

# Southern Southeast Emergency Training Center (SSETC)



## REGIONAL TRAINING CENTER DEVELOPMENT PLAN

PROVIDING THE TRAINING AND TOOLS NECESSARY TO OUR  
EMERGENCY RESPONDERS TO HELP PROTECT OUR COMMUNITIES  
IN SOUTHEAST ALASKA.

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# REGIONAL TRAINING CENTER

## TRAINING IS A NEVER ENDING RESPONSIBILITY

### **Introduction**

Across this United States, the men and women of America's fire service are deeply woven into the basic fabric of our nation, made up of career staff and volunteers the fire service is united in their mission to provide a critical service to those areas served.

According to the National Fire Protection Association (NFPA), approximately 800,000 volunteer firefighters serve across the country. Of all the fire departments in America, 73 percent are all-volunteer departments, protecting the majority of this nation's geographical area. Volunteer, career and combination fire departments across the nation are faced with the daunting task of providing more service with fewer assets available. As an example the NFPA notes that fire and rescue departments provide approximately 68 percent of EMS response across the country. Providing EMS services through a fire department makes sense because fire stations are strategically located throughout the community to provide a rapid response, and fire departments are already engaged in the "customer response business," however fire-based EMS requires a great commitment from an already stretched fire service training budget.

Ketchikan is the first Alaska port of call for northbound cruise ships, commercial vessels and state ferries, Ketchikan is 680 air miles north of Seattle and is located in the nation's largest national forest, the Tongass, which totals 17 million acres.

Ketchikan is known throughout Alaska as a friendly, hard-working town. Tucked into the mountains of southeast Alaska, and spilling down to the shores of the Inside Passage, this regional hub of 15,000, makes its living from the surrounding forest, from the abundant fish runs, and from the thousands of visitors that flock north each year.

Every year 700,000 tourists flock to the shores of our sleepy little town, while a welcome financial and cultural opportunity the huge increase in the population taxes our local emergency services and requires an increase need for training. This project directly addresses the need to combine fire service resources and training to meet the increased need. Due to the nature of the tourist industry in Alaska this need is not unique to Ketchikan and in fact is a common concern of many of the communities in southeast Alaska.

### **Applicant**

This application is being submitted by the Southern Southeast Emergency Training Center (SSETC). We are a 501-C (3) non-profit corporation as allowed by Alaska law and have been formed to develop and manage the training center The corporation is managed by (3) officers; a President, Secretary, and Treasurer, and a (6) person Board of Directors. The corporation will be

assisted as needed by technical advisers from local and regional emergency service organizations.

## **Project Name**

This project named The Southern Southeast Emergency Training Center (SSETC) will be located at 13110 North Tongass Highway, in Ketchikan Alaska.

The training conducted at this facility will follow established State and National fire standards with certified, experienced instructors. Instructors will be a mixture of local, State and National sources. The training offered will satisfy a litany of federal, state and local mandated training, including NIMS training which is required by a presidential order for a wide range of public services that would become aligned with emergency services during a national emergency.

This regional training center project has been developed to address the rising cost and availability of emergency services training for community responders in the southern half of southeast Alaska. This regional training center will enable fire, rescue, and emergency medical service (EMS) departments and organizations south of Juneau, including Prince of Wales Island and Metlakatla, to send their emergency response personnel to quality training center that is located in the State that can provide standardized training that utilizing economy of scale practices will greatly reduce cost

The training center will be able to provide training at a significant cost savings, the design allows the center to set up a variety of required training situations at a moment's notice with a minimum of manpower. One of the major costs for out of town participants is always the additional cost for housing, this cost at times will limit the smaller department's ability to send their members out for training, this cost is addressed in Phase II with the addition of facility upgrades including a bunkhouse to house students. A minimal charge for classes can be assessed to fund needed upgrades and maintenance issues of the center.

## **Project Concept**

The training center is designed in three phases, each phase incorporates its own stand alone capabilities that enhance the existing facilities, as an example nearly 40% of Phase I provides site preparation for the completed project, however work completed in Phase I can be immediately utilized by providing Emergency Vehicle Driving Certifications, NFPA required pump and hose testing, and other certified and non-certified fire service training. This is made possible because Phase I complements the existing facilities. Phase II will add to the overall capability by adding live fire burn props and bunkhouse capabilities allowing for larger classes and an expanded training curriculum. Phase III will further add to the capabilities by adding aircraft fire and rescue capabilities to the now existing facilities.

