

**Participants:**

	Don Dommer, Board Member, Board of Directors of the Kensington Fire Protection District		Christopher Deppe, Board Member President, Kensington Police Protection and Community Services
	Julie Stein, Board Member, Board of Directors of the Kensington Fire Protection District		Rachelle Sherris-Watt, Board Member Vice President, Kensington Police Protection and Community Services
	Larry Nagel, Board Member, Board of Directors of the Kensington Fire Protection District		Eileen Nottoli, Board Member Director, Kensington Police Protection and Community Services
	Janice Kosel, Board Member, Board of Directors of the Kensington Fire Protection District		Sylvia Hacaj, Board Member Director, Kensington Police Protection and Community Services
	Kevin Padian, Board Member, Board of Directors of the Kensington Fire Protection District		Cyrus Modavi, Director, Kensington Police Protection and Community Services
<b>X</b>	Michael Pigoni, Kensington Fire Chief		Walt Schuld, Kensington Police Chief
<b>X</b>	Mary Morris-Mayorga, Interim General Manager, Kensington Fire Protection District		Bill Lindsay, Kensington General Manager
	Manil Bajracharya, Principal, mack5		
	Cynthia Madrid, Cost Estimator, mack5		
	<b>Visitors</b>		
	Abed Chowdhury, CC County	<b>X</b>	Mallory Cusenbery AIA, Design Principal, RossDrulisCusenbery
	Judi Kallerman, CC County	<b>X</b>	Mark Zall AIA, Associate, RossDrulisCusenbery
			Melissa Burnside, Project Administrator, RossDrulisCusenbery
			Stephan DeJesse, ida-se
			Jason Lee, ida-se

**Meeting – Public Safety Building Option D Discussion:**
**004.01 Status of Design Process**

- a. RDC reminded all that the current studies are conceptual in nature, based on paper drawings that have not been field verified. Two key next steps will make the studies more realistic: 1) field measurement of the existing building for dimensional confirmation; 2) engineering of building systems to quantify the space they will require. Continuing to design based in partial information will limit of effectiveness of further design option refinement.
- b. The next phase of design, Schematic Design (SD), will document the existing conditions of the building, evaluate the building systems and engage the services of the engineering team.
- c. RDC is seeking conceptual sign off from the KFD that the Option D plan with minor modifications is feasible enough to advance to the next phase of design. If so, further design workshopping can be anticipated during the SD phase.

The following notes refer to the attached spread sheet KFD Chief Comments with RDC Responses dated 10/28/2020 and Option D Plans Annotated During the Meeting dated 10/29/2020

**004.02 Location of Laundry Room**

- a. It was decided that the Laundry Room will be moved to the location of the second floor restroom.
- b. The existing laundry room will be used for mechanical equipment displaced by the elevator.
- c. A detailed analysis of the code required plumbing fixture has not yet been completed. This may limit the ability to remove the restroom.

**004.03 Shared Conference Room on the First Floor.**

- a. It was requested that the interview room on the first floor return to being a shared space between the KFD and the KPD. A door to the Lobby would be added and the door to the PD area removed. This will be run by the KPD as well.
- b. The space is not large enough to be used as a DOC. MM suggested space could be leased offsite for use as a DOC. MC commented that this will need to be an essential services facility type of construction.

**004.04 Radio Communications Area**

- a. It was decided to add a radio communications station on the Dayroom upper level on the south wall.
- b. Radio chargers and printer can be located in the Map Alcove in the first floor hallway.

**004.05 App Bay Storage Cabinets**

- a. It was decided that storage cabinets should remain along the east wall at the back of the south app bay. The existing sink in this area will be removed. The existing cabinets may be reused if possible.

**004.06 Kitchen Size**

- a. It was decided that the Kitchen size should match the existing Kitchen foot print. This will provide more room for a dining table adjacent to the kitchen. Kitchen casework may need to be reconstructed to meet ADA accessibility codes.

**004.07 Second Sink in Kitchen**

- a. It was decided that the second sink is not needed in the Kitchen.

**004.08 Dining Table Location**

- a. It was decided to move the station office functions to the upper Dayroom south wall.
- b. The wheelchair lift will be moved to the north. A round table will be placed between the lift and the stair. The table needs to seat a maximum of six, with three seats required on a daily basis.

