



# Cascade Charter Township

5920 Tahoe Dr, Grand Rapids Michigan 49546

**Date:** March 15, 2021  
**To:** Treasurer Ken Peirce (Chair)  
Trustee John Shipley (Vice Chair)  
Trustee Timmy Noordhoek  
**From:** Ben Swayze, Township Manager  
Adam Magers, Fire Chief

**Subject:** Public Safety Advisory Committee Meeting Agenda – March 17, 2021 (9:00a)

The Public Safety Advisory Committee is to meet in the Township Hall Large Conference Room of the Township Office, or by Zoom, to discuss the following:

1. **Approval of the February 18, 2021 Meeting Minutes** – The Committee is responsible for approving the previous meeting notes

**Recommended Action** – Approve Minutes

2. **PSAC Committee/Board Visit to Portage Fire Station #2** – Trustee Noordhoek has requested that we look into a possible visit to Portage Fire Station #2, which was highlighted during the Fire Station #1 presentation at the last Township Board meeting. Chief Magers will be available to share details of a possible visit.

**Recommended Action** – Recommendation regarding scheduling of PSAC/Board visit to Fire Station #2

3. **Fire Station #1 Design/Bid/Build Process** – At the March 10 Township Board meeting the Township Board reviewed the presentation on Station #1 and approved a design/build contract with Progressive AE for the Fire Station #2 outbuilding. In order to move the Fire Station #1 project forward we will need to determine the process to be used (Design/Bid vs. Design/Build) and the process to be used for the procurement of those services.

**Recommended Action** – Recommendation to the Township Board regarding the process for Fire Station #1 project

**CASCADE CHARTER TOWNSHIP**  
**PUBLIC SAFETY ADVISORY COMMITTEE MEETING**

February 18, 2021 at 9:00am

Held via Zoom Remote Conferencing Software &  
Large Conference Room at Township Hall  
2865 Thornhills SE, Grand Rapids, MI 49546

**Members Present:** Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

**Others Present:** Township Manager (TM) Ben Swayze, Fire Chief Adam Magers, Director of Building Inspections (DBI) Brian Wilson

**Call to Order:** Treasurer Peirce called the meeting to order at 9:00 a.m.

**Business:** The Public Safety Advisory Committee discussed the following items:

**1. Approval of the January 20, 2021 Meeting Minutes**

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes of the previous meeting.

It was noted that Trustee Shipley and Trustee Noordhoek made the motion to appoint Treasurer Peirce as Chair and Trustee Noordhoek and Treasurer Peirce made the motions to appoint Trustee Shipley as Vice Chair.

*Motion by Trustee Shipley, supported by Trustee Noordhoek to approve the minutes as amended. Motion carried.*

**2. Code Inspection Shared Services Agreement**

DBI Wilson reviewed the request from the City of Wyoming to possibly memorialize a shared services agreement. In the past the Township has provided limited inspection services to non-partner communities on an emergency as-needed basis. As it starts to become tougher to find qualified inspectors, consideration needs to be given to establishing a formal agreement to cover such services. In addition to Cascade and Wyoming, similar agreements are being considered with Grand Rapids and Kentwood as well

Discussion ensued. The general consensus was that is that any final agreement should include all of the potential partner communities. TM Swayze can continue to authorize temporary arrangements until such time as a formal agreement with all partners is ready to be considered.

*No action, discussion only*

**3. Fire Station #1 Study**

TM Swayze and Chief reviewed the presentation that was given at the January 19 public meeting, as well as the results of the public survey that was opened just after the presentation. The results of the survey were generally positive, though a few questions were asked. TM Swayze also indicated that the Personnel and Finance Committee had recommended that bond financing be pursued to pay for a portion of the project, among other things. Discussion ensued. The general consensus of the committee was that the presentation to the Township Board should be made. The committee is looking for a “turn-key” project and all of the cost details for the project should be identified up front.

***Motion by Trustee Shipley, supported by Trustee Noordhoek to forward a positive recommendation on moving forward with the Fire Station #1 project. Motion Carried.***

#### **4. Fire Station #2 – Outbuilding**

TM Swayze and Chief Magers explained that as part of the Fire Station #1 Study, there was an identified need to construct an outbuilding to help in storing department equipment during “off-season” non or limited usage. This would ensure that all equipment and vehicles are kept indoors and not exposed to the elements, and will eliminate “clutter” in our stations which can affect response times. The building was considered as part of the Station #1 build, but it was determined that the recommended location for Station #1 (current Thornhills site) as well as one of the two alternative sites (28th and Charlevoix) could not support an additional outbuilding of this size, so Station #2 site was recommended. In addition, the outbuilding is a necessary part of the short-term operations plan while Station #1 is under construction.

At the previous meeting, the committee indicated a need to move forward on this part of the project due to timing issues with Station #1. The contract presented is a design/build contract with Progressive AE. If recommended by the committee it will need to go through legal review before being approved. Discussion ensued.

***Motion by Trustee Shipley, supported by Trustee Noordhoek to recommend the Township Board approve the contract with Progressive AE for the Fire Station #2 outbuilding. Motion Carried.***

**Adjournment:** Motion by Trustee Shipley, supported by Trustee Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 9:53 am