

Virginia: At the continued meeting of the Council of the Town of Chilhowie held at the Municipal Building, April 18, 2019 at 6:15 p.m.

Present: Honorable Gary L. Heninger, Mayor presiding; Councilors Donna S. Blevins, Billy L. Clear, Alan W. Counts, Emily Dungan, F. Brent Foster and Lewis W. Shortt, Jr.

Absent: None

Also Present: Mr. John E.B. Clark, Jr., Town Manager; Mrs. Marlene L. Henderson, Clerk/Treasurer, MMC; Messrs. Paul Cassell, Town Attorney; Stephen Price, Police Chief; Jay Keen, Public Works Director; David Haynes, Fire Chief; Randy Sturgill, Building Official and Ron Cahill, Recreation and Special Events Coordinator.

Presentation of Virginia Fire Services Board Report on Town of Chilhowie Fire/EMS –

Lee Day, a member of the Virginia Fire Service Council, conducted a Fire Study for the Town of Chilhowie. Mr. Day stated a request for a Fire Study was submitted spring 2018 and the study was conducted during October 2018 and a Town Hall meeting was held. The study provides guidance only.

The Virginia Fire Service Council recommends the Town adopt and implement a Strategic Plan. This would improve performance levels and lower cost such as participating in group purchasing. Another recommendation is to develop and implement a Standard Operating Procedures Manual. There are numerous resources available to enhance the Standard Operating Procedures. All trainees should obtain Emergency Medical Dispatch in their training and implement it within the 911 services. Training programs should also include surrounding Fire Departments. Chief Haynes is currently working to include those areas by implementing a Fire and Rescue Training Program.

It was suggested for the Department to be proactive and to obtain someone to address recruiting and retention. Grant opportunities were also discussed. The Department pursues most of the grant opportunities suggested. Mr. Day stated overall the Department is very successful.

Update on Farmer's Market Project:

Dennis Amos, Hurt and Proffitt, appeared before Council to report the bid opening for the Farmer's Market Structure. Taylor Construction was the low bidder in the amount of \$225,000, which includes one restroom within the structure. A deductive alternative is to remove the one restroom of \$5,000, if elected to exercise that alternative there would be no restroom at the market, the price of the work would be \$220,000. If that alternative is exercised there would still be plumbing in the floor slab to be used at a later date. There was also an additive alternative that was bid to have not only one but two restrooms at the cost of \$20,000; if that option is

elected the project cost is \$245,000. The third alternative bid was to increase the market floor slab from four inches thick to six inches thick and with a price of an additional \$4,000.

The bid prices are over what was budgeted within the Rural Development funding package. Ron Cahill, Special Events and Recreation Coordinator, contacted Craig Barbrow, Rural Development concerning additional funding. Mr. Cahill reported that Rural Development has some additional money that requires a subsequent application be submitted as soon as possible for \$24,000 to \$26,000 in additional funds.

Motion by Brent Foster, second by Donna Blevins Council authorizes the Town Manager to pursue a subsequent application to Rural Development for additional funding. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Emily Dungan	Aye
Brent Foster	Aye	Lewis Shortt	Aye

Motion by Donna Blevins, second by Brent Foster Council continues this matter to the regular scheduled May 9, 2019 Council meeting. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Emily Dungan	Aye
Brent Foster	Aye	Lewis Shortt	Aye

Ron Cahill reported May 2, 2019 is the opening day for the Farmer's Market. During construction of the structure vendors and patrons will be utilizing the field behind the construction site as the Farmer's Market location until construction is complete.

Motion by Brent Foster, second by Donna Blevins Council continues this matter to the continued meeting of April 25, 2019. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Emily Dungan	Aye
Brent Foster	Aye	Lewis Shortt	Aye

Update on Request from Smyth County on Providing EMS Services to Saltville Area and Request for Continued Meeting to April 18th:

The Fire and EMS Department developed a proposal with three options to submit to Smyth County regarding providing EMS service to the Town of Saltville. Option One is to provide Fire and EMS service from the Town of Chilhowie, Option Two is for a first responder vehicle to be stationed in Saltville with an Advance Life Support provider and Option Three is to have an ambulance stationed in Saltville. Known cost is for the additional personnel and the purchase of

a vehicle and/or ambulance. Chief Haynes proposed the three options during a meeting that was held with Brian Martin, Town Manager of Saltville; John Clark, Town Manager of Chilhowie; David Haynes, Chilhowie Fire Chief; three Chilhowie Fire and EMS staff members, Michael Carter, Smyth County Administrator and Charlie Harrington, Smyth County Emergency Services Coordinator.

Option One with the services provided from Chilhowie: there is a valid concern of response time to calls in the Town of Saltville. Option Two places a quick response vehicle within the Town of Saltville with an Advance Life Support provider which would reduce response time. Option Three is the placement of an ambulance in the Town of Saltville, thus the most expensive option. All three options require at least one full time employee and several part time employees.

Option One total expenses for one year is estimated at \$436,962 with estimated revenues that includes a commitment from the Town of Saltville of \$30,000, is \$204,800. Option One also includes three new full time employees. Option Two estimated total expenses is \$606,680 and estimated revenue is \$204,800. Option Three is the most expensive option with the estimated expense of \$745,982 and the estimated revenue is \$204,800. If this matter is to move forward it will be reviewed each year. Paul Cassell, Town Attorney, suggests an Intergovernmental Agreement that requires Smyth County to include the expense in their budget which would protect the Town.

Motion by Brent Foster, second by Donna Blevins Council authorizes the Town Manager to submit the options to Smyth County and reserve the right to approve final option and negotiate terms. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Emily Dungan	Aye
Brent Foster	Aye	Lewis Shortt	Aye

Motion by Alan Counts, second by Brent Foster Council continues this meeting until April 25, 2019 at 6:15 p.m. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Emily Dungan	Aye
Brent Foster	Aye	Lewis Shortt	Aye

Gary L. Heninger

Mayor

Marlene L. Henderson, MMC

Clerk