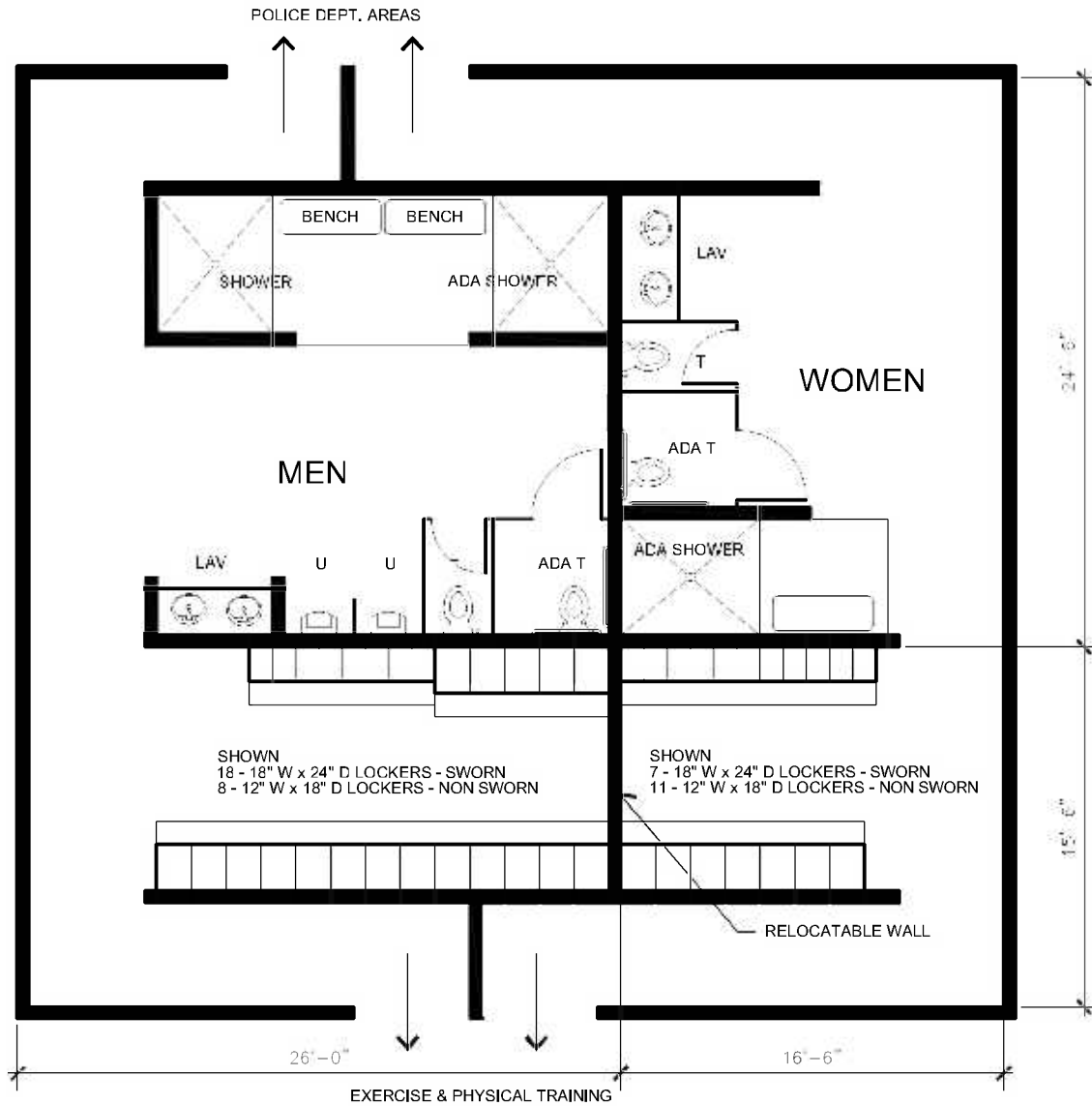


**ARMORY**  
200 SF SCALE: 1/16" = 1'-0"

**5 POSITION FIRING RANGE**  
3,250 SF

SCALE: 1/16" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.



### POLICE SHOWER & LOCKER ROOMS

SCALE: 1/8" = 1'-0"

MEN:	TOILET ROOM	637 SQ.FT.
	LOCKER ROOM	403 SQ. FT.
WOMEN:	TOILET ROOM	404 SQ. FT.
	LOCKER ROOM	256 SQ. FT.
TOTAL		1,700 SF

FURNITURE LAYOUT AND DIMENSIONS  
ARE FOR ILLUSTRATION PURPOSES ONLY.





## Supplemental Strategies

Y/N	Outreach & Education Activities	Date	Details	Leader	Assistance	Completed
<b>June-July Activities</b>						
	YouTube/Vimeo Clip of Project	June 25-July 11, 2014	Create short clip explaining the project need.	Castner	Meyer	ongoing
	Powerpoint Presentation	June 25-July 2, 2014	Create presentation that anyone can use to explain the project.	Noble	Robl, Painter, Nelsen	Yes
	City Website	June 30-July 3, 2014	Post fact sheet, photos, update on status of project.	Renee	Meyer, Stantec	Yes
	Internal Tours & Mtg	June 30-July 3, 2014	Have police staff and fire staff tour each other's buildings, discuss why the project's important, agree on messaging.	Robl, Painter	Castner	ongoing
	4th of July Open House Tour at Fire Department	July 4, 2014	Hand out project fact sheet & show video if finished. Invite police staff to join if available.	Painter	Elaine, Dan	Yes
	Announce event on KWAVE-Straight Talk	July 1, 2014	Contact Tim White at kwavefm@xyz.net	Renee		Yes
	Email contacts in outreach list	June 30, 2014	Send info about Open House	Renee		ongoing
	Open House Tour	July 29, 2014	Host specifically for Re-Create Recreate/HERC users	Castner	Robl, Painter	planning ongoing
	Engage City's Various Commissions	July 1-18, 2014	Provide fact sheet to City's commissions to raise their awareness of the project.	Castner, Meyer	Renee	planning ongoing
	Legislator Update	June 30, July 28	Update on PI activities by letter & call.	Mayor Wythe	Committee	ongoing
	Display Boards	July 1-18, 2014	Create boards that have photos, stories, and content explaining project. Display at City Hall, Library, etc.	Meyer	Stantec	Yes
	Movie Theatre Storyboard	July, 2014	Provide information on project before movie shows at the theatre.	Nelsen	Renee	ongoing
	Homer Council Meeting	July 28, 2014	Provide update on project.	Castner	Committee/Stantec	Yes
<b>August Activities</b>						
	Open House Tour- News Outlets	August, 2014	Host specifically for Chris Story, KBBI, KWAVE, KPEN, KGTL, etc. local newspapers, bloggers.	Crane	Committee	
	Public Presentation- Realtor Association	August 20, 2014	12:00, location unknown. Confirm with Angie Newby by June 30.	Mayor Wythe	Fire & Police Staff member	
	Public Presentation- Planning Commission	August 20, 2014	Commission Meeting 6:30 pm			
	Public Presentation- Parks and Recreation	August 21, 2014	Commission Meeting 5:30 pm	Meyer?		
	Door-to-Door Campaign	August 4-18, 2014	Leave behind flyers about upcoming Open House & Fact Sheet.		Fire & Police Dept./ Public Safety Committee/ Council	
	City Website	August 13, 2014	Update website with info on upcoming Open House	Renee	Meyer/Stantec	
	Contact Outreach List	August 8-12, 2014	Notify contacts in outreach list of upcoming Open House.	Noble/Wilson-Doyle	Castner	
	Display Boards	August 20, 2014	Take display boards from Public Meeting to Library or City Hall for public review.	Meyer	Noble/Wilson-Doyle	
	Legislator/Funding Agency Update	August 22, 2014	Update on PI activities by letter & call.	Mayor Wythe	Committee/Noble	
	<b>Public Meeting: Present Project Need &amp; Site Criteria</b>	TBD(Late August/Early September)	Share needs statement info at formal public open house. Gather input specific to the bldg program.	Stantec & Public Safety Bldg Committee	Renee	
<b>September Activities</b>						
	Public Presentation- Rotary Club		12:00, Thursdays. Coordinate with Katie Koester ASAP.	Castner	Robl/Painter and/or staff	
	Public Presentation- Chamber of Commerce		Tuesdays. Coordinate w/ Debbie Speakman ASAP.	Castner	Robl/Painter and/or staff	

