

# Firehouse Project

Status Report as of 1/25/21

## **Background:**

### **CVFA:**

The Crescent-Villa Fire Authority (CVFA) was created through an Interlocal Agreement (ILA) between the cities of Crescent Springs and Villa Hills, and the Crescent Springs Volunteer Fire Department, Inc. (CSVFD) to provide fire and EMS services. The revised ILA mandates that CVFA is composed of 4 members appointed by the Mayor of Villa Hills, 3 appointed by the Mayor of Crescent Springs and 2 appointed by the President of the CSVFD.

### **Interlocal Agreement:**

The revised ILA is effective January 1, 2021 and has been approved by all three parties to the agreement.

### **CVFA Firehouse Committee:**

The Firehouse Committee is composed of members of the community appointed by both Mayors and the President of CSVFD who have experience in fire safety, emergency medicine, construction related businesses, or finance, to make recommendations to CVFA regarding design and construction of the firehouse.

### **CVFA Design Committee:**

CVFA was commissioned by both City Councils (Councils) to investigate replacing the existing firehouse. To that end, each Mayor has appointed representatives from his/her City to sit on this committee. Additional members were appointed by the President CSVFD. A subset of that committee has been formed (Design Committee) to facilitate the design portion of the project. That committee has solicited bids for demolition of the existing building and the design and construction of a replacement firehouse. Design Committee has selected 4 of the bidders to interview.

### **CVFA Finance Committee:**

Effective with fiscal year beginning 7/1/20, both cities agreed to supply their share of \$50,000 for legal and design work on the firehouse replacement. It is anticipated that \$30,000 of those funds will be available once a design firm is under contract. Another subset of the Firehouse Committee (Finance Committee) was assigned the duty to find the most efficient source of capital for the project. After canvassing all banks with local branches and two state-wide organizations, the committee settled on the Kentucky League of Cities Bond Corporation (KLC) to provide financing. All requested documentation has been submitted.

In order to facilitate the project, it is recommended that all CVFA organizations participate in joint meetings starting in January 2021. This will avoid unnecessary delays and allow each member to fully vet committee reports. This may require special meetings. After completion of their assigned duties, all CVFA committees will terminate. Any changes in status of the overall project will be posted on all 3 websites and on Facebook.

**Next Steps** (some dates are approximate):

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|------------|---|
| 2/1/21     | A joint meeting of the Design and Firehouse committees with the CVFA will be convened at 6:00 and streamed on Facebook. A recommendation will be made by Design Committee to Firehouse Committee for the successful Architectural firm. Firehouse Committee carries that recommendation to CVFA which carries it to Councils at their regularly scheduled meetings. |
| Feb, 2021  | Final bond proposal received from KLC and forwarded to Councils.  |
| Feb, 2021  | Councils approve the design firm contract and financing for the entire project. Design and financing contracts signed by CVFA. Finance Committee dissolves.   |
| Mar, 2021  | Design begins.  |
| Apr, 2021  | First design payment is made by CVFA from funds remaining from initial legal/design funding. Subsequent payments are made from bond proceeds.   |
| July, 2021 | Open house at the firehouse with preliminary design on display.   |
| Sept, 2021 | Firehouse Committee recommends final design to CVFA. CVFA accepts design and forwards to both Councils. Both Councils approve. Contract signed by CVFA.   |
| Sept, 2021 | Design complete and Design Committee dissolves.   |
| Sept, 2021 | Architect makes a recommendation to Firehouse Committee regarding selection of a construction firm. Firehouse Committee carries that recommendation to CVFA who takes the recommendation (including estimated cost) to both Councils.   |
| Oct, 2021  | Both Councils agree to permit CVFA to hire the construction firm. Contract submitted to CVFA Council and Attorneys for both cities.   |
| Nov, 2021  | Site prep begins. CVFA begins to buy construction materials under its sales tax exemption.  |
| Mar, 2022  | Construction begins.  |
| Mar, 2022  | Firehouse Committee monitors construction until construction complete and reports monthly progress to CVFA and Councils.  |
| Sept, 2022 | Construction complete. Firehouse Committee dissolves.   |