The project was developed in three phases in order to insure the project could be completed with the anticipated funding available. Each phase was designed to provide for the maximum value added construction opportunities while addressing the most needed training capabilities first.

In order to hold cost to a minimum this facility has been designed so each area is capable of multiple uses. While this makes the footprint somewhat smaller than other training facilities we feel due to the volume of training anticipated it is unlikely that multiple training evolutions would directly compete with the space available. The fire department's area wide training committee has committed to work with the non-profit, feel confident that training requests can be scheduled to eliminate any potential space conflict.

## **Project Description**

### Phase I

The current facility includes a 2000 sq foot training classroom with lavatory facilities. The classroom is equipped with tables, chairs, and limited office support equipment and has been designed to seat 30 students. Phase I will add site improvements, hose and pump testing facilities, training tower and burn room, and improvements to the water distributions system. Phase I is scheduled for completion in 2010.

The funding for the final plan review, final design review, and site preparation for Phase I will be provided by the 2009 CPV Fund Request and site development and construction funding will be provided by the FY 2010 Funding Request.

### Plan development:

- The most important part of any project is the planning, we recognize this as an important step in the training center's development. As this project will be developed in three phases, we feel a comprehensive value added plan is critical to ensure each phase is developed with the proper infrastructure in place so not to hinder following phases of construction while ensuring the construction completed will allow for the maximum use possible of the area developed.

Local and regional experts in the fire and emergency services have come together to develop a plan that would meet the local and regional needs. We feel confident the plan as presented will meet all expectations and provide for low maintenance and expandability of the center. However we recognize the importance of technical assistance specific to the construction of emergency services training centers in order to finalize the smaller details of such elements like installed fire systems, training props, and other mechanical systems as necessary. As part of phase I this expertise will be secured through a RFP process. It is anticipated minor changes to the plan may occur based on those recommendations but should have little to no effect on the conceptual plan as presented.

### Site work will include:

- Access improvements will include upgrades to the existing facility and new development adjacent to the existing fire station. At the completing of the site work in phase I the most basic of training could be started utilizing the open training area. The work will include:

- The existing driveway requires little work other than ditch line cleanup, the existing parking lot will be enlarged to 25,000 sq ft. and both surfaces will be graded and surfaced in order to support the increase in traffic and weight of vehicles brought to the training center.
  - The outside training area includes 46,200 sq. foot of paved open training area. This area will be constructed to support repeated use of vehicles up to 75,000#. The working surface will be graded and drained to capture run off through an oil water separator system
  - Underground conduit for the training tower will be installed for communications, and electrical power. Additional underground conduit will be installed for control systems, propane fuel lines, and outdoor lighting systems that will be installed in phase II.
  - Piping will be installed to the training tower for training props, fire suppression training and hose testing stations. Additional piping will be installed for the hydrant system.
  - The existing water tank will be upgraded to 45,000 gal. in order to supply the increased need for water.
- New outside facilities:
- Emergency Vehicle Operations Course (EVOC) - This training requires drivers to negotiate fire apparatus through a driving course necessary for completion of the required State of Alaska EVOC certification. The course will utilize the majority of the 46,200 sq ft open training area
  - Apparatus pump testing – A closed loop 2000 gal. pump test pit will be installed allowing local fire departments to complete fire pump testing in a manner that minimizes the use of water, thus eliminating any runoff concerns or damage. This will enable departments to comply with the National Fire Protection Association (NFPA) annual pump test requirement. Currently there are 16 local fire apparatus that require annual pump testing.
  - Fire hose testing - Utilizing the open area will allow local fire departments to complete fire hose testing in a manner that minimizes the danger of high pressure testing within a limited area and will contain and treat any runoff. This will enable departments to comply with the National Fire Protection Association (NFPA) annual hose test requirement. Currently there is an estimated 25,000 feet of local fire hose that require annual testing.
- Training tower, this building will house a training control room, live fire burn rooms, provide four stories with multiple ground level and above ground level entrances, and multi-use areas for EMS, fire, and rescue training. The building will include:
- Live fire burn rooms - There will be two separate burn rooms, one for above ground and one for below ground training as required by IFSTA firefighter I certification. The rooms will be constructed with fire resistive materials allowing crews to enter and extinguish live fire in a controlled safe environment.