	City Website	Sept. 24, 2014	Update website with info on upcoming Open House	Meyer	Renee & USKH	
	Contact Outreach List	Sept. 19-30, 2014	Notify contacts in outreach list of upcoming Open House.	Noble	Castner	
	Paid Radio	Sept. 19-30, 2014	Pay for Ads on key radio channels to notify public about the meeting.			
	Public Mtg Prep	Sept.1-30, 2014	Prep content for Open House	USKH & Meyer	Nelsen, Renee	
	<b>Public Meeting: Site Selection &amp; Draft Concept Design</b>	Sept. 30, 2014?	Present site selection decision matrix & draft concept design, seek public input.	USKH & Public Safety Bldg Committee	Renee	
	Legislator/Funding Agency Update	Oct. 3, 2014	Update on PI activities by letter & call.	Mayor Wythe	Committee/Noble	
<b>October &amp; November Activities</b>						
	Public Presentation	Oct. 1-31, 2014	Coordinate with any group that wants to hear from you that we missed earlier.			
	City Website	Oct. 29, 2014	Update website with info on upcoming Open House	Renee	Meyer & USKH	
	Contact Outreach List	Oct. 20-Nov. 2, 2014	Notify contacts in outreach list of upcoming Open House.	Noble	Castner	
	Paid Radio	Oct. 27-Nov. 3, 2014	Pay for Ads on key radio channels to notify public about the meeting.			
	Public Mtg Prep	Oct. 1- Nov. 2, 2014	Prep content for Open House	USKH & Meyer	Nelsen, Renee	
	Public Meeting: Site Selection & Final Concept Design	Nov. 3, 2014?	Present site selection decision matrix & draft concept design, seek public input.	USKH & Public Safety Bldg Committee	Renee	
	Legislator/Funding Agency Update	Nov. 4, 2014	Update on PI activities by letter & call.	Mayor Wythe	Noble	
	Letters of Support	Oct. 14-Nov. 14	Seek letters of support			

## Key Contacts

Name	Title	Phone	Email
<b>KEY PROJECT STAKEHOLDERS</b>			
Carey Meyer	Public Works Director	907-235-3170	<a href="mailto:cmeyer@ci.homer.ak.us">cmeyer@ci.homer.ak.us</a>
Dan Nelsen	Public Works Project Manager	907-235-3170	<a href="mailto:dnelsen@cityofhomer-ak.gov">dnelsen@cityofhomer-ak.gov</a>
Ken Castner	Chair of Committee	907-235-9020	<a href="mailto:kcastner@tonsina.biz">kcastner@tonsina.biz</a>
Mark Robl	Police Chief	907-235-3150	<a href="mailto:mrobl@ci.homer.ak.us">mrobl@ci.homer.ak.us</a>
Ralph Crane	Public Representative		<a href="mailto:kummok@earthlink.net">kummok@earthlink.net</a>
Bob Painter	Fire Chief	907-235-3155	<a href="mailto:rpainter@ci.homer.ak.us">rpainter@ci.homer.ak.us</a>
Beth Wythe	Mayor	907-235-8121 x 2229	<a href="mailto:mayor@ci.homer.ak.us">mayor@ci.homer.ak.us</a>
Renee Krause	Deputy City Clerk	907-435-3109	<a href="mailto:rkrause@ci.homer.ak.us">rkrause@ci.homer.ak.us</a>
Walt Wrede	City Manager	907-235-8121 x 2222	<a href="mailto:wwrede@ci.homer.ak.us">wwrede@ci.homer.ak.us</a>
<b>CONSULTING TEAM</b>			
Dale Smythe	Project Manager	907-343-5254	<a href="mailto:dsmythe@uskh.com">dsmythe@uskh.com</a>
Jerry Jeubert	Architect	907-450-1440	<a href="mailto:jneubert@uskh.com">jneubert@uskh.com</a>
Sara Wilson Doyle	Public Meeting Coordinator	907-352-7813	<a href="mailto:swdoyle@uskh.com">swdoyle@uskh.com</a>
Meredith Noble	Stakeholder Involvement/Funding	509-340-1714	<a href="mailto:mnoble@uskh.com">mnoble@uskh.com</a>
Loren Berry	Loren Berry Architects	541-896-3692	<a href="mailto:lberry@berrvarch.com">lberry@berrvarch.com</a>
Jack Berry	Loren Berry Architects	541-896-3692	<a href="mailto:jberry@berrvarch.com">jberry@berrvarch.com</a>
Joe Jolley	Cornerstone General Contractors	907-646-7213	<a href="mailto:jjolley@cornerstoneak.com">jjolley@cornerstoneak.com</a>
<b>OUTREACH CONTACTS</b>			
Shady	KBBI Public Radio	907-235-7721	
Dave Becker	K-WAVE, KPEN, K-BAY, KGTL	907-235-6000	<a href="mailto:kwavefm@xyz.net">kwavefm@xyz.net</a>
Chris Story	KPEN- Alaska Matters	907-299-7653	
Naomi Klouda ?	Homer Tribune	907-235-3714	
Michael Armstrong	Homer News	907-235-7767	<a href="mailto:michael.armstrong@homernews.com">michael.armstrong@homernews.com</a>
	Peninsula Clarion	907-283-7551	
Shannyn Moore	Blogger, Radio.Active.Truth		<a href="mailto:shannynmoore@gmail.com">shannynmoore@gmail.com</a>
	Bloggers?		
<b>FUNDING SOURCE CONTACTS</b>			
Pauletta Bourne	CDBG Grants Rep	907-451-2721	<a href="mailto:pauletta.bourne@alaska.gov">pauletta.bourne@alaska.gov</a>
Judy Haymaker	CDBG Grants Rep	907-451-2731	<a href="mailto:judy.haymaker@alaska.gov">judy.haymaker@alaska.gov</a>

