



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

**August 15, 2019
6:00 PM**

AGENDA

1. CALL TO ORDER

- A. AGENDA ADOPTION
- B. INVOCATION
- C. SPECIAL PRESENTATIONS
- 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. Minutes from June 20, 2019
- B. July Operations Report
- C. Fire Marshal July Report

3. OLD BUSINESS

- A. Personnel Update
- B. Station 2 Update
- C. County Board Appointment
- D. Town Board Appointment
- E. Dispatch Services Changes

4. NEW BUSINESS

5. 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:

Minutes from June 20, 2019

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Approval of minutes

Description/Background:

Minutes from the June 20, 2019 Meeting

Recommendation:

Approval

Fiscal Impact:

None

Attachments:

1. Advisory Board Minutes Jun 20 2019

TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, June 20, 2019
6:00 P.M. at Harrisburg Fire Administration Building

Meeting called to order by Chairman Robin Torrence

Present: Robin Torrence, Bill Kennedy, Matt Stiene, Chief Bryan Dunn

Absent: Deputy Chief Ken Bradey, Battalion Chief Tim Wooten, Barry Lefler, Graydon Choinski

Public attendance: One resident (name not recorded)

Town Official(s): Diamond Staton-Williams

1.0 Call to Order:

- A. Agenda Adoption:** Matt Stiene made a motion to accept the agenda. The motion was seconded by Bill Kennedy and passed unanimously.
- B. Invocation:** Robin Torrence conducted the Invocation.
- C. Special Presentation:** The department had a plaque made, recognizing Graydon Choinski for his more than 20 years of service to the HFD. His service to the department and community started when the department was an all-volunteer agency and he has helped guide the growth of the department. Graydon Choinski has decided he will not seek another term on the Advisory Board. Graydon Choinski will also be recognized for his service at an upcoming Town Council Meeting.
- D. Public Comment:** None

2.0 Consent Agenda:

- A. Monthly Reports:** Board reviewed the monthly reports.
- B. Minutes:** Board reviewed the minutes from the last meeting. Bill Kennedy made a motion to accept the monthly reports and Minutes from the last meeting. The motion was seconded by Matt Stiene and passed unanimously.

3.0 Old Business:

- A. Personnel update:** The department has completed the application and interview process and made offers to fill the two current Firefighter vacancies. The department also anticipates a third vacancy with one HFD firefighter having nearly completed the application and hiring process for the Concord Fire Department. The department has identified a third candidate and made a conditional offer to fill that vacancy. One of the new FF candidates is the department's PT Administrative Assistant Scarlett McDaniel. McDaniel will be the department's first FT female Firefighter.
 - 1.** The next scheduled Recruit School in Concord is scheduled to start on August 12, 2019. The three candidates will complete the fire certification portion of recruit school by early December, however 2 of the 3 will then need to compete EMT certification training (mid-February) before they are assigned to operations.

2. Concord Fire Department will be starting the application and testing process again. The process is normally run just once a year, however, CFD is adding companies and filling vacancies from retirement and anticipates needing additional candidates in the near future. Although HFD doesn't anticipate any more vacancies, HFD will participate in process and create a list of qualified candidates in the event the Department needs to hire additional Firefighters.
- B. **Station 2 update:** Fire Station 2 is complete. The Town held a ribbon cutting ceremony on May 29, 2019. The event was well attended, with the station's first call coming in moments after the actual ribbon cutting. The building still needed some minor work completed and went fully into service on June 15, 2019. The fate of the old station 2 hasn't been determined but will likely be sold by the Town. The new station has new furnishings, with very little of the old station's furnishing moving to the new station. The department and the Town have agreed to donate the old furnishings to area volunteer departments if they want them.
- C. **Fiscal Year 2020 Budget:** At its June meeting, the Town Council approved the FY2020 HFD budget with no changes from the budget proposal first presented to the Board. The budget includes funding needed to switch from County dispatching to Concord Fire dispatching, replacing Station 3 HVAC system and to begin the replacement cycle for SCBA equipment and AEDs. The budget also includes funds to replace 2002 Luverne Engine. With a build time of approximately one year, the new engine will be delivered next fiscal year.
- D. **County Board Appointments:** The department's Advisory Board has two expiring positions that are filled by persons from the un-incorporated area of the fire district. As of this meeting, only application of Matthew Stiene has been submitted. That application was on the County Commissions agenda and is expected to be approved, reappointing Stiene to the Board. The second vacancy will continue to be advertised.
- E. **Town Board Appointments:** The department's Advisory Board has one expiring position that is filled by persons from the incorporated area of the Town. After posting the vacancy, only the application of William Kennedy was received. That application will be submitted to the Town Council for reappointment to the Board at the July meeting.

