



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

**January 28, 2021
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. February 27, 2020 Minutes

3. OLD BUSINESS

- A. Personnel Updates
- B. Communications Center Changes
- C. County Board Opening

4. NEW BUSINESS

- A. Board Officer Elections
- B. Budget FY 22

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:

February 27, 2020 Minutes

Presenting Personnel:

Suggested Motion or Action:

Approve

Description/Background:

Minutes from last meeting held on February 27, 2020

Recommendation:

Fiscal Impact:

None

Attachments:

1. HFD Advisory Board Minutes Feb 27 2020

TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, February 27, 2020
6:00 P.M. at Harrisburg Fire Administration Building

Meeting called to order by Chairman Robin Torrence

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

Absent: Matt Stiene

Public attendance: None

Town Official(s): None

1.0 Call to Order:

- A. Agenda Adoption:** Barry Lefler 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 October 2019 meeting. Bill Kennedy made a motion to accept the Consent Agenda 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. The department currently has 3 vacancies (with one of those being a FF on military leave) and one FF leaving to go to Charlotte Fire Department in the near future.
 - 2. Since the last board meeting, the department has hired a new (part time) administrative assistant. Catherine Zadzora has been working for about two months.
 - 3. The department also hired Andrew Hardister, an experienced and certified firefighter, most recently working as an engineer for the Salisbury Fire Department. Because of this, Hardister was not sent to recruit school and was assigned to operations.
 - 4. The three recruits from the last recruit class (Hess, McDaniel and Rowe) graduated in December and the two requiring EMT will take the State test this week. They have also been assigned to operations.

5. From the recent fall joint recruitment process, the department selected two candidates. The two, Nicholas Tompkins and Khoi Le have started recruit training Concord.
- B. **Station 2 update:** Just about all the punch list items for the new station have been addressed. The new street signalization has been installed in front of the station and is awaiting Duke Energy to complete the installation. The construction of the new water tower located behind station 2 is also progressing.
- C. **County Board Appointments:** One vacancy continues to exist for the department's advisory board from the un-incorporated area of the fire district. There have been no applicants.
- D. **Communication Center Changes:** The department presented to the Town Council on the transferring of dispatching services from the County to the City of Concord. The department will also discuss this at upcoming budget workshops and hopes the council will give final approval in April. With this, the transfer to the new communications center could be implemented in July 2020.

4.0 New Business:

- A. **Fiscal Year 2021 Budget:** The Board reviewed the first draft the department's proposed FY21 budget. Highlights are listed below.
 1. The Personnel Service category has a proposed increase of 9.7% over the FY20 budget. This increase is due to the request for additional staff.
 - a. The department has proposed adding three Fire Fighters to operations. These new FF would help the department achieve its stated goal of 4 persons per apparatus. Research has shown that for each position, the department actually requires 1.19 persons to accommodate for time off, vacancies, etc.. Accordingly, to staff three companies with 4, a shift would actually require 14.28 personnel (12 X 1.19). The department currently has 13 per shift.
 - b. The department is also proposing the addition of a Full Time Fire Inspector and Educator to the Fire Marshalls office. The department has been utilizing PT staff, however with the growth the Town and increasing demands on the Fire Marshalls office, the department believes a full time Inspector/Educator will untimely better serve the department ad Town.
 2. The proposed Supplies and Materials budget also has a 9.2% increase over last year's budget. This increase can be attributed to the replacement of aging medical equipment and bags, Ballistic Vests and Rapid Intervention Team SCBA (items that support FF safety). The department is additionally proposing the creation of an HFD Costume Character (ie., a mascot). The character will be used in the department's childrens education efforts.
 3. The Fixed Charges and Other Services budget has a 35.8% percent increase. This increase is attributed to increase cost of property and liability insurance, costs associated with the additional staff and the annual fee for dispatching services by the City of Concord.
 4. Capital Outlay budget contains the largest increase over last year.
 - a. The budget includes funding to continue the regular replacement of equipment including nozzles, portable radios, SCBA and AEDs. It also funds the replacement

of several department service vehicles, and the purchase a utility (golf cart) vehicle for use at Town events at the renovated and expanded Harrisburg Park when it reopens this year.

- b. The Capital Outlay budget also includes a request for funding to purchase land for a new Station 1. The replacement for Station 1 is in the Town's Capital Improvement Plan, with planning/construction scheduled for FY27 and FY28. The department believes the current Station 1 location is not ideal for multiple reasons and while the station replacement is still several years away, the department believes it would be prudent to begin the process of identifying and purchasing land now. There is not a lot of available land in this area of the Town, and any available land will only increase in price and is subject to future development.

- 5. The other budget categories (Employee Relations and Education, Current Obligations and Services, and Debt Service) remained relatively unchanged from the FY20 budget. Overall, the department is proposing FY21 that has 30% increase over last year's budget. The majority of the increase is related to additional staff and the capital outlay for land acquisition. The Board found the requests consistent with the department's mission and stated goals, and in the matter of land acquisition, a prudent request. The Board supported the proposed FY21 budget.

- B. **Department Awards Banquet:** The HFD annual Awards banquet is schedule for March 7, 2020 at the Hendrick Racing Complex.

5.0 Next meeting:

- A. With nothing pending until after the budget workshop in March, the board scheduled the next meeting for Thursday, April 16, 2020 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 Bill Kennedy 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:

Suggested Motion or Action:

N/A

Description/Background:

None

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Communications Center Changes

Presenting Personnel:

Suggested Motion or Action:

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

County Board Opening

Presenting Personnel:

Suggested Motion or Action:

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Board Officer Elections

Presenting Personnel:

Suggested Motion or Action:

N/A

Description/Background:

Board Officer Elections

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Budget FY 22

Presenting Personnel:

Suggested Motion or Action:

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

None