



PUBLIC SAFETY COMMITTEE

City Hall - Large Conference Room
300 W. Crowell Street
Monroe, NC
August 1, 2022
4:15 PM

AGENDA

1. Minutes from July 11, 2022
2. Fire Department Accreditation Report
3. Fire Station Location Study
4. Fire Station 6 Architectural Services Contract
5. Ordinance to Temporarily Close State-Maintained Roads for Halloween Happenings Event to be held October 15, 2022
6. Budget Amendment for Donation Received for Monroe Police Explorer Program

**PUBLIC SAFETY COMMITTEE
MEETING MINUTES
July 11, 2022**

The Public Safety Committee met on July 11, 2022, at 3:00 p.m. in the City Hall Large Conference Room.

Members Present: Council Member Freddie Gordon, Committee Member Walter Gibson, Council Member James Kerr, Committee Member Selina Campbell, Committee Member Chip Wardwell, Committee Member Hayden Munn, Committee Member Charles Perry

Absent: Chairman Gary Anderson

Staff Present: City Manager Brian Borne, Assistant City Attorney Mujeeb Shah-Khan, Fire Chief Ron Fowler, Fire Administrative Assistant Alice Williams, Police Chief Bryan Gilliard, Police Captain David Morton, Director of Engineering Sarah McAllister, Director of Communications & Tourism Pete Hovanec

Guests:

Council Member Gordon called the meeting to order at 3:00 p.m.

Item 1. Approval of Meeting Minutes of May 2, 2022

Council Member Kerr made a motion to approve the minutes of the Public Safety Committee meeting of May 2, 2022. Committee Member Munn seconded the motion and the motion passed unanimously.

Item 2. Ordinance to Amend Code of Ordinances Chapter 76

Director of Engineering McAllister presented to the Public Safety Committee a request to amend Schedule I: Parking Prohibited at All Times and Schedule IV: Tow-Away Zones to add both sides of Corporate Center Drive from Goldmine Road to its western end. Committee Member Wardwell made a motion to approve and forward to Council for approval. Council Member Kerr seconded the motion and the motion passed unanimously.

Item 3. Award of Helmet to Retiring Firefighter Chad Burns

Fire Chief Ron Fowler presented to the Public Safety Committee awarding the helmet of retiring Firefighter Chad Burns after 20 years with the Fire Department. Committee Member Perry made a motion to award the helmet and forward to Council for approval. Committee Member Munn seconded the motion and the motion passed unanimously.

Item 4. Update on Police Response to shots Fired on July 4th

Police Chief Bryan Gilliard and Police Captain David Morton presented to the Public Safety Committee a debriefing of reports of shots fired off Cherry Street and Winchester near the railroad tracks on July 4th during fireworks. The investigation is on-going.

Adjournment

There being no further business, Council Member Kerr made a motion to adjourn the meeting. Council Member Gordon seconded the motion which passed unanimously, and the meeting was adjourned at 3:21 pm.

Respectfully submitted,

Alice Williams – Committee Secretary



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: August 1, 2022

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Williams, Administrative Assistant

SUBJECT: Fire Department Accreditation Report

SUMMARY STATEMENT

Staff will provide the Public Safety Committee an overview of the Fire Department's Accreditation Report from our recent accreditation site visit.

REVIEW

The fire department is seeking reaccreditation from the Commission on Fire Accreditation International. This is required every five years to maintain accredited agency status. As part of this process, a peer assessment team representing the Commission conducted site visit in Monroe in May, 2022 and the Commission has prepared a report based on the team's findings. The peer assessment team is recommending that the fire department be reaccredited and has provided various recommendations for continued quality improvement in the department.

Staff will give the Public Safety Committee an overview of the accreditation report along with recommendations by the peer assessment team.

RECOMMENDATION

Fire discussion and informational purposes only.



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: August 1, 2022

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Williams, Administrative Assistant

SUBJECT: Fire Station Location Study

SUMMARY STATEMENT

Staff will report to the Public Safety Committee an overview of a recent Fire Station Location Study conducted for Monroe.

REVIEW

Staff previously identified the need to conduct a Fire Station Location Analysis Study and NC Fire Chiefs Consulting, who is the official fire consulting group for the NC League of Municipalities, conducted this study. The study is complete and provides a qualified and objective review of current fire station locations and recommendations on meeting current and future station location needs to best serve our citizens.

Staff will report to the Public Safety Committee an overview of the study along with recommendations contained in the study.

RECOMMENDATION

Fire discussion and informational purposes only.



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: August 1, 2022

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Williams, Administrative Assistant

SUBJECT: Contract Award for Fire Station 6 Architectural Services

SUMMARY STATEMENT

The Public Safety Committee is requested to consider a recommendation for Council to award a contract to Stewart-Cooper-Newell Architects for Fire Station 6 Architectural Services.

REVIEW

Council previously allocated \$5,000,000 to construct Fire Station 6 and Staff posted a Request for Qualifications (RFQ) for architectural services for this project. The proposals were sought pursuant to G S 143-64.31 to select a firm qualified to provide architectural services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, with the intention to negotiate a contract for these services at a fair and reasonable fee with the best qualified firm. The following four firms submitted their Statements of Qualifications; Creech and Associates, ADW Architects, Boomerang Design, and Stewart-Cooper-Newell Architects.

