

CITY OF MONROE
PUBLIC SAFETY COMMITTEE MEETING
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET
MONROE, NORTH CAROLINA 28112
DECEMBER 5, 2022 – 4:15 PM
AGENDA
www.monroenc.org

1. Budget Amendments
 - A. Fire Department Payment from Interlocal Agreement with Union County for Water Rescue and Hazardous Materials Response Assistance to Union County Fire Departments
 - B. Police Department Donation from Advanced Driver Training Services, Inc.
2. Holiday Safety Tips
3. Minutes/Staff Notes of Public Safety Committee Meeting of August 1, 2022
4. Ordinance Amending Chapter 36 titled Fire Prevention of the Code of Ordinances to Delete Section §36.04 titled Residency Requirements
5. Resolution adopting Fire Department 2022 Standards of Response Coverage



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: December 5, 2022

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Williams, Administrative Assistant II

SUBJECT: Budget Amendment – Payment for Inter-Local Agreement from Union County

SUMMARY STATEMENT

The Public Safety Committee is requested to consider payment in the amount of \$40,000 from Union County per an Inter-Local Agreement and recommend approval of BA-2022-25 to Council.

REVIEW

The City has received payment of \$40,000 per an Inter-Local Agreement with Union County for water rescue and hazmat response assistance by the Fire Department. This payment will be allocated to the Fire Department by dispersing \$20,000 to Hazardous Materials and \$20,000 to Swiftwater Rescue accounts.

RECOMMENDATION

The Public Safety Committee is requested to recommend that City Council accept this payment and approve BA-2022-25 to appropriate the funds to the Fire Department expenditure accounts.

Attachment: BA-2022-25

**CITY OF MONROE
BUDGET AMENDMENT
BA-2022-25**

1. Amendment necessary to designate and appropriate funds received Union County per the Inter-Local Agreement for Hazardous Materials and Swiftwater Rescue.

General Fund:

Revenues:

Restricted Intergovernmental	\$40,000
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Expenditures:

Public Safety – Hazardous Materials	\$20,000
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Public Safety – Swiftwater Rescue	\$20,000
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Adopted this the 13th day of December of 2022.

Marion Holloway, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: December 5, 2022

FROM: J. Bryan Gilliard, Chief of Police

PREPARED BY: Angie Rangolan, Administrative Services Supervisor

SUBJECT: Budget Amendment for Police Department Donation from Advanced Driver Training Services, Inc.

SUMMARY STATEMENT

The Police Department seeks to accept donations in the amount of \$100 from Advanced Driver Training Services, Inc. for the Monroe Police Explorer Program and requests a budget amendment.

REVIEW

The Police Department has received an \$100 donation from Advanced Driver Training Services, Inc. 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-2022-37

**BUDGET AMENDMENT
BA-2022-37**

1. Amendment necessary to designate and appropriate funds received from Advanced Driver Training Services, Inc. for the Monroe Police Explorer Program.

General Fund:

Revenues:

Miscellaneous	\$100
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Expenditures:

Public Safety	\$100
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Adopted this the 13th day of December 2022.

Attest:

Marion L. Holloway, Jr., Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: December 5, 2022

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Holiday Safety Tips

SUMMARY STATEMENT

The Fire and Police Departments will share safety tips for the Holiday season.

REVIEW

By request, the Fire and Police Departments will share safety tips for the Holiday season.

RECOMMENDATION

This item is information only; therefore, no action required.

**CITY OF MONROE
PUBLIC SAFETY COMMITTEE MEETING
AUGUST 1, 2022
MINUTES/STAFF NOTES**

The Public Safety Committee met on August 1, 2022, at 4:15 p.m. in the City Hall Large Conference Room.

Members Present: Chairman/Mayor Pro Tem Gary Anderson, Committee Member Walter Gibson, Council Member James Kerr (left at 4:43pm), Committee Member Selina Campbell, Committee Member Charles Perry

Members Absent: Council Member Freddie Gordon, Committee Member Chip Wardwell, Committee Member Hayden Munn

Staff Present: City Manager Brian Borne, City Attorney Mujeeb Shah-Khan, Fire Chief Ron Fowler, Fire Administrative Assistant Alice Williams, Fire Deputy Chief Greg Collins, Fire Deputy Chief Bryan Kindley and Police Captain T.J. Goforth

Staff Absent: None

Visitors: None

Chairman Gary Anderson called the meeting to order at 4:15 p.m.

Item 1. Approval of Meeting Minutes of July 11, 2022. Council Member Kerr made a motion to approve the minutes of the Public Safety Committee meeting of July 11, 2022. Committee Member Perry seconded the motion and the motion passed unanimously.

Item 2. Fire Department Accreditation Report. Fire Chief Ron Fowler presented to the Public Safety Committee the recommendation received from the accreditation team. This item is for informational purposes only.

Item 3. Fires Station Location Study. Fire Chief Ron Fowler presented to the Public Safety Committee an overview of the study along with recommendations contained therein. This item is for informational purposes only.

***At this point due to lack of quorum, the remaining portion of the meeting is Staff Notes.**

Item 4. Fire Station 6 Architectural Services Contract. Fire Chief Ron Fowler presented to the Public Safety Committee a request to 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.

