



Memorandum

June 4, 2018

TO: Members of the CRG

FROM: Julie Couch, Town Manager

SUBJECT: **Tabulations of Results of May 31 meeting**

At the last meeting of the CRG we accomplished the following items:

1. Staff provided information and answered questions regarding public works operations, facilities, and equipment. Also, information was provided regarding Town emergency operations center (EOC) and training facilities.
2. The CRG responded to the questions below regarding options for public works, EOC, and training facilities using a dot system with green for yes and red for no.

The assumptions used for these facilities, given the lower priority responses for these facilities at the joint meeting with Town Council and the general comments from the CRG members since that meeting, were that any improvements would need to be accomplished by upgrading or expanding existing facilities, not constructing new facilities, and that the costs for any such facilities would not be included on a bond election, unless, as in the case of the EOC below, it is incorporated into the fire station. A total of 30 members were present at the meeting.

As stated at the fire facility meeting, not all of the options had to be viewed as mutually exclusive. Based on the responses it may make sense to evaluate more than one option as cost may impact the final decisions as to what should be considered. Not all of the options were answered by all members present. Some of the questions were unanimous and dots were not used for those.

The CRG added an option related to the public works facilities and that was to consider the idea of constructing a new metal building for current public works needs including office, shop, and inventory needs. Below is the tabulation of the results.

Options

Responses

Public Works

1. Do nothing – public works would remain in the current facility and space	The group, by a show of hands, indicated this was not an option.
2. Evaluate cost scenarios to renovate the existing office space only to address existing building conditions and meet current codes – not to meet other current needs, all other uses (shop, storage, etc.) to remain as is.	0 or 0% said yes and 29 or 100% of respondents said no to this option.
3. Evaluate cost scenarios to remodel/expand the existing office space (this would be to update the building conditions and meet current codes and to meet other current space needs. All other uses (shop, storage, etc.) to remain as is.	11 or 37% said yes and 19 or 63% of respondents said no to this option.
4. Evaluate cost scenarios for the possible use/expansion of the existing metal building and/or alternative office space for public works use to meet current office and shop needs, with the goal to occupy that space once the fire department moves out and to construct such improvements utilizing only available funds, not through bond funding.	29 or 97% said yes and 1 or 3% said no to this option.
5. Evaluate cost scenarios for the construction of a new metal building to meet office, shop and inventory needs.	12 or 43% said yes and 16 or 57% of respondents said no to this option.

EOC

1. Do nothing – continue to use existing non-hardened areas (i.e., Station 2 meeting room, Town Hall) for EOC.	12 or 46% said yes and 14 or 54% of respondents said no to this option.
2. Evaluate cost scenarios to incorporate a non-hardened area in the fire station that could be used as an EOC. This would only be large enough to house personnel needed for the EOC and incorporated into another daily use at the station, such as a conference room.	0 or 0% said yes and 28 or 100% of respondents said no to this option.
3. Evaluate cost scenarios to incorporate a hardened area in the fire station that could be used as an EOC. This would only be large enough to house personnel needed for the EOC and incorporated into another daily use at the station, such as a conference room.	20 or 71% said yes and 8 or 29% said no to this option.

Training

1. Do nothing - continue to use existing facilities.	15 or 54% said yes and 13 or 46% said no to this option.
2. Evaluate costs to consider finishing space in Town Hall on the 3rd floor for possible use for training space using only available funds, not through bond funding.	17 or 61% said yes and 11 or 39% said no to this option.

In addition to the above actions the CRG also wanted to add an item to address interim actions while permanent solutions are being developed and implemented. The agreed upon language of the group was as follows:

Interim Action: The Town should move forward on interim solutions immediately to address immediate fire and public works needs (i.e. restrooms, locker space, etc.).

With the completion of this meeting, the Town Council will receive the information on the actions of the CRG from the last two meetings for Council discussion at their meeting on June 5.