City Council Item

June 23, 2025

Item	Fire Station Facility Needs Study	
File No.		**Item No:** D.5
Agenda Section	**CONSENT AGENDA**	
Prepared By	Andrew Heger, Fire Chief	
Reviewed By		

SUGGESTED ACTION Approve agreement with CNH Architects to conduct a Facility Needs Study on the fire station.	
Motion Type	Simple Majority Vote of members present
Strategic Priority	Operational Excellence

SUMMARY

BACKGROUND

In 2021, the city retained an architectural firm and a general contractor to conduct a comprehensive facility assessment of all city-owned buildings. While the resulting report identified several maintenance items and minor potential remodel projects at the fire station, it did not account for the department's future growth, particularly related to staffing, or address critical firefighter health and safety needs. These omissions are significant, as firefighters continue to face elevated risks of cancer, cardiac events, and mental health challenges due to the nature of their work.

On May 12, 2025, staff presented a broad update to the City Council highlighting current staffing, concerns regarding response times and service delivery, and anticipated future needs. One key recommendation from that presentation was to conduct a facility needs study specific to the fire station. This study would be performed by a firm with specialized expertise in fire station design and a deep

understanding of operational functionality. The goal of the study is to maximize the useful life of the existing facility while incorporating modern advancements in firefighter health and safety. It will also identify opportunities for growth to support the department's evolving staffing model.

To that end, staff solicited a proposal from CNH Architects, a local mid-sized architectural firm with extensive experience in designing fire stations. CNH's proposed scope of work includes engaging with fire department staff to understand current operations, service delivery, and future needs. These insights will be incorporated into a comprehensive report that will include a schematic design and a preliminary cost estimate. This deliverable will help city staff and decision-makers better understand the facility's needs and provide a foundation for including a future project in upcoming budget discussions.

The scope of work outlined in this assessment represents the first of several strategic steps staff will undertake to continually evaluate and improve fire department service delivery and staffing. Additional efforts currently under development include a Geographic Information System (GIS) analysis to support a formal Standards of Cover study, as well as the creation of a mechanism to capture community feedback and measure customer satisfaction with the services provided. All these items coupled together will provide council with the necessary information necessary to aid in future decision-making needs.

DISCUSSION

BUDGET

Funding for this study was not included in the 2025 adopted budget. However, at the May 12, 2025, council workshop, staff presented an alternative funding option: utilizing public safety aid received through the 2023 legislative session. Adequate funds are available from this source to fully cover the cost of the study without impacting the general fund or delaying other planned projects.

Any recommendations that result from the study, such as facility modifications or expansions, would need to be considered as part of future budget processes. The study's deliverables, including schematic design options and detailed cost estimates, will support informed decision-making and ensure the City is well-positioned to accurately plan for and fund any necessary improvements.

Total project cost is $24,800 plus reimbursables. Reimbursables include miscellaneous black & white printing, colored printing, and mileage at the IRS designated rate.

RECOMMENDATION

Staff recommends entering into an agreement with CNH Architects to conduct a Facility Needs Study on the fire station.

ATTACHMENTS

ARCHPROP - Chanhassen Fire Station - Space Needs Study