

**MINUTES OF A REGULAR MEETING OF THE PRINCETON FIRE ADVISORY BOARD HELD  
AT 7:00 P.M. ON APRIL 3, 2007, AT THE PRINCETON CITY HALL**

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**1. Call to Order** – Chair Whitcomb called the meeting to order at 7:00 P.M.

Members present:

Paul Whitcomb, Chair           City of Princeton  
Cathy Lundeen                   Wyanett Twsp.  
John Roxbury (@ 7:50)       Princeton Twsp.  
Stephen L. Dolin               Greenbush Twsp.  
Bill Andresen,                 Blue Hill Township

Visitors present:

Jeremy Riddle, Mayor       City of Princeton  
Lee Steinbrecher, Council   City of Princeton  
Tim Jenson, Firefighter     PFRD  
Jason Baumunk, Firefighter   PFRD  
Tom O'Donnell, Police Officer   PPD  
Todd Frederick, Police Officer   PPD  
Duane Day, Architect         SEH  
Steve Gausman, Emerg. Services   SEH  
Ed Mishefske, Fire Services     SEH  
Joe Coughlin, Police Services   SEH  
John Roderberg, PE           SEH

Staff Present:

Mark Karnowski, City Administrator  
Jim Roxbury, P.F.R.D. Fire Chief

**2. Review/Consideration of March 6, 2007 Minutes**

LUNDEEN MOVED TO APPROVE THE MINUTES OF THE MARCH 6, 2007, MEETING. DOLIN SECONDED THE MOTION. ALL IN FAVOR, THE MOTION CARRIED UNANIMOUSLY.

**3. Agenda Additions/Deletions** - There were no additions or deletions to the agenda.

**4. Reports:**

**A. Run Reports** – were reviewed, no comments

**B. Department Update – Jim Roxbury**

Chief Roxbury thanked the town board members present for their cooperation in allowing the Department's report at the townships' annual meetings.

**5. Old Business** – Public Safety Building Stakeholder's Meeting (see below)

**6. New Business** – None

**7. Next Meeting(s) & Agenda**

It was announced that the next meeting will be held on May 1, 2007. Karnowski advised that he was going to be out on a medical leave and that Mary Lou DeWitt would be available to take the meeting minutes.

**8. Adjournment**

There being no further business, Whitcomb suggested that, because the Public Safety Building's Initial Stakeholder's Meeting was scheduled for this evening, that the regular meeting be adjourned.

LUNDEEN MOVED TO ADJOURN AT 7:06 P.M. ANDRESEN SECONDED THE MOTION. ALL VOTED IN FAVOR. THE MOTION CARRIED UNANIMOUSLY.

**Public Safety Building Initial Stakeholder's Meeting:**

Ed Mishefske, the Fire Services Specialist for the engineering firm, SEH, convened the initial Stakeholder's meeting for the proposed Public Safety Building. He introduced the SEH team members (noted above) and explained what role they would play in the process.

Mishefske proposed that the game plan for putting together the feasibility study included the following steps:

1. Individual meetings with the Fire Department, Police Department, City Administration and the Elected Officials (both City Council and Townships)
2. Evaluate how a typical police and/or fire call is handled
3. Evaluate the existing mutual aid situation
4. Programming – Evaluate the city, fire department, police department and area's current and future needs to assure that the building proposed meets those needs. Review and evaluate the possible sites for the facility. During this phase, they would also review the external appearance of the building and the arrangement of the different operations within the facility.
5. Budgeting – Evaluate the estimated cost of a facility that would meet the optimum needs agreed to in step 4, evaluate possible funding sources and their limits and then adjust the proposed final plans to fit within the probable funding sources.

There was significant discussion about the methodology on how the PD and PFRD are paged out to service since the PFRD covers parts of three Counties.

The attendant representatives of the Townships agreed that their input for the design and proposed uses of the proposed facility would probably not be significant. They noted that their primary concern was the final cost and how much of that final cost would be borne by each of their respective townships. Later in the meeting they agreed that they probably would want to be involved in the evaluation of the various sites for the facility as the proximity of the facility to their service area would be of importance. They agreed that monthly involvement would probably be sufficient.

Mishefske asked about the speed at which the group wanted to proceed. It was agreed that, at least to start, weekly meetings would be preferred. The group agreed that, toward the end, the process may want to slow down a little to give the participants time to fully evaluate the proposed decisions. Chief Roxbury noted that, after much deliberation, the FAB meetings were set for the first Tuesday of the month in order to accommodate the availability of the Township members.

The SEH reps indicated that afternoons worked best for them but that they could and would meet at the convenience of the participants in the process. It was agreed that 4 PM on Thursdays would work best for most of those present.

Discussion on site selection resulted in Mishefske suggesting that the minimum site should be at least 2.5 acres to accommodate the fire service portion of the facility and larger to accommodate police and future additions (City Hall??). He also noted that "you can never have too much parking".

Karnowski added that site selection will be critical as the city continues to review possible collaboration with other departments.

There was also discussion about the importance of an adequately sized Emergency Operations Center (EOC). With the city functioning as one of the relocation centers should there be an accident at the Monticello Nuclear Power Plant and the fact that the city is a designated center for a couple of other emergency type situations. It was agreed that providing space for the State Patrol would also be worth review.

It was noted that, because of its central location, the city had to turn down serving as a training location in the past. It was noted that if the new facility lent itself to being used as a training center, that the city could avail itself of some free (or reduced rate) training opportunities.

Mayor Riddle noted that he would like to get some sort of "ballpark" figure for the facility's cost as soon as possible. He noted that the city was attempting to get funding for the facility in the 2008 State Bonding Bill and that he was meeting next week with our state representatives to begin working on that opportunity. Mischefske noted that it will be a while before a usable number is available.

Other comments included making sure that all staff had the opportunity to provide input and ideas for the facility but that those ideas should be channeled through the department representatives.

Communications was then discussed. Karnowski noted that he would provide a report to the City Council on this evening's meeting and also prepare a news story on the process for the upcoming City Newsletter. SEH suggested that a temporary web site could be created to allow all members access to any and all materials as they become available. There appeared to be agreement that a website may be helpful.

The first fact finding meeting was agreed to be held at City Hall on Thursday, April 12<sup>th</sup> at 4 PM. There being no further business, the meeting closed at about 8 PM.

Respectfully Submitted

Mark H. Karnowski, City Admin.