Scott Ruby	Director, Division of Community and Regional Affairs	907-269-4569	<a href="mailto:scott.ruby@alaska.gov">scott.ruby@alaska.gov</a>
Merlaine Kruse	USDA RD, Community Programs	907-761-7778	<a href="mailto:merlaine.kruse@ak.usda.gov">merlaine.kruse@ak.usda.gov</a>
Amy Milburn	USDA RD, Area Director	907-283-6640 ext. 4	<a href="mailto:amy.milburn@ak.usda.gov">amy.milburn@ak.usda.gov</a>
Wylie Chandler	USDA RD, Loan Tech	907-283-6640 ext. 4	<a href="mailto:wylie.chandler@ak.usda.gov">wylie.chandler@ak.usda.gov</a>
Sean Parnell	Alaska State Governor	907-465-3500	
<b>LEGISLATORS</b>			
Peter Micciche	Senator	907-283-7996	<a href="mailto:senator.peter.micciche@akleg.gov">senator.peter.micciche@akleg.gov</a>
	District 0	907-465-2828	
	Note: Involved with National Fire Protection Association Standards Council, Regional Suicide Prevention Team, Kenai Peninsula Local Emergency Planning Committee		
Paul Seaton	Representative	907-235-2921	<a href="mailto:representative.paul.seaton@akleg.gov">representative.paul.seaton@akleg.gov</a>
36	District 30	907-465-2689	
<b>CITY STAFF</b>			
Dan Gardner	Public Works Superintendent	907-235-3170	<a href="mailto:dgardner@ci.homer.ak.us">dgardner@ci.homer.ak.us</a>
	Public Works Inspector		
Rick Abboud	City Planner	907-235-3106	<a href="mailto:rabboud@ci.homer.ak.us">rabboud@ci.homer.ak.us</a>
Julie Engebretsen	Deputy City Planner	907-235-3106	<a href="mailto:engebretsen@ci.homer.ak.us">engebretsen@ci.homer.ak.us</a>
Katie Koester	Economic Development Coordinator	907-435-3101	<a href="mailto:kkoester@ci.homer.ak.us">kkoester@ci.homer.ak.us</a>
Jo Johnson	City Clerk	907-235-3130	<a href="mailto:jjohnson@ci.homer.ak.us">jjohnson@ci.homer.ak.us</a>
Elaine Grabowski	Staff at Fire Dept.	907-235-3155	<a href="mailto:fire@cityofhomer-ak.gov">fire@cityofhomer-ak.gov</a>
Dan Miotke	Staff at Fire Dept.		
<b>Community Outreach</b>			
Jim Lavrakas	Far North Photography/Chamber of Commerce Contact	907-360-2319	<a href="mailto:jimlav@homer.alaska.org">jimlav@homer.alaska.org</a>
Katie Koester	Rotary		<a href="mailto:kkoester@ci.homer.ak.us">kkoester@ci.homer.ak.us</a>
Angie Newby	Real Estate Association	907-235-5294	<a href="mailto:angienewby@alaska.com">angienewby@alaska.com</a>
Debbie Speakman	Chamber of Commerce		<a href="mailto:debbie@homer.alaska.org">debbie@homer.alaska.org</a>

Claudia Hanes	Youth Services Librarian	907-435-3176	<a href="mailto:chaines@ci.homer.ak.us">chaines@ci.homer.ak.us</a>
Miranda Weiss	Public Park Volunteer		<a href="mailto:tidefeathersnow@gmail.com">tidefeathersnow@gmail.com</a>
Derotha Ferraro	Hr at Hospital/ Community Leader	907-235-0397	<a href="mailto:dbf@sphosp.org">dbf@sphosp.org</a>
Michelle Miller	Pratt Museum	907-235-8635	<a href="mailto:mmiller@prattmuseum.org">mmiller@prattmuseum.org</a>
Marianne Applin	Islands and Oceans, Arts Committee		<a href="mailto:marianne_aplin@fws.gov">marianne_aplin@fws.gov</a>
Jack Cushing	Former Mayor	907-399-1200	<a href="mailto:jackcushing@gci.net">jackcushing@gci.net</a>
	Kachemak Heritage Land Trust		
	Kachemak Bay Conservation Society		
	Homer Foundation		
	Port & Harbor		
	Senior Citizens Center		
<b>POLICE/FIRE CONTACTS</b>			
Kelly Nicoello	Alaska State Fire Marshall		
97 Mark J. Miller	EMS Unit Manager, AK State Dept of Health and Social Services	907-465-8633	<a href="mailto:mark.miller@alaska.gov">mark.miller@alaska.gov</a>
Sue Hecks	Executive Director, Southern Regional EMS Council, Inc.	907-562-6449	<a href="mailto:shecks@sremsc.org">shecks@sremsc.org</a>
Kevin Jones	Homer Airport Manager (Crash Rescue)	907-235-5217	
Scott Walden	Director, KPB, Officer of Emergency Management	907-262-2097	<a href="mailto:sgwalden@borough.kenai.ak.us">sgwalden@borough.kenai.ak.us</a>
	Division of Homeland Security & Emergency Mgmt		
	Safety and Emergency Response Agencies		
	State Troopers		
	Coast Guard		

	State Parks		
	State of Alaska DOT		
	Kenai Peninsula Borough		
	Environmental Permitting agencies		
	Alaska State Legislature		
	Governor's Office		
	K.E.S.A.		
	Alaska Fire Chief's Association		
	State Fire Marshal's Office		
	Wildwood Correctional Center		
	OSHA		
	Department of Security		
	Alaska State Forestry		
	Kachemak Bay		
	Mental Health		
	Clergy		
68	State EMS		

**Info**

3575 Heath Street, Homer 99603

3575 Heath Street, Homer 99603

c/o City Clerk's Office City of Homer 491 E Pioneer Avenue

Homer Police Department 4060 Heath Street Homer AK 99603

c/o City Clerk's Office City of Homer 491 E Pioneer Avenue

Homer Volunteer Fire Department, 604 East Pioneer Ave. Homer AK 99603

491 E Pioneer Avenue Homer, AK 99603

491 E Pioneer Avenue Homer, AK 99603

491 E Pioneer Avenue Homer, AK 99603

2515 A Street, Anchorage, AK 99503

2515 A Street, Anchorage, AK 99503

2515 A Street, Anchorage, AK 99503

621 W. Mallon Ave. Suite 309, Spokane, WA 99201

41601 Madrone Street, Springfield, OR 97478

41601 Madrone Street, Springfield, OR 97478

5050 Cordova Street, Anchorage, AK 99503

Coffee Table on Wednesday morning 9-10 am.

Contact Tim White, K-WAVE, for Straight Talk on Tuesday mornings

[www.alaskamattersradio.com](http://www.alaskamattersradio.com)

<http://www.homertribune.com/2013/08/council-considers-a-new-public-safety-building/>

<http://www.homernews.com/homer-news/local-news/2013-09-11/herc-lot-new-public-safety-site>

<http://peninsulaclarion.com/staff>

<http://www.shannvnmoore.wordpress.com/>

<http://commerce.alaska.gov/dnn/dcra/GrantsSection/CommunityDevelopmentBlockGrants>.

Max \$850k per community, \$2M FY13 Cycle

Excellent resource for information on legislative designations & CDBG grant.

110 Trading Bay Road, Suite 160, Kenai, AK 99611

110 Trading Bay Road, Suite 160, Kenai, AK 99611

State Capital, PO Box 110001, Juneau, AK 99811-0001

<http://gov.alaska.gov/parnell/contact/email-the-governor.html>

145 Main Street Loop Ste. 217, Room 226

State Capital Room 125, Juneau AK 99801

270 W. Pioneer Ave. Homer AK 99603

State Capital Room 102, Juneau, AK 99801

Wants to host fire and police staff for an informative meeting during their August luncheon.



Coordinated much of the fundraising for the new Library.

Coordinated PI activities to garner support for upgrades to hospital.

