

TOWN OF HARRISBURG FIRE DEPARTMENT ADVISORY BOARD MEETING

Thursday, August 18, 2022
6:00 P.M. at Harrisburg Fire Administration Building

Present: Robin Torrence, Barry Lefler, Bill Kennedy, Matt Stiene (via phone), Ken Long, Division Chief Tim Wooten, Deputy Chief Ken Bradey (via phone)

Absent: Chief Bryan Dunn

Public attendance: None

Town Official(s): None

Meeting called to order by Chairman Robin Torrence

1.0 Invocation

Barry Lefler gave the invocation

2.0 Public Comment

None

3.0 Agenda Changes and Approval:

A. Agenda Adoption:

William Kennedy made a motion to accept the agenda. The motion was seconded by Kenny 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 2022 meeting. Barry Lefler made a motion to accept the Monthly Reports and Minutes from that meeting. The motion was seconded by Matt Stiene and passed unanimously.

5.0 Old Business:

A. Personnel Updates:

1. The department will begin accepting applications for the vacant Battalion Chief position soon. It will be open to both internal and external candidates. Any candidates that do not already have Advanced-EMT will need to obtain that Advanced EMT-by February 2023.
2. The department is in the processing of hiring 3 new lateral firefighters. These lateral FF are already certified and will not need to attend the Recruit Academy and will be assigned to operations.
3. The department has three recruit candidates currently going through Concord's Fire Academy. All three are doing well.

4. With the six new Firefighters (three recruits and three laterals), the only vacancy within the department will be the Battalion Chief position. There will likely be one additional vacancy with one current HFD fire fighter taking a position with Concord.

B. ISO Rating Review:

The department has still not heard the results of the ISO Inspection/review that occurred in December 2021. The department remains hopefully the outcome and final rating will be released soon.

C. Board Appointments

The Town Council reappoint Robin Torrence to the Advisory Board at its regular August meeting.

D. Town Pay Study:

The Town Manager is still reviewing the results comprehensive salary study and speaking with various departments and department heads. The town manager is scheduled to present the results of the study at the September Town Council meeting.

E. New Ladder Truck

The department completed the midpoint inspection of the new ladder truck, with no significant issues. Delivery is typically within a week or two after final inspection, making the anticipated delivery date in December of 2022.

6.0 New Business:

A. Board Officer Elections

With all members now (re)appointed, the Board considered the election of board officers. After some discussion of the roles, Ken Long made a motion the positions remain as the currently are, with Robin Torrence serving as Chair, Barry Lefler as Vice-Chair and William Kennedy as Recording Secretary. That motion was seconded by William Kennedy and then unanimously approved.

B. Advisory Board Responsibilities and Duties

In response to some comments made at the last Town Council meeting, and because of the unique nature of the Department, serving both Town residents and county residents in the rural district, the Advisory Board will draft a document, describing the roles, responsibilities, and duties of the Town of Harrisburg Fire Department Advisory Board for discussion at the next meeting.

7.0 Next Meeting:

The board scheduled the next meeting for Thursday, September 15, 2022, at 6:00 P.M. at the HFD Administration Building.

8.0 Adjournment:

William Kennedy made a motion to adjourn the meeting, seconded by Barry Lefler.

Members:

Inside corporate limits:

Robin Torrence – Chairman
William Kennedy – Secretary
Barry Lefler – Vice Chairman

Outside corporate limits:

Matthew Stiene
Ken Long
Ex-Officio member: Tim Wooten