

Public Safety Building Advisory Committee End of Year Report

08/07/17 – 12/04/18

Purpose/Tasks:

RESOLUTION NO.178-08-2017

A RESOLUTION ESTABLISHING A CAPE MAY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE

- WHEREAS, the City of Cape May is increasingly renowned as a treasured historic preservation site and popular tourist destination, and
- WHEREAS, the City's tourism season increasingly spans ten months and the population increases by 10 to 15 times the permanent, year-round base; and
- WHEREAS, the needs and demands for City services increase exponentially with an expanding population; and
- WHEREAS, four essential public safety services - the Fire Department, the Rescue Squad, the Police Department and the Office of Emergency Management -are housed in inadequate, outdated, crowded, hazardous, and in some cases, toxic quarters; and
- WHEREAS, these public safety services are called upon to carry out their respective daily missions and to respond quickly, competently, and professionally to whatever crises ensue; and
- WHEREAS, it would be advantageous to include office and/or meeting space for the Beach Patrol and Beach Safety Advisory Committee, especially during the off-season or when the City is conducting emergency preparedness or emergency management operations; and
- WHEREAS, it is incumbent upon our community to assure the City's vital public safety, human resources, property, equipment, supplies, and related materiel are safeguarded in clean, healthy, secure facilities; and
- WHEREAS, an advisory committee of professional fire, police, emergency and administrative experts joined by relevant community stakeholders could offer useful insights, guidance and recommendations for the feasibility, location, costs and funding of a new public safety facility;

Committee Members:

1. Jerry Gaffney, Chair
2. Wister "Barney" Dougherty, Vice-Chair
3. Alexander Coulter, Fire Chief
4. Anthony Marino, Police Chief
5. Rick Lundholm, OEM Coordinator
6. Louis Belasco, Cape May City Tax Assessor
7. James Matthews, Cape May Volunteer Fire Department President
8. Scott Griffith, Citizen
9. Robert Lamendola, Citizen
10. Rosanne Traficante, Citizen and Secretary
11. Kathleen Wyatt, Citizen and Secretary
12. Deputy Mayor Shaine Meier, Council Liaison

Meeting Schedule:

Meetings were scheduled as necessary. Dates and times were scheduled given the availability of Subject Matter Experts; Mott Mac Advisers, committee members and key city representatives.

2019 Agenda/Plans:

1. Request City Council to address and communicate the “two locations” statement from council meeting on December 4th
2. Request meeting with Council members-elect to share key information from End of Year Report with key city representatives, subject matter experts, and committee members.

Proposed Changes/Suggestions for Ongoing Operations and Communications

- **Mission going forward:**
Build a safe, secure Public Safety Building in compliance with current federal, state, and local requirements; to support short term day-to-day operations for police, fire and emergency with capacity and flexibility to support long-term emergency situation (June 18,2018). Given the above, the Committee will focus on letters D through I of Section 10 of the resolution working with key city personnel in areas of:
 - D. Estimating comprehensive needs and costs;
 - E. Exploring alternative funding strategies and potential funding resources;
 - F. Proposing key steps in the review and planning process, including soliciting public review and comment;
 - G. Recommending alternative project management strategies;
 - H. Developing a reasonable task and timetable for accomplishing the Committee's work and initiating the building project.
 - I. File and Present a final report with findings to the City Council.

Planning and Communication

- Alex Coulter and Anthony Marino will become responsible for the direction of the Committee with all recommendations presented to Neil Young for consideration.
- A communication plan must be developed. This plan will include procedures for communication with the architectural firm and its designees, City Council and the public.

Proposed changes to original purpose/task:

- Request City Council to provide next steps for committee

Suggestions for On-going Operations, Communications, Collaboration:

- Resolve two location statement to the public

2018 Major Committee Meetings and Activity

Date	Purpose	Comment
December 4	Committee recommendation to City Council for USA Architects	
November 30	Final discussion on recommendation for selection of Architect for December 4; formed consensus; All agreed on architect selection; two dissenting on location and a single purpose building	
November 9	Selection committee open discussion on finalist interviews; process to assign points to complete the ranking spreadsheet	
November 7	Short list interviews for 5 firms selected from 8 proposals; collection process for scoring spreadsheet	
October 26	<ul style="list-style-type: none"> • Reference checks completed on 8 firms (Bob Fritz, MottMac); • Collate and finalize key questions (Bob Fritz, Mott Mac); • create scoring spreadsheet and instructions for selection committee (Bob Fritz Mott Mac); • Scoring spreadsheet and instructions- all committee members must follow the criteria • Interviews - PSBAC Committee Members in audience; no comment allowed during the interview process from audience 	<ol style="list-style-type: none"> 1. Tony Marino, City of Cape May Police Chief 2. Alex Coulter, City of Cape May Fire Chief 3. Dan Shustack, City of Cape May Purchasing Agent 4. Lou Belasco, City of Cape May Tax Assessor 5. Rick Lundholm, City of Cape May OEM Coordinator 6. Neil Young, City of Cape May Administrator 7. Rosanne Traficante, Citizen and Secretary 8. Kathleen Wyatt (Meeting Secretary) 9. Bob Fritz, MottMac 10. Tom Thornton, MottMac 11. Shaine Meier, Deputy Mayor and Liaison 12. Audience: <ol style="list-style-type: none"> 1. Scott Griffith 2. Barney Dougherty
October 16	Reconvene full Committee; discussion on path forward for interview Process	
October 3	Pass 1 – Review short list firms	
September 20	Evaluate RFPs by Selection Committee	

Date	Purpose	Comment
September 18	Evaluate RFP by Selection Committee	
September 7	Open RFP submissions; followed by City of Cape May required Review and Approval processes	
August 20	Issue RFP	
July 27	Committee draft RFP review	
July 23	Committee draft RFP (second) with Mott MAC prior to finalizing RFP	
July 19	Committee review draft RFP	
July 23	Create draft RFP with Bob Fritz (MottMac) – Meeting 3	
July 9	Create draft RFP with Bob Fritz (MottMac) – Meeting 2; select Selection Committee	Review and discuss site utilization, parking, Colonial House; Fire House;
June 15	High level overview and concept for RFP document – Meeting 1 (Bob Fritz MottMAC); create timeline	
June 11	Committee; high level discussion points on parking; Colonial House; Fire Museum;	Concept Phase
June 6	Review Site Survey with Lou Belasco, Tax Assessor; establish a project phase calendar; statement of purpose; key components; identify Subject Matter Experts (SME); public information and transparency; West Cape May temporary housing of equipment; see professional advice as committee moves forward; scan 3 concept drawings; Statement of purpose	Concept Phase
May 2	Tour of West Cape May Hall; discuss tour of Sea Isle Public Safety Building	
March 20	City Council Bond Vote to appropriate funds for soft costs; site survey and planning for a Public Safety Building	Ordinance 343 -2018 Bond Ordinance providing for preliminary expenses for the construction of a new public safety building in and by the City of Cape May, Introduced on February 20 <ul style="list-style-type: none"> • 343-2018 BOND ORDINANCE APPROVING FOR PRELIMINARY EXPENSES FOR THE CONSTRUCTION OF A NEW PUBLIC SAFETY BUILDING IN AND BY THE CITY OF CAPE MAY, IN THE COUNTY OF CAPE MAY, NEW JERSEY, APPROPRIATING \$300,000

Date	Purpose	Comment
		THEREFOR AND AUTHORIZING THE INSURANCE OF \$285, 000 BONDS OR NOTES OF THE CITY TO FINANCE PART OF THE COST THEREOF
March 12	Meeting to discuss statement and issues prior to Bond Vote	
February 20	Introduction of Ordinance 343-2018	

2017 Major Committee Meetings and Activity:

Date	Purpose	Comment
December 2017	Public Safety Building Feasibility Analysis – Rutala Associates	
November 21	Presentation to City Council	
November 9	Meeting to prepare for Presentation to City Council on November 9; Roundtable discussion with R. Conley and Associates; working from tax parcel; site survey to follow	
October 30	Sea Isle Public Safety Tour	
October 20	Avalon Public Safety Complex	
October 3	PSBAC discussion with City Council Special Meeting; roundtable discussion	
October 2	Preparation for meeting with City Council on October 3; recommendation to continue needs assessment; Volunteers to spend \$5000 and city to spend \$2500	
September 27	Town Hall meeting summary report of completed PSBAC actions to date	
September 13	Discussion of available sites pros and cons; early proof of concept site drawing	
August 21	Committee tour of Cape May Fire and Police facilities; R. Conley attending and presentation; L. Belasco presented list of available city properties.	
August 7	Committee Initial Meeting	

**CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY
RESOLUTION NO.178-08-2017**

**A RESOLUTION ESTABLISHING A CAPE MAY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE TO
STUDY THE FEASIBILITY AND OPTIONS OF CONSTRUCTING A NEW FACILITY TO HOUSE THE FIRE
DEPARTMENT, RES- CUE SQUAD, POLICE DEPARTMENT, OFFICE OF EMERGENCY MANAGEMENT AND
RELATED CITY OPERATIONS**

MOTION: Meier SECOND: Pessagno

WHEREAS, the City of Cape May is increasingly renowned as a treasured historic preservation site and popular tourist destination, and

WHEREAS, the City's tourism season increasingly spans ten months and the population increases by 10 to 15 times the permanent, year-round base; and

WHEREAS, the needs and demands for City services increase exponentially with an expanding population; and

WHEREAS, four essential public safety services - the Fire Department, the Rescue Squad, the Police Department and the Office of Emergency Management -are housed in inadequate, outdated, crowded, hazardous, and in some cases, toxic quarters; and

WHEREAS, these public safety services are called upon to carry out their respective daily missions and to respond quickly, competently, and professionally to whatever crises ensue; and

WHEREAS, it would be advantageous to include office and/or meeting space for the Beach Patrol and Beach Safety Advisory Committee, especially during the off-season or when the City is conducting emergency preparedness or emergency management operations; and

WHEREAS, it is incumbent upon our community to assure the City's vital public safety, human resources, property, equipment, supplies, and related materiel are safeguarded in clean, healthy, secure facilities; and WHEREAS, an advisory committee of professional fire, police, emergency and administrative experts joined by relevant community stakeholders could offer useful insights, guidance and recommendations for the feasibility, location, costs and funding of a new public safety facility;

NOW, THEREFORE, LET IT BE RESOLVED, by the City of Cape May, County of Cape May, State of New Jersey that:

- I. The Recital paragraphs are incorporated as if fully set forth.
2. The City Council hereby creates and establishes a "Public Safety Building Advisory Committee," whose members and duties are described below.
3. The members of the Committee shall be:
 1. Jerry Gaffney, Chair
 2. Wister "Barney" Dougherty, Vice-Chair
 3. Fire Chief Alexander Coulter

4. Police Chief Anthony Marino
5. Rick Lundholm, OEM Coordinator
6. Louis Belasco, Cape May City Tax Assessor
7. James Matthews, Cape May Volunteer
8. Fire Department President Scott Griffith, Citizen
9. Robert Lamendola, Citizen
10. Rosanne Traficante,
11. Citizen Kathleen "Kate" Wyatt, Citizen
12. Deputy Mayor Shaine Meier, Council Liaison

4. The Council may from time to time appoint additional committee members as appropriate.

5. The Committee shall be advisory in function.

6. The Committee shall meet periodically, and will report to the City Council on a regular basis or at the Council's request.

7. Committee members shall serve without compensation, but the Committee may request, and Council may allocate funds to defray the Committee's legitimate expenses.

8. The Committee shall be an advisory committee, and shall exist and perform its designated advisory functions until dissolved by resolution of City Council.

9. The Committee's term shall be for four years.

IO. The Committee shall assist and advise the City Manager and City Council on such matters as:

- A. Visiting other seashore towns that have public safety buildings to gain a greater sense of comparable design and location options;
- B. Identifying three (3) alternative site locations in addition to the present Fire, Rescue and OEM site;
- C. Enumerating the specific advantages and disadvantages for each site against an ideal model;
- D. Estimating comprehensive needs and costs;
- E. Exploring alternative funding strategies and potential funding resources;
- F. Proposing key steps in the review and planning process, including soliciting public review and comment;
- G. Recommending alternative project management strategies;
- H. Developing a reasonable task and timetable for accomplishing the Committee's work and initiating the building project.
- I. File and Present a final report with findings to the City Council.

I hereby certify the foregoing to be an original resolution adopted by the City Council of the City of Cape May at a meeting held on August 1, 2017.

Patricia Harbora, City Clerk

cc: Committee Members Police Department Fire Department Tax Assessor

Respectfully submitted, Kathleen C. Wyatt