Also Chair of Public Art Committee

5700 E. Tudor Rd. Anchorage AK 99597-1225

Division of Public Health, Section of Emergency Programs, PO Box 110616, Juneau AK 99811-0616

6130 Tuttle Pl. Suite B, Anchorage, AK 99507-2041

Home Office of State DOT

Office of Emergency Management, 253 Wilson Lane, Soldotna AK 99669

Dept. of Military and Veteran Affairs, PO Box 5750, JBER, AK 99505





# Homer Public Safety Building

# Agenda

**1** Introduction

**2** Fire Station Deficiencies

44 **3** Police Station Deficiencies

**4** Project Process

**5** Getting Involved

Presentation Prepared by Public Safety  
Building Review Committee  
and USKH now Stantec

**USKH**  
SHARED VISION. UNIFIED APPROACH

Now



# Introduction

## Project Purpose

*“To ensure Homer has adequate emergency services to protect community health and safety using a cost-effective, locally-responsive emergency service model.”*

## Public Safety Building Review Committee

Ken Castner	Committee Chair
Mayor Beth Wythe	City Council Liaison
Ralph Crane	Public Representative
Chief Bob Painter	Fire Dept. Representative
Chief Mark Robl	Police Dept. Representative

## Additional Team Members

Carey Meyer	Public Works Director
Dan Nelsen	Public Works Project Manager
Dale Smythe	Project Manager, Stantec
Loren Berry Architects	Cornerstone Construction

# Fire Station Deficiencies



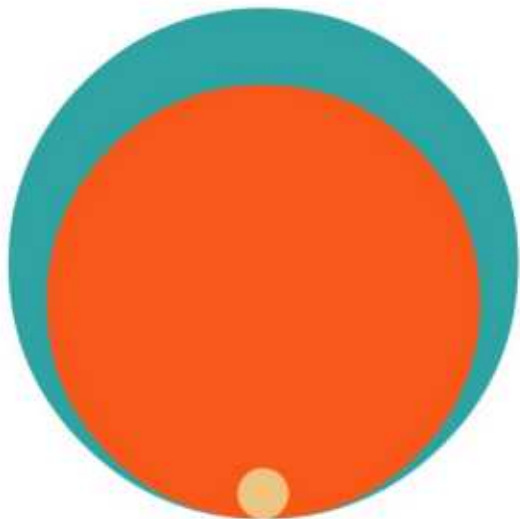
- **Cramped work areas**
- **No bay ventilation for exhaust**
- **Extremely limited storage indoors**
- **No place to dry or clean gear and clothing**
- **Walls are rotting from water trapped indoors**
- **Not enough room for volunteers to stay overnight or prepare meals**
- **Cement floor cannot sustain weight of apparatus and is cracking throughout**
- **As training expectations continue to grow, so does the need for specialized clothing and equipment, which impacts the limited storage space**
- **Premature wear of expensive equipment and vehicles stored outside also causing slower winter response times**
- **Existing bays too short for new standard sized fire response apparatus requiring special modifications that are much more expensive.**



Diesel exhaust is a complex mixture of thousands of gases and fine particles that contain more than forty toxic air contaminants. The US EPA has reported that long-term exposure to diesel engine exhaust is linked to lung cancer.

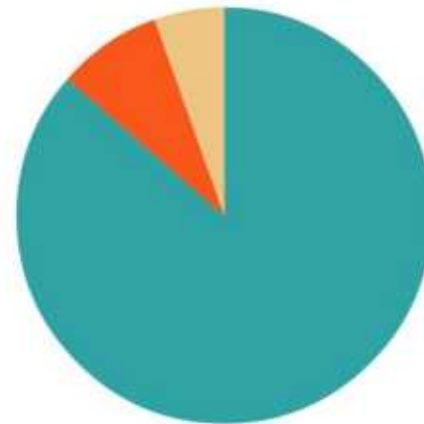
Homer Fire Fighters are exposed to these conditions daily when starting apparatus indoors for service calls.

## Call Volume Characteristics



- 600 Calls Annually
- 85% for EMT Services
- Of Remaining Calls, 1 in 5 are Actual Fires

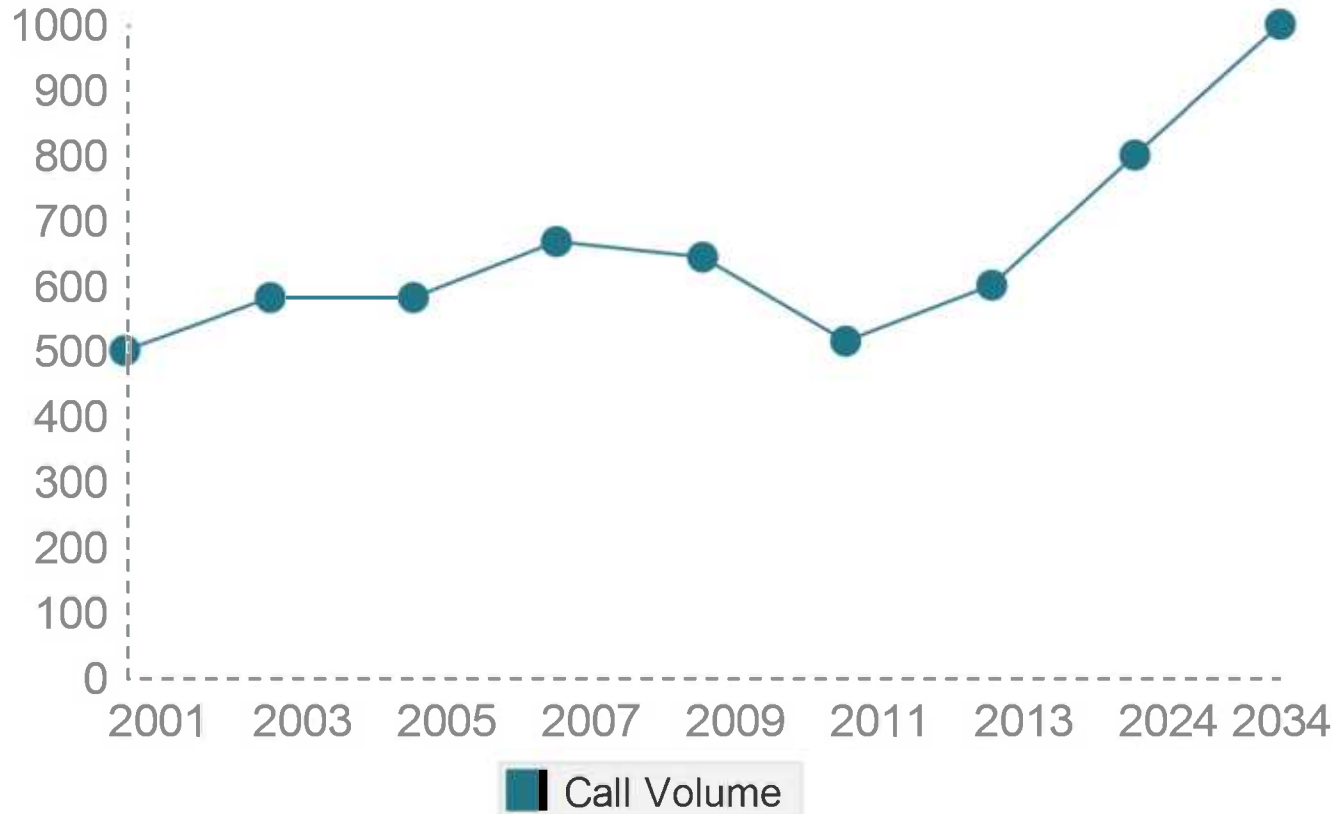
## The Value of a Volunteer Fire Department



- 2010 Homer General Budget (86%)
- 2010 Fire Department Budget (8%)
- Additional Budget Need w/ Paid Staff (5%)



## Call Volume History and Projections



49

The decrease in call volume occurred after K.E.S.A. formed. In just a few years, however, our call levels have already rebounded to over 600 calls annually.

Between now and 2035 we expect call volume to increase to 1,000 calls per year, especially as Baby Boomers continue to retire.

