City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office: Dec 30, 2025**

2. **Primary contact person and Department requesting agenda item: Jade Dundas, Assistant City Manager**

3. **Requested Council meeting date: January 13, 2026**

4. **Subject:** Memorandum of Agreement (MOA) between City of Asheville and Buncombe County detailing terms of use for the Buncombe County Emergency Services Training Facility.

5. **Action Requested:** City Council to authorize the City Manager to sign the Memorandum of Agreement detailing the terms of use of the Buncombe County Emergency Services Training Facility.

6. **Note if time sensitive, and why:** Yes. The County is asking all users to sign updated MOA which are consistent for all users and they have requested that these agreements be executed in the new year.

7. **Potential fiscal impact(s) - if known by staff at time of request:**
    - There are no financial impacts associated with entering into the MOA

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - This is an interlocal agreement with another government agency. There are no outreach or engagement requirements for this type of agreement.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:**
    - This was not reviewed by any Board or Council Committee.

10. **Identify key issues:**
    - This MOA replaces an existing agreement.
    - Having an MOA in place is necessary to ensure that the terms of use are established for the City and the County.
    - Having appropriate access to the facility is necessary to ensure that the training of Asheville Public Safety personnel can continue uninterrupted.
    - As two of the largest public safety agencies in Buncombe County, Asheville Fire and Police Departments have unique needs related to the safety training facility. In order to document how these needs will be addressed, the City and County are committed to working on an addendum to this MOA which will establish the specific requirements and allowable uses of the facility. Examples of some unique uses include:
        i. Access to administrative and training spaces that accommodate two fire recruit classes annually.
        ii. Access to the facility at and scheduling arrangements that allow for required training of all public safety personnel.

iii. Facility maintenance agreements for the user and the provider to ensure that efficient and safe use of the facility.

- The addendum is under development and is anticipated to be complete in the spring of 2026. This document will be brought to the City Council for review and approval upon completion.
- As an interim solution to having an addendum in place, the County has agreed to allow Asheville Fire Training staff to continue to operate as they have under the previous agreement. This will ensure that the spring 2026 recruit class will have access to the facilities without disruption to their training protocol.