

**SPECIAL TOWN COUNCIL
MEETING MINUTES
NOVEMBER 28, 2018**

The Town Council met in special session on Wednesday, November 28, 2018 at 4:00 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Darion Culbertson; Mayor Pro Tem Paul Hendricks; Councilmembers Bill Nicol, Cynthia Brugge, Henry Lessner, Anthony Mattei and Roland Feldman. Staff present included Town Manager, Julie Couch; Fire Chief, Jeff Bell; Town Engineer, James Chancellor; Assistant to the Town Manager, Adam Wilbourn; Executive Assistant, Tenitrus Bethel and Fall Intern, Cynthia Alegria.

Mayor Culbertson called the meeting to order at 4:02 p.m. and declared a quorum was present.

FUTURE TOWN FACILITIES: Mayor Culbertson introduced agenda item 2, planning for future fire facilities.

Mayor Culbertson expressed his goals of the meeting were to discuss the hiring of a consultant to review best practices of the fire service and to move forward with development of a design for the fire station with the intent of completing the process to allow for the consideration of a bond package for the May election.

Related to the hiring of a consultant, Mayor Culbertson noted that a standard process for such a project would be to solicit requests for proposals (RFP) from qualified firms and have those proposals considered by Council. He proposed creating a three-member Council ad hoc subcommittee to work in conjunction with staff to finalize an RFP, to review the submitted RFP's and to present their recommendations to the Council. He requested Councilmember Mattei be a member of the ad hoc team and asked for two additional members. Councilmembers Nicol and Feldman expressed interest and were selected for the team.

The Council had an extended discussion related to this matter.

Ms. Couch identified the seven tasks that had been identified by staff as a proposed scope of work. She indicated that the scope was drafted based upon feedback received from the Council. There was general consensus that the scope as outlined identified the areas the Council was interested in reviewing. She noted that the item would be on the next agenda and any further discussion on the scope could be addressed at that meeting.

Ms. Couch requested clarification related to the role of the subcommittee in the development and review of the RFP and the submitted proposals. It was her understanding that the subcommittee would review and finalize the form for the RFP and review the submitted proposals for consideration by the full council. She indicated that that any refinement of the scope would be sent to Council prior to advertising.

The Council and staff had an extended discussion related to this matter.

Mayor Culbertson then initiated discussion on the design of the station and the bond election process. He discussed the proposed timeline with a goal of completing design questions in

December; January to finalize the costs and funding; and possibly in February have the opportunity to hold a town hall meeting to meet with residents and discuss the process and costs.

Ms. Couch reviewed the process to date stating the CRG submitted recommendations in June 2018 to the Council and Council authorized the consultant to create new drawings based on the CRG's recommendations. She indicated the new renderings were presented to Council in August 2018 and since this time there has been ongoing discussions related to station planning. She indicated at the last Council meeting Council voted to proceed with design and pricing options from the consultants; as well as reviewing comparative information, specifically the Desoto fire station 2 and possible cost reductions. She indicated staff met with the consultants before Thanksgiving to communicate concerns related to the Desoto station and cost reduction options. She reviewed the original proposed station design and presented revised layout designs incorporating the recommendations submitted by the CRG.

The Council, staff and residents had an extended discussion related to this matter.

Daniel Anderson with Byrne Construction gave a presentation outlining and comparing Fairview fire station 1 with Desoto fire station 2.

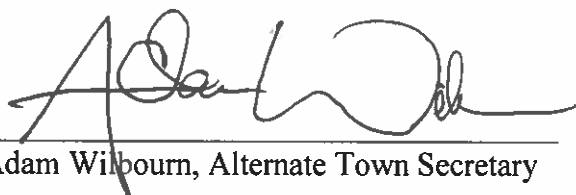
The Council, staff, Mr. Anderson and residents has an extended discussion related to narrowing the project scope, reducing the size of the building, EOC and hardened spaces.

Hal Sargent discussed the size necessity of the EOC or shelter area and the new ICC 500 code requirements related to storm shelters.

The Council, staff and residents had an extended discussion with the consultants related to the listed items identified as possible reductions in the scope of the station design based on some of the differences in the Fairview and DeSoto designs.

Ms. Couch stated staff will provide Council with a full project cost with the revisions and reduction options as discussed, including cost breakouts for contingency, at an upcoming meeting. She requested Council to send her dates they are unavailable in December and January in order to plan for upcoming special meetings.

Mayor Culbertson adjourned the meeting at 7:24 p.m.


Adam Wilbourn, Alternate Town Secretary


Darion Culbertson, Mayor