- Rope rescue stations - Several stations will be built for rope rescue operations, we have two local and two regional established rope rescue teams who require this training. The top of the tower will provide external stations for high angle rope systems, the interior floors will be configured with lift out panels in the floor for lowering and raising evolutions. All anchoring points will be designed with the required 15:1 safety factor and all edge points will be rounded to prevent equipment damage.
- Tower control room - This room will in phase II be utilized to control the live fire evolutions, a propane system will be added that can instantly turned off and vented greatly enhancing the safety of live fire operations. The utilizing of propane over class A fuels will result in the reduction of facility clean up cost by over 90%.
- Confined space station - This station will be constructed to the side of the main tower, configured with a flat roof with domed, manhole and vertical pipe weldments. The space under the roof deck will be used for a variety of confined space props. There is one confined space rescue team locally and both the shipyard and KPU have employees required to attend confined space training.
- Roof access station - This station will be constructed to the side of the main tower, configured with a multi-pitched roof this station will be used for laddering, ventilation, rescue and suppression training.
- EMS training – The entire building will be utilized for the treatment of patients in a more realistic environment than is currently available. Locally EMS crews respond to many calls for shipboard emergency's, this building is easily configured for a shipboard environment.
- FIRE training – The entire building will be utilized for SCBA training, firefighter rescue, victim search & rescue, low visibility operations using the installed non-toxic smoke system, sprinkler and alarm operation training using the installed props, forcible entry, salvage training, all necessary for firefighter I & II certifications.
- Marine firefighting – The burn room on the lower floor is designed with the ability to configure with bulkheads to simulate shipboard confined space and engine room fires. The confined space area can be also be configured for dewatering and damage control operations, this training is necessary for USCG, Alaska Marine Highway, and many of the regional shipping companies that require fire fighting personnel while underway. Due to the increase in large shipping traffic primarily due to the tourist industry; land based fire departments through out southeast Alaska have needed to seek out shipboard fire fighting training as a necessity to provide protection for these large ships while in port.

## Phase II

The current facility will now include parking and outside training areas, facilities for testing of apparatus and fire equipment, and the training tower will provide for the basic emergency services training needs. Phase II will include enhancements to improve the safety and reduce the environmental impact of the training provided, and increase the ability to attract larger regional classes with the addition of quarters and improvements to the existing fire station. Phase II is scheduled for completion in 2012.

The funding for the facility upgrades, training props, propane fuel system, and outside lighting for Phase II will be provided by the FY 2010 Funding Request; operational budget funding will be provided by the 2010 Maintenance Agreement funding and in kind donations.

### Existing facility upgrades:

- A 2000 sq ft. addition to the existing fire station will be completed, this two story addition will include improvements to the existing training room, reconfiguration to the existing workout center, and the addition of facilities necessary to house (10) students.
- Outside training props will be added including vehicle, storage tank, and plug and dike stations, all will be propane fueled and controlled by the training tower control room.
- Both burn rooms will be retrofitted with propane systems monitored and controlled and monitored by the training tower control room.
- Outside lighting will be added throughout the facility, increasing the safety for winter time drills that must be conducted at night.

## Phase III

The project is now nearly complete, the addition of crash fire rescue training capabilities address the need of the 4 airports within the region to provide FAA required training to their response crews. Phase III is scheduled for completion in 2015.

The funding for the aircraft training prop will be provided by the FY 2013 Funding Request; operational budget funding will be provided by the 2013 Maintenance Agreement funding and in kind donations.

### Existing facility upgrades:

- A crash fire training prop will be installed fueled by the now existing propane fuel system.

