

# TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, March 15, 2018

6:00 P.M. at Harrisburg Fire Administration Building

Meeting called to order at 6:07 pm by Chairman Robin Torrence

**Present:** Robin Torrence, Graydon Choinski, Bill Kennedy, Chief Bryan Dunn, Deputy Chief Ken Bradey

**Absent:** Gary Williams, Kenny Long, Tim Wooten

**Public attendance:** None

**Town Officials:** Diamond Staton-Williams

**1.0 Invocation:** Graydon Choinski

**2.0 Public comment:** None

**3.0 Agenda changes and approval:** Bill Kennedy made a motion to accept agenda, seconded by Graydon Choinski and passed.

**4.0 Review of the consent agenda:** Graydon Choinski made a motion to accept the consent agenda, seconded by Bill Kennedy and passed.

**5.0 Old Business:**

- A. Personnel update:** HFD has one new vacancy with the resignation of a firefighter effective March 15, 2018 to take a position with the Charlotte Fire Department. There are several qualified candidates on the current applicant list, however, they will need to go through the Fire Academy. The next Academy will most likely start this summer (July or August). Applicants in this year's Joint Recruitment process are currently in the CPAT phase. That portion should be completed by the end of March, with successful candidates moving to the written examination, scheduled in April.
- B. Engine 3 update:** New Engine 3 was delivered last month and was put into service on March 6, 2018. With the addition of this engine, the 2005 Smeal engine and 2002 Luverne engine will serve as reserve apparatus. The department will also looking into selling 3 older engines. Because of their age and condition (two 1994 Quality engines and a 1988 Ford), they may have limited resale value.
- C. Station 2 update:** After two rounds of bidding, the Town Council met on March 12, 2018 and approved the construction of the new Fire Station 2. The design of the station is based upon the design of the recently constructed Station 3, except the new station will be a 3 bay station. The final GMP (guaranteed maximum price) was approximately \$4.7 million. When all costs are considered, including all ready incurred costs such as land acquisition, engineering and design, equipment, furniture, legal fees and financing, the total cost will be nearly \$6 million, with the town financing approximately \$5.5 million. Construction should begin in April, with an estimated build out time of 11 months. The Town and Department are considering a formal ground breaking ceremony, but no date has been set.
- D. HFD Assessment update:** North Carolina Fire Rescue Innovative Solutions presented their Assessment Report to the Town Council on March 12, 2018. The report is a comparison or benchmarking study of HFD as they compare to peer fire departments. The report found that HFD was generally comparable and consistent with other, similar fire departments. Overall the

process and report were valuable and the final report will be made available to the department.

**E. FY 19 Budget process/update:** The Fire Department has started the process of developing the FY19 budget. The operations budget is still being developed, however a preliminary Capital Improvement plan was discussed. The department will meet with the Town on March 24, 2018. There were several items of note with the proposed FY19 budget Capital Improvement Plan. The plan is still being developed and subject to change before being submitted to the Town.

1. The Capital Improvement Plan is now a 10 year plan, versus previous 5 year plans.
2. The Capital Improvement Plan addresses apparatus replacement with 2002 Luverne engine scheduled for replacement in the next budget year (FY20), followed by the 2005 Smeal ladder (FY 22 or 23), then the 2005 Smeal engine and 2008 SVI rescue by the end of the 10 year plan.
3. The Capital Improvement Plan includes a regular 5 year replacement schedule for department vehicles, replacement or purchase of new operations and training related equipment, a training facility, as well as replacing Fire Station 1, with that proposed to begin in FY28.
4. The Capital Improvement Plan also includes the replacement of equipment and boat for the Swiftwater Rescue Team (SRT) with a goal of coordinating with Concord Fire to create a statewide deployable SRT team.

**6.0 New Business:** None

**7.0 Setting of next meeting:** The next meeting is scheduled for April 19, 2018 at 6:00 P.M. at the HFD Administration Building.

**8.0 Adjournment:** Graydon Choinski made a motion to adjourn the meeting, seconded by Bill Kennedy and passed.

**Members:**

**Inside corporate limits:**

Robin Torrence - Chairman  
Gary Williams - Vice Chairman  
Bill Kennedy - Secretary

**Outside corporate limits:**

Graydon Choinski  
Kenny Long  
Ex-Officio member: Tim Wooten