



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

**October 17, 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. Monthly Reports
- B. Minutes from September Meeting

3. OLD BUSINESS

- A. Personnel Updates
- B. Station 2 Updates
- C. County Board Appointments
- D. Communications Center Dispatch updates

4. NEW BUSINESS

- A. Fire Prevention Updates

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:

Monthly Reports

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Approve

Description/Background:

Monthly Reports for Fire Marshal and Operations

Recommendation:

Motion to approve

Fiscal Impact:

None

Attachments:

1. 2019 September Fire Marshal Report
2. 2019 September Monthly Report Operations

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 from September Meeting

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Approve

Description/Background:

Minutes from September Meeting

Recommendation:

Approve

Fiscal Impact:

None

Attachments:

1. Advisory Board Minutes Sep 19 2019

TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, September 19, 2019
6:00 P.M. at Harrisburg Fire Administration Building

Meeting called to order by Chairman Robin Torrence

Present: Robin Torrence, Matt Stiene, Barry Lefler, Chief Bryan Dunn, Deputy Chief Ken Bradey, Battalion Chief Tim Wooten

Absent: Bill Kennedy (unable to return to NC due to weather conditions in Southwest US)

Public attendance: None

Town Official(s): None

1.0 Call to Order:

- A. Agenda Adoption:** Matt Stiene made a motion to accept the agenda. The motion was seconded by Barry Lefler and passed unanimously
- B. Invocation:** Barry Lefler conducted the Invocation.
- C. Special Presentation:** None
- D. Public Comment:** None

2.0 Consent Agenda:

- A. Monthly Reports:** The Board now receives the Monthly Reports electronically from the Town. All members had reviewed the monthly reports.
- B. Minutes:** Board reviewed the minutes from the August 2019 meeting. Matt Stiene made a motion to accept the monthly reports and Minutes from the last meeting. The motion was seconded by Barry Lefler and passed unanimously.

3.0 Old Business:

- A. Personnel update:**
 - 1.** Two staff who had provided earlier notice of their resignations completed their final duty tours this week. Both Captain Joe Yowler and Engineer Tyler Hoopaugh will be joining Charlotte Fire Department. One additional FF is anticipating a relocation of his family to Atlanta and this will result in an additional opening.
 - 2.** The Recruit class is progressing as expected with three personnel in attendance. This class should be completed in December with the new personnel available in January 2020.
 - 3.** Interviews for the Department Administrative Assistant are underway.
- B. Station 2 update:** The repairs for leaks have been made on the roof. In October, additional work on the seams to address the expansion/contraction issues will be completed. Various solutions regarding the problems with the flooring in the apparatus bays are being evaluated.

- C. County Board Appointments:** One vacancy continues to exist for the board from the unincorporated area of the fire district. No applicants have applied. The Chairman plans to contact a previous member to determine if this person might serve again.
- D. Town Board Appointments:** All positions for board members inside the corporate limits of Harrisburg are filled.
- E. Communication Center Changes:** A kick-off meeting between Harrisburg leadership and personnel from the Concord FD was completed. A meeting within the next week will take place involving staff from the Concord Public Safety Commission and Harrisburg Fire Department leadership. Once this is completed, Harrisburg Fire Department leadership will meet with the Harrisburg Town Council. Full implementation of the new communications system would likely occur in July 2020.

4.0 New Business:

- A. Open House:** The Fire Department annual open house has been scheduled for Saturday, September 28th from 11 A.M. until 3 P.M. The format will be similar to last year. BBQ plates (sandwiches) will be sold. Various children's games and bounce houses will be provided along with fire prevention program materials and fire extinguisher demonstrations and apparatus displays.

5.0 Next meeting:

- A.** The next meeting is scheduled for October 17, 2019 at 6:00 P.M. at the HFD Administration Building.

6.0 Adjournment:

- A.** Barry Lefler made a motion to adjourn the meeting, seconded by Matt Stiene and passed.

Members:

Inside corporate limits:

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

Outside corporate limits:

Matthew Stiene
 Vacant
 Ex-Officio member: Tim Wooten



TOWN OF HARRISBURG

Agenda Item Details

Title:

Personnel Updates

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Updates Only

Description/Background:

Update to board

Recommendation:

Update Only

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Station 2 Updates

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Updates

Description/Background:

Updates Only

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

County Board Appointments

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Update

Description/Background:

Still no applications

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Communications Center Dispatch updates

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Update

Description/Background:

Updates Only

Recommendation:

Updates Only

Fiscal Impact:

None at this point

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Fire Prevention Updates

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

None

Description/Background:

Fire Prevention Updates

Recommendation:

None

Fiscal Impact:

None

Attachments:

None