## **Project Support**

There is broad support for the center from regional fire chiefs, the State Fire Marshall's office, Alaska Fire Service Training and Education Bureau, Southeast Region EMS Council, the Alaska State Troopers, USCG, local Search and Rescue Groups, and local legislators. The Ketchikan

Gateway Borough will contribute the land needed for development (estimated value \$68,700) and 5 acres of undeveloped land for the project. The Training Center Project is currently listed as #1 priority on the legislative projects list for Ketchikan.

### **Maintenance and Sustainability**

All aspects of this training center have been designed with a low maintenance requirement and have been built with corrosion resistive materials that do not require heated facilities. All efforts have been made to insure the construction techniques used will limit maintenance and clean up costs. Our estimates show an \$18,000.00 dollar annual cost for general maintenance and repair, this estimate was confirmed during consultation with the Fairbanks fire service training facility that is of similar size.

Agreements are in place from the four local fire departments to budget \$5000.00 annually to contribute to the maintenance cost. This will be a minor addition to most departments training budget, representing less than 10% of most training budgets.

In addition to the support of local fire departments, fees for services may be levied on a case by case basis depending on the scope and cost to provide the requested training. Additionally as the center is a 501-C (3) non-profit we will be eligible for State and federal grants that may not be available to regional municipality based emergency service organizations.

Minor Maintenance work will be performed by a combination of fire department and training center personnel with major maintenance performed by contractors hired by the training center.

### **Other Agreements:**

**Asset Dispersal**, in the event the SSERTC is dissolved; as provided by Alaska law the non-fixed assets and those fixed assets that the corporation may have on property owned by the corporation shall be dispersed to other non-profits, or governmental, or for profit organizations who share a similar mission. The fixed assets and other capital improvements on leased property are to revert to the lease holder.

**Lease with the North Tongass Fire Department (NTFD)**, The NTFD will lease to SSERTC property located at 13110 North Tongass Hwy, the lease will be for 30 years for a sum of \$1.00 per year. The lease agreement addresses insurance requirements, asset disposal, operational limitations, facility maintenance, and liabilities for the operation of the facility.

**Insurance**, the SSERTC will secure and maintain general liability, and errors and omissions insurance policies, and at such time the corporation hires staff workers compensation insurance will be provided. The SSERTC shall hold the NTFD and the Ketchikan Gateway Borough (KGB) as additionally insured for the sum of \$2,000,000. All training or activity conducted at the facility unless otherwise identified by written agreement shall be considered SSERTC hosted activity and would be covered by SSERTC operational guidelines and insurance.

**Liability,** The SSERTC shall hold harmless the NTFD, and the KGB and shall maintain hold harmless agreements with both agencies. The SSERTC shall operate the facility with engineering controls in place to minimize the environmental exposure. All training operations will be conducted using current industry standards and within the guidelines and requirements of NFPA, and OSHA.

**Training Agreement,** Is in place between the NTFD and the SSERTC outlining the scope of training and activities that may be conducted. This agreement outlines how and under what conditions training at the facility will be allowed, it will address routine single department training drills, local training operations that include multi-department attendance, training conducted by other emergency services partners, and larger regional classes involving out of town departments.

**Maintenance Agreement,** Is in place between the NTFD, SSERTC, South Tongass Volunteer Fire Department (STVFD), and the KGB/Airport Fire Department. The four local fire departments each agree to provide a yearly sum of \$5,000.00 for the routine maintenance and upkeep of the facility. The agreement outlines necessary repair work, reimbursable expenses, and other incidental costs such as snow removal and other damage not due to operation of the facility.

**Budget:**

CPV Funding Request

Revenues	Budget
Borough CPV Funding Request	100,000
Total Revenues	\$100,000
Capital Improvements	
Site Survey	15,000
Final Design & Engineering	30,000
Site Preparation and Development	55,000
Total Capital Improvements	\$100,000
Revenues / Expenditures	
Total Revenues	\$100,000
Total Expenditures	\$100,000
Total CPV Funding	\$0