**004.09 Fitness Room**

- a. It was determined that the Bathrooms cannot reduce in size and still meet ADA codes. The Fitness Room cannot increase in size.
- b. The Fitness Room Equipment includes: 1 treadmill, 1 stair climber, rowing machine, weight lifting bench, weight storage, dumb bell storage.

**004.10 Next Steps**

- a. KFPD Board Meeting Nov. 11 at 7:00 pm.

**004.11 Action Items**

- a. RDC- Revise Option D plans based on this meeting
- b. RDC - Provide revised plans to KFD by 11/06/20 for Board Meeting on 11/11/20
- c. KFD - Chief Pignoni review plans with Labor Group.
- d. KFD - Approval of revised Option D plans to move forward to the next stage of design.

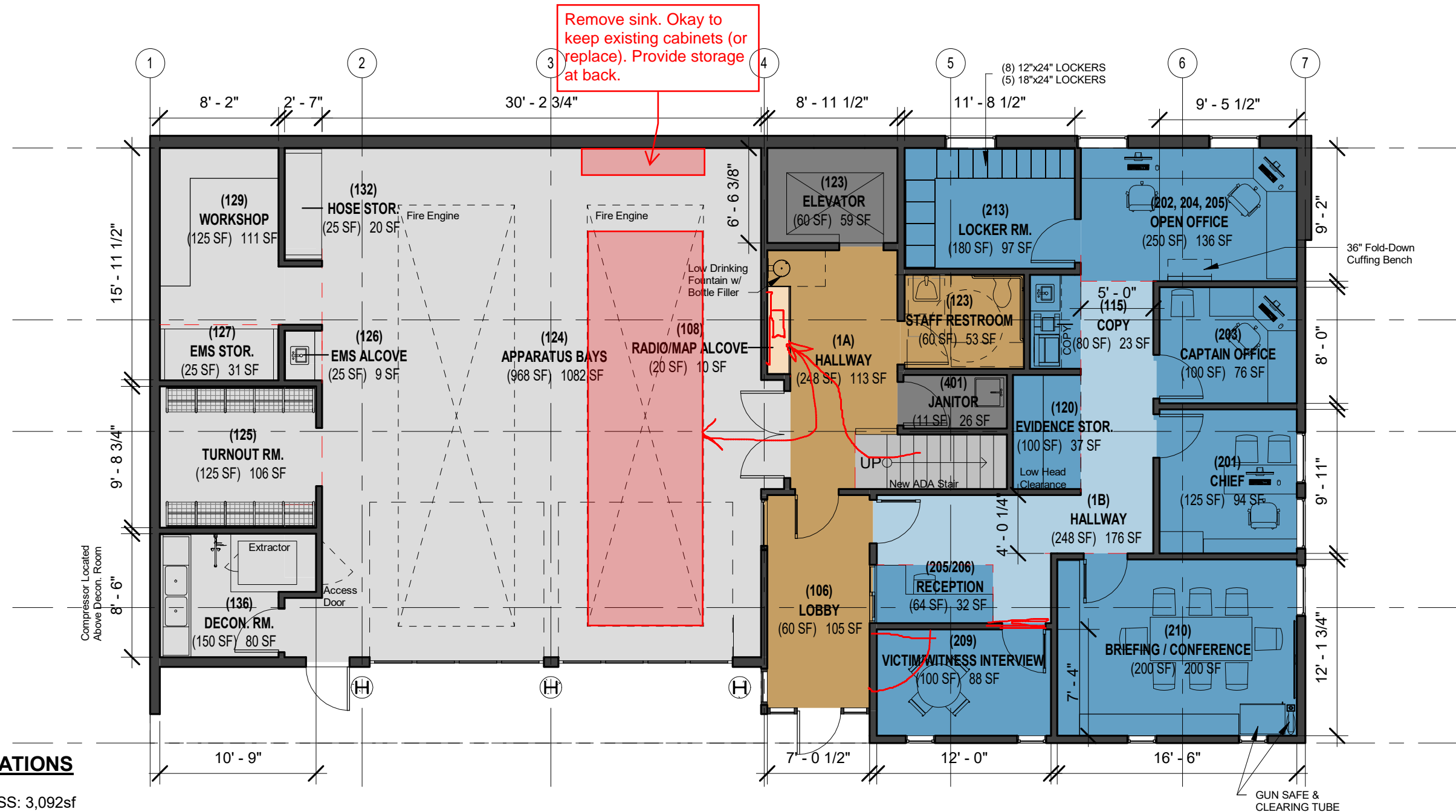
- e. RDC - Prepare fee proposal after the November 11<sup>th</sup> Board meeting.

