

TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, May 16, 2018

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

Meeting called to order at 6:10 pm by Chairman Robin Torrence

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

Absent: Gary Williams, Kenny Long

Public attendance: None

Town Officials: John Booth

1.0 Invocation: Robin Torrence

2.0 Public comment: None

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

1. HFD has made a conditional offer of employment to an applicant from the existing applicant list for the one (1) current vacancy. The applicant (Travis Puckett) has accepted and will be completing the hiring process with a tentative start date in July, prior to the start of the next fire academy.
2. Applicants in this year's Joint Recruitment process have completed the initial phases of the process (CPAT and written examination). There are approximately 20 applicants who will move onto the formal interview phase. The applicant pool is a little smaller than previous process, but appears to contain many highly qualified candidates.
3. There are several current HFD firefighters who have started the application process for the Charlotte Fire Department and one for Concord Fire. Those processes are expected to take several months and any offers would likely not be simultaneous.

B. Station 2 update: Construction of the new Fire Station 2 has begun and is currently on or ahead of schedule and under budget. The construction budget contained contingency funds for several potential construction issues and to date, at least one those (possible soil issues) was not encountered, which has resulted in a cost saving. Construction is estimated to take approximately 11 months, and the current estimated date for placing the station in service is April 2019.

C. FY 2018-19 Budget process/update: After several meetings with the Town Manager, Assistant Town Manager and the Town Council in March, the Department submitted a proposed FY19 budget. There were several items of note with the proposed budget.

1. The Town is moving towards a 10 year planning process for the budget, to help increase financial stability and reserves to allow for more efficient planning to ensure the Capital Improvement Plan needs are adequately anticipated and planned for to reduce the

disparate impacts of occasional large projects/purchases as the Town continues to grow. This year's process went well and all the fire department's funding requests were included in the Town Managers FY2018-19 Recommended Budget.

2. The Fire Department budget is moving to the Town's General Services Fund, away from the dedicated Fire Service Fund. This model is consistent with other municipalities and will allow for greater flexibility for the town and department in meeting budget needs and growth. As a result, the Fire Service tax (implemented in 2006 after the town brought in the HVFD as a town department) will be eliminated while the Town's General Services tax will be increased to offset elimination of the fire tax. The Town is considering an additional \$0.065 increase to ensure the Town's 10 year plan is achievable. The Town's proposed total tax rate will be \$0.355, which is still be less than nearly all other area municipalities.
3. The Town will also be requesting a tax increase for the rural fire district that would affect residents of the fire service district outside the Harrisburg town limits.
4. The Fire Department has studied the financial and staffing impact associated with Fire Fighter "Kelly" days (or work reduction days). After reviewing several different options, including taking no action, paying fire fighters (FF) for the days, using Part Time FFs to cover peak times or to hire three additional full time FF, the department proposed hiring three additional full time FF. That option has been included in the Town Managers FY2018-19 Recommended Budget and is consistent with the goal of staffing apparatus with 4 firefighters.
5. The 10 year Capital Improvement Plan addresses apparatus replacement with 2 engines, the ladder and the rescue scheduled to be replaced by 2028. The plan also includes service vehicle replacement on a regular schedule and the replacement of station 1, which will be 40 years old by 2028.

6.0 New Business:

- A. **Advisory Board Appointments:** Two of the five Advisory Board member seats (Robin Torrence and Gary Williams) will be expiring in July 2018. The Town is currently accepting applications, which are available in the Town's website. The town council will appoint board members at their June meeting.
- B. **Bridge Naming:** The Town, working with the State DOT has an opportunity to name three bridges in the town. There is a proposal to name the Pharr Mill Road Bridge over Hwy 49 in honor of Josh Early, a HFD firefighter who died in the line of duty in 2002.

7.0 Setting of next meeting: The next meeting is scheduled for June 21, 2018 at 6:00 P.M. at the HFD Administration Building.

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