# We May Call Them Firefighters...

but they do much more than that.





# Police Station Deficiencies

- Extremely cramped work areas
- Poor design causes efficiency problems
- No prisoner visitor area
- No secure service counter window
- 52 Lack of evidence storage/lab space
- No decontamination or cleaning areas



- Premature failure of expensive radio equipment because of poor ventilation
- Law requires evidence to be stored indefinitely requiring considerably more storage
- Escape attempt and safety issues due to poor design layout or when bringing detainees in and out of the building
- HVAC system routes from jail cells to dispatch, risking the passage of airborne communicable disease

# Police Station Deficiencies Continued...

- Exhaust enters work areas causing poor air quality
- No separate prison area for women and juveniles though required by law
- No separation between staff work areas and prisoner through-traffic
- Serious communication/computer system issues due to building limitations
- Inadequate security cameras inside and outside the facility
- Jail's five cells are often overfilled requiring people to stay on the floor and causing safety issues. Average is 550-700 detainees per year and increasing.

File Storage, Library, Equipment  
Storage...





Lt. Randy Rosencrans & Officer Rick Pitta

“ We have two rooms, a hallway, closet, and a bathroom that feels like a closet...the booking room is functionally serving the needs of five different rooms. We have had several escape attempts because of vulnerabilities in our layout.” **Police Officer Rick Pitta**



Some evidence storage



IT Room, Utility Room, Storage



We have poor radio reception in our building and we have many intermittent problems with our radio system that are suspected to be happening due to poor cable placements...

Our critical radio and computer equipment is also not in climate controlled rooms which we believe has caused premature failure of some of this very expensive equipment. This also is suspected of causing intermittent system failures and outages. ” -Police Chief Mark Robl



Dispatch



"Work-Out Room"



Jail cells filled beyond capacity

“

If there's one thing we want the public to know it's that our current facility is impacting our efficiency. The facility is so cramped that it's hard to move through it and get what you need, such as recharging radio batteries. We want the public to get their money's worth and have us out on the streets, not stuck in an inefficient, cramped building.”

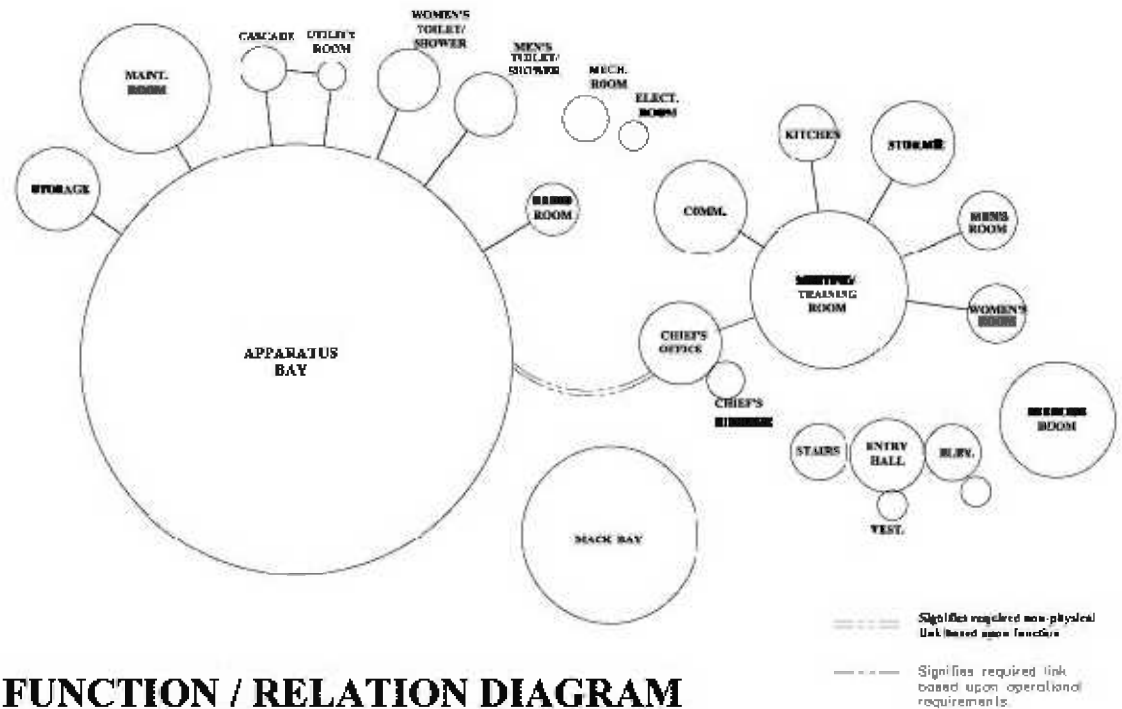
**Police Officer Stacy Luck**



# Project Process

## Preliminary Concept Design

The City has hired a consultant team including USKH (now Stantec), Loren Berry Architect and Cornerstone General Contractors using a General Contractor Construction Manager approach for cost savings and better value.



Preliminary concept design is fully funded and is just getting underway. This phase of work will produce a space needs analysis, siting criteria, concept design, and cost projections for a new Homer Public Safety Building.

# Project Process Continued...

## Space Needs Analysis

A Facility Needs Analysis assesses existing fire and police station space inventory quantitatively and qualitatively and projects future space needs based on staffing and call volume projections.

## Site Selection

After knowing the square footage and basic layout requirements of the building, we can begin to evaluate potential sites in Homer for the new Public Safety Building.

## Preliminary Design

Based on the space needs analysis and adjacency diagrams, the design team (USKH, now Stantec), will develop concept designs for the two top scoring potential sites. This will include building plans and rough cost estimates.

# Get Involved!

Once a space needs assessment is completed, three public open houses will be held to present findings, ask for community feedback, and to discuss options.

**Open House #1-** Project Need and Site Criteria (Early September)

**Open House #2-** Site Selection Rankings and Preliminary Design Concept (Late October)

**Open House #3-** Refined Design Concept (November)



# Closing Thoughts

We don't think about police, EMT and fire services until we need them...

09

They now need us.

Consider supporting your police and fire departments to ensure they have a safe place to work and can continue to provide excellent service well into the future.



# Questions?

To learn about public involvement opportunities, or for more information about this effort, contact the City of Homer:

Carey Meyer, Public Works Director  
[cmeyer@ci.homer.ak.us](mailto:cmeyer@ci.homer.ak.us) (907) 235-3170  
3575 Heath Street, Homer 99603

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# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I  
DATE: JULY 23, 2014  
SUBJECT: SCHEDULING UPCOMING MEETINGS AND DELIVERABLES

---

In review of the Supplemental Strategies chart supplied by USKH the proposed date of August 19, 2014 is unavailable due to the Primary Election. The following dates are available for schedule an evening public meeting in Council Chambers:

August 15, 2014, Friday

August 22, 2014, Friday

August 28, 2014 Thursday

August 18, 2014, Monday

August 26, 2014, Tuesday

August 29, 2014, Friday

These dates are currently available but may change before the meeting for discussion.

Currently I have tentatively scheduled the September meeting for the 30<sup>th</sup> for the Public Meeting and Open House on the Site Selection and Draft Conceptual Design.

It is requested to discuss and outline what documents or items should be drafted or prepared for the next scheduled meeting.

Recommendation:

Informational in Nature. Please review your personal schedule to determine your availability. It is strongly recommended to schedule upcoming meetings as the calendar fills up quickly in the fall.








