

# Wheatland County

## Department Report

Regular Council Meeting

April 7, 2020

Report prepared by: Matthew Boscaroli, General Manager of Community and Development



### Carseland Fire Hall - Update

#### Recommendation from Administration

THAT Council receive the Carseland Fire Hall update report for information.

#### Report

The Carseland Fire Hall is a County-owned asset that provides emergency service(s) and response for the community of Carseland, and the surrounding area. The fire hall is in a poor state-of-good-repair, and the use of the hall has outgrown the overall footprint and accompanying infrastructure.

Council directed administration to begin reforming the Fire Services Department; one of the first steps was to address the fire hall, coupled with a needs-assessment. Administration and a third-party consultant solicited several municipalities that closely reflect the Carseland areas geography, social fabric economy, as well as municipal operations. The La Glace fire hall fit the requirements of the Carseland area and will be used as a model for our team moving forward.

Administration formed a preliminary steering committee, which will now act as the committee overseeing the planning, project manager, tendering, construction, and commissioning of the hall. The Fire Hall Committee consists of:

- The Chief Administrative Officer;
- The General Manager of Community and Development;
- The Fire Services Consultant;
- The Carseland station Chief; and
- The (future) Manager of Fire Services.

The Fire Hall Committee is currently focused on several major pre-construction components of the project as a result of procuring a Project Manager (PM) and Construction Plans:

1. Establish the communication methods for the project (internal systems, bi-weekly reporting from the PM, etc);
2. Ensuring the internal capacity is ready to prepare the land for construction (stripping, grading – as per the site grading plan -, and graveling the site);
3. Ensure that the Development Permit process starts in a timely manner (the plan is for the full plan to be submitted in April – May, 2020);
4. Oversee the tendering process, in conjunction with the PM; and
5. Select a successful construction company.

To ensure that the overall plan is simplified and clear, the Fire Services Consultant crafted a project management plan (GANTT Chart), which consists of the major project milestones for Council's information.

These milestones consist of the following:

- Forming the Fire Hall Committee;

- Project Management and Design
  - o Project Management Services procurement
  - o Preconstruction services procurement (as-built plans, topographic plans, landscape plans, subterranean servicing, site plan, AutoCAD plans, geotechnical, etc);
  - o Finalizing the design;
- RFP / Tender for Construction Services;
- Development Permit process and Building Permit;
- Site Preparation;
- Construction

**Current State**

The Fire Hall Committee understands that the current state of global affairs may impact any stage outlined, at an underdetermined time. In conjunction with the PM, the Committee is working diligently to ensure that our plan moving forward is nimble and we are able to react to any provincial or national announcement that may prohibit construction timelines.

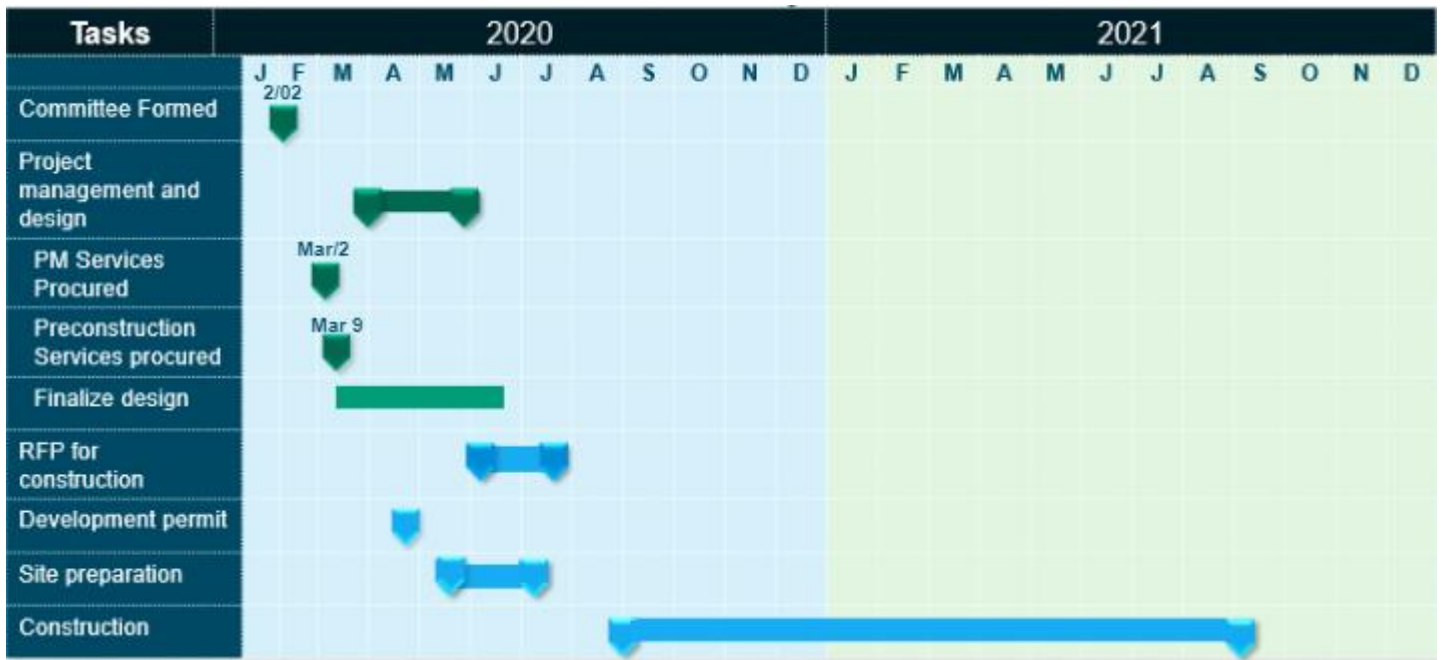


Figure 1: Project Management Plan for Carseland Fire Hall

## Report Approval Details

Document Title:	Carseland Fire Hall - Update.docx
Attachments:	
Final Approval Date:	Mar 30, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Brian Henderson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Henderson