



Project Kickoff Meeting

Giles County 911 Study

OHM Project No.: **9088-24-0010**

Date: Wednesday, January 10, 2024 9:00 am

Location: Virtual Zoom Meeting

Project Team:

Name:	Present:	Name:	Present:	Name:	Present:
Nathan Ware (OHM)	<input checked="" type="checkbox"/>	Bill Myers (911)	<input checked="" type="checkbox"/>	Jonathan Clark (CSBD)	<input checked="" type="checkbox"/>
Jason Griffin (OHM)	<input checked="" type="checkbox"/>	Gwen Gracy (911)	<input checked="" type="checkbox"/>	Darron Bailey (CSBD)	<input checked="" type="checkbox"/>
Paula Hepp (OHM)	<input checked="" type="checkbox"/>	David Rackley (911)	<input checked="" type="checkbox"/>	Jamarvis Boykin (CSBD)	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Josh Young (911)	<input checked="" type="checkbox"/>	Thaddeus Dukes (CSBD)	<input checked="" type="checkbox"/>

Discussion Topics:

1. Project Overview

The County 911 Center is located in a residential neighborhood and is in need of expansion to handle the growing needs of county emergency services. With new 911 electronic communications equipment ordered, the County is anticipating renovations to the existing space or new building space to house the equipment and additional needs of the 911 facility. For this proposal, OHM assumes that the current 911 facility is approximately 1,500 square feet and an addition would add an additional 1,500 square feet for a total building size of 3,000 square feet. Based on previous conversations with County staff, the County has indicated that three likely scenarios exist:

1. Adding an addition to the existing 911 Center.
2. Adding an addition to the existing County Emergency Management Building (OEM).
3. Constructing a new building on the existing County Emergency Management Building (OEM) property to house 911 facilities.

OHM will evaluate the three options identified and provide the County with information related to identifying site and building conditions, restraints, and challenges for development to help the County determine the best option for moving forward.

2. Scope of Work Task 1:

- ▶ Conduct virtual meeting with County to discuss space needs and expectations of the facility. This will include staff interviews and a “wants/needs” discussion.
- ▶ Conduct an Existing Conditions Assessment for both the existing 911 center and the OEM building.



- ▼ Gather information on public utility providers that would serve the site including sanitary sewer, storm sewer, water, electric, and gas pertaining to location of main, size of main, type of sanitary sewer, and owner of utility by contacting utility providers serving the area. It will be imperative to identify locations of utilities as relocation of utilities would have bearing on future costs.
- ▼ Conduct a Present Worth Cost Analysis of all options.
- ▼ Prepare preliminary report for discussion with County staff.
- ▼ Conduct virtual review meeting with County to deliver the information from the aforementioned research and to discuss different alternatives and strategies to determine a goal for best use of each site.

3. Discussion was held for wants/needs in new 911 Center:

- Needs/Wants:
 - 5 workstations for day-to-day operations
 - 2 workstations preferred for training
 - Breakroom
 - Only 1 table
 - 2 private offices with doors
 - IT Closet
 - 10x10 for IT only
 - 10x20 for IT and Radio
 - 3 restrooms preferred.
 - Storage Space for filing cabinets
 - Currently not enough storage
 - Run into scenarios where the paperwork is stored indefinitely
- Preferences/Clarifications:
 - No carpet flooring
 - No waiting area or lobby space
 - Hardened exterior
 - Getaway or sleeping room
 - Storage not required at each workstation
 - Some discussion on workers preferring to adjust light levels at each workstation – may not be allowed with code
 - Secured parking not necessary
 - No glass doors
 - No windows
 - It was discussed to possibly build a larger shell and leave unfished space for future use
- Discussion on Existing 911 Center and Brindley Concept Drawing (attached)
 - Existing workstations 1&2 are adequate size. Consider modeling new workstations after these
 - There are security monitors in the existing building – monitors in Gwen's office and in the dispatch area
 - Current setup is entry door is locked. Gwen has push button that unlocks door and lets occupants in
 - If you enter for anything other than maintenance, you are supposed to be escorted by Gwen through the facility
 - Existing Generator has had problems and is mostly rebuilt
 - There was an issue with automatic transfer switch (ATS) last year and the facility was forced



- to run on battery backup
- Existing IT Closet is served by wall mount mini-split for cooling
- Brindley Concept Drawing:
 - Initial thought was a new work area for 5 workstations in new addition. Two workstations from existing building remain for training.
 - New IT Closet shown is too large and can be decreased. Utilize existing IT closet for networking and new IT Closet for radio equipment.
 - This allows for existing ATS and incoming internet service to remain in same location

4. Tentative Schedule

TASK	TASK DATES
Owner Kickoff with Concept	January 10 th , 2024
Site Visit	January 11 th , 2024
Task 1 Report	TBD

5. Action Items

- a. Site visit scheduled for Thursday, January 11th
- b. Bill Myers to find information on existing electrical service if available

Prepared by,
OHM Advisors

Nathan Ware, Project Engineer



Brindley Concept:

