

**TOWN COUNCIL
MEETING MINUTES
October 15, 2014**

The Town Council met in regular session on Wednesday, October 15, 2014 at 6:30 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Darion Culbertson, Council Members Ron Samuels, John Adler, Henry Lessner and Renee Powell; Town Manager, Julie Couch; Assistant to the Town Manager, Adam Wilbourn; Chief Financial Officer, Jason Weeks; Town Engineer, James Chancellor; Fire Chief, Dick Price; Assistant Fire Chief/Fire Marshall Jeff Bell; Economic Development Manager, Ray Dunlap; Public Works Manager, Aron Holmgren; Town Attorney, Clark McCoy; and Town Secretary/Public Relations Coordinator, Caitlin Scalley. Council Members Frank O'Reilly and Paul Hendricks were absent.

Mayor Culbertson called the meeting to order at 6:31 p.m. and declared a quorum was present.

The council then adjourned into executive session at 6:32 p.m. to consult with legal counsel regarding pending or contemplated litigation, real property related to land acquisition, personnel issues and economic development negotiations.

Mayor Culbertson reconvened back into regular session at 7:57 p.m. and invited everyone to stand for the Pledge of Allegiance.

BRINKLEY SARGENT ARCHITECTS PRESENTATION: Receive a presentation from Brinkley Sargent Architects regarding the Town of Fairview Future Facilities Planning Study, and take any necessary action.

Mrs. Couch stated the presentation is the first opportunity for the council to begin discussions on the plan, and that the focus for that evening's discussion is on future staffing needs and the proposed public works and fire station facilities. She stated staff is looking for feedback from the council.

Gina Irwin of Brinkley Sargent Architects (BSA) gave a presentation regarding the Future Facilities Planning Study. She stated her team had met with town staff to receive input related to current and future staffing and work environment needs. She stated projected needs were based on build out at twenty (20) years with a projected population of 18,313. Ms. Irwin stated the proposed plan would allow the public works and fire departments to remain fully operational during the construction of their respective facilities, while the updates to Town Hall would be in phases.

Mayor Culbertson stated his willingness to allow the mayor's office to be converted into additional work space for staff.

The council had a discussion regarding community comparisons of police staffing and resident access to the police department. Ms. Irwin presented plans for providing secured parking dedicated to police.

The council had a discussion regarding square footage per employee for all departments. The council had a discussion regarding the proposed phases of Town Hall, specifically the use of the third floor as a transition floor during construction. The council discussed utilizing the third floor for rental income.

Mrs. Couch suggested the council be given a walk-through tour of all of the town facilities to understand build-out needs. She stated updates to Town Hall would be contingent upon community needs as the population increases and the need for daytime services increases with the development of the Commercial Planned Development District.

Ms. Irwin presented plans for the public works and fire station facilities, including plans for an Emergency Operations Center (EOC). The council had a discussion regarding the proposed EOC and fire training area.

The council had a discussion regarding the location of the proposed public works and fire station facilities. The council asked for staff input on their ideal locations.

The council asked for further community comparisons at the next work session. No action was taken.

PURCHASE AMBULANCE EQUIPMENT: Discuss and consider authorizing the Town Manager to purchase necessary equipment related to the acquisition of ambulances for the town, establishing a not to exceed amount for such purchases, and take any necessary action.

Chief Price stated the fire department can purchase the equipment at a reduced cost through the existing American Medical Response (AMR) contract. He stated the purchase order for the new ambulance has been issued and a viable option for a used ambulance has been located. Chief Price gave a breakdown of costs for loose equipment. He requested the council approve a not to exceed amount of \$102,000 for loose equipment. He indicated that much of the equipment would be purchased through AMR. He provided cost estimates for the purchase of loose equipment that will be purchased within the fire department's previously approved budget.

The council had a discussion regarding grants and equipment and training for Ebola response.

Councilmember Adler made a motion to approve a not to exceed amount of \$102,000 for the purchase of loose equipment. Councilmember Powell seconded the motion, and the motion was unanimously approved.

Mayor Culbertson adjourned the meeting at 9:44 p.m.

ATTEST:

Caiti Scalley
Caitlin Scalley, Town Secretary



Darion Culbertson
DARION CULBERTSON, MAYOR