Due to lack of a quorum, there was a consensus of those present to refer the matter to City Council for consideration.

Item 5. Ordinance to Temporarily Close State-Maintained Roads for Halloween Happenings Event to be held October 15, 2022. The City of Monroe Parks & Recreation Department presented an Ordinance for Special Event Halloween Happenings on Saturday, October 15th from 10:00 am – 2:00 pm. The Halloween Happenings Event requires the temporary closure of Frankly Street (SR 1200) from Charlotte Avenue to Hayne Street. Staff recommends approval of Ordinance O-2022-65 and placing said Ordinance on the consent agenda for consideration by City Council at the next meeting on August 9, 2022.

Due to lack of a quorum, there was a consensus of those present to refer the matter to City Council for consideration.

Item 6. Budget Amendment for Donation Received for Monroe Police Explorer Program. The Monroe Police Department received a \$150 donation from Council Member James Kerr that will be used for the Monroe Police Explorer Program. Staff requested approval from the Public Safety Committee to accept this donation and appropriate and designate the funds and forward to full Council for approval.

Due to lack of a quorum, there was a consensus of those present to refer the matter to City Council for consideration.

Staff Notes were prepared *for information purposes only*.

Respectfully submitted,
Alice Williams – Committee Secretary



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: December 5, 2022

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Williams, Administrative Assistant II

SUBJECT: Code of Ordinance Amendment to Chapter 36 titled Fire Prevention to Delete Section §36.04 titled Residency Requirements

SUMMARY STATEMENT

The consideration of an amendment to Title III: Administration: Chapter 36: Fire Prevention - §36.04 Residency Requirements of the City of Monroe Code of Ordinances.

REVIEW

Section 36.04, Residency Requirements, of the Code of Ordinances currently states, “All members of the Fire Department shall reside within 30 miles from Fire Station One.” Council is requested to consider a text amendment to delete the Residency Requirements for members of the Fire Department.

RECOMMENDATION

Staff requests the Public Safety Committee to recommend that Council adopt an Ordinance approving the deletion of Title III: Administration; Chapter 36: Fire Prevention – §36.04 Residency Requirements in its entirety.

Attachment: Ordinance O-2022-75

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE III: ADMINISTRATION
CHAPTER 36: FIRE PREVENTION
O-2022-75

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE III: ADMINISTRATION: CHAPTER 36: FIRE PREVENTION OF THE CITY OF MONROE CODE OF ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

Section 1. Delete **§36.04 RESIDENCY REQUIREMENTS** in its entirety.

Section 2. This Ordinance shall be effective upon adoption.

Adopted this 13th day of December, 2022.

Attest:

Marion L. Holloway, Jr., Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Brian J. Borne, City Manager

DATE: December 5, 2022

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Williams, Administrative Assistant

SUBJECT: Resolution to Adopt the 2022 Monroe Fire Department Standards of Cover

SUMMARY STATEMENT

Staff is presenting the Fire Department's 2022 Standard of Cover for review and adoption.

REVIEW

The Fire Department has updated our Standards of Cover document to assist in ensuring a safe and effective response force for fire suppression, emergency medical, rescue, hazardous materials and other specialty response situations. A Standards of Cover contains written policies and procedures that, after a community risk assessment and hazard analysis, establish the distribution and concentration of fixed and mobile resources and provides a rational and systematic way of measuring services provided by an organization.

The Standards of Cover is a living document that will be reviewed periodically and updated as needed by Fire Department Staff and will be taken before Council for approval at least every five years.

RECOMMENDATION

Staff requests that the Public Safety Committee recommend to Council to adopt a Resolution adopting the Standards of Cover.

Attachment: Resolution R-2022-66

**RESOLUTION ADOPTING THE MONROE FIRE DEPARTMENT
STANDARDS OF RESPONSE COVERAGE
R-2022-66**

WHEREAS, the Monroe City Council is the policymaking body for the City of Monroe and establishes organizational policies and priorities through direction given to the City Manager, and

WHEREAS, the Monroe Fire Department is a department of the City of Monroe that operates under the direction and authority of the Monroe City Council; and

WHEREAS, the Commission on Fire Accreditation International (CFAI) defines a Standards of Response Coverage as written policies and procedures that after a community risk assessment and hazard analysis, establish the distribution and concentration of fixed and mobile resources of an organization; and

WHEREAS, a Standards of Response Coverage provides a rational and systematic way of measuring services provided by an emergency services organization; and

WHEREAS, the Fire Department created a Standards of Response Coverage document conforming to the CFAI Standards of Cover 6th Edition Manual, to assist in ensuring a safe and effective response force for the fire suppression, emergency medical, rescue, hazardous materials and other specialty response situations; and

WHEREAS, the Monroe Fire Department Standards of Response Coverage is a living document that will be reviewed periodically and updated as needed by Fire Department Staff with said updates approved by the Monroe City Council not less than every five years.

NOW, THEREFORE, BE IT RESOLVED, the Council of the City of Monroe hereby adopts the Monroe Fire Department 2022 Standards of Cover.

Adopted this 13th day of December, 2022

Attest:

Marion L. Holloway, Jr. - Mayor

Bridgette H. Robinson, City Clerk