



SPECIAL BOARD OF DIRECTORS MEETING
May 18, 2022 @ 5:00 pm
Board of Directors Minutes

1. **Call to order**

@ 5:15 pm by CEO Karin Freese

Directors Present:

President, Becky Campo
Vice President, Luis Avila - Virtual (arrived 5:25)
Secretary, George Gallo Mac Master
Treasurer, Anne Stokman

Directors Absent:

Director, Steve Pittson

Staff Present:

Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Clerk of the Board, Cheryle Pickle

2. **Reading of the District's Vision, Mission, and Values**

Vision: "A locally cultivated, healthier community"

Mission: "To partner, promote and provide quality healthcare for all"

Values: "Compassion, Commitment, Excellence"

3. **Public Comment Period**

No public present

4. **Building Project Review and Next Steps**

Ms. Freese presented (See Attached)

A. Review of Building Project Progress to Date.

B. Review Proposal to Initiate District HQ/Ambulance Operations Facility Project and Review Initial Project Budget to Fund a Conceptual Design and Project Cost Estimate.

5. **Upcoming Regular Board and Standing Committee Meeting Date**

Board – Monday, May 23, 2022 @ 6:30 PM

Finance – Weds, June 22, 2022 @ 8:30 AM

Board – Monday, June 27, 2022 @ 6:30 PM

Finance – Weds, July 20, 2022 @ 8:30 AM

Board – Monday, July 25, 2022 @ 6:30 PM

6. **Adjourned @ 6:30 pm**

Respectfully Submitted:

George Gallo Mac Master, Board Secretary

Facilities Plan for



and



Commitment to Project February 2018
 Acquisition of Property July 2021
 Project Next Steps May 2022



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Our future...

Vision

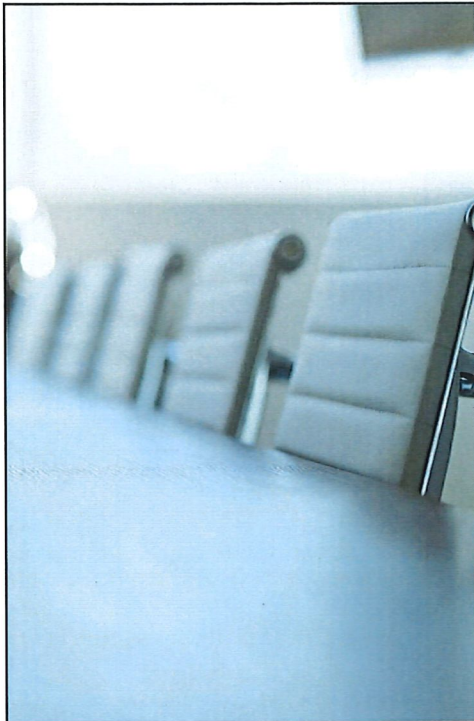
A locally cultivated,
 healthier community

Mission

Provide, promote and
 partner in quality
 healthcare for all



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Project Goals

- 40-50 years in facility
- Long-term, centralized location
- Office space for Admin and Ambulance staff
- Crew living quarters for up to four ambulance crews
- Community Meeting Room (board mtgs, training, CPR , etc.)

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Ambulance Need Projection

Year	City Population	Total Responses	Total Transports	Total Unit Hours	Units Required
2021	23,781	2,918	1,989	59,111	2.50
2024	27,524	3,250	2,215	65,824	3.00
2030	33,138	3,913	2,667	79,250	3.50
2035	37,816	4,465	3,044	90,438	4.00
2040* *Satellite Station	42,494	5,017	3,420	101,627	4.50

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Additional Growth

- Rural Communities (Westley, Grayson, Crows Landing)
- Crows Landing Development
- Interstate 5 increased traffic
- Additional Commercial Development on Sperry & I5



Building Needs

AMBULANCE

- Ready Room
- Dining Room
- Kitchen
- Crew Office Space
- Dormitory Rooms
- Bathroom / Locker Rooms
- Exercise/Workout Room
- Outside Patio/BBQ Area
- Training / Meeting Room
- Director/QI office space (x2)
- Medication / Supply Room
- Supply Room
- Medical Waste Room
- General Storage

ADMINISTRATION

- Admin Dir/CEO office
- Human Resources of
- Finance office
- Reception w/workstations
- Records Storage
- Supply
- Break Room
- Bathrooms
- Meeting/Classroom

