



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

**February 20, 2020
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 October 2019 Meeting

3. OLD BUSINESS

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

4. NEW BUSINESS

- A. FY21 Budget

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 Report for Harrisburg Fire Marshal and HFD Operations

Recommendation:

Motion to Approve

Fiscal Impact:

None

Attachments:

1. 2019 October Fire Marshal Report
2. 2019 November Fire Marshal Report
3. 2019 December Fire Marshal Report
4. Fire Marshal -January 2020 Monthly Report
5. 2019 October Monthly Operations Report
6. 2019 November Monthly Operations Report
7. 2019 December Monthly Operations Report
8. January 2020 Monthly 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 Marshal

Submitted By: _____

Date: _____

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4. Enforcement:

5. Investigations/Fire & EMS Responses this month:

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Monthly Departmental Report: Fire Marshal

Submitted By: _____

Date: _____

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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):

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:
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6. Employment changes?
7. Other items not listed above that you would like to report (please attach extra pages if needed):

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Fire – Operations Division

Submitted By: _____

Date: _____

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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?
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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 October 2019 Meeting

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Approve

Description/Background:

Minutes from October 2019 Meeting

Recommendation:

Motion to Approve

Fiscal Impact:

None

Attachments:

1. HFD Advisory Board Minutes Oct 17 2019

TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, October 17, 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, Bill Kennedy, Chief Bryan Dunn, Deputy Chief Ken Bradey

Absent: Battalion Chief Tim Wooten

Public attendance: Ken Long

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:** 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 September 2019 meeting. Barry Lefler 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:

- 1. The Recruit class is progressing as expected with three HFD personnel in attendance. This class is expected to graduate on December 12th. The three new FF would then go through EMT school before be assigned to operations in early 2020.
- 2. The department currently has 2 vacancies from FF leaving to go to Charlotte Fire Department. One additional FF is anticipating a relocation of his family to Atlanta and this will result in an additional opening.
- 3. The department is assessing applicants from the recent fall joint recruitment process. The fall process was implemented this year to assist with Concord's growth needs. Because it was new, there were not a lot of applicants, but the department is looking at some applicants as well as applicants from the list created in the spring to fill the two (and possible third) vacancies. Those candidates would begin recruit school in earl 2020.
- 4. The department has two FF off on paternity leave. Both are expected back by the end of the month.

5. The number of vacancies has created a challenging staffing situation. Deputy Chief Bradey has been able to maintain staffing levels utilizing minimal overtime. Additionally, overtime for the recruits has been lower than expected, leaving the department's overtime costs within the approved budget.
- B. **Station 2 update:** The contractor has started on the project to add street signalization to the station. While there is no set timeline, the department expects the signal project to be completed quickly. Additionally, the Town has begun the construction of the new water tower to be located on the land behind station 2. Otherwise, there are just a few items remaining on the punch list for the station and they are being addressed.
- C. **County Board Appointments:** One vacancy continues to exist for the board from the unincorporated area of the fire district. No applicants have applied. Ken Long, a former advisory board member attended the meeting and said he would be willing to return to the board. If Ken Long would apply the board would support his re-appointment to the advisory board.
- D. **Communication Center Changes:** The department has started some of the background work that will be needed to transfer dispatching services from the County to the City of Concord. HFD leadership is hoping to meet with the Harrisburg Town Council later this month to review and discussed the proposed changes. Full implementation of the new communications system would likely occur in July 2020.

4.0 New Business:

- A. **Fire Prevention:**
 1. The Fire Marshall, his staff and the department conducted numerous educational events as part of National Fire Prevention week (October 6th through 12th). The events generally went well, with only a few minor issues. The department is assessing the overall effort, identifying issues and adjusting accordingly.
 2. The Fire Department annual open house has held in September and was well attended and successful.
 3. Based on the workload and department needs, the department is considering proposing the addition of a full time Fire Educator/Fire Marshall position to the Fire Marshalls Office. The department has been utilizing part time staff, however as the Town continues to grow and the workload expands, the Town and Fire Marshalls Office may be better served with an additional fulltime member, rather than using part time staff.
- B. **Apparatus Status:** The Board discussed the status of Ladder 1. The Ladder (which is a 2005 Spartan/Smeal assigned to Station 1) had been out of service for several days recently. The issue was relatively minor, but required the delivery of a part, which took several days. The Ladder is now back in service.
- C. **Town Youth Council:** Councilmember Staton-Williams discussed the new Youth Council whose mission is to promote civic engagement with the youth of Harrisburg. The Youth Council meets monthly at Town Hall and Staton-Williams was interested in having department or Advisory Board members attend. The next meeting will be held on Oct. 22nd at 6:00pm.

5.0 Next meeting:

- A. With nothing pending for the board, the next meeting is scheduled for January 16, 2020 at 6:00 P.M. at the HFD Administration Building.

6.0 Adjournment:

- A. Bill Kennedy 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:

Updates 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 Only

Description/Background:

Update the Board

Recommendation:

Updates Only

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

County Board Appointments

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Updates Only

Description/Background:

Still No Applications

Recommendation:

Update Board

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Communications Center Dispatch Updates

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Updates Only

Description/Background:

Updates Only

Recommendation:

Updates Only

Fiscal Impact:

None at this time

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

FY21 Budget

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Updates Only

Description/Background:

FY21 Budget Updates

Recommendation:

None at this time

Fiscal Impact:

To be discussed

Attachments:

None