



ADMINISTRATIVE OFFICE
County Administrative Officer
559-675-7703

Board Briefing Report

200 West 4th Street
Madera, CA 93637

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DATE: March 6, 2024

TO: Board of Supervisors

SUBJECT: Relocation of the Fire Administration Office

SUMMARY

The purpose of this briefing report is to provide your Board with background information on the relocation of the Fire Administration Office currently located on the first floor of the Government Center, 200 W. 4th Street, Suite 1400, Madera, CA 93637. The objective of the relocation is to address immediate space needs at the Government Center while seeking to accommodate Fire Administration's desire to centralize the Fire Administration Office with the Fire Station No. 1 and Fire Maintenance Facility. To accomplish this, staff is recommending a two (2) phased approach:

- 1) Consolidate the Fire Administration Office with the Fire Station No. 1 and Fire Maintenance Facility, currently located on 175 Tozer Street, Madera, CA.
- 2) Relocate the Clerk-Recorder's Division to allow for expansion of the Elections Division in their existing space on the first floor of the Government Center.

Additionally, this report provides the history on why the relocation is necessary as well as the alternative options that were considered to accomplish Phase 1 of the objective which is essential to remedy the immediate space needs at the Government Center. Furthermore, this report will outline the details and measures taken to assess the alternative options and provide cost estimates for the initial phase while providing context on how the County can feasibly accomplish the desired outcomes.

HISTORY/STATUS

Madera County Fire Department and California Department of Forestry and Fire Protection (CAL FIRE)

The Madera County Fire Department, in cooperation with California Department of Forestry and Fire Protection (CAL FIRE), is an emergency response agency that is administered through a contract with CAL FIRE. Clerical and automotive support personnel are provided by County employees. The contract for fire services between the County and State has existed since 1928 in an effort to provide a range of programs designed to protect the lives and property of the inhabitants of the County of Madera from adverse effects of fire, medical emergencies, and exposure to hazardous materials. The department provides emergency services through a network of fire stations, personnel, and equipment. This network is comprised of 14 fire stations, a fleet of 56 apparatus and support vehicles, and a personnel staff that includes 49 career fire suppression personnel, 45 paid call firefighters and 6 support personnel.

Madera County Fire Administration Workspace

The Madera County Fire Administration office currently occupies 3,225 square feet of office space located on the first floor of the Madera County Government Center. The existing office space for Fire Administration is occupied by (6) Clerical Staff, (2) Battalion Chiefs, (1) Administrative Fire Captain, (1) Training Captain, and (1) Division Chief. Fire Administration began residing at their current location in May 2016 following the relocation of 311 to the 4th floor of the Government Center. The original intent of the Fire Administration move in 2016 from 175 Tozer Street to the Madera County Government Center was to fully integrate CAL-FIRE and Fire Administration with County staff and leadership. At the time, CAL-FIRE and Fire Administration had a modest presence at the Government Center and as part of the County overall. Since their move in 2016, Fire Chief Justin Macomb has been pleased with the outcome of the current arrangement and acknowledges that CAL-FIRE and Fire Administration have been able to better assimilate with County staff while forming greater relationships and rapport with County leadership. However, the vision and goals for Fire Administration have evolved over the years and the current Fire Administration recognizes the need to centralize the Fire Administration Office with the Fire Station No. 1 and Fire Maintenance Facility in an effort to continually improve operations.

Centralization of Madera County Fire Administration & Fire Station No. 1

In early 2023, County Administration and Fire Administration began discussions on the need to centralize the Fire Administration office and Fire Station No. 1 to better serve the needs and vision of the organization. Fire Station No. 1 located at 175 Tozer Street in Madera currently provides Emergency Response Services and serves as the epicenter for Fire Fleet Services and Maintenance. The primary benefit of centralizing Fire Administration with Fire Station No. 1 would be to re-establish a one spot repository for Administration, Emergency Response Services, Fire Fleet Services and Maintenance, as well as Training Activities. In addition, centralization would provide the opportunity for the Fire Department to streamline communication & decision-making, reduce redundancy of efforts and help establish clear lines of hierarchy. Taking these objectives into consideration, County staff began working with Fire Administration to determine possible workspace options to accomplish the ultimate goal of centralizing Fire Administration with Fire Station No. 1.

Factors Evaluated to Determine Centralized Workspace Options

Various factors were evaluated to assess the available options for workspace needs to centralize Fire Administration with Fire Station No. 1.

These factors included:

- 1) Inventory of Existing County Owned Vacant Facilities
- 2) Current and Future Space Needs of the Department
- 3) Current and Future Space Needs of the Government Center
- 4) New Construction vs. Tenant Improvements
- 5) Project Costs
- 6) Project Funding & Resources

Centralized Workspace Options for Fire

Upon consideration of all factors outlined above and taking into consideration the need to consolidate Fire locations as well as the immediate space needs required to fulfill the legal obligations established by the Secretary of State for election observers, staff was able to identify a mutually advantageous solution. The solution would entail relocating and centralizing Fire Administration with Fire Station No. 1 which would free up space at the Government Center and assist staff with accommodating the space needs required for Elections. It is anticipated that the Clerk-Recorder Division would be relocated to the existing Fire Administration office while expanding the Elections Division in the existing Clerk-Recorder-Elections office.

With this solution in mind, staff concentrated the alternatives for Phase 1 into two primary options:

Option 1) Tenant improvement of existing County building located at 332 S. Madera Avenue, Madera

- a. Former County Occupant:
 - i. Agricultural Commissioner Department of Weights and Measures

Option 2) Tenant improvement renovations of existing County building located at 185 Tozer Street, Madera

- b. Former County Occupant:
 - i. Probation Department Transitional Services Center (Krohn's Cottage)

POLICY CONSIDERATIONS OF PHASE 1

Financial Considerations and Timeline(s)

Option 1) Relocate both Fire Administration and Fire Station No. 1. Project would include tenant improvement of existing 5,500 square ft. County building located at 332 S. Madera Avenue, Madera, CA to renovate existing office space and construct new maintenance shop.

Total Estimated Cost: \$9,140,000.00

Estimated Time Frame to Complete: 3+ Years.

- February 7, 2023: BOS approved Resolution 2023-017 to revoke declaration of 332 S. Madera Ave to be surplus land.
- February 16, 2023: Staff released RFP 2023-01 for Architectural and Engineering (A/E) service for Madera County Fire Department Administration Tennant Improvement and new Maintenance Facility.
- March 24, 2023: Presentations from top two (2) Architectural and Engineering firms and ranking finalized. RRM Design Group ranked highest.
- March 24, 2023: RRM Scope of work for Architectural and Engineering services proposal amount: \$573,000
 - Notice of Intent to Award Letter NOT Issued

- March/April 2023: Staff estimated construction costs to be \$8,567,111.00 (excluding A/E)

Option 2) Relocate Fire Administration on Road 28 campus closer in proximity to Fire Station No. 1. Project would include tenant improvement of existing 6,000 square ft. County building located at 185 Tozer Street, Madera, CA to renovate existing office space, storage space, and meeting areas.

Total Estimated Cost: \$356,000.00

Estimated Time Frame to Complete: 2+ Months.

- June/July 2023: Staff began inventory of County facilities located near Fire Station No. 1 that would accommodate the objective of centralizing Fire Administration with Fire Station No. 1.
- August/September 2023: Staff began site tours with Fire Administration staff to identify possible existing County locations.
- October 2023: Fire Administration selected the building located at 185 Tozer Street, as the desired location.
- November 2023: Staff began the building assessment to determine the required renovations, replacements and improvements needed for Fire Administration to relocate into the building. Necessary improvements include a new AC unit, interior paint, flooring abatement, new flooring/carpet, dual pane windows, signage, moving services, and waste disposal.
- December 2023: Staff began coordinating on-site walk throughs with contractors to obtain estimates.
- January 2024: Staff estimated construction costs to be \$356,000.00.

Staff Recommendation

Careful consideration was given to the timeframe to accomplish each project as well as total costs and available funding. Staff concluded that the appropriate option to recommend would be Option 2 (Renovation of the 185 Tozer Street location). Although this solution can only address the short term need, it will provide the additional time needed to identify and secure funding for expansion in the future, if needed. In addition, construction of the location at 332 S. Madera Avenue would have taken over 3 years to complete and would delay the consolidation of Fire locations while further delaying the much-needed expansion of the Clerk-Recorder-Registrar of Voters office. With Fire Administration's move to 185 Tozer, they would be able to quickly capitalize on the opportunity to consolidate their department while taking advantage of the adequate space for a training room, which will be used to facilitate necessary trainings for paid call firefighters and career staff firefighters as well as the additional space to accommodate storage and meeting areas.

ACTION TIMEFRAME

The Receipt of Unanticipated Revenue No. 23-107 in the amount of \$356,000.00 is on the Board's agenda for consideration on March 12, 2024.

Next Steps

Should your board approve Receipt of Unanticipated Revenue No. 23-107 in the amount of \$356,000.00 derived from Fire Impact Fees, staff will begin mobilizing contractors for renovations to begin at 185 Tozer Street. It is anticipated that work would begin immediately with an estimated completion of May 2024 at which time moving coordination for Fire Administration would commence. In addition, staff would begin the planning and coordination of phase 2.

Phase 2 would include discussions with the Clerk-Recorder-Registrar of Voters to begin formulating the relocation of the Clerk-Recorder Division to the current Fire Administration office and the expansion of the Elections Division in their current location. Preliminary discussions with the Clerk-Recorder-Registrar of Voters have identified that at a minimum, phase 2 would require the purchase of office furniture, renovations/building improvements related to the expansion of the Elections space to accommodate ballot observations, and moving coordination would be required. The objective for staff would be to simultaneously coordinate phase 1, while working through the relocation details of phase 2 in an effort to relocate the Clerk-Recorder's office immediately following Fire Administration's move. Staff would anticipate returning to your board with an update and specific details of phase 2, including scope, costs, and timeframe.

CONTACT FOR QUESTIONS

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