Upon review of the Statements of Qualifications, Staff deemed that Stewart-Cooper-Newell Architects, located in Gastonia, NC, meets our qualification desires based on their demonstrated competence and qualification for this type of project. Stewart-Cooper-Newell Architects is a well-experienced architectural firm with a specialty in fire station design. They have designed or consulted in the design of over 400 Fire Stations, Law Enforcement Facilities, Training Centers and 911/EOC projects in 27 States.

Based on this process, Staff has negotiated a proposal from Stewart-Cooper-Newell to provide the Station 6 architectural services at a cost of \$320,000 plus a \$10,000 reimbursable allowance for travel expenses, for a total of \$330,000.

RECOMMENDATION

Staff recommends that the Public Safety Committee recommend to City Council to award a contract to Stewart-Cooper-Newell Architects for architectural services for Fire Station 6 at a cost of \$320,000, plus a \$10,000 reimbursable allowance for travel expenses, for a total of \$330,000 and authorize the City Manager to sign all related documents.



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, CMSM, MBA, BLA, City Manager

DATE: August 1, 2022

FROM: Ryan Jones, CPRP, MASA, Parks and Recreation Director

SUBJECT: Ordinance for Special Event – Halloween Happenings

SUMMARY STATEMENT

The Public Safety Committee is requested to consider an ordinance to temporarily close certain state-maintained roads for the Halloween Happenings event.

REVIEW

The City of Monroe Parks & Recreation Department is planning to hold the Halloween Happenings Event on Saturday, October 15th from 10:00 am – 2:00 pm. North Carolina General Statute 20-169 states a municipality shall pass an ordinance approving a special event and place signs giving notice of the event if it involves state-maintained roads. The Halloween Happenings event requires the temporary closure of Franklin Street (SR 2100) from Charlotte Avenue to Hayne Street. Therefore, the attached Ordinance O-2202-65 is provided for approval of the event and the temporary lane closure. Once approved, the Street Division will place the signs giving notice prior to the event.

RECOMMENDATION

Staff recommends approval of the attached Ordinance O-2202-65. If the Public Safety Committee is in agreement, the Ordinance O-2202-65 will be placed on the consent agenda for consideration by City Council at the next meeting on August 9, 2022.

Attachment:
Ordinance O-2022-65



X - Current closure

**AN ORDINANCE TO TEMPORARILY CLOSE CERTAIN
STATE-MAINTAINED ROADS FOR A SPECIAL EVENT
ORGANIZED BY THE CITY OF MONROE, NC
O-2022-65**

WHEREAS, North Carolina General Statute 20-169 authorizes local authorities to regulate by ordinance the use of a highway within their jurisdiction by processions, assemblages, or anything that may be construed as a procession or assemblage; and,

WHEREAS, the City of Monroe will consult with the local North Carolina Department of Transportation (NCDOT) Division office to verify that a proposed event will not 1) interfere with other planned special events and 2) impact or be impacted by planned maintenance or other activities; and

WHEREAS, the City of Monroe will sponsor and hold its annual Halloween Happenings Event on Saturday, October 15th; and

WHEREAS, the Halloween Happenings event will require the temporary closure of Franklin Street (SR 2100) between Charlotte Avenue and Hayne Street.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. City Council approves and authorizes the temporary closure of Franklin Street (SR 2100) between Charlotte Avenue and Hayne Street on Saturday, October 15th for a special event per the attached map;
2. City Council hereby authorizes the City Manager to take any actions necessary to effect the provisions of this Ordinance;
3. This Ordinance shall be effective as of the date of adoption.

Adopted this 9th day of August, 2022.

Attest:

Mayor Marion L. Holloway, Jr.

Bridgette Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Brian Borne, City Manager

DATE: August 1, 2022

FROM: J. Bryan Gilliard, Chief of Police

PREPARED BY: Angie Rangolan, Support Services Supervisor

SUBJECT: Budget Amendment for Donation Received for Explorer Program

SUMMARY STATEMENT

The Police Department seeks to accept a donation in the amount of \$150 from Council Member James Kerr to be directed to the Monroe Police Explorer Program, and requests a budget amendment.

REVIEW

The Police Department has received an \$150 donation from Council Member James Kerr. These funds will be used for the Monroe Police Explorer Program.

RECOMMENDATION

Staff requests approval from the Public Safety Committee to accept this donation and appropriate and designate the funds and forward to full Council for approval.

Attachment(s): Budget Amendment BA-2022-32

**CITY OF MONROE
BUDGET AMENDMENT
BA-2022-32**

1. Amendment necessary to designate and appropriate funds received from Council Member James Kerr for the Monroe Police Explorer Program.

General Fund:

Revenues:

Miscellaneous	\$150
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Expenditures:

Public Safety	\$150
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Adopted this the 9th day of August of 2022.

Marion Holloway, Mayor

Attest:

Bridgette H. Robinson, City Clerk