



Emergency Operations Center Committee

Meeting Agenda

May 11, 2022 3:00pm

Call to Order

Review Action Items From April 27 Meeting

- **Consultant Suggestions**
- **Confirm Consultant Costs Eligible Under SCIF**
- **Property Availability** (For Future Discussion - TBD)
- **Projected Growth Rate for White Oak Fire District**

Identify Criteria for Requests for Proposals

Adjournment

Next Meeting Date/Time May 25, 2022 - 3:00pm

Committee Contacts:

pwebb@ci.swansboro.nc.us

janell@ci.swansboro.nc.us

emeraldcoast@hotmail.com

ddegan@ci.swansboro.nc.us

kjackson@ci.swansboro.nc.us

alexrwoodpe@gmail.com

dustyrhodesnc@gmail.com

lphilpott@ci.swansboro.nc.us

ruszdavis613@gmail.com

Laurent.meilleur@gmail.com

iconaway@ci.swansboro.nc.us

royherrick4@gmail.com

hpugliese@ec.rr.com



	Current	Proposed 2030	Proposed 2050
Fire Dept Space	7728 sq ft	11,504 sq ft	11,774 sq ft
Police Dept Space	<u>3252 sq ft</u>	<u>6905 sq ft</u>	<u>7165 sq ft</u>
TOTALS	10,980 sq ft	18,409 sq ft	18,939 sq ft

Source: Wooten Report provided to BOC 5/24/2021

(It is noted that the Wooten Reports were not approved/adopted by the Board of Commissioners)

Atlantic Beach – did not use consultant/staff knew needs

Town of Wallace – Stewart, Cooper Newell

Town of Mooresville – Winbourne

Sampson County – Mission Critical Partners, ADW Architects, Monteith Construction

(work began in 2019, \$5.4M, 36,313 sq ft)

Town of Southport - ?

Town of Beaufort - ?

Confirmed consultant cost is eligible cost under SCIF



May 19, 2021

Mr. Christopher D. Seaberg
Town Manager
601 W Corbett Avenue
Swansboro NC 28584

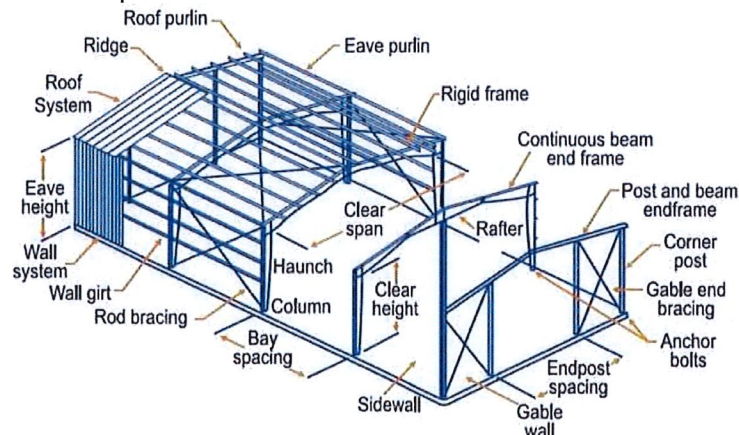
**Re: Public Safety Building Restoration/Relocation
Planning Status Memo**

Dear Chris:

We had expected that by Wednesday 4/28/21 we would have a structural report with results regarding the load carrying capacities of the critical (measured) members.

Most of the structural elements have been calculated regarding their ability to counter the forces required by the current Building Code as the Town has requested. The Main Frames are taking a little longer because of their specialized shape. Below are our findings. Note that remedy approaches will be discussed within the full report.

Element	Finding
Footings:.....	assumed to be insufficient
Anchor Bolts attaching Main Frames to Footings:.....	sufficient
Main Frames:.....	still in analysis
Gable end wall framing:	insufficient
Girt, secondary framing supporting wall panels:.....	insufficient
Purlins, secondary framing supporting roof panels:	insufficient
Bracing of the above secondary framing:.....	insufficient
Cross bracing in walls:.....	insufficient
Cross bracing in roof:.....	insufficient
Metal wall panels:	sufficient
Metal roof panels:	sufficient



120 North Boylan Avenue
Raleigh, NC 27603-1423

919.828.0531
Fax 919.834.3589

www.thewootencompany.com

Mr. Christopher D. Seaberg
Town of Swansboro

May 19, 2021
Page 2

We have tabulated the current and projected staffing through the year 2030 and 2050 target dates. We analyzed staffing and associated that with the office or space required. We have included spaces which are not associated with a given employee but are needed for the functioning of the department...like Radio Room or the Decontamination area. Lastly, we covered spaces that are needed in the building for general functionality not related to specific operations. These areas might include a Foyer, or a Public Restroom. Attached are the Square Footage Tables Which we have Calculated.