**End of Notes**

**Attachments: PDF: KFD Chief Comments with RDC responses dated 10/28/2020.**  
**PDF: Option D plans annotated during the meeting dated 10/29/2020**

NO	KFD COMMENT	RDC RESPONSE
1	<p><b>MUST HAVE</b></p> <ul style="list-style-type: none"> <li>• Only having access to the laundry room from the outside is not feasible or acceptable. First most laundry is done in the late evening (dark) so our personnel will be outside in the dark (or dimly lit) carrying items and negotiating the step ups (trip hazard) let along getting wet when it rains. Additionally, since the District is having to make the second floor ADA complaint, the laundry room will not be complaint with the since the access will have step down and step ups</li> </ul>	<p><i>The Laundry Room is currently not ADA accessible, either from interior or exterior points of access. It can be made accessible from the interior if the floor height is structurally altered, and the Captain's office is moved to another location. Or, it can be made accessible from the outside with level modifications, and overhead weather protection for access during inclement weather. Alternatively, the laundry room could be relocated to replace Restroom A (117). This third restroom was added for public use assuming that the public (vendors, etc.) would be coming upstairs for meetings, but if the downstairs meeting room is once again shared, the public can use the downstairs restroom, freeing up this space. Alternative locations for the Captain's Office are not as clear, with the option of moving it to the Captain's sleep room being the most likely alternative.</i></p>
2	<ul style="list-style-type: none"> <li>• These plans do not show a shared conference room which means that the fire personnel do not have a location to meet with the public. The upstairs is for the most part the crews living quarters and it is not a good practice to bring them into the private area. This is even more prevalent with pandemic issues which may be the new normal? I strongly believe there needs to be a joint conference room like there is now for meeting and for emergency DOC's.</li> </ul>	<p><i>A shared Conference Room, to conform with police facility standards, should be located outside of the KPD restricted area. The dedicated Victim/Witness room for the PD can once again be shown as a shared PD/FD conference room. The plan revision to achieve this is relatively easy. This will required a redesign of this first floor area to accommodate this request and confirmed with the KPD.</i></p>
3	<ul style="list-style-type: none"> <li>• What area is being proposed for the phones and printers that are current at the door leading to the stairs from the kitchen?</li> </ul>	<p><i>Currently these would either be located in the station office workstation area on the second floor or in the Map Alcove in the shared hallway on the first floor.</i></p>

NO	KFD COMMENT	RDC RESPONSE
4	<p><b>PREFERRED</b></p> <ul style="list-style-type: none"> <li>Removing the storage cabinets behind the two engines is further limiting areas to store supplies. I am all for removing the stainless-steel sink from the one and putting doors back on it. While more room is always preferred, the access as it stands is acceptable considering the value of the storage area.</li> </ul>	<p><i>Storage cabinets may be placed as you deem appropriate. We recommend confirming the exact size of the apparatus vehicles to ensure clearances. We also recommend using cabinets that are moveable, in the event larger vehicles are needed in the future.</i></p>
5	<ul style="list-style-type: none"> <li>It appears that the Kitchen is being made wider than it is. The switch with the pantry and refrigerator makes sense but changing anything else is just adding cost as the stainless-steel countertops will all have to be remade.</li> </ul>	<p><i>The Kitchen layout can remain in its current configuration. The countertops can only be 34" high to meet accessibility codes. This may necessitate reconstruction of all or part of the casework</i></p>
6	<ul style="list-style-type: none"> <li>The drawing shows a second sink in the kitchen in front of the pass through window? This is not needed.</li> </ul>	<p><i>The added sink may be removed</i></p>
7	<ul style="list-style-type: none"> <li>I still prefer a dining table closer to the kitchen like the way it is now. This design required our personnel to go up and down stairs carrying dishes, pans, etc. when setting or clearing after a meal. We do not need a table to serve 10 people as is currently drawn, so perhaps the workstations can be put on the upper level and fit a table for 4 closer to the kitchen.</li> </ul>	<p><i>It is possible to revise the design to add a small table next to the wheelchair lift and move the workstations to the upper level with the Dayroom.</i></p>
8	<ul style="list-style-type: none"> <li>A wider or larger workout area would be preferred as I do not believe what is drawn is large enough and we will end up like we are now with moving equipment into other areas such as the day room. Currently there is the weight machine, Stairmaster, treadmill, rowing machine, loose weights, dumbbell rack and stationary bicycle. Perhaps the bathrooms can be a little smaller by pushing the toilet and sink closer?</li> </ul>	<p><i>There is currently no space in which to expand the Fitness Room. The Bathrooms cannot be reduced in size and meet accessibility codes. The current distance between the toilet and the sink is the minimum distance allowed by code.</i></p>