Phase I, FY 2010

Revenues	Budget
FY 2010 State Funding Request	1,145,060
Borough CPV Funding Request	100,000
35% Contingency	400,771
In Kind Donations	1,950
Total Revenues	\$1,647,781
Site work	
Lower Lot, 250 x 100 = 25,000 @ \$4.50 per sq ft.	112,500
Driveway, 250 x 25 = 6,250 @ \$4.50 per sq ft.	28,125
Tendering Area, 20 x 60 = 1,200 @ \$4.50 sq ft.	5,400
Training Area, 200 x 300 = 45,000 @ \$7.50 sq ft	337,500
Total Site Work	\$483,525
Capital Improvements	
Site Survey, CPV Funding	15,000
Final Design & Engineering, CPV Funding	30,000
Site Preparation and Development, CPV Funding	55,000
Water tank upgrade to 45,000 gallons & added hydrant system	105,340
Pump Test Pit	111,090
Administrative Oversight, Project Manager	85,000
Training Tower, (4) Story, (2) Burn Rooms, Attached Roof Props	360,105
Total Capital Improvements	\$761,535
Operating Budget	
Office Supplies	900
Books and Software	600
Postage	600
Professional Services	2500
Insurance	4000
Telephone	450
Long Distance	600
Total Operating Budget	\$9650
Revenues / Expenditures	
Total Revenues	\$1,647,781
Total Expenditures	\$1,254,710
Total FY 2010	\$393,071

Phase II, FY 2011

Revenues	Budget
FY 2011 State Funding Request	1,621,500
Maintenance Agreement Income	20,000
In Kind Donations	1,950
Fees and other Income	500
Total Revenues	\$1,643,950
Capital Improvements	
Bunkhouse Construction	400,000
Installation of outdoor lighting	250,000
Insulation propane fire training props	680,000
Engineering	80,000
Cost of living Index Adjustment	211,500
Total Capital Improvements	\$1,621,500
Operating Budget	
Office Supplies	900
Operating Supplies	3,100
Books and Software	600
Rentals	500
Postage	600
Professional Services	4500
Insurance	4000
Telephone	450
Long Distance	600
Building Maintenance	2000
Facilities Maintenance	3500
Small Equipment Purchase	1500
Total Operating Budget	\$22,250
Revenues / Expenditures	
Total Revenues	\$1,643,950
Total Expenditures	\$1,643,750
Total FY 2011	\$200

FY 2012

Revenues	Budget
Maintenance Agreement Income	20,000
In Kind Donations	1,950
Fees and other Income	1000
Total Revenues	\$22,950
Operating Budget	
Office Supplies	900
Operating Supplies	3,100
Books and Software	600
Rentals	500
Postage	600
Professional Services	2500
Insurance	4000
Telephone	450
Long Distance	600
Building Maintenance	1000
Facilities Maintenance	3500
Small Equipment Purchase	500
Total Operating Budget	\$18,250
Revenues / Expenditures	
Total Revenues	\$22,950
Total Expenditures	\$18,250
Total FY 2012	\$4,700

Phase III, FY 2013

Revenues	Budget
FY 2011 State Funding Request	2,964,000
Maintenance Agreement Income	20,000
In Kind Donations	1,950
Fees and other Income	1500
Total Revenues	\$2,987,450
Capital Improvements	
Aircraft Fire Rescue Prop Installation	2,200,000
Engineering	80,000
Cost of Living Index Adjustment	684,000
Total Capital Improvements	\$2,964,000
Operating Budget	
Office Supplies	900
Operating Supplies	3,100
Books and Software	600
Rentals	500
Postage	600
Professional Services	1500
Insurance	4000
Telephone	450
Long Distance	600
Building Maintenance	1500
Facilities Maintenance	3000
Small Equipment Purchase	500
Total Operating Budget	\$17,250
Revenues / Expenditures	
Total Revenues	\$2,987,450
Total Expenditures	\$2,981,250
Total FY 2013	\$6,200

ATTACHMENT A

- Articles of Incorporation
- Bylaws
- IRS EIN Letter
- IRS Non-Profit Letter

ATTACHMENT B

- Officers and Board of Directors

ATTACHMENT C

- Letter from training center consultant

ATTACHMENT D

- Photo and Info of training tower

ATTACHMENT E

- Drain system and oil water separator

ATTACHMENT F

- Hydrant and water supply system

ATTACHMENT G

- Letters of Support

ATTACHMET H

North Tongass/SSETC Lease agreement

ATTACHMENT I

- Hold harmless agreement

ATTACHMENT J

- Training agreement