Current Facilities

	Sq Ft
Admin and Crew Quarters	2,986
<u>Apparatus & Equipment</u>	<u>1,675</u>
Total Current Building	4,661

Current Facilities

Space	Capacity
Bedrooms (8 lockers for 13 FT)	4 x 100 sf 4+ crew members
Bathrooms (no lockers)	2.5 Single use; opens to living areas
Crew Living Area	1 x 464 sf 6 crew members
Offices	4 offices 7 staff
Office files and breakroom	1 x 288 sf Max 4 people in break area
Classroom/Storage	1 x 364 sf Max 8 students/class
Apparatus Bay	2 spaces 5 Ambulances
Parking	7 spaces 16 vehicles
Ambulance Supplies/Equip	2 x 160 Overflow to Classroom
Total	2,986 sf

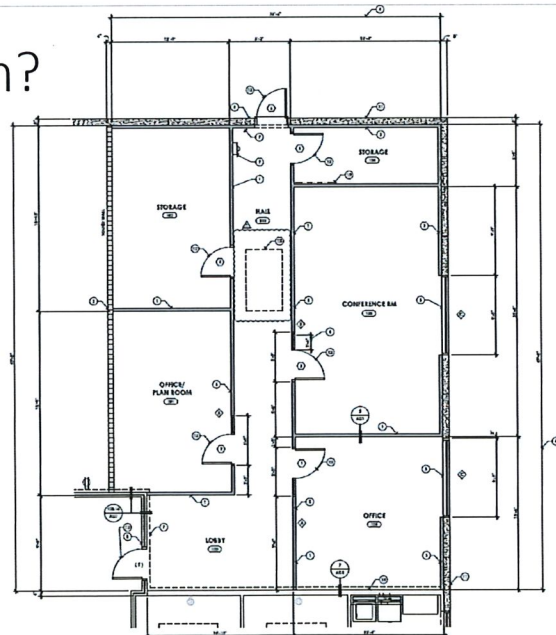
Building Space Requirements

Space	SF	AMB	ADM
Public Areas	2,300	1,300	1,000
Administrative Areas	3,019	315	2,704
Crew Areas	5,131	5,131	--
Apparatus / Equipment Area	2,874	2,874	--
Total Building	13,324	9,620	3,704

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Keystone C3 for Admin?

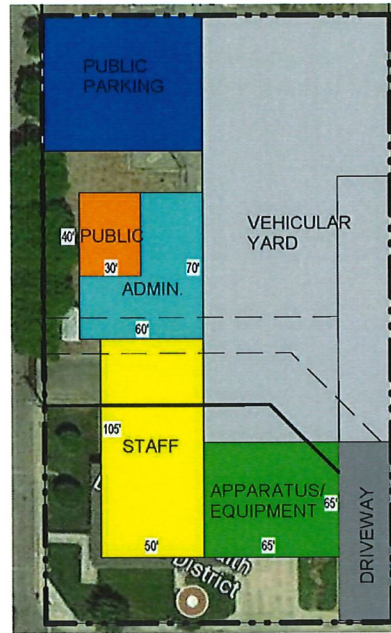
- C3 Conference Room = 388 sf
- Total C3 office space 1,077
- Required 2,704
- **Deficit = 1,627-**
- **Lacks public entrance**
- **Cost to renovate \$150,000**
- **Lacks sufficient amenities**



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Proposed Site Layout

- Public Parking
- Public Area
- ADM/AMB Offices
- Crew Quarters
- Staff Parking
- Vehicle Yard
- Apparatus Bays
- Driveway
- Grounds



Other Properties & Investment

Keystone B (2012)

- \$2,759,000
- building & improvements

Keystone C (2016)

- \$1,859,000
- building (2/3 improved)



Building Cost

Space	SF	AMB	ADM
Building	\$4,367,750	\$3,153,539	\$1,214,211
Site (preparation, utilities)	1,805,300	1,299,816	505,484
Hard Costs (Gen. Conditions, Builder Profit)	1,296,342	933,366	362,976
Soft Costs (architect, fees, contingency)	1,851,837	1,333,323	518,514
Total Building	\$9,321,228	\$6,711,284	\$2,609,944

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Steps Completed thus far

- Acquired additional land adjacent to current property
- Assessed building requirements
- Projected Needs (square footage of building and site)
- Adopted Debt Management Policy
- Engaged Municipal Advisor for Funding Consultation



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Next Steps

Agenda item on May 23, 2022

- Approval to Initiate Project
- Approval of Initial Conceptual Design Budget = \$85,151



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