If any questions come up, please do not hesitate to reach out.

Sincerely,

THE WOOTEN COMPANY

A handwritten signature in blue ink, appearing to read "RDPearlman", with a long horizontal flourish extending to the right.

Russell D. Pearlman, AIA
Project Architect

rdp

Swansboro Public Safety
Fire Department Square Footages



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

TWC No. 2760-AE

Fire Staff Spaces

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
1	Fire Chief	Tessing, Mark	Chief's Office	Captains		154	150	150
2	Fire Captain	Taverine, Kevin	Squad Room/ Captain's Office-A	Squad Room	Acting Inspector	298	120	120
3	Fire Captain	Earles, Bettie Ashleigh	Squad Room/ Captain's Office-B	Squad Room	Shared in area noted.	(Area #2)	120	120
4	Fire Captain	Hannon, Robert J.	Squad Room/ Captain's Office-C	Squad Room	Fire Prevention. Shared in area noted.	(Area #2)	120	120
5	Fire Department Assistant- PT	Tessing, Linda	FD Assistant's Office	Foyer/Air Lock		116	100	100
6	Fire Engineer - PT	Degnan, David	Squad Room	Break	(8) Workstations	(Area #2)	400	500
7	Fire Engineer - PT	Stanley, Jr., William	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
8	Fire Engineer - PT	-	Squad Room	Break	Shared in area noted.	-	(Area #6)	(Area #6)
9	Fire Driver/Oper - FT	Roberts, Jr., Roberts R.	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
10	Fire Driver/Oper - FT	Forty, Raysiel	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
11	Fire Driver/Oper - PT	Cecil, Matt	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
12	Fire Driver/Oper - PT	Matthias, Travis	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
13	Fire Driver/Oper - PT	Odham, Gary	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)

Swansboro Public Safety
Fire Department Square Footages



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

TWC No. 2760-AE

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
14	Fire Driver/Oper - PT	Polk, Ethan	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
15	Fire Driver/Oper - PT	West, Joseph	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
16	Fire Driver/Oper - PT	-	Squad Room	Break	Shared in area noted.	-	-	(Area #6)
17	Fire Driver/Oper - PT	-	Squad Room	Break	Shared in area noted.	-	-	(Area #6)
18	Firefighter - PT	Bellamy, Chase	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
19	Firefighter - PT	Jones, Corey	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
20	Firefighter - PT	Manley, Darrell	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
21	Firefighter - PT	Mathis, Pat	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
22	Firefighter - PT	Pimenta, David	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
23	Firefighter - PT	Watson, Christopher	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
24	Firefighter - PT	Webster, Clayton A.	Squad Room	Break	Shared in area noted.	(Area #2)	(Area #6)	(Area #6)
25	Assistant Chief	Kevin MacEnroy	Squad Room	Break	PT Volunteer currently. Shared in area noted.	(Area #5)	120	120
26	Inspector	-	Squad Room	Break	Shared in area noted.	-	(Area #6)	(Area #6)
27	Fire Prevention	-	Captain's Office-D	Squad Room		-	-	120

Swansboro Public Safety
Fire Department Square Footages



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

TWC No. 2760-AE

Fire
Function
Spaces

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
28	-	-	Truck Bays	Exterior	(+) 1 Bay in future.	4400	5500	5500
29	-	-	Oxygen Tank Storage	Truck Bays	Currently stored on trailer in bay	-	100	100
30	-	-	Bunkroom-M	Squad Room	(4) Bunks	260	260	260
31	-	-	Bunkroom-W	Squad Room	(4) Bunks	260	260	260
32	-	-	Conference	Chief's Office		-	180	180
33	-	-	Copy/Reception	FD Assistant's Office		-	80	80
34	-	-	Kitchen	Squad Room	Commercial Grade Needed	235	350	350
35	-	-	Lounge	Squad Room		255	300	300
36	-	-	Radio Room	Truck Bays		50	80	80
37	-	-	Fitness Room	Truck Bays	Currently shared in area noted.	(Area #28)	200	200
38	-	-	Men's Staff WC	Squad Room		165	200	200
39	-	-	Women's Staff WC	Squad Room		165	200	200
40	-	-	Stg. Linen Closet	Bunkrooms		-	25	25
41	-	-	Stg. Miscellaneous	Squad Room		-	150	200
42	-	-	Supplies/Storage	Kitchen		50	100	100
43	-	-	Paramedic Storage	Truck Bays	EMS Med Supplies/ Refrig.	-	32	32

