



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

**October 21, 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. Monthly Response Report
- B. Minutes from September 16th Meeting

3. OLD BUSINESS

- A. Update on Capital Projects
- B. Communication Center Update
- C. Personnel Update
- D. Advisory Board By-Law review

4. NEW BUSINESS

5. NEXT MEETING

- A. Next Meeting

6. ADJOURNMENT

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 Response Report

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

N/A

Description/Background:

Monthly Response Report

Recommendation:

Accept

Fiscal Impact:

None

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Minutes from September 16th Meeting

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Accept as written

Description/Background:

N/A

Recommendation:

Accept as written

Fiscal Impact:

None

Attachments:

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TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, September 16, 2021
6:00 P.M. at Harrisburg Fire Administration Building

This meeting was held virtually via the Zoom platform due to current COVID-19 restrictions.

Meeting called to order by Chairman Robin Torrence

Present: Robin Torrence, Barry Lefler, Bill Kennedy, Matt Stiene, Ken Long, Deputy Chief Ken Bradey, Chief Bryan Dunn

Absent: Battalion Chief Tim Wooten

Public attendance: None

Town Official(s): None

1.0 Invocation

Barry Lefler gave the invocation

2.0 Public Comment

None

3.0 Agenda Changes and Approval:

A. Agenda Adoption:

Barry Lefler made a motion to accept the agenda. The motion was seconded by Ken Long and passed unanimously.

4.0 Review of Consent Agenda and Changes:

A. Monthly Reports:

The Monthly operations report was presented to the committee.

B. Minutes:

Board reviewed the minutes from the July 2021 meeting. Barry Lefler made a motion to accept the Monthly Reports and Minutes from that meeting. The motion was seconded by Matt Steine and passed unanimously.

5.0 Old Business:

A. Update on Capital Projects:

1. The Town Council approved the purchase of a 2022 Spartan/Smeal 107' Rear Mount Smart Reach Ladder for \$1,295,071 at its most recent meeting. The ladder truck is similar make and model to the departments current 2005 ladder truck with technology advancements. Once the contract is signed, the delivery time is 390 days, making expected delivery date around the end of 2022.
2. With construction of the Town's water tower nearly completed, site work on the department's training facility located behind Station 2 has begun.

3. The department has started the process to replace department vehicles as outlined in the FY22 budget. This involves support vehicles, including the Battalion Chief's truck. Pandemic related issues have limited the availability of many vehicles and General Motors is reportedly considering limiting fleet sales. While still in process, the timeline for replacement of these vehicles is uncertain.
4. Also part of the FY22 budget is the installation of a Station 1 Warning Light (similar to the warning light at Station 2). As part of the installation process, the department learned that they may be able to install a traffic signal preemption device on the traffic light at Morehead and Hwy 49. The device allows responding apparatus to control the signal. With the growth in traffic, the Morehead and Hwy 49 intersection is one of the most challenging and dangerous intersections in the Town. Adding the device will cost approximately \$25,000.
5. Finally, the FY22 Budget included funds for the purchase land for the replacement of Station 1. The department was looking for a location in the downtown/Hwy 49 area that could support a facility that includes administrative offices and allow for growth. The department was also seeking a location that made access and travelling Hwy 49 safer and easier. Accordingly, the department has identified property in the Harris Depot Road area and is currently in the due diligence phase. If all goes well, the Town plans to close on the property within a month. The station 1 replacement is planned for the FY28.

B. Communication Center Update:

1. The transition of dispatching services to the City of Concord Emergency Communication (CEC) Department continues to go well with no significant problems.
2. The department continues to work with Concord and the County on some GIS and routing issues.

C. Personnel Updates:

1. The department has one new firefighter vacancy after the resignation of one of the department's captains who is relocating to the NC Coast.
2. A second vacancy will be created when the department fills the new Administration Chief position in January. The department will be running promotion process for Battalion Chief and Captain.
3. The department's most recent hire will complete Concord's Recruit School in October. She then has to complete EMT so she will likely be assigned to operations in December.

D. Advisory Board Appointments:

1. The county vacancies have been filled with the reappointment of Matt Stiene and the appointment of Ken Long.
2. The Town posted its Board position vacancy, however, no new applications were received. The Town decided to keep the position posted for another 30 days.

E. Advisory Board By-Law Review:

1. After reviewing the Board's By Laws at the last meeting, a draft of updated By Laws prepared for review by Board members. Each board member reviewed the latest version, and a discussion was held on amending the By Laws.
2. Based on today comments, the Secretary will update the draft of amended By Laws and send them out to the Board before the next meeting for review. Any final

changes can be added and can be presented at next month's meeting for Board approval.

6.0 New Business:

A. Open House:

1. The department's annual open house is held in October, to coincide with Fire Prevention week. Planning had been underway, however, with the reemergence of COVID pandemic, the department is cancelling this year's open house.

B. ISO Inspection:

1. The department's last ISO inspection and rating was conducted in 2014 and resulted in a Class 4 ISO rating.
2. The department has been working with the Office of the State Fire Marshall and has tentatively schedule for an ISO Inspection/review scheduled for December 8. 2021.

7.0 Next Meeting:

The board scheduled the next meeting for Thursday, October 21, 2021, at 6:00 P.M. at the HFD Administration Building or virtual, depending on the COVID restrictions.

8.0 Adjournment:

Matt Stiene made a motion to adjourn the meeting, seconded by Ken Long and passed.

Members:
Inside corporate limits:
Robin Torrence – Chairman
Bill Kennedy – Secretary
Barry Lefler – Vice Chairman

Outside corporate limits:
Matthew Stiene
Ken Long
Ex-Officio member: Tim Wooten



TOWN OF HARRISBURG

Agenda Item Details

Title:

Update on Capital Projects

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

N/A

Description/Background:

Council has approved the purchase/finance of our new Ladder Truck. The preconstruction meeting has been completed. Build Time is 390 days or less.

Site work continues on the training grounds. Major progress has occurred.

Replacement vehicles have been ordered but no time line has been given from the manufacturers.

Station 1 warning light is in progress and we are looking into asking Council for additional funds to install preemption devices at 49 and Morehead intersection. NCDOT has finally allowed the installation.

The land for station 1 has closed and the town is the owner. We plan to train with the house then burn them for training.

Recommendation:

N/A

Fiscal Impact:

The addition of the preemption device at 49 and Morehead is being researched.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Communication Center Update

Presenting Personnel:

Suggested Motion or Action:

N/A

Description/Background:

The transition continues to go well with little issues.

Recommendation:

N/A

Fiscal Impact:

N/A

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Personnel Update

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

N/A

Description/Background:

We have one open vacancy currently. We will have one additional vacancy when the new position for planning is funded on January 1.

Recommendation:

N/A

Fiscal Impact:

N/A

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Advisory Board By-Law review

Presenting Personnel:

Bryan Dunn, Fire Chief

Suggested Motion or Action:

Approve By-Laws revision

Description/Background:

The Advisory Board has reviewed the By-Laws for several months. Final review tonight to send to Town Council for final approval.

Recommendation:

Approve By-Laws as presented

Fiscal Impact:

N/A

Attachments:

None