



Minutes of Council Work Session Meeting  
Buchanan, VA

July 27, 2023

Present: Mayor Tristan Harris  
Vice Mayor Witt  
Councilmember Rickman  
Councilmember Manspile  
Councilmember James Eubank

Mayor Harris called the July 27, 2023 work session to order at 7:00 p.m. This meeting was held in the Council Room. Town Manager George Hayfield took roll call. With five members of Council present, a quorum was established.

Vice Mayor Witt made a motion to amend the agenda to include a closed session at the end of the meeting with a second from Councilmember Manspile. With no further discussion, the agenda was amended with a vote of 5 - 0.

Mayor Harris stated the first item for discussion is the Fire Department equipment and building.

- Botetourt County Fire Chief Jason Ferguson gave an overview of what the fire and EMS does, the budget for fire and EMS, and what it takes to run the fire station. Then he spoke specifically about the Buchanan Fire/EMS department. Chief Ferguson showed data for activity in the Buchanan zone, cost of operations and the budget for the Buchanan station, and future projects.
- Councilmember Manspile and Vice Mayor Witt stated that a resolution for the grant that Town receives for the Fire Department needs to be addressed in the next Council meeting.
- Fire Chief Ferguson stated they are trying to get a 24/7 engine crew in Buchanan.
- Fire Chief Ferguson discussed the potential for the new ladder truck and where it would be stationed.
- Vice Mayor Witt asked what equipment was already at the Buchanan Fire/EMS station before Botetourt County took it over. Councilmember Manspile stated the equipment that was there before Botetourt County took over the Fire/EMS Department. Councilmember Manspile discussed the use of the ladder truck.
- Vice Mayor Witt asked if all the equipment transferred to the County when they took over. Chief Ferguson stated that except for the building and the grounds, there are no assets left in the rescue squad's name.
- Buchanan Fire Captain Bennington gave a list of things that needs to be repaired at the Fire Station and discussed potential ways Town and County can work together to get the repairs done.

- Councilmember Manspile stated that the extractor needs to be the next purchase from Carnival funds.
- Councilmember Manspile discussed possible maintenance scheduling.
- Council and Chief Ferguson discussed communication and the lack of communication between Town and County.
- Mr. Gary Larrowe, the Botetourt County Administrator, thanked Council for having the Work Session to open communications between Town and County for Fire and EMS.
- What would be needed to do a major renovation to the building was discussed.

Council discussed how the meeting went with Fire/EMS. The possibility of charging rent for the building was discussed.

The next item for discussion was the brush dump. Councilmember Manspile stated that somewhere it is written that there are fines for abuse of the brush dump. Vice Mayor Witt recommended better documentation stating what is allowed and what isn't to be used in conjunction with the sign out sheet.

The next item for discussion was the Factory Flats Project. Town Manager Hayfield stated that Doug Hudgins of CHA has recommended which route to go and the size of the pipe that needs to be installed. Council needs to make a decision. Councilmember Manspile stated he would like to see the price breakdown CHA has come up with. Town Manager Hayfield stated Council needs to make a decision to put the project out for bid. Councilmember Manspile suggested other repairs in the area while the project is being done. Councilmember Manspile requested the documentation that was given to Sycamore Development to know what incentives were given.

Mayor Harris asked if Carnival funds could go into a separate fund to show where those funds are used. Vice Mayor Witt stated that the special events committee use to have a separate fund but it was stopped. Non sanctioned events and how Council will deal with them were discussed.

Vice Mayor Witt made a motion to go into closed session in order to discuss matters exempted from the Virginia Freedom of Information Act under section 2.2-3711 to discuss personnel matters with a second from Councilmember Manspile. Mayor Harris asked for further discussion. With no further discussion, the motion carried with a vote of 5 - 0.

Closed Session began at 9:48.

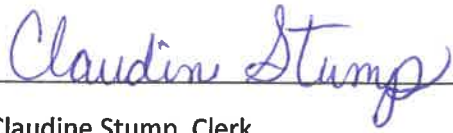
Council came back from closed session at 11:19 pm.

Mayor Harris made a motion to certify to the best of Council's knowledge, only matters exempted from the Virginia Freedom of Information Act and identified in the motion to go into closed session were heard discussed or considered. Councilmember Manspile seconded the motion. With no further discussion, the motion was approved by a roll call vote of 3 - 0. Councilmember Eubank had to leave during the closed session for work.

Councilmember Manspile made a motion to adjourn with a second from Vice Mayor Witt. With no further discussion, the motion was carried with a vote of 3 - 0.

Adjournment was at 11:20 pm.

Respectfully submitted,



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Claudine Stump, Clerk



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Tristan Harris, Mayor



## ***Botetourt County Department of Fire & EMS***

### **Station #3 Repair List**

1. Upstairs Women's bathroom sink leaking into downstairs office. (This leak is behind a wall. It will be a lengthier repair, possibly including tile removal and replacement.)
2. Back door on Rescue bay- Still sticking occasionally.
3. Windows throughout station do not shut far enough to lock.
4. Pantry window- was temporarily fixed so it would stay shut. It cannot be opened or it falls out.
5. HVAC vent system needs cleaning
6. Emergency Exit lighting not working.
7. Large crack in the wall in the upstairs women's bathroom that extends down to the first floor.
8. Both downstairs toilets need a valve adjustment, not flushing properly.
9. Shower needs re-grouting /sealing to prevent leaking downstairs.
10. Lights throughout the station need bulb replacement and examination to determine why the bulbs do not last long.
11. Water hose connection on far side of Rescue bay barely runs, possible clog or bad valve.
12. Two entire rows of florescent lights are out in the rescue bay.

## **Exterior**

1. Lights for flag pole and receptacles out front are not working. Leading Edge started this project, but never came back to finish it.
2. Water Meter cover is broken.

## **Capital Projects for the Future**

1. **Repaving the parking area and front pads-** All areas of asphalt are in poor condition. Also, I hope we can reduce the departure angle to save wear and tear on apparatus. I had a local company give me a ball park estimate of \$45,000 for total repaving. If we repave, we also need to figure in maintenance costs for sealing the asphalt every few years to extend its life. I also recommend checking the price difference for concrete vs. paving.
2. **Replacement of the bay doors-** The current doors are full length, single pane glass. This results in a large loss of heat in the winter. This station has a higher energy cost than the other fire stations in the county. I had a company out of Franklin County give me a ball park estimate on replacing these with insulated doors that have two rows of double pane glass. The current cost would be about \$5000.00 per door. We have ten doors, for a total of \$50,000.00
3. **Turnout Gear Extractor-** The County would most likely budget for this piece of equipment. However, the associated plumbing and electrical connections would need to be installed. I have not looked into the pricing for this project yet.