**AREA CALCULATIONS**

FIRST FLOOR GROSS: 3,092sf  
 FIRST FLOOR F.D. NET: 1547sf  
 -includes elevator, stair, app. bays & support spaces  
 FIRST FLOOR P.D. NET: 859 sf  
 FIRST FLOOR SHARED NET: 297 sf  
 -includes lobby, secure hallway, restroom

SECOND FLOOR GROSS: 2,932sf  
 -excludes existing 327sf outdoor terrace  
 SECOND FLOOR F.D. NET: 2,796sf  
 SECOND FLOOR SHARED NET: 163 sf  
 -includes elec., mech & gen rooms

Net areas do not include interior partitions or exterior walls.

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**FIRST FLOOR OPTION D**

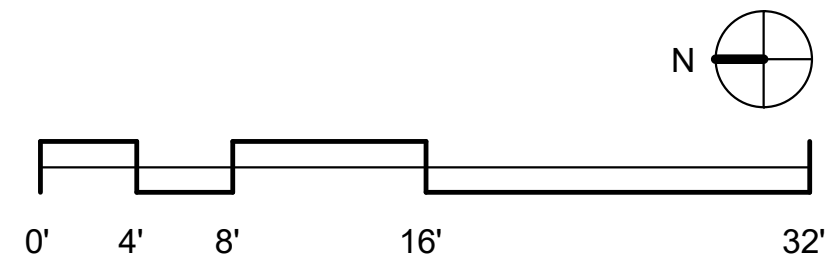
CONCEPTUAL FIRST FLOOR PLAN - RENOVATION

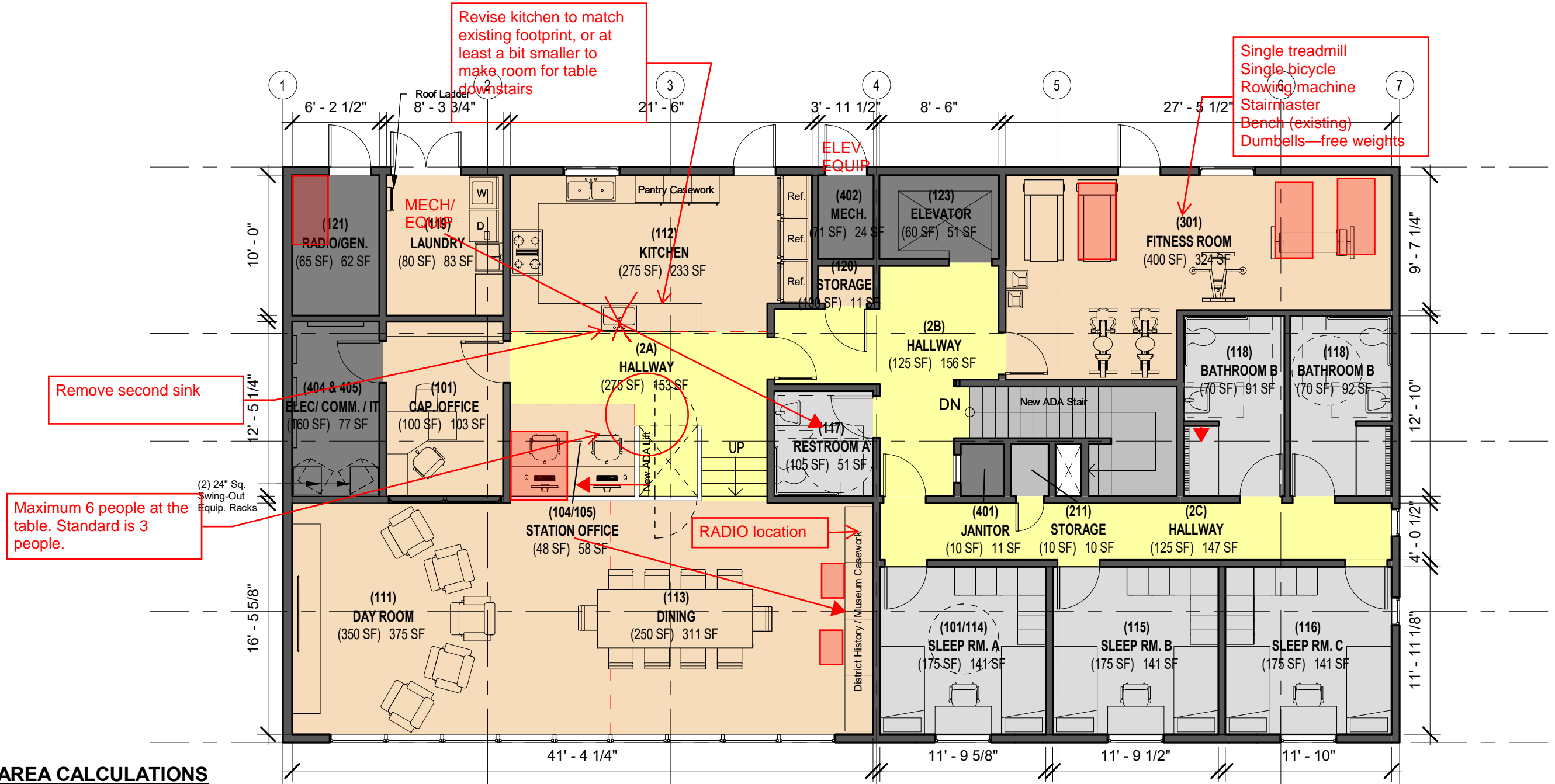
17 SEPTEMBER 2020

KENSINGTON PUBLIC SAFETY BUILDING

**DRAFT FOR REVIEW**

D-01





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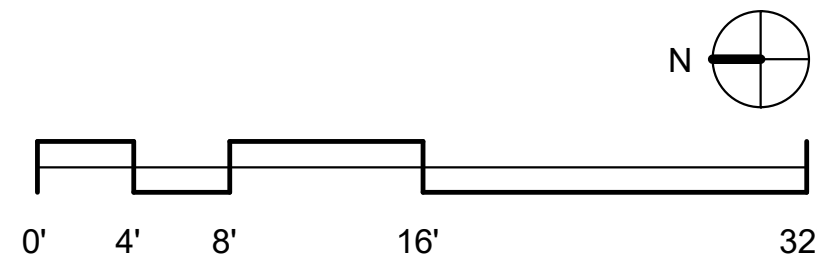
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**SECOND FLOOR OPTION D**

