

Emergency Operations Center Committee

Meeting Agenda

July 13, 2022 – 3:00 pm

Call to Order

Minutes

- April 25, 2022, Special Meeting minutes
- May 11, 2022, Regular Meeting minutes
- May 25, 2022, Regular Meeting minutes
- *June 8, 2022, Regular Meeting canceled*
- *June 22, 2022, Regular Meeting canceled*

New Member Introduction

Review Direction provided by Board of Commissioners

Review Action Items from May 11th and 25th Meetings

- Site location
 - Aerial view of Campus
- RFQ Draft (*to be provided at the meeting*)
- Review site visits

Closed Session – *pursuant to NCGS 143-318.11 (a) (5) for the discussion of possible property acquisition.*

Adjournment

Next Meeting Date/Time: July 27, 2022.3:00 pm

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Town of Swansboro
Emergency Operations Center Committee
April 27, 2022, Special Meeting

In attendance: Paula Webb, David Degnan, Ken Jackson, Jennifer Ansell, Brenda Pugliese, Commissioner Larry Philpott, Commissioner Jeff Conaway, Dusty Rhodes, Roy Herrick, and Junior Freeman. Laurent Meilleur arrived at 3:30 pm. Members absent: Alex Wood and Russ Davis.

Call to Order

The meeting was called to order at 2:33 pm.

Committee's Purpose

Mrs. Webb gave an overview of the committee's purpose which was to review and provide recommendation back to the Board of Commissioners on Emergency Operations Center location and design.

Transparency/Conflicts of Interest References

Documentation was provided to be reviewed by all members for the committee's requirements under the open meetings law (NCGS 143-318.9 & 10) and conflicts of interest (NCGS 14-234).

Committee Discussions

Fire Chief Dave Degnan shared that the Town's current Emergency Operations Center (EOC) location at the Public Safety Building would not withstand anything above a category 2 hurricane. As a result, a MOU with the Swansboro United Methodist Church had been established for use of their facility.

The basic function of a EOC was for housing of essential personnel during an event/disaster. The facility would need to withstand winds at 135 mph. The EOC could be a stand-alone structure only for the purpose of utilizing during an event/disaster or could be a facility that accommodates the policy and fire department year-round with the EOC contained within the facility.

Committee member shared what they envisioned for an EOC, and majority felt the final result should be a facility that house the public safety department with EOC facilities in the Swansboro area. The committee was reminded the cost of the entire project; site prep, architectural design, construction, contents and if needed, property acquisition, had to be performed within the \$6 million budget. Furthermore, the committee was asked to consider other options besides constructing a new public safety/emergency operating facility.

Mrs. Webb shared a copy of the Wooten proposal for a EOC that provided to the Board of Commissioners to the committee. Commissioner Philpott shared that the concept was not supported by the Board of Commissioners, and it was expressed that they wanted to explore all options before making a final decision.

During discussion, the option of hiring a consultant to help with site requirements and in determining the size of the building vs. the budget and viewing area EOC's was desired. Mrs. Webb was unsure if the provided SCIF funds could be used for a consultant, she would research and provide details at the next meeting. Additionally, further information on the growth rate of the White Oak Fire district was requested. Mr. Degan would provide growth rate details at the next meeting and see about scheduling visits to area EOC's

Committee Chair & Vice Chair

Commissioner Larry Philpott was appointed as Chair and Commissioner Jeffrey Conway was appointed as Vice-chair.

Committee Meeting Schedule

A regular meeting schedule of the 2nd and 4th Wednesday of the month at 3:00 pm was established for the committee.

Adjournment

The meeting adjourned at 4 pm.

Town of Swansboro
Emergency Operations Center Committee
May 11, 2022, Regular Meeting

In attendance: Paula Webb, David Degnan, Ken Jackson, Jennifer Ansell, Brenda Pugliese, Commissioner Larry Philpott, Commissioner Jeff Conaway, Dusty Rhodes, Roy Herrick, Laurent Meilleur, and Junior Freeman. Members absent: Alex Wood and Russ Davis.

Call to Order

The meeting was called to order at 3:00 pm.

Review Action Items from April 27 Meeting

Mrs. Webb reported that the SCIF funds grant could be used for contracting consultants. For acquiring a consultant, the committee recommended staff develop a “request for qualifications” (RFQ) to solicit a firm that could assist in determining a location for the new facility and to provide expertise on construction costs. As for a proposed site, the committee recommended two locations, on the current town hall campus or at a site yet to be named. The firm would later be expected to provide architectural design and civil engineering services, oversee bidding the project and provide construction management.

For soliciting a consultant, it was suggested to set the size of the building between 12,000 and 16,000 sf. The current public safety building totals about 11,000 sf. Committee members familiar with projects of this size suggested 2 to 3 acres would be sufficient if property acquisition was required. To give perspective, the Hampton Inn sits on 3.09 acres.

Consideration was also given to the current public safety facility and how it could be repurposed. A suggestion was made to relocated Public Works. Further discussion on this was needed.

Fire Chief Degnan was asked to schedule two site visits on the next meeting date, May 25, specifically, at Atlantic Beach and Beaufort. It was also suggested to schedule a visit at the new facility in Southport.

The next meeting is scheduled for Wednesday, May 25. Tentatively, committee members would leave town hall about 9 am and meet at Atlantic Beach FD at 10 am and at Beaufort FD after lunch.

In regard to members who had not been in attendance, suggestion was given to reach out to those members to see if they wished to continue serving. If they could no longer serve, replacements should be considered.

Adjournment

The meeting adjourned at 4:03 pm.

Town of Swansboro
Emergency Operations Center Committee
May 25, 2022, Regular Meeting

In attendance: Paula Webb, David Degnan, Commissioner Larry Philpott, Commissioner Jeff Conaway, Dusty Rhodes, and Dwayne Taylor. Members absent: Laurent Meilleur, Junior Freeman, Brenda Pugliese, Russ Davis, Alex Wood, Roy Herrick,

Site Visits to Area EOC's

Committee members left Swansboro Town Hall at 9 am and conducted site visits to several area Emergency Operation Centers.



