



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG FIRE ADMINISTRATION BUILDING
FIRE DEPARTMENT ADVISORY BOARD MEETING**

**June 20, 2019
6:00 PM**

AGENDA

1. CALL TO ORDER

A. AGENDA ADOPTION

B. INVOCATION

C. SPECIAL PRESENTATIONS

1. Appreciation for Graydon Choinski's years of service to the Advisory Board

D. PUBLIC COMMENT - Anyone wishing to address the Board may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

2. CONSENT AGENDA

A. Monthly Reports

B. Minutes

3. OLD BUSINESS

A. Personnel Updates

B. Fire Station 2 Update

C. FY20 Budget

D. County Board Appointment

E. Town Board Appointment

4. NEW BUSINESS

A. As presented

5. NEXT MEETING

A. Set next meeting

6. ADJOURNMENT

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Monthly Reports

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Approval of Monthly Report

Description/Background:

Monthly Report for Operations and Fire Marshal Office

Recommendation:

Approval

Fiscal Impact:

None

Attachments:

1. 2019 May Fire Marshal Report
2. 2019 May Operations Report

Monthly Departmental Report: Fire Marshal

Submitted By: _____

Date: _____

1. Log numbers for routine tasks listed below. If task does not apply, please indicate n/a.

Plan Review, Inspections and Permits	
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2. Public Education and Prevention Programs this month (include attendance, feedback, etc. if possible):

3. Training and Education:

4. Enforcement:

5. Investigations/Fire & EMS Responses this month:

6. Emergency Management this month:

7. Other project/plan review updates:

8. Problems in department that need resolution:
9. Are there collaboration needs or resource constraints?
10. Employment changes?
11. Other items not listed above that you would like to report (please attach extra pages if needed):

Monthly Departmental Report:

Fire – Operations Division

Submitted By: _____

Date: _____

1. Log numbers for routine tasks listed below. If task does not apply, please indicate n/a.

Monthly Call Volume		
Call Types		
Average Unit Response Time		
Call Locations		
Staffed Apparatus Responses		

2. Operations Report:

3. Community Service:
4. Problems in department that need resolution:
5. Are there collaboration needs or resource constraints?
6. Employment changes?
7. Other items not listed above that you would like to report (please attach extra pages if needed):



TOWN OF HARRISBURG

Agenda Item Details

Title:

Minutes

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Approval

Description/Background:

Minutes from April 18, 2019 Meeting

Recommendation:

Approval

Fiscal Impact:

None

Attachments:

1. Advisory Board Minutes Apr 18 2019

TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, April 18, 2019
6:00 P.M. at Harrisburg Fire Administration Building

Meeting called to order by Chairman Robin Torrence

Present: Robin Torrence, Bill Kennedy, Barry Lefler, Matt Stiene, Battalion Chief Tim Wooten

Absent: Chief Bryan Dunn, Deputy Chief Ken Bradey, Graydon Choinski

Public attendance: One resident (name not recorded)

Town Official(s): None

1.0 Invocation:

Barry Lefler conducted the Invocation

2.0 Public comment:

Harrisburg resident spoke about attending a recent Town Budget meeting and was interested in learning more about the proposed HFD Budget. He also spoke about ongoing issue with Fire Lane violations at Harrisburg Shopping centers, including Harris Teeter and Food Lion on Hwy 49. Specifically commented one person who ignored a FF from Ladder 1 reminding them of the rules regarding the Fire Lane. Battalion Chief Wooten discussed the issues surrounding enforcement and would notify the Fire Marshall.

3.0 Agenda changes and approval:

Matt Stiene made a motion to accept the agenda. The motion was seconded by Bill Kennedy and passed.

4.0 Review of the consent agenda:

Barry Lefler made a motion to accept the consent agenda, seconded by Matt Stiene and passed.

5.0 Old Business:

- 1. Personnel update:** The department currently has two Fire Fighter vacancies, however there are two more anticipated vacancies. One HFD firefighter has announced he intends to resign to relocate to Atlanta with his family and a second FF is in the application and hiring process to go to Concord Fire Department. The applicant testing process is ongoing, with the written and CPAT assessments completed and there are currently 19 applicants scheduled for interviews. The next scheduled Recruit School in Concord is scheduled to start around the end of July.
- 2. Station 2 update:** Construction of the new Fire Station 2 is continuing, however several small issues have moved the estimated completion date back. Inspections by department officials revealed issues with flooring and wall finishes, some of sections of ceilings. The builder is working on rectifying the problems, however the estimated turn over to the Town is now in May, and it is anticipated the station will be operational around June 1st.

- 3. Proposed Fiscal Year 2020 Budget:** Department administrators have been through the initial budget review and approval process with Town officials. At this time, the proposed FY2020 HFD budget has been reviewed and it is anticipated that the budget will be approved by the Town Manager with few, if any, changes. The Board reviewed some of the highlights of the proposed budget, including the proposal to switch from County dispatching to Concord Fire dispatching. Moving to Concord Fire Dispatch would improve data collection, efficiency, enhance borderless dispatching, improve the accuracy of department goal and benchmark measurements and be better suited to handle future HFD growth.

6.0 New Business:

- A. County Board Appointments:** Two of the five Fire Department Advisory Board positions are filled by persons from the un-incorporated area of the fire district, after approval by the Town Council and the County Commission. Those positions serve for two year terms and are currently filled by Graydon Choinski and Matthew Stiene. Both terms will expire July 1, 2019. Matthew Stiene stated he is interested in continuing to serve on the board. Robin Torrence reported that has spoken to Graydon Choinski and due to some personal/family commitments, Graydon Choinski does not intended to reapply to Board.
- B. Town Board Appointments:** Three of the five Fire Department Advisory Board positions are filled by persons from the incorporated area of the Town, who serve two year terms after approval by the Town Council. Only the position held by William Kennedy is expiring in July of 2019 (the remaining two will expire in 2020). William Kennedy is also interested in continuing to serve on the Board.

7.0 Setting of next meeting:

The next meeting is scheduled for May 16, 2019 at 6:00 P.M. at the HFD Administration Building.

8.0 Adjournment:

Matt Stiene made a motion to adjourn the meeting, seconded by Bill Kennedy and passed.

Members:

Inside corporate limits:

Robin Torrence - Chairman
Bill Kennedy - Secretary
Barry Lefler – Vice Chairman

Outside corporate limits:

Graydon Choinski
Matthew Stiene
Ex-Officio member: Tim Wooten



TOWN OF HARRISBURG

Agenda Item Details

Title:

Personnel Updates

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

None

Description/Background:

We have made offers to fill our open firefighter positions. They will start recruit school on August 12, 2019 at Concord Fire Department

Recommendation:

None

Fiscal Impact:

None. These are budgeted positions.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Fire Station 2 Update

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

None

Description/Background:

New Fire Station 2 is operational as of June 15, 2019.

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

FY20 Budget

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

None

Description/Background:

Town Council approved our FY20 Budget on June 10, 2019. New fiscal year will start July 1, 2019.

Recommendation:

None

Fiscal Impact:

None.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

County Board Appointment

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

None.

Description/Background:

Matt Stiene name has been submitted to the county for reappointment to the board. With Graydon Choinski resigning we will continue to advertise and recruit for his open position.

Recommendation:

None

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Town Board Appointment

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

None

Description/Background:

The open position for the town position on the advisory board has been advertised. We currently have one application who is already a member of the board but his term is expiring.

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

As presented

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

None

Description/Background:

None

Recommendation:

Fiscal Impact:

Attachments:

None