CONCEPTUAL SECOND FLOOR PLAN - RENOVATION





**GENERAL CONCEPT PLAN ASSUMPTIONS:**

THE ATTACHED DRAWINGS ARE CONCEPTUAL IN NATURE AND ARE BASED ON PRELIMINARY FACTORS/ASSUMPTIONS THAT INCLUDE:

1. THE EXISTING BUILDING DOCUMENTATION IS INCOMPLETE. THE CURRENT LAYOUTS ARE BASED ON PAPER-DRAWINGS PROVIDED BY THE DISTRICT, BUT HAVE NOT BEEN CROSS-REFERENCED BY CONDITIONS IN THE FIELD. DETAILED AS-BUILT DRAWINGS ARE REQUIRED TO VALIDATE CURRENT CONDITIONS.
2. THE MAJORITY OF THE MECHANICAL EQUIPMENT IS ASSUMED TO BE RELOCATED TO THE ROOF OR OTHER AREA EXTERIOR TO THE MAIN BUILDING.
3. THE ELEVATOR ASSUMES A MACHINE ROOM-LESS (MRL) CONFIGURATION. THIS FEASIBILITY IS TO BE VERIFIED.
4. FURTHER VERIFICATION REQUIRED TO VALIDATE REDUCING THE SIZE OF THE ELECT/COMM/IT SPACE. A DETAILED AS-BUILT ASSESSMENT IS REQUIRED.
5. FURTHER ENGINEERING—INCLUDING STRUCTURAL DESIGN AND SHEAR WALL REQUIREMENTS—MAY IMPACT THESE SPACE LAYOUTS

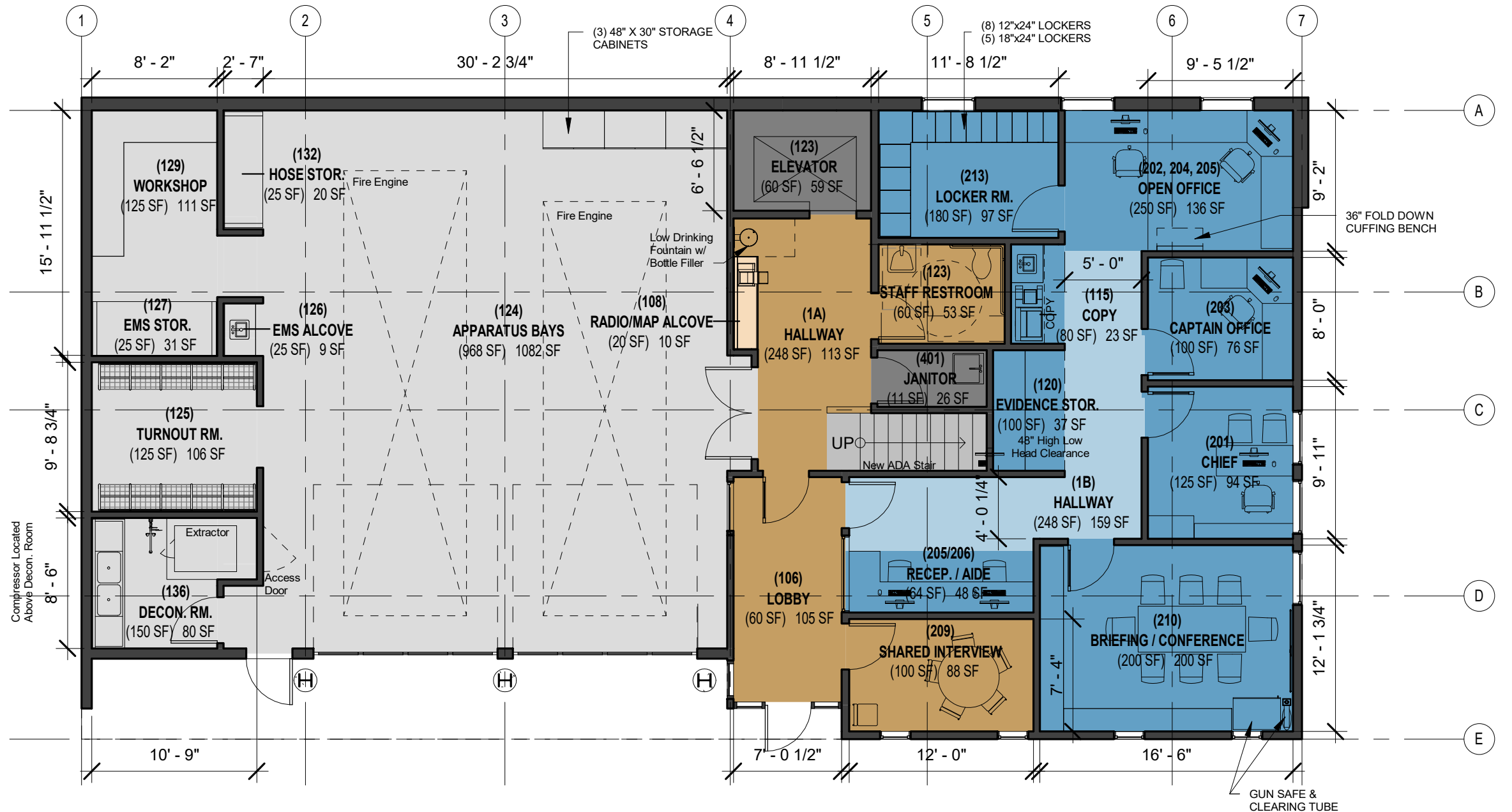
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**FIRST FLOOR OPTION D r1  
 With Elevator & Enclosed Deck**

CONCEPTUAL FIRST FLOOR PLAN - RENOVATION



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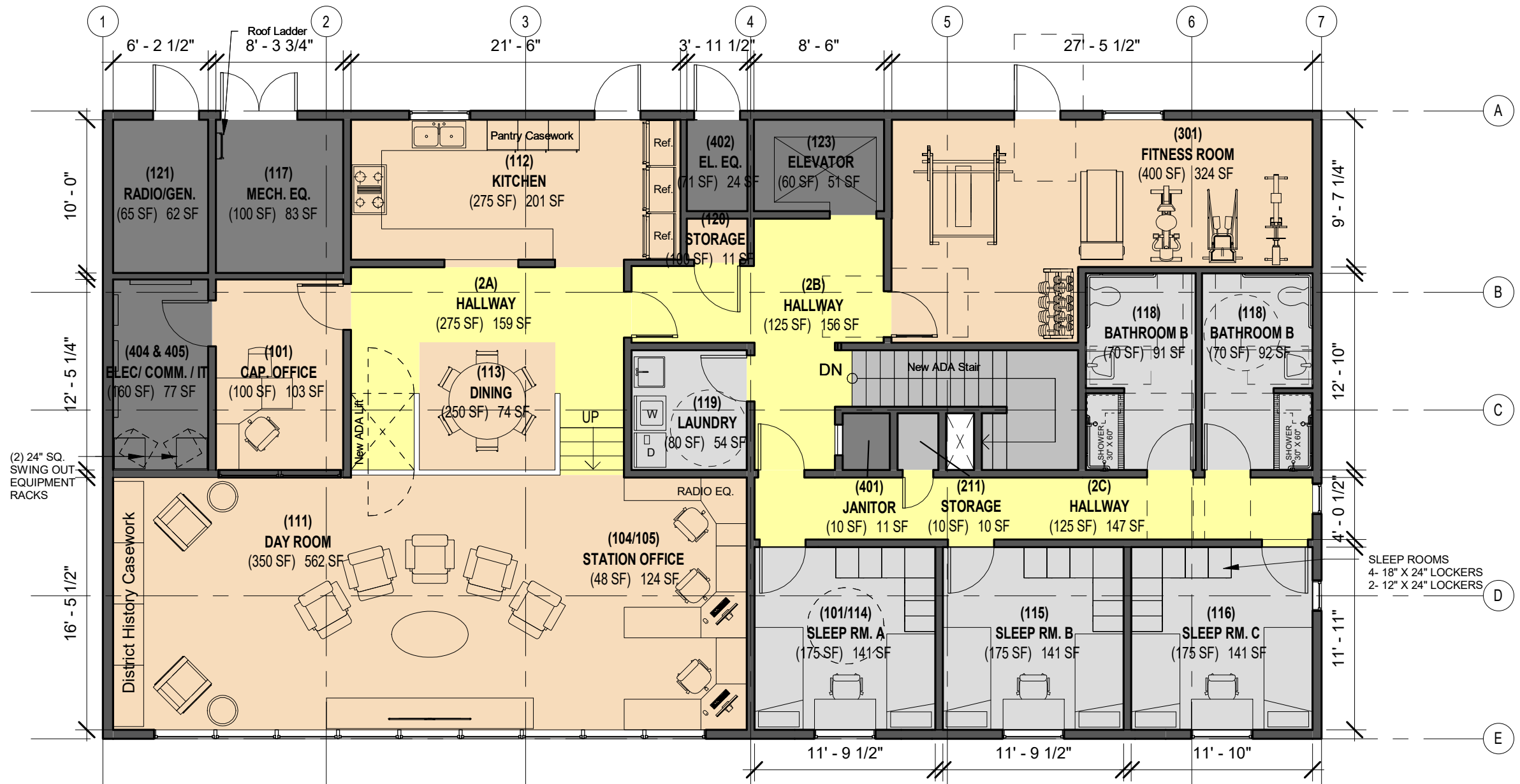
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**SECOND FLOOR OPTION D  
 With Elevator & Enclosed Deck**

CONCEPTUAL SECOND FLOOR PLAN - RENOVATION