- 37 • Review the proposed contract and provide input on the scope of work and
- 38 deliverables
- 39 • Review work products and participate in regular briefing with the contractor
- 40 • Make recommendations and provide direction to staff and the contractors as
- 41 the project proceeds
- 42 • Make recommendations to Council as to how to proceed as various
- 43 benchmarks are achieved.

44  
45 BE IT FURTHER RESOLVED that the Committee shall establish its own work schedule  
46 and shall be disbanded when the initial scope of work is complete and the Council  
47 appropriation is expended. The Council may extend the life of the Committee and expand its  
48 scope of work if the project proceeds beyond this initial phase and additional project  
49 revenues are secured.


50  
51 BE IT FURTHER RESOLVED that the City Clerk is authorized to advertise for parties  
52 interested in serving as the public and business community representatives.

53  
54 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 13<sup>th</sup> day of January,  
55 2014.

56  
57 CITY OF HOMER

58  
59  
60   
61 MARY E. WYTHE, MAYOR

62  
63 ATTEST:

64  
65   
66 \_\_\_\_\_  
67 JO JOHNSON, MMC, CITY CLERK

68  
69 Fiscal Note: Staff time and advertising costs.

70  
71



# HOMER PUBLIC SAFETY BUILDING

*"To ensure Homer has adequate emergency services into the future to protect community health and safety using a cost-effective, locally-responsive emergency service model."*

## Project Need

Homer's Fire and Police Services are vital to the safety and health of our community. Adequate and safe working environments show our respect for the public servants who provide these services, and at the same time, reduce local vulnerability to emergencies and risk.

The purpose of considering a new facility at this time is to address these issues and our aging facilities' deficiencies, including:

- Limited space for performing basic functions on-site with no room to grow even as community needs expand;
- Lack of efficiency in cramped buildings;
- Safety problems such as inhaling fire truck exhaust indoors, unprotected police dispatch and prisoner visitor areas, and communicable disease exposure risks;
- Lack of storage for police evidence, equipment, and vehicles; and
- Poor conditions for supporting modern electronic and communication systems.

## Why Now?

Homer's Police Station was built in 1979. In 1980, the Fire Hall was built on an older garage/shop structure using sweat equity and donations. It is a testament to our staff and volunteers that they have managed to extend the useful life of these facilities.

Fully renovating these outdated facilities so they comply with modern, energy efficient standards is cost-prohibitive compared with new construction. Moreover, Police and Fire have limited space for expansion on their current sites and need room to grow.

Thus, it is critical to take steps now toward a long-term solution that ensures adequate levels of service in the future and takes advantage of cost efficiencies in co-locating the fire and police station together.

## Preliminary Concept Design

The City is exploring options for designing and constructing an up-to-date combined facility for Police and Fire, specifically tailored to local needs and resources. The City has hired a consultant team including USKH (now Stantec), Loren Berry Architect and Cornerstone General Contractors using a General Contractor Construction Manager approach for cost savings and better value.

Preliminary concept design is fully funded and is just getting underway. This phase of work will produce a space needs analysis, siting criteria, concept design, and cost projections for a new Homer Public Safety Building.

This process will actively engage public safety facility users, local residents, and a City Council appointed Public Safety Building Committee in a transparent public process for developing a realistic building concept plan and weighing site options.

## We Need Your Input!

Once a space needs assessment is completed, three public open houses will be held to present findings, to ask for community feedback, and to discuss options:

- Meeting #1 - Project Need and Site Criteria (target date **September**, TBA)
- Meeting #2 - Site Selection Rankings and Preliminary Design Concept (target date **October**, TBA)
- Meeting #3 Refined Design Concept (target date **November**, TBA)

To learn about public involvement opportunities, or for more information about this effort, contact the City of Homer:

Carey Meyer, Public Works Director  
[cmeyer@ci.homer.ak.us](mailto:cmeyer@ci.homer.ak.us) (907) 235-3170  
3575 Heath Street, Homer 99603

# City of Homer Police Station DEFICIENCIES

- Extremely cramped work areas
- Poor design causes efficiency problems
- Escape attempt issues due to poor layout
- Lack of evidence storage/lab space
- No separation between staff work areas and prisoner through-traffic
- No secure service counter window
- HVAC system routes from jail cells to dispatch risking passage of airborne disease
- Vehicle exhaust enters work areas
- Premature failure of expensive equipment because of poor ventilation
- Regularly overfilling the jail cells
- Communication/computer system issues and limitations due to building age



# City of Homer Fire Station DEFICIENCIES

- Outgrown facility for today's needs with no room to expand for future needs.
- Cramped work areas, limited storage
- Premature wear of expensive equipment and vehicles stored outside with slower winter response times
- Diesel exhaust emissions indoors causing lung health issues among staff
- No OSHA compliant biohazard decontamination/cleaning area
- Existing bays are too short for standard size fire apparatus requiring expensive modifications
- Walls are rotting indoors from water trapped indoors
- Floor is unable to sustain weight of apparatus and cracking throughout
- Not enough room for volunteers to stay overnight during duty



**CITY OF HOMER**  
**Homer Public Safety Building**  
**DRAFT PUBLIC INVOLVEMENT PLAN**

**USKH**

SHARED VISION. UNIFIED APPROACH.

June 23, 2014

*Prepared for:*

Homer Public Works Department  
3575 Heath Street  
Homer, Alaska 99603

*Prepared by:*

USKH Inc.  
2515 A Street  
Anchorage, AK 99503

*Point-of-Contact:*

Dale Smythe AIA, USKH Principal  
Regional Architectural Manager  
Architectural Department  
Phone (907) 343-5254

USKH WO# 1435500



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## **1. INTRODUCTION**

### **1.1 Case Statement draft options for input**

- To ensure Homer has adequate emergency services into the future that protects community health and safety using a cost-effective, locally-responsive service model.
- To ensure Homer has adequate emergency services into the future that protect community health and safety.
- To ensure Homer keeps residents safe by providing locally responsive, cost-effective emergency services.
- To ensure Homer’s integrated emergency services protect lives, property, and the environment using a cost-effective, locally responsive service model.

### **1.2 Purpose and Organization**

The purpose of this Public Involvement Plan (PIP) is to describe how the consultant team and Homer will keep stakeholders and the public involved and informed during conceptual design for a new Public Safety Building for the City of Homer. The PIP is organized into three sections:

- The first introduces the project scope and public involvement goals.
- The second lists interested parties and stakeholders, with initial themes from stakeholder interviews that can inform both the conceptual design and help guide more effective public involvement.
- Section three lists PI activities and targeted timelines for ensuring that targeted interests contribute to, and are engaged in the conceptual design process and for encouraging public awareness and participation in shaping outcomes. Specific tasks are listed that will be fulfilled by the consultant team, followed by a list of strategies beyond the consultant’s scope that may be used by the City of Homer, to supplement the overall PI process, if desired.

### **1.3 Project Scope & Public Involvement Goals**

The City of Homer’s Fire and Police Departments are currently housed in aging facilities with significant deficiencies. Thus, the City is taking a careful look at the options and costs for constructing a combined department new Public Safety Building. To enable a more efficient project at a lower and more predictable cost, the City is utilizing the General Contractor/Construction Manager approach and has hired a consultant, USKH, to lead this effort in partnership with Loren Berry Architect and Cornerstone General Contractors.

Project consultants and the City of Homer will use a collaborative team approach aimed at designing and constructing a cost-effective, up-to-date combined facility for the Police and Fire Departments, specifically tailored to local needs and resources. A case statement will be developed

The scope of the first phase of work is conceptual design for a new Public Safety Building facility, with three primary tasks:



**Task A. Fire & Police Building Program** - The team will identify, analyze, and summarize in a report and presentations the technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

**Task B. Draft Site Selection and Concept Design** - Building from Task A outcomes and criteria, the team will work with the City to determine the top two sites for the Homer Public Safety Building and then will explore alternative design approaches to achieve a draft Concept Design and rough cost estimates.