Swansboro Public Safety
Fire Department Square Footages



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

TWC No. 2760-AE

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
44	-	-	Standard Laundry	Squad Room		-	80	80
45	-	-	Decon. Room	Truck Bays		-	80	80
46	-	-	Hose Drying	Truck Bays	30'-0" Ceiling	-	32	32

Facility
Function
Spaces

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
47	-	-	Foyer/Air Lock	Public WC's		180	200	200
48	-	-	Meeting/Training Room	Squad Room		1060	1200	1200
49	-	-	Generator	Exterior	On site	-	-	-
50	-	-	Server/Network/Surveillance	Office Supply	Main server located at Town Hall	80	80	80
51	-	-	Janitor/Cleaning Supplies	Kitchen	Currently shared in area noted.	(Area #34)	25	25
52	-	-	Office Supply	Paper Supply		-	80	80
53	-	-	Paper Supply	Office Supply		-	80	80
54	-	-	Mech/Elec	Exterior Wall		-	300	300
55	-	-	Men's Public WC	Foyer/Air Lock		-	100	100
56	-	-	Women's Public WC	Foyer/Air Lock		-	100	100

Swansboro Public Safety
Fire Department Square Footages

TWC No. 2760-AE



THE WOOTEN COMPANY
120 North Boylan Avenue Raleigh, NC 27603-1423

Space Needs	Current SF	2030 Need	2050 Need
Subtotal	7398	10579	10849
Ancillary	330	925	925
Total SF	7728	11504	11774
Occupied %	96%	92%	92%

Staff Qty.	Current	2030 Need	2050 Need
	22	24	27

Swansboro Public Safety
Police Department Square Footages

TWC No. 2760-AE



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

Police Staff Spaces

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
1	Police Chief	Jackson, Ken	Chief's Office	Lt.'s Office		210	150	150
2	Police Lieutenant	Taylor, Dwayne	Lt.'s Office	Squad Room	Acting Assistant Chief	122	150	150
3	Detective	Fickey, Anton	Detective's Office-A	Squad Room		175	120	120
4	Detective	Watts, Brenda	Detective's Office-B	Squad Room	Shared in area noted.	(Area #3)	120	120
5	Admin Rep	Stanley, Teresa	Reception	Foyer/Air Lock	Shared between Fire & Police	145	120	120
6	Police Sergeant	Kackiemier, Kyle	Squad Room	Break	(1) Sergeant Workstation/Files	245	500	600
7	Police Sergeant	McNeil, Jeremy J	Squad Room	Break	(1) Sergeant Workstation/Files. Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
8	Police Officer	Brim, Benjamin M.	Squad Room	Break	(6) Officer Workstations/Files. Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
9	Police Officer	McLean, John	Squad Room	Break	Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
10	Police Officer	Morin, Krystal	Squad Room	Break	Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
11	Police Officer	Tallman, Ryan	Squad Room	Break	Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
12	Police Officer	Wellmer, Kyle M.	Squad Room	Break	Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
13	Police Officer	-	Squad Room	Break	Shared in area noted.	-	(Area #6)	(Area #6)
14	Police Officer	-	Squad Room	Break	Shared in area noted.	-	(Area #6)	(Area #6)
15	Police Officer	-	Squad Room	Break	Shared in area noted.	-	-	(Area #6)
16	Police Officer	-	Squad Room	Break	Shared in area noted.	-	-	(Area #6)
17	Police Officer	-	Squad Room	Break	Shared in area noted.	-	-	(Area #6)

Swansboro Public Safety
Police Department Square Footages



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

TWC No. 2760-AE

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
18	Reserve Officer (PT)	-	Squad Room	Break	Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
19	Reserve Officer (PT)	-	Squad Room	Break	Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
20	Reserve Officer (PT)	-	Squad Room	Break	Shared in area noted.	(Area #6)	(Area #6)	(Area #6)
21	Captain/Asst. Chief	-	Lt.'s Office	Squad Room	Lt. to be promoted; no new position	-	(Area #2)	(Area #2)
22	Detective	-	Detective's Office-C	Squad Room		-	-	120
23	Corporal	-	Squad Room	Break	(1) Corporal Workstation/Files. Shared in area noted.	-	(Area #6)	(Area #6)
24	Corporal	-	Squad Room	Break	(1) Corporal Workstation/Files. Shared in area noted.	-	(Area #6)	(Area #6)