4.0 New Business:

- A. **Communication Center Changes:** With the approval of the FY2020 budget, the department has begun the process of transitioning dispatching services from the County Dispatch to Concord Fire Dispatch. The changeover will require the installation of new alerting equipment in the stations, as well as coordinating with both the County and City of Concord to transfer the services. An exact transition date is unknown but the process is expected to take at least six months. A brief discussion on the possible impacts of a proposed State initiative dealing with Primary Public Safety Answering Points (PSAPs) to move towards single communication (911) centers for each county. The impact for HFD would not be significant, other than possibly renumbering stations and equipment.
- B. **New Pay Scale:** One change in the Town's FY2020 budget that was not discussed in the initial budget review, was the FY2020 Pay Plan for Fire Department employees. In an effort to make salaries for fire department employees more competitive, the Town Manager recommended, and the Town Council approved, an 8.4% salary increase for

department operation employees. The pay plan creates a new Firefighter (Recruit) position and raises salaries for Firefighters, Engineers and Captains. The plan raises the starting FF salary from \$33,353 to \$36,203 annually and will be effective in July 2019.

5.0 Next meeting:

- A. The next meeting is scheduled for Aug. 15, 2019 at 6:00 P.M. at the HFD Administration Building.

6.0 Adjournment:

- A. 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:

July Operations Report

Presenting Personnel:

Suggested Motion or Action:

Approval

Description/Background:

HFD July Operations Report

Recommendation:

Approval

Fiscal Impact:

None

Attachments:

1. 2019 July 2019 Operations Monthly Report

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:

Fire Marshal July Report

Presenting Personnel:

Suggested Motion or Action:

Approval

Description/Background:

Fire Marshal July Report

Recommendation:

Approval

Fiscal Impact:

None

Attachments:

1. 2019 July Fire Marshal 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):



TOWN OF HARRISBURG

Agenda Item Details

Title:

Personnel Update

Presenting Personnel:

Suggested Motion or Action:

None

Description/Background:

The Recruit Class started on August 12th with a graduation day of December 12. We have 3 personnel in the class, Hunter Hess, Scarlet McDaniel, and Sidney Rowe.

We are accepting applications for the administrative assistant position and will begin the hiring process soon.

Recommendation:

N/A

Fiscal Impact:

Budgeted positions

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Station 2 Update

Presenting Personnel:

Suggested Motion or Action:

None

Description/Background:

We are moving forward with out punch lists. Two areas of concern is the roof expanding and contracting and the apparatus floor finish. We are in the process of gathering information on how to proceed forward working with the builder.

Recommendation:

N/A

Fiscal Impact:

Unknown

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

County Board Appointment

Presenting Personnel:

Suggested Motion or Action:

None

Description/Background:

The County is still accepting applications. If you know of someone, please advise them to apply.

Recommendation:

N/A

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Town Board Appointment

Presenting Personnel:

Suggested Motion or Action:

None

Description/Background:

The town received two applications for one expired term. This board recommended our current member for another term, William "Bill" Kennedy. This matter is on the August 12, 2019 Town Council agenda. Bill was reappointed on August 12, 2019.

Recommendation:

N/A

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Dispatch Services Changes

Presenting Personnel:

Suggested Motion or Action:

None

Description/Background:

The Town Council actually removed this funding at one of the last budget meetings. The capital portion remains to purchase the alerting equipment. The Council would like further clarifications on our proposal. A meeting with Council will be scheduled soon to present our justifications.

Recommendation:

None

Fiscal Impact:

Reduced the budget

Attachments:

None