**Task C. Public Involvement** – Plan as presented for input.

During the Conceptual Design phase of the project, team efforts and activities will be guided by these Public involvement goals:

- Fully collaborate with facility users on the design concept to optimize outcomes and create a facility that is highly responsive to local needs and resources.
- Meaningfully engage key affected stakeholders, interested groups, and target sectors of the public in reviewing and providing feedback on interim deliverables and assumptions to improve project outcomes.
- Raise the awareness of community decision-makers and community in general around project needs, options, and possible outcomes to help them weigh public costs and benefits.

## 2. PIP TARGET SECTORS

### 2.1 Stakeholders and Interested Parties

Sustained efforts will be made over the duration of the concept design phase to actively seek the involvement of each of these targeted sectors of the community who have an interest in project outcomes:

#### Facility Owner/Users

- The City of Homer’s Mayor, City Council and Administration
- The City of Homer’s Fire Department, including staff and volunteers
- The City of Homer Police Department

#### Interested Parties

- Alaska Division of Homeland Security & Emergency Management
- Safety and Emergency Response agencies
- Law enforcement agencies (Troopers, Coast Guard and State Parks)
- The City of Homer Public Works Department
- State of Alaska Department of Transportation
- Kenai Peninsula Borough
- Environmental Permitting agencies
- The City of Homer Planning Department and Homer Advisory Planning Commission





- Potential Project Site Neighbors
- Potential Project Site Existing Tenants/Users (e.g., Homer Education and Recreation Complex (HERC))
- Community organizations
- Potential funding sources (Alaska State Legislature, Governor’s Office, Dept. of Commerce, etc. )

#### Regional Public at Large

- Citizens who depend on and are served by the City of Homer’s emergency services
- Taxpayers
- Citizens who seek to participate in community affairs

## **2.2 Initial Stakeholder Themes**

Project consultants spent several days in Homer May 21-23, 2014 to initiate information gathering and meet face-to-face with the City of Homer and key stakeholders. The team included Jack Berry and Loren Berry from Berry Architects and Jerry Neubert, Dale Smythe, and Meredith Noble from USKH. The team spent two days interviewing the Police Chief, Fire Chief, and staff members of each department learning about the needs for a future facility through site tours and intensive interviews.

Additionally, to better understand the project’s role in the community, including current facility deficiencies, and public opinion toward the project, Meredith Noble conducted ten “off-the-record” interviews with City staff and the public. Those identified from the public were referred through word of mouth as influential thought-leaders in the community. From those interviews several themes started to surface. Although anecdotal, and possibly reflecting only a narrow segment of the community, these themes can inform both the conceptual design and help guide more effective public involvement.

**Aging Facilities** – Homer’s Police Station was built in 1979, and a year later the Fire Hall was built on an older, existing garage/shop structure. These facilities have served the community well over several decades and, to many local residents, they are nostalgic landmarks from Homer’s early days as a small town. This is especially true of the Fire Hall, as Homer’s Volunteer Fire Department (established in 1952) found funding and invested sweat equity to build the facility — no city funds were used.

**Deficiencies** –Running modern emergency response and police services from aging facilities have costs, risks, and challenges that the community may not be aware of. Examples include:

- Replacing the heating systems from heating fuel to natural gas and building more energy efficient buildings would reduce annual heating costs by about 40% (roughly \$13,596 in annual savings);
- Winter emergency response times would be faster if indoor space was available to park emergency vehicles (not to mention deterioration and security issues associated with outdoor parking);
- The existing facilities are non-compliant with safety regulations/facility design standards and thus pose risks and health concerns to staff. Examples include the Fire Hall’s lack of OSHA compliant biohazard decontamination/cleaning area and lack of diesel exhaust emissions protection. The Police Station’s air handling system exhausts into employees’ work areas and its lobby does not have ready access to a secure, bullet proof, service counter/window with passive barriers to stop vehicles.



- Regular interruptions occur because of poor separation between uses. For example, prisoners regularly disrupt staff due to the lack of separated entrances into the jail and prisoner visitation rooms and acoustics between the jail and staff areas. The Fire Hall lacks space to accommodate more than four overnight crew members in the station without disrupting normal operations.
- Modern emergency response and police work depend on communications and computer technologies that did not exist 35 years ago. Both facilities have issues and needs that are hard to address in the current buildings.
- There is a lack of adequate space generally. The Departments are serving a much larger population based from facilities that have not expanded in 35 years. Acute issues include the need for a larger evidence storage room and evidence lab, training areas and meeting space for working internally and with outside agencies, overnight accommodations, and storage space generally (for clean medical supplies, equipment, etc.).

**Communicate Why the Facility Is Needed:** Homer’s fire station looks to be in mint condition, and from the outside appearances, the public does not necessarily understand why the police and fire stations are insufficient. After talking to someone who works there or getting a tour, it is woefully clear why a new facility is needed, but “you have a sales job here” to communicate this to the rest of Homer if you intend to seek support for a new building.

**Cost/Benefit Considerations:** As a community, Homer knows that this project will be costly, both upfront and into the future, as the total cost of ownership for the building can be almost three times more than initial design and construction costs. The City needs to be realistic when assessing the financial aspects of this project, and how Homer will pay for long-term O&M using. The public then needs clarity, since as seen with the public bathroom investment, there can be significant “sticker shock” at the cost of projects.

**Nice, But Not Too Nice:** Though a creative community that appreciates quality design, Homer residents have conservative values in terms of the overall community investment in public facilities. A new facility needs to be respectfully adequate and not “gaudy” or overbuilt so that it appears wasteful.

**Sensitive to HERC Site:** The HERC building provides a critical recreation need for the community. Some residents do not want the HERC site considered for this project, while others like the idea of keeping the gym but tearing down the rest of the building to make way for a new Public Safety building.

**Existing Site Repurposing:** It is important to maintain continuity in fire and police services by constructing the new facility while the existing sites are fully operational. Once services are re-located, the community has the option to try and recoup some of the facility cost by selling the Homer Volunteer Fire Department and Homer Police Station shared lot (KPB shared lot assessment ≈\$2,398,400) and adding to the downtown commercial district. Alternately, the strategically located central site could be used for a community purpose. Although this question is outside the scope of this effort, it is a question that needs community consideration and some clarity.

**A Base of Public Support:** Although support for the project is not universal within Homer at this preliminary stage, a solid group of supporters are willing to advocate for investing in a new, consolidated Public Safety facility to ensure that Homer has adequate services into the future. Moreover, Homer’s fire and police are valued and respected public services. A solid design concept and workable site, along with word-of-mouth communication from respected residents, could make it feasible for the project to build broad support well beyond its current base.



### 3. PUBLIC INVOLVEMENT ACTIVITIES

#### 3.1 Consultant PI Tasks and Milestones

This section outlines public involvement efforts for the Design Concept phase of the new Homer Public Safety Building to be performed by USKH, coordinating with Carey Meyer and the Public Safety Building Committee. Activities are focused around five tasks, each with a target timeline and specific objectives. The tasks marked with an asterisk indicate that a Public Meeting will be held to gain input on project progress.

#### Homer Public Safety Building Project Tasks and Timeline

##### **TASK 1: Seek Involvement and Input**

*Target Timeline: June - August 2014*

*Objective: Create outreach contact lists, tools, and prepare for an initial open house event, while retaining open communications with key parties.*

##### Consultant Activities

- a) Finalize project contact and outreach list.
- b) Confirm public meeting date calendar and reserve venues.
- c) Create outreach materials to include a project fact sheet, web text and graphics that the City of Homer can use on its page, and a flier announcing public meeting #1.
- d) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

##### **TASK 2: Present Project Need and Site Criteria, Gather Input**

*Target Timeline: August – September 2014*

*Objective: Share preliminary Fire & Police Building Program findings with stakeholders at a formal public open house. Gather input specific to the building program and site criteria to help refine and enhance project outcomes.*

##### Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #1.
- b) Create public displays that summarize team findings to date and illustrate the need for a new facility using rough planning level parameters (size, adjacencies, order of magnitude costs, etc.).
- c) Create an agenda and input form, and a public presentation to share at Open House #1.
- d) Conduct outreach for Open House #1 to the project contact and outreach list.
- e) Facilitate Open House #1 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.
- g) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.



### **TASK 3: Present Site Selection Rankings and Preliminary Design Concept, Gather Input**

*Target Timeline: September 2014*

*Objective: Share preliminary site selection rankings and a preliminary design concept with stakeholders at a formal public open house and gather input that helps refine and enhance project outcomes.*

#### Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #2.
- b) Update outreach materials and displays to incorporate finalized building program, preliminary site selection rankings, input to date, and to announce Open House #2.
- c) Create an agenda and input form, and a public presentation to share at Open House #2.
- d) Conduct outreach for Open House #2 to the project contact and outreach list.
- e) Facilitate Open House #2 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.

### **TASK 4: Present a Refined Design Concept**

*Target Timeline: October 2014*

*Objective: Share a refined design concept with stakeholders at a formal public open house and share rough cost parameters and possible funding strategies.*

#### Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for the final Open House.
- b) Update outreach materials and displays to incorporate the refined design concept, rough cost parameters, and possible funding strategies.
- c) Create an agenda, input form, and public presentation to share at Open House #3.
- d) Conduct outreach for Open House #3 to the project contact and outreach list.
- e) Facilitate Open House #3 and solicit input and letters of support from participants.
- f) Summarize meeting proceedings and input in a written memo.

## **3.2 Supplemental Strategies**

During stakeholder interviews a number of ideas were shared for generating additional public interest and support for the project. These are listed below in the event that the City of Homer or Public Safety Building Committee members and/or project advocates elect to undertake them to supplement the overall PI process:

#### **Outreach and Educational Activities:**

- Open House Tours
  - Have snow-cones or hot-dogs, etc. for the public and discuss what is deficient in your facilities and why you need a new building.
  - July 4<sup>th</sup> Volunteer Firefighter BBQ is an excellent opportunity for tours, handing out flyers, and having conversations with the public about the project.



- Announce the event on KWAVE- Straight Talk, Tuesday mornings 9-10 am. 15 minutes. Contact Tim White at [kwavefm@xyz.net](mailto:kwavefm@xyz.net)
- Invite police staff to join in the BBQ.
- Ensure all staff is on the “same page.”
- Tour for Re-create Recreate/HERC enthusiasts
  - As an obviously very sensitive issue, it would be beneficial to show HERC recreationists that their voices are being heard. Consider hosting a tour of the police and fire station for this group exclusively and ensure we engage them early when site selection conversations begin.
- ◆ Concert On The Lawn
  - Get a booth to discuss the project, hand-out informational flyers, and ask people if they’d like to be on an email list with project updates. Have fire fighters and police officers jointly staffing the table.
  - Deadline for booth is June 15<sup>th</sup>. Cost \$110 for 10x10 space.
- ◆ Presentations
  - Have a police officer and fire fighter discuss the project at various community groups. Suggested presentations include:
    - Homer Realtor Association- August 20<sup>th</sup>, 12:00, location unknown
    - Rotary Club of Homer-Kachemak Bay- 12:00, Thursdays
    - Chamber of Commerce Luncheon- Tuesday in September
    - Port & Harbor
    - Re-create Recreate/HERC enthusiasts
- ◆ Door-to-Door Campaign
  - Leave a flyer behind about the project at residences. There are enough clusters in Homer to do this with minimal time commitment.
  - Consider doing this to advertise your booth at an event or an open house.
- ◆ Engage City’s Various Commissions
  - Have agenda item on various commissions to get an update on the project. Could be watching video fire/police staff made of their facilities or get a quick update from a staff member on project status.
  - Why? This reaches 100 people with facts about the project that are civically minded and engaged. They can act as advocates for the project if well informed.
- ◆ Letters to the Editor
  - Newspaper isn’t relied on the way it used to be so instead of utilizing costly ad space, use “free” resources like letters to the editor or articles by the press.
  - <http://homertribune.com/2013/08/council-considers-a-new-public-safety-building/>
- ◆ Virtual Tours
  - Since many people can’t or don’t care to attend public meetings, one way to still engage them is through virtual tours. These are online tours of project information that conclude with a feedback form.
- ◆ Make YouTube/Vimeo Video
  - Have someone locally make a short 1-4 minute film about why the project is needed. Show the inside of the police and fire station and have excerpts from staff. Try to respond to some of the concerns identified as common objections to the project.
    - Example: <http://www.lcfd1-sprague.com/>
- ◆ Utility Bill Inserts
  - Create utility bill inserts that can be sent to residents with information about public meetings or ways to get informed about the project.



- PowerPoint/Prezi Presentation
  - Design a PowerPoint or Prezi presentation for the project staff to use whenever they need it to tell the story about why this project is important and next steps.
- Display Boards at City Hall
  - Create boards or posters that could be displayed at City Hall (or elsewhere), that show information like site or design selection. Have place for public to submit their input on the decision.
- Radio
  - Many people suggested paying for actual ads on KWAVE, KPEN, KGTL, etc. to reach the dock workers, truck drivers, etc. Give quick update on project and provide information on ways to submit feedback if desired.
  - Run in August when ad volume slows from summer rush.
  - KBBI-Coffee Table- Wednesday morning 9-10 am. Contact Dorle at 235-7721
  - Alaska Matters- Though not always supportive of the City, the project presents an opportunity to work with Chris Story to tour the facilities and interview police and fire staff.
- Involve Legislators
  - Involve early and often. Send monthly email updates on the status of the project with upcoming public involvement events and past progress. Invite them to participate in events ahead of time.
- Articles on City Website
  - Keep the public updated on the project or upcoming ways to engage with updates online, either through the City Clerk's projects or the fire and police station sites.
- Social Media
  - Utilize your network of supporters to reach citizens through Facebook, Twitter, and the web such as sharing the YouTube clip of the project so it can be shared freely.
- Monthly Project Updates
  - Provide regular updates on cost containment and commitment status to outreach contact list.

#### **Funding Prep Activities:**

- Gather Letters of Support
  - Reach out to community members, Kachemak Bay, Alaska State Forestry, K.E.S.A, Alaska Fire Chief's Association, State Fire Marshal's Office, Wildwood Correctional Center, OSHA, Department of Security, Port & Harbor, Recreate-Recreate, etc. for letters of support.
  - Gather letters of support at final public meeting.
- Submit Project to State Legislature Budget
  - Prepare promotional package and submit in November.
- Open House for Funding Agencies/Legislators
  - Host special open house of facilities for funding agency representatives & legislators to bring them together for funding collaboration and answer any questions. Ideally host in the fall so they can also attend a public meeting.

#### **Future Activities:**

- Public Input for Exterior Design
  - Engage the public in exterior design decisions.
- Naming Contest
  - Have public contest to name the new building.