Police Function Spaces

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
25	-	-	Incident Report	Lt.'s Office	Currently shared in area noted.	(Area #27)	100	100
26	-	-	File Room	Detectives		50	80	120
27	-	-	Interview Detainee	Detectives		68	100	100
28	-	-	Processing	Lt.'s Office	Intoxilizer at Sheriff's Office	80	160	160
29	Detainee	-	Detainees WC	Interview Detainee		-	50	50
30	-	-	Armory	Lt.'s Office	ammunition, weapons	104	120	120
31	-	-	Utility Equipment	Lt.'s Office	Currently shared in area noted. (uniform attire, duty gear, pepper spray, belts, batons, spare radios, crime scene processing, spare vehicle equipment)	(Area #30)	100	100
32	-	-	Evidence	Detectives	Provide pass through lockers for transferring evidence. Refrigeration.	148	150	150

Swansboro Public Safety
Police Department Square Footages



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

TWC No. 2760-AE

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
33	-	-	Property Storage	Detectives	Currently shared in area noted.	(Area #32)	120	120
34	-	-	Sallyport	Interview or Detainee WC	Two vehicles and storage with trench drain.	-	1000	1000
35	-	-	Vehicle Examination/ Evidence Holding	Sallyport		-	720	720
36	-	-	Locker Room	Squad Room	Personal locker space, one per staff member	-	150	150
37	-	-	Men's Staff WC	Locker Room	Currently shared with Fire Dept.	165	165	165
38	-	-	Women's Staff WC	Locker Room	Currently shared with Fire Dept.	165	165	165
39	-	-	Shower Room-A	Locker Room	Currently shared in areas noted.	(Areas #36 & 37)	50	50
40	-	-	Shower Room-B	Locker Room	Currently shared in areas noted.	(Areas #36 & 37)	50	50
41	-	-	Shower Room-C	Locker Room	Currently shared in areas noted.	(Areas #36 & 37)	50	50
42	Staff (6-8)	-	Break	Squad Room	sink, microwave, refrigerator, oven, 4-top.	255	250	250

Facility Function Spaces

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
43	-	-	Foyer/Air Lock	Reception		180	200	200
44	-	-	Meeting/Training Room	Squad Room		1060	1200	1200
45	-	-	Generator	Outside	New generator needed. Located on site.	-	-	-

Swansboro Public Safety
Police Department Square Footages



THE WOOTEN COMPANY

120 North Boylan Avenue Raleigh, NC 27603-1423

TWC No. 2760-AE

Area #	Occupant Title	Occupant	Room Name	Near	Note	Current SF	2030 Need	2050 Need
46	-	-	Vehicle Charging	Outside	(4) charging stations on site	-	-	-
47	-	-	Server/Network/Surveillance	Office Supply	Main server located at Town Hall	80	80	80
48	-	-	Janitor	WC's/Break	Currently shared in room noted.	(Area #42)	25	25
49	-	-	Office Supply	Paper Supply		-	80	80
50	-	-	Paper Supply	Office Supply		-	80	80
51	-	-	Mech/Elec	Exterior Wall		-	300	300
52	-	-	Men's Public WC	Foyer/Air Lock		-	100	100
53	-	-	Women's Public WC	Foyer/Air Lock		-	100	100

Space Needs	Current SF	2030 Need	2050 Need
Subtotal	2922	6000	6260
Ancillary	330	905	905
Total SF	3252	6905	7165
Occupied %	90%	87%	86%

