

Union Bay Improvement District
Union Bay New Fire Hall Project Working Group
Terms of Reference

1. PREAMBLE

The Union Bay New Fire Hall Project Working Group is an advisory group that supports the UBID Board of Trustees.

2. INTRODUCTION

The existing Union Bay Fire Hall, the original structure of which dates back to 1956, does not meet current fire code, building code and seismic building regulations. As such, the Union Bay Improvement District (UBID) wished to investigate all potential options and opportunities to resolve this situation in as timely and a fiscally responsible manner as possible.

3. PURPOSE OF THE WORKING GROUP

The Working Group shall review all background information pertaining to the Union Bay Fire Hall project and will advise and recommend appropriate courses of action to the UBID Trustees on all required parameters, design and construction of a new fire hall site and building. In particular, the Working Group will be tasked with the following:

	2015	2016	2017	2018	2019	2020
Initial Planning and Consideration						
Site Selection						
Design Phase – Engage Architect						
Communications and Community / Stakeholder Engagement						
Financial Analysis and Project Budget Preparations						
Referendum Planning and						
Confirm Funding – All Sources						
Construction Contract Tender and Permitting Process						
Building Complex Construction						
Fire Department and UBID Administration Office Relocation						
Grand Opening						

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- Review information, deliberate and provide recommendations to the Trustees regarding all potential options and/or opportunities for a new fire hall site and ultimately for the design and construction of a new fire hall facility, based on all available background information;
- Provide ongoing information and recommendations to the Trustees, where a Board resolution is required by policy, regarding the project;
- Provide recommendations on the fees and services of project consultants, advisers and contractors;
- Review project proposals and provide submissions regarding design criteria, building configuration and construction requirements;
- Work with the design team to ensure the space planning will meet the needs of the Fire Department and UBID Administration;
- Review project budgets during design phase and capital costs of the project during construction;
- Review all financing and grant opportunities as brought forward by UBID staff and provide opinions and recommendations to the Trustees;
- Assist the Trustees with all associated referendum planning in order to obtain landowner approval of any borrowing requirements for the project; and
- Oversee construction contract tender and permitting process along with the building complex construction and completion phase to ensure project benchmarks are being achieved within projected time frames, costs, etc.

Most decisions of the working group will require ratification by the Board of Trustees however some discussions may be within the realm of the operational context of this project and therefore can be provided to staff for consideration.

4. OBJECTIVES

The Working Group shall:

- Consult with staff in order to prepare recommendations to the Board;
- Develop appropriate reporting processes;
- Review capital plans and provide recommendations to the Board; and
- Recommend applicable policy as required and/or as requested by the Board.

5. ORGANIZATION

5.1. Composition

The Working Group membership will comprise of no more than seven (7) individuals who will be representative of the following positions, organizations or groups from within the community:

- One (1) Trustee appointed by the Board to act as Working Group Chair
- UBID Administrator
- Fire Chief

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- Two (2) volunteer firefighters as nominated by the Union Bay Volunteer Firefighters Association, and
- Two (2) community members appointed by the Board

5.2. Role of Working Group Chair

- The Working Group Chair will be selected from and by the members of the Group
- Prepare an agenda for the meeting;
- Facilitate meetings; and
- Ensure timely distribution of meeting minutes and/or notes to all Working Group members and to the Board of Trustees.

5.3. Roles and Responsibilities of Working Group Members

- To attend all working meetings.
- To provide information and expertise to assist the group in meeting its overall objectives.
- To review meeting minutes to ensure they accurately reflect all group decisions and/or recommendations.

5.4. Working Group Code of Conduct

Members of the Working Group agree to operate under the following code of conduct:

- Discussions at working group meetings will be focused on the issues and facts;
- The diverse perspectives of each member will be respected;
- Strong disagreements and conflicts will be seen as a natural part of group work;
- Members can expect courteous behavior from each other;
- No member will speak publicly in a way that denigrates UBID, other members, or staff;
- Assumptions will not be made about what a particular member means when they speak. Each member has a responsibility to ask for clarification;
- Disagreements will not be taken personally, nor made personal;
- Members have the right and responsibility to speak publicly and explain their position whether they agree or disagree with the decisions of the group and of the UBID Board;
- Members, when speaking at working group meetings and publicly, will avoid inflammatory language. They are expected to speak in an objective manner.

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5.5. Term

- The Working Group exists until the conclusion of the Union Bay New Fire Hall Project, with a new fire hall currently estimated to be completed in the next five (5) years or the year 2020.
- All Working Group members will be appointed by the UBID Board of Trustees with the expectation of a minimum two (2) year commitment. As with all Board Standing or Ad-Hoc Committees, this Group exists at the pleasure of the Board.

5.6. Advisory Persons to the Working Group

The following persons may be asked to participate in meetings of the Working Group in an advisory capacity:

- Project Architect as appointed by the Board
- Engineers or other qualified Professionals as deemed required for the project
- Other invited groups, agencies or individuals acting in a resource capacity

6. MEETINGS AND REPORTING

6.1. Frequency of Meetings

The Working Group Chair shall convene meetings as deemed required based in part on an approved project work plan and significant benchmarks being achieved.

6.2. Reporting Requirements

- The Working Group shall report directly to the UBID Board of Trustees.
- The Working Group shall submit an annual work plan for approval by the UBID Board of Trustees.
- The Working Group Chair shall provide a report at each scheduled regular Board of Trustees Meeting.

7. DECISION MAKING

All decision making within the Working Group shall be based on consensus whenever and wherever possible.

8. QUORUM

A quorum is defined as a minimum of four (4) members, with at least one being the Working Group Chair or his/her designate.