Staff Qty.	Current	2030 Need	2050 Need
	13	18	22



REVISIONS

wooten

120 North Boylan Avenue • Raleigh, NC 27603-1423
(919) 828-0531 • thewootencompany.com
License Number : F-0115

TOWN OF SWANSBORO NORTH CAROLINA
POLICE AND FIRE DEPARTMENT
PRELIMINARY FLOOR PLAN

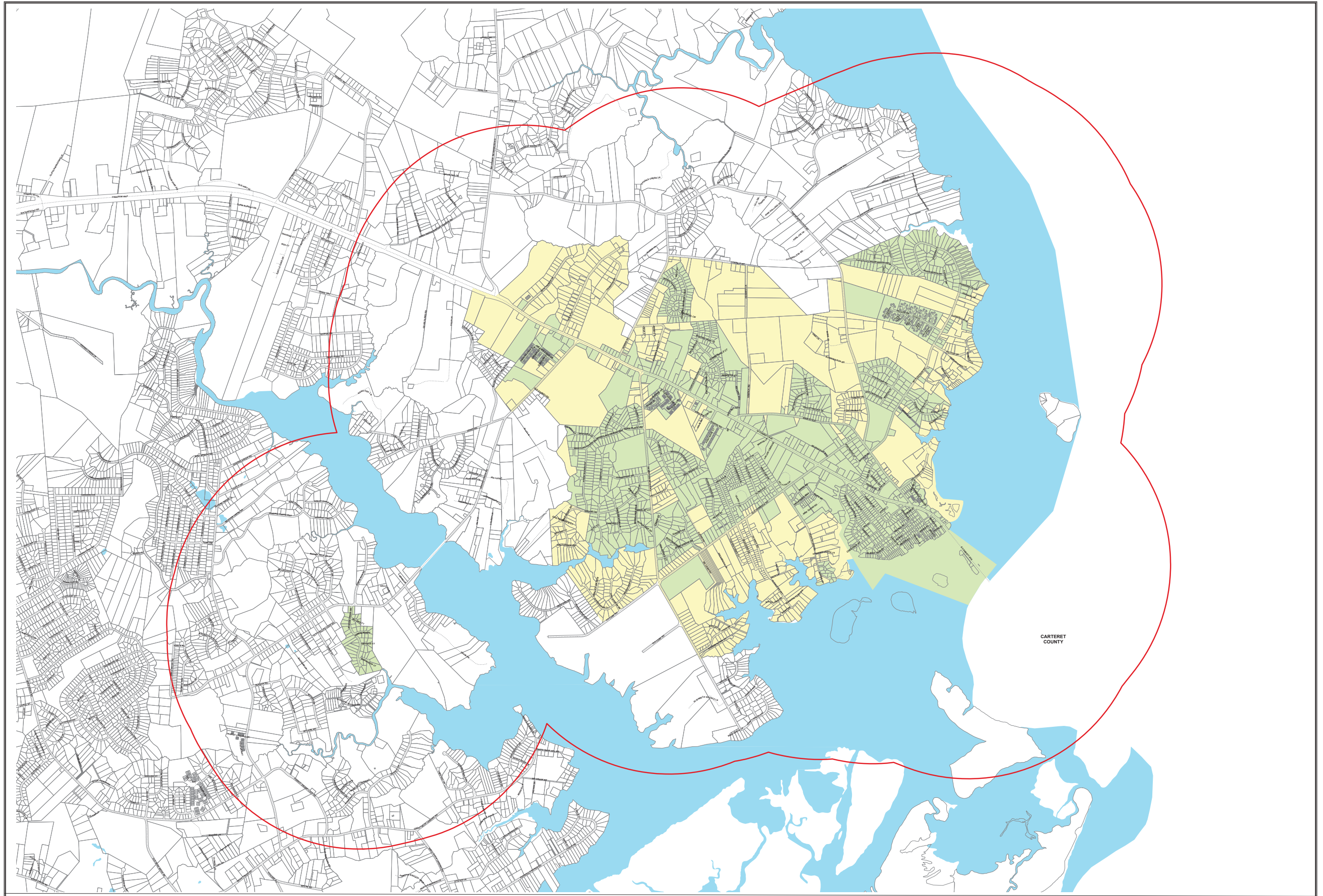
PRELIMINARY
NOT FOR CONSTRUCTION

DESIGNED BY: RDP
DRAWN BY: TSM
CHECKED BY: RDP
PROJECT NO.: 2760-AE
DATE: 08-02-21
SCALE: 1/8" = 1'-0"

SHEET NO.

A101

PRELIMINARY
FOR REVIEW PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION



CARTERET
COUNTY

- Road Centerlines
- 1 mile buffer of City Limits
- Parcels
- Swansboro City Limits
- Swansboro ETJ



1 inch = 850 feet

Town of Swansboro City Limits & ETJ

PRODUCED BY ONSLOW COUNTY GIS

Date: 4/28/2022
This map is intended for reference only.
All dimensions are approximate.
As per NCOS 132-10, this map is not to be
reused or